



THE REAL MIND CONTROL

A book that will make you understand
Neuro-Linguistic Programming

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- Convince people effectively
 - Become the best sales-person
 - Make people think what you want them to think
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Introduction

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I want to thank you and congratulate you for downloading the book, "Neuro-Linguistic Programming: The Art of Opening up New Ideas."

Though you may not be aware of it, some of the ways that you communicate may actually already be using this technique. If you are, and this is purely by accident, imagine what you could achieve if you performed many of the tasks shown within this book which strengthen your power to communicate. The mind is a vast fountain of untapped into knowledge and guidance that NLP helps you

to reach.

Behind public speaking, learning to make friends and acquaintances in social and business settings is ranked one of the most stressful situations to be in. It's not that you don't want to make friends. It's just starting or joining a conversation with people you probably don't know causes you to break out in a cold sweat. If you can bring yourself to join in, you worry about making a fool of yourself instead of making new friends. The funny thing is, with a little bit of effort and learning some new skills, learning to develop rapport with other people becomes pretty simple. When I say building rapport, what I mean is simply learning how to get along with others and getting them to like you more easily. Without the ability to get along with someone though, none of the tools I'm going to outline in this book will be of any help, or at least in any lasting way. Sure, you could use them to manipulate people to get what you want, but if it's not in the best interest of the other person, it'll eventually catch up to you. Plus, it's unethical.

If you're just trying to learn how to be more comfortable in social settings, this book can help. Knowing how to read the mood of other people can go a long way in developing rapport with them. It can also help lower your stress levels by letting you have more control over the flow of the conversation.

Or maybe you picked up this book because you've tried to persuade a potential client to sign on with you but couldn't develop any kind of rapport with them. Or

even worse, you turned them off personally which in turn made them uninterested in your company. Having access to the techniques I discuss in this book could help keep that from happening again. With that said, let's get started.

There is much to learn. Each person's universe is only as large as they allow it to be. By opening up a technique which embraces the thoughts and ideas of others, you are able to live a much richer life and begin to think "outside of the box." NLP allows you to do that. It's designed for everyone to use, from business people to health workers, from individuals looking for guidance to you, the reader. Everyone can use this system's tool to make their lives a richer and more rewarding place to be.

Thanks again for downloading this book, I hope you enjoy it!

Chapter 1: What is Neuro-Linguistic Programming

“Free your expectation of the future from the grip of past failure.”

- John Seymour

You don't have to understand technicalities to grasp that the three words put together have some kind of meaning. Neuro means that which is of the brain, linguistic means emanating from language. Programming simply means being able to control the level of communication within set parameters that make your life easier.

Simply stated, the word Neuro comes from the word “Neurology” and points to the reality that all our actions start from our perception of our senses as processed by the brain. People are able to use their senses. The senses respond to a stimuli and when it does, what you see is a reaction that can be pleasurable or dis-pleasurable, depending upon the negativity or positivism of the event.

You need to remember that the things that you say are not merely in oral form. Your body, for example, can say a lot just by using body language and gesticulating. If you point a fist at someone, then they would get the impression

you are being aggressive, just as if you embrace someone, you are being affectionate.

Where it gets a little tricky is when you introduce the word “programming” because people automatically think that you mean instilling some kind of auto response and that's a little farfetched.

The programming comes from beliefs and truths. For example, people are programmed to shake hands. It's an accepted form of greeting in society. They are programmed not to spit in public as it is not considered polite. However, if you widen the scope of that belief system, you are able to encompass other programmed events which will help enhance your approach to life and what you can achieve within it. As people grow or change their lives, they also change the programmed patterns of their lives. This involves embracing new things. That is why people say that those who are widely traveled are more conversant with neuro linguistic programming techniques because they are indeed incorporated every time an environment is changed and travelers change environment frequently.

Therefore, everyone is capable of acquiring a new expertise and that includes learning the benefits of Neuro-linguistic programming. If you want more proof, consider answering the following questions:

There are various questions which could be posed which would give a clue as to

how open minded a person is. For example:

How many different varieties of weeds are there?

How many ways can you barbecue chicken?

Are you able to count the number of stars on any one given night?

All of these questions have variable answers. Thus, problems may be presented in the same manner but with neuro-linguistic programming knowledge, you are able to see more ways to answer them, rather than limiting your answers to that which you perceive to be the only possible answer from your perspective.

When you put two people together in a room and ask them what they recall about that room once they have been removed, each will see different things. This is because each perspective is different. In the same way, the questions asked above would be answered from a very narrow perspective of what you have seen or know, rather than giving a universal answer which is definitive. By giving that limited answer, you hold yourself back from seeing the wider picture which is available for everyone but that many miss.

Neuro Linguistic Programming finds its roots in the 1970s. John Grinder who was a linguistics expert, got together with Richard Bandler and the combination of expertise allowed them to look into behavioral patterns based on Gestalt theory. In fact, their adventure into this unknown was to give scope for many

professions to key into the idea that success levels can be determined by the approach and the wideness of the approach helps to build the appropriate level of success.

Richard Bandler had an active interest in psychotherapy and worked hand in hand with two successful psychotherapists of that time, Fritz Perls and Virginia Satir who seemed to be using the same kind of open approach as Richard Bandler and John Grinder were seeing as advantageous.

Thus Neuro-Linguistic Programming was the next step and following studies using hypnotherapy, these pioneers found that useful therapeutic patterns were being formed which could be used to help people develop their lives, both in the area of self-help and for teaching, coaching, business application and mental help.

The systems which are used are taught by people who have qualified in teaching the methods and have experience in putting the methods into useful application within the world. Colleges exist all over the world and the learning which is done in these institutions has been proven as useful in many areas of business and personal life.

Thus, it has been established that Neuro-Linguistic approach works very well and that those who learn it are able to see things from other viewpoints and thus are able to make decisions with wider implications and more efficient results.

Psychotherapists who have used this system find that their patient doctor rapport is opened up and that patients are more likely to respond well, by being taught to see the bigger picture.

Those in business can set goals higher simply because Neuro Linguistic Programming approach is able to expand the view of the worker so that the goals aimed at become very easy to expand upon. Sports people who are coached in Neuro Linguistic Programming techniques are able to push their bodies further and thus gain more expertise in their performance. So powerful is this system that it is all encompassing and of use to everyone who learns it.

History

Neuro-linguistic programming was founded by Richard Bandler and John Grinder during the 1970s. Bandler holds a BA degree in philosophy and psychology from the University of California and an MA degree in psychology from the Lone Mountain College. Grinder holds a BA degree in psychology from the University of San Francisco and a PhD in linguistics from the University of California.

The early beginnings of NLP were based on their partnership at the University of California. Bandler, then a student at the University, approached Grinder to discuss topics about modeling Gestalt therapy. The discussion became intense sessions with their peers. Soon, they were able to create an eclectic combination

of the works of Fritz Perls on Gestalt therapy, Virginia Satir on hypnosis and Milton Erickson on psychiatry.

Both founders discovered that the combination of the work of Perls, Satir and Erickson created a powerful structure that has the potential to make leaps and bounds in the field of communication, development and therapy. It also has the capacity to affect a wide range of aspects in a person's personal, psychological, professional and social life. This combination was documented and codified into the NLP core principles of today.

The impetus for the founders in developing NLP was their observation of people and their performance. They found out that people, who shared similar backgrounds in education, training and experience, were performing in a wide range of levels. Some were effective and succeeding, while some were ineffective and failing. The wide discrepancy must be caused by something that traditional studies on the successful person's background may have overlooked. They theorized that those people who are effective must have a secret or a source for their success that cannot be found in their education or experience.

The founders compiled the individual strategies and techniques employed by successful people. From this compilation, they aimed to achieve three things: discover the common threads aside from their education and experiences; condense the patterns and check for validity and finally and most importantly, share the patterns so as others can simulate them to create the same success.

The result of the compilation presented them with the one noticeable factor that differentiated those who were successful from those who were not: the quality of their communication. They discovered that successful people communicated in a different way, such as the way they talk, the words they use and even the non-verbal communication they utilized. When they simulated the communication techniques, they were able to create models that will later become the foundations of NLP.

NLP occupies a special niche in the therapeutic industry. Most therapies and interventions are focused on the problem a person had or is currently encountering. Traditional methods dissect, analyze and focus on the problem. In fact, the bulk of counseling sessions is devoted to understanding the problem. NLP is unique in the sense that it is more solution-focused than problem-focused. Instead of a lengthy discussion of how the problem came about, NLP offers immediate, customized and sustainable solutions for those who practice it. This is also one of the reasons why NLP is gaining worldwide acceptance, most people do not have the luxury of time to understand a problem. They would rather devote what free time they have towards the building of a solution.

NLP is also unique because it is not a theory in the full sense of the word. Instead, it is a collection of tools that are used by those who were already successful in their fields. Instead of offering abstract ideas that may never be translated into actual practice, NLP gives you the actual tools ready for you to

use. It also has the potential to link both your conscious and unconscious thoughts and resources, allowing you to make a better assessment of your potential.

Rewards

Success is one of the most immediate rewards of NLP. There is virtually no limit to the reach of NLP in your life; it can be personal, professional, social, financial, spiritual, health and general well-being. Through NLP you can achieve personal success in the form of confidence and unlearning bad habits. Professional success can also be gained through job promotions and effective selling. Social success, such as with relationships and sensitivity, is also made possible. Financial success can be achieved when you are more in control of your decisions on earning, spending and saving. You can have a better or a more positive outlook in life enriching your spirituality. Health choices become improved and sustained.

Another set of rewards to those who practice NLP are those found in the path towards success. You develop better management skills, feel more motivated and enthusiastic and you can make sound and well-thought of decisions. You can identify, address, accept or surpass your limitation. You can make yourself more receptive by opening your minds towards new learning and beliefs. You develop coping skills to everyday stresses in life.

Perhaps, the most important reward of NLP is that you are able to change from within. Sometimes, people overestimate the effect of the outside world to them. They think that they are forever bound by the will of those around them. In fact, instead of the world affecting you, the truth is that you affect the world. The promotion you may have missed is not because of the decision of top management but because you projected a lack of confidence or failed in asserting yourself among your colleagues. This passivity is what caused the top management to choose another person over you.

When you retake control of yourself and change yourself from within, you can exude the change in your immediate environment. From there, the world will change in your favor. Of course, changing yourself from within is easier said than done. The changes cannot be done overnight and it must not be done haphazardly. Unguided, the change you make may prove disadvantageous to you down the road. NLP provides the map through which you can change yourself towards your true development and improvement.

Chapter 2: Understanding the Basics

The first key to understanding NLP can be found in the keywords of its name. The basic principle of NLP is that the connection of the neurological system in your body (neuro), to the language that you use, both verbal and non-verbal (linguistic) can affect the behavioral patterns you use to achieve your goals (programming).

Neurology:

Neurology refers to the working of the human nervous system. Before we focus on that, we need to first look at the components of the nervous system, mainly the central nervous system-dealing with the direct acts of thinking, storing and compartmentalizing information and planning and implementing actions-and the peripheral nervous system, which is responsible for the reflexive actions taken in sudden, unexpected situations, which do not require pre-processed thoughts.

The nervous system of a person is the tool used by the body to experience the world outside of it and then process it inside the mind. The system makes use of the five major senses: auditory, gustatory, kinesthetic, olfactory and visual. By

using the ears, tongue, skin and motion, nose and eyes, the internal mind can process the external world.

Let us have a look now at how the CNS functions. The CNS is the root of all of a human's ideas, judgment and perception. When in a situation, our central nervous system analyzes the situation it finds itself in, and based on either two of the following it executes certain actions, making our body respond in particular ways:

- Based on previous experiences: Experiences which are stored in our brain can be called upon, to guide the mind in taking decisions in similar seeming situations.
- Based on the surrounding environment: In cases where there is no prior experience of an event, the human brain conjures up a solution which is deeply rooted in the bringing up which we have gone through, and the environment the human being has been subjected to.

As is evident, everything from experiences to environment gets stored in the human brain, and affects our way of thinking. Due to this, two humans going through similar situations may find themselves employing entirely different approaches on how to go about handling said situation. This variance arises mainly due to the difference in perception.

It thus becomes important to be able to compartmentalize and retrieve this

information in an efficient, effective manner. NLP helps us in doing just that.

Language:

Linguistics is the second parameter in NLP. In primitive terms, linguistics is the study of language. Here, it refers to the medium adopted to convey our thoughts into actions and to express our views. Though it may sound over-hyped, language is probably the most important part of having an effective and realistic goal achieving.

The formation of the language that a person uses is based on the result of the processed information of the senses. Meaning and interpretation are given for information from the auditory sense as sound, gustatory as taste, kinesthetic as feeling, olfactory as smell and visual as images. These interpretations are then expressed through language, both verbal and non-verbal.

One of the major drawbacks people face today is that of miscommunication. They are unable to express their views clearly, and even they attempt, they end up speaking before thinking. This oftentimes leads to a mixed reaction from the recipient of the message, and hence hinders the efficiency of the mind of the sender. While this pertains to external communication, the same importance must be given to internal communication, as there is a continuous and constant monologue ongoing in the background of the human mind, be it while decision making, or while comprehending a situation. For this reason, internal

communication needs to be clear, comprehensive and precise.

Programming:

Once the mind and our linguistics have been optimized to achieve full results, they need to be coordinated together, in order to train the mind to work in the best possible way, which is done through programming, and having control command over our mind & language.

The first step is to organize our thoughts, feelings and ideas, in order to increase the efficiency of the brain. As the saying goes “A cluttered mind is the devil’s workshop”! A clutter in the storage room of the body can lead to unwanted, undesirable emotional outburst at inconvenient times, thereby obstructing the efficiency of a person, in either professional or personal fields.

It is here where programming helps by keeping in control the emotions, disallowing them to interfere in a particular situation where it is not required. It so happens sometimes, that due to an overload of information the human brain can also sometimes get confused on how to produce the exact information required in a situation. In such a case, programming helps by compartmentalizing and categorizing stored information, so that information retrieval can be optimized.

The programming is the total result of the way you organize your thoughts, ideas

and actions from the interpretation of your senses and made obvious by your language. It will be expressed in your behavior, which causes changes in the outside world.

For example, an employee is on his desk that is stacked with paperwork that needs to be processed and reported the next day.

His senses are bombarded by stimuli, hearing his boss tell him how urgently he needs the tasks done and seeing the clock tick away minute by minute. He then takes a deep breath and tells his co-worker that he can never finish the work on time. After all of his co-workers leave, he tells himself that his task is a lost cause and he might as well give up, go home and leave the work unfinished. At the end of his overtime shift, he does fail to complete his task and goes home.

The idea behind NLP is that the employee could have been successful in his task if he had approached his situation in a different state of mind and with a different set of language. Instead of feeling defeated, his state of mind should have been that of victory and achievement. Instead of using words that preempt failure, he should have used language that is anticipative of success. In NLP, it is neither the clock nor the amount of work that caused the failure, but the employee himself or more specifically his behavior as a result of his state of mind and use of words.

The success therefore can be achieved not on initially changing the world

outside, but on changing the world within you. By retaking control of how you interpret the data provided by your sensory organs and how you put into words these interpretations, you can program yourself with an appropriate or desired behavior. When you have changed your behavior as a result of changes in your inner world, the external world around you will change as a consequence of it.

The Three Levels of Mind:

Our mind consists of three parts: the conscious mind, the subconscious mind and the unconscious mind. The conscious mind is the current state of awareness, of the surroundings and the information pertaining to it. This data is readily accessible for use by the mind. The subconscious mind stores information which can be reached and retrieved with some level of difficulty. The information getting stored in the subconscious gets interpreted continuously by the brain, but the brain isn't actively aware of this.

This concept will be better explained through an example. When we find ourselves in a known environment, we automatically reach out without paying specific attention the environment, and conduct ourselves in a familiar manner. Similarly, when we speak in our native tongue, the words come automatically, without us having to put an extra effort to conjure those words.

Finally, the unconscious mind, which is responsible for our instincts, and those feelings we attribute to our gut instinct. This information, stored in the

unconscious mind, isn't available as freely as the information stored in the conscious or the subconscious. Though it is unknown to us, it nevertheless affects our actions, as well as impulsive decision making.

NLP helps retrieve and access the data stored in the unconscious, by making a collection of facts based on past experiences, forming a data bank, and eventually making the information stored in the unconscious a part of the subconscious and finally the conscious mind.

The Common Occurrence Neuro Linguistics Programing

High Stress Jobs:

Some professions such as medical legal, security *etc.* require extreme high levels of energy and effort. Anytime an emergency case pops up, people have to report at all odd hours of the day and always be on their toes. Hence, during downtime, it is important these people working in these sectors maintain a cool peace of mind, as loss of focus on the job can have drastic, disastrous consequences. It is easier to lose focus as the brain is always in a state of over-work and tension.

In such cases, even while the person is resting, the unconscious mind exists in a state of anticipation, and this eventually leads to a mental breakdown among people working in such situations. NLP helps to avoid such undesirable

situations by letting people take control of their own minds. It helps in dealing with their routine tasks in a much smoother way, hence enabling them to coordinate their personal and professional lives better

Planning Jobs:

Jobs such as business, marketing and engineering, which require a lot of planning, reap a lot of benefits by employing NLP trained minds. Having a vision and working towards it, with fortitude, is the prerequisite for NLP, thus it proves helpful to the people working in these fields, as it is also a job requirement in such professions. Long term projects require responsible decision making, which is one of the qualities developed by NLP.

Creative Jobs:

The basic foundation of NLP is to break preconceived notions thereby making the mind more flexible. This quality comes in handy when the person is employed in a field requiring creative expertise, like that of a painter, writer or actor. When NLP is practiced, the mind becomes willing to take risks and is also determined to convert these risks into rewards. New ideas emerge automatically when all three levels of the mind have been accessed completely. Additionally, the interpretation of these ideas does not require a lot of effort, as in the case of untrained minds.

Social Life:

As important as personal and professional life can be, a person's social life matters equally in today's world. New people offer opportunities for new experiences and exploring uncharted territories also boosts up our self-esteem. Different people move in different social circles, some large, some not as much. But just having a large social circle does imply that a person is handling it well. It is important to be able to manage one's social circle in the most efficient, yet amiable manner possible, in a way that it interferes neither with one's personal life nor with a professional.

A chaotic social life is a bane in disguise of a boon. NLP improves our communication, as it is important to voice our opinions, but not at the cost of belittling the voices of others. The key is to strike a balance between our confidence and humility. NLP trains our mind to recognize and maintain this sense of balance. Also, stereotyping and generalizing are two of the biggest obstacles needed to be overcome while building a healthy social life. NLP imparts the character of open mindedness which helps in the long run while creating a healthy society.

Relationships:

Nowadays, relationships are getting harder to manage, owing to the humdrum of commotion in the human mind, as well as impatience and the tendency to give up displayed by most people. This leads to disastrous cases of estrangement,

divorces, separation among families, *etc.* Oftentimes, all communications within a family becomes null, as it only leads to further misunderstandings and divide. NLP adds the much required discipline needed to avoid such conflicts, to our lives, by urging the unconscious mind to interfere and submerge the urge to react aggressively. This can be done with the help of NLP as it increases the speed of functioning of the unconscious mind. It trains the mind to have a say in important matters, recognize the conflict and teaches it to accept that conflict is nothing to fuss over.

When a difference in opinion arises in both parties, a middle ground can be reached through mutual compromise, or at the very least a mutual respect can be introduced. Thus, mountains will not be made out of molehills, and estrangement cases can be avoided. With the globalization of world, at some point or the other in life, many couples live in different countries in order to pursue their professional life. With this, infidelity has emerged to be a common issue as people move on quickly and leave behind old relations. NLP trains human nature to not give in to the temptation of a lucrative offer, be it emotional or physical. It raises our conscience so that we don't fall into the trap of cheating on our partner.

Techniques used in Neuro Linguistics Programing

Presuppositions

Aside from the basic principle discussed in the preceding section, NLP also uses other presuppositions that serve as foundations for its techniques. These presuppositions define NLP's understanding of the neurological, lingual and behavioral environment, both your own and other people's respective environment.

These presuppositions also provide additional insight on the core principles of NLP. Take note that these are a few of the many presuppositions of NLP, for every specific application of NLP in a particular field such as in a corporate or therapeutic setting, there will be corresponding presuppositions. Those listed below are some of the more general presuppositions that are applicable to a wide variety of fields. Some of these presuppositions are:

1. The map is not the territory. NLP believes that as human beings, we can never fully know or comprehend reality. Our understanding of the world around us is limited and can only be interpreted by our perception of reality. As humans, we can only rely on our senses to experience reality. This means that in NLP, it is this mental map not the actual physical territory itself that determines our behavior. Therefore, it is not reality itself that prevents or allows us from reaching our objectives or attaining success, but our individual perceptions.
2. All resources for success are within you. This is an important extension of the

presupposition listed above. This means that since it is not the external reality but your internal perception of reality that can hinder or facilitate success; you already have the means to achieve success. Within each of us is a vast wealth of untapped potential that can create the success which all of us deserve. Only a few people, such as those successful people whom the founders have studied, have been able to tap into their potential for success. Through NLP, you can be guided in accessing your reservoir.

3. The need for respect for another person's perception. This means that since you have your own perception of reality, others too will have their own. Each person will have their unique perception, neither you nor other people have the correct, better or truer version of reality. Instead of challenging their perception, NLP recommends respect and empathy. You alone are responsible for your mind and your perception and you alone are accountable and privileged with the fruits of the efforts of your mind. The same goes for others, each of them are responsible and accountable for their own perception.

4. Understand through ecology not isolation. NLP advocates that every behavior cannot be understood in a vacuum. Our behavior, the thoughts behind them and the words we use are linked with each other. Each person is part of a sub-system, which is in turn part of a larger system. We cannot discuss one behavior, thought or word in isolation and contain its discussion with the person who has them. The interactions we make create an infinite network of permutations and

combinations and it is impossible for a person to be unaffected by another.

5. People are not their behaviors. NLP encourages us to differentiate between the person and their behavior. A behavior may be reflective of the person's thoughts and words but the behavior is not the entire person. It is only a facet of the greater person as a whole. This is an important presupposition because through this concept, we can accept the person but correct the behavior.

6. The Law of Requisite Variety. This law states that the person who has the most flexibility in his behavior will have the most control over an environment. This means that to achieve your goal, you must have control over your situation. The more options you have, the more control you can exert. In NLP, it is encouraged for you to have a set of solutions to a particular problem or a set of steps towards a specific goal. This is because the world around us changes from time to time and if you have more than one option, solution or step, you can adjust and be flexible as the situation demands it. This way, if one solution you employ does not produce your intended result, choose another.

7. There is no failure only feedback. The ever changing sub-systems and systems in which we all belong are in a constant state of self-organization. Any changes introduced in the system will create ripples of change that aim to incorporate the change and restore balance once again. This means that when you fail at reaching solving your problem, it is not actually a failure but rather a feedback of the system that your solution is inappropriate.

Anchoring

Anchoring or self-anchoring involves establishing a connection between an emotion and a stimulus. Anchors refer to stimuli that arouse certain emotions and stimuli. For example, the smell of freshly baked bread arouses childhood memories. The smell of smoke arouses traumatic experience. A touch can bring to mind comforting memories. A red traffic light elicits frustration. A blinking red light stimulates alertness. These anchors are often involuntary. The experience of these particular stimuli arouses thoughts, memories and emotions without the individual being aware of the trigger.

In NLP, a desirable emotional state is attached to a physical stimulus. A good illustration is the Pavlovian model of conditioning. A dog salivates when it sees food. The dog is “anchored” to another stimulus that elicits the same reaction (salivating). A bell rings every time food is given. Over time, the dog has anchored the thought food to the sound of a bell. The dog starts to salivate whenever it hears the bell ringing. Hence, the salivation is anchored to the ringing bell.

This same conditioning can be done in humans. A particular emotion is anchored to a physical stimulus. NLP harnesses the ability of anchors in eliciting thoughts and feelings. It aims to anchor triggers into more positive and productive feelings and thoughts. Triggers can be conditioned to arouse happiness,

confidence and improved energy. This technique allows a person to evoke positive and desirable feelings and thoughts when faced with negative emotions and situations. It is much like invoking positive emotions in demand.

How to set an anchor

To set an anchor, follow these steps:

1. Choose a memory

Pick a particular memory that elicits a strong emotion. For example, if one wants to anchor a feeling of confidence, think of a particular moment when one felt or experienced confidence. Feelings that have been experienced before are better and more powerful than the ones that have not yet been experienced; although imagining the self in the desired state may also work, but with less effectiveness.

2. Association into the memory

This step involves reliving the memory. See the event replay itself in the mind's eye. Relive the moment vividly. Recall all the sensory information from the event-the sights, smells, sounds and feel of everything in that particular moment. Intensify the feelings evoked by the memory. Clearer images evoke more intense feelings. This way, the anchor becomes stronger and more effective.

3. Anchoring

Once the desired positive feelings are evoked by the memory, it is time to start anchoring the feeling. Create a trigger when the feeling is evoked. Once the feeling of, say, confidence, is felt, start rubbing the thumb and forefinger together. Keep doing this physical act until the feeling reaches its peak.

4. Release

When the desired emotion is at its peak, release the trigger. That is, stop rubbing the fingers together.

5. Test the Anchoring

This is called breaking the state. Do another activity to temporarily take the mind off anchoring. Perform this unrelated activity for about 30 seconds. Then start to test the anchoring. Perform the trigger (rubbing the fingers together). See if the trigger sets off the desired feeling. You know it works if the invoked feeling is as strong as it did in memory.

6. Practice makes perfect

Keep repeating the anchoring technique to induce the desired feeling faster. Repeat anchoring at least 3 to 4 times. Also, it is recommended to try different memories that elicit the same desired positive emotion. This way, the positive outcome is intensified.

Different Forms of Anchoring

Anchors come in different forms. To the uninitiated, anchors often happen with the person unaware of the link between the trigger and the emotion.

Automatic and Unconscious Anchors

Sometimes, a person may be aware of the response, but does not understand what the triggers and anchors are. Most often, the responses are automatic that a person dismisses it as something totally unrelated. Often, people consider moods and emotions as something separate from the current state of mind and the present situation.

Designer Anchor

Designer anchors are consciously created anchors used by demand. The individual willfully produces anchors to invoke desired positive emotions that can be of help in a given situation.

Kinds of Anchors

Anchors are based on sensory triggers. It may be visual, auditory or kinesthetic.

Visual Anchor

Visual anchors are visual stimulations. These anchors may be external or internal. External visual anchors can be anything from a small bracelet or a ring.

Make sure that this type of visual anchor is ready to use any time. It is more convenient if the chosen external anchor is something that can be worn. While looking at a breathtaking landscape helps in feeling calm and confident, it is something that cannot be carried around. While this will be an effective anchor, it is of very limited use.

An alternative would be to carry an internal image of the said landscape. This way, the image can be brought to mind any time the anchor is needed. Most visual anchors are of the internal type. These are images imprinted and stored in the mind and recalled at will to stimulate desired emotions. Most common internal visual anchors include:

- **People**

Faces of people influential in the individual's life can be conjured at will and made as anchors. These people can be friends, families, mentors or even famous personalities that the individual looks up to or treats as an inspiration.

- **Symbols**

Images of different symbols brought to mind can be used as internal anchors. Example, the mental image of a circle can be used as an anchor to trigger relaxation and calmness. The peace symbol can be used to eliminate anger.

- **Landscapes**

Seeing the wonderful natural lights can be inspiring. However, these landscapes cannot be possibly toted around as visual anchors. What one can do is to commit the landscape to memory in vivid detail. Then use this imagery as an internal visual anchor.

- **Events**

Memorable events are memorable mainly because of the emotions they have created. Think of how it felt when one first received recognition for a job well done. The euphoria of that exemplary achievement can be used as an anchor when one needs to boost confidence and determination.

- **Memorable objects**

Some memorable objects may be inconvenient to bring along. Objects such as a teddy bear, a blanket or a trophy is not a good idea to bring along to, let's say, an interview. However, if these objects are powerful enough to trigger emotions, keep a mental image of them instead.

Auditory Anchor

Sounds can be powerful anchors, too. They can be external or internal. External auditory anchor is an outward sound like whistling. It is fairly common to hear people who whistle when they are afraid. Internal auditory anchors are sounds or voices that one recalls. One can use a "voice in the head" saying a repetitive

phrase such as “Keep calm”.

Kinesthetic Anchor

Touch can also be an anchor. As with the other two types, it can be external or internal. Actually touching the body is an external anchor. The fingers can be rubbed together, the earlobe can be touched or a circle can be created by the thumb and the second finger; all these are examples of kinesthetic anchor. Internal would be the mental image of touching such as imagining a hug or a comforting pat on the shoulder.

Swish Pattern

Swish pattern involves the replacement of an undesirable emotion with a more desirable one. This technique is based on the foundation that every memory has an attached emotion. Emotions can be good, sometimes bad or undesirable. Using the Swish technique, an individual will use the desired feeling from a good memory and tag it into the bad memory in order to replace its undesirable effect.

To further illustrate, here’s the step-by-step guide:

- Recall a good memory. Picture it in vivid detail, especially the feelings that this memory evokes.

- Concentrate on the desirable feeling that the good memory brought about and amplify it. Hold that feeling.
- Next, think of a bad memory. An undesirable feeling will start to surface with the bad memory.
- When the bad feeling starts to bubble in the surface, revert the mind to the good memory.
- The good feeling returns. Hold on to that feeling.
- Revert the thought back to the bad memory. By this time, the previous bad feeling will have waned. This is because the feeling from the good memory is starting to last longer and overlaps into the bad memory. This way, the good feeling starts to last longer and nudges the bad feeling that reverting to the bad memory causes. Concentrate on the good feelings.
- Keep “swishing” back and forth between the good and bad memory until such time that the mind and the body sustains the good feelings longer.

So basically, the swish pattern is playing a good and bad memory back and forth, until the good feeling (from the good memory) nudges out the bad feeling (from the bad memory). The good feeling is then tagged into the bad memory so that the undesirable feeling is eventually removed. Whenever the bad feeling starts to surface when recalling a bad memory, the mind is shifted into the good memory.

For example, think of what excites you most. A trip to Europe. The first time you went on an exciting trip invokes a nervous feeling but the good kind. The kind that says “It’s my first time, I don’t know what to expect but I bet it’s going to be a lot fun.” Hold that good feeling. Then think about going up on stage to speak in front of hundreds of people. That thought alone could trigger anxiety- the bad kind.

Thinking of speaking in front of strangers will cause this kind of feeling- “I am nervous about this speaking thing. I don’t know these people and I’m scared of what might happen.” Now, when this negative feeling starts to surface, immediately revert to thinking about the trip you took and the excitement that came with it. The good feeling will return. Then swish back into the thought of speaking in front of strangers. The negative feeling will have some sort of a lag before you start feeling that undesirable anxiety.

Once the anxiety starts, revert back to thinking about the good memory of the trip. Keep swishing between the memories. The more you do this, the longer the residual effect of the good feeling becomes, until such time that the good feeling already encroaches into the thought of speaking in front of other people. By then, the undesirable feeling will be replaced by the good excited feeling. This way, the anxiety will be significantly decreased.

Framing and Reframing

Framing is considered as an "Emotional de-amplifier or amplifier". That is, it can intensify or weaken emotions, depending on what the individual needs. This NLP technique works by correcting or rebuilding the links in the limbic system, particularly between the hippocampus and the amygdala. This technique is very simple, yet very effective.

The framing technique used in NLP works based on the concept that memories are actually emotionless. Emotions and memories are totally separate from each other. To illustrate, the brain stores memories and emotions in totally different areas. Memories are stored in the hippocampus and emotions are processed by the amygdala. Surprisingly, these two brain areas lie next to each other. What seemingly connects emotions to memories is the link that forms between the hippocampus and the amygdala. That is, when memories are stored, this form a link with whatever emotions that happen to be present in the amygdala at that precise moment.

Framing seeks to rearrange that connection. It simply tries to cut the link between a memory and a bad emotion and reconnect that memory to a more useful and desirable emotion. In NLP, there is positive and negative framing. Positive framing is amplifying a normal memory into something strong and vivid. Negative framing is dulling a memory in order to suppress the undesirable emotions it invokes.

For example, a nice memory of someone important to you can be positively

framed. It just means amplifying the memory, making it more detailed and vivid. The feelings that come from it will also intensify. You can also use the positively framed memory in other NLP techniques such as anchoring.

Reframing

Reframing means changing how one looks at a certain memory or situation. It simply means looking at it in a different perspective. Instead of dwelling on the negative aspect of a situation, reframing helps in looking at it in a more empowering manner.

For example, having a disastrous interview can cause all sorts of negative emotions. Instead of dwelling on the frustration and self-doubt, look at this situation in a different way. Think back on how the interview went and use it as a learning process. What went wrong? Think of the things that made the interview less than good. Identify them and make a note of how to avoid the same mistake in the future. Then look at what you could gain from the bad situation. That is, the job may not really be suited for you because your skills are aimed for something better.

Failing that interview means that you will have another shot at another job that may even turn out to be the better choice for you. Reframing is basically trying to see what good one can get out of a seemingly bad situation. It puts a bad situation in a different light in order to make better decisions.

Loop Break

The loop break NLP technique is consciously altering or stopping an unconscious process. It means being aware of the looping process that the body tends to automatically enter into and breaking the loop. This technique is highly effective when trying to control higher alpha brain activities or highly emotional states such as anger, fear, anxiety, stress and rage.

For example, a person loses his head when facing frustrating situations. Car breaking down on the way to work when you are already late for a very important meeting can easily cause you to blow your fuse. Frequent responses would be kicking the car, cursing and shouting.

A colleague or subordinate failing to turn in an important part of a client presentation, which could mean losing an important account. The natural reaction would be to shout and berate the colleague. Now, this action will not finish the report nor win the client. It will just result in more anger and hurt feelings. All these reactions do nothing to remedy the situation. It takes away energy that can otherwise be channeled into actually solving the problem.

During a highly emotional states such as those illustrated above, the amygdala, hippocampus and the rest of the body quickly form a loop reaction. The loop bypasses the frontal lobes that are responsible for behavior moderation and decision-making.

By using the loop break, you can stop the unproductive angry outbursts. You can also control your behavior more effectively. In simple terms, loop break is much like “closing the eyes, taking a deep breath and counting to ten before reacting to a situation”. During that short span of time, you are actually giving the frontal lobes a chance to start functioning at moderating the behavior. To make it more effective, one can consciously force the frontal lobes to start up by having a prepared “comfort thought”. It is more like having a good thought to block off the loop that a negative situation usually provokes.

Here is an illustration:

The day is not going well. The car won't start immediately. After you got the car going, you get stuck in traffic. A few blocks away from the office, someone hits the back of your car. Instead of getting into a traffic-related altercation, just get the license plate number and the driver's name and contact details. Make a mental note to deal with this later. Going into an argument would only make matters worse.

Besides, you are now very late. You have a client presentation in 30 minutes. You have worked days and nights on your part of the presentation. A team member failed to do his part of the presentation. A bad presentation will lose this client, which is a major account for your company. Instead of losing your cool and shout at your colleague, think of how to remedy the situation. 30 minutes is not enough time; but still, time that can be used to remedy the situation. Rush off

some last minute changes to make the client presentation less of a disaster.

In both situations, the loop of getting into angry outbursts is broken. The person consciously blocked off the natural desire to just lose it. Instead, the time and energy were channeled into something more positive, which helped towards solving the situation or at least alleviating it.

Meta Model

This is a therapeutic technique that is helpful in understanding the problems of other people and making them understand those problems better. The Meta Model “deconstructs what the other person is saying in order to uncover the underlying cause of the problem.

When problems arise, the subconscious mind actually knows the solution already. Most of the time, some people don’t like the obvious solutions, hence, they continue to try to find what they perceive are better solutions.

Mirroring

Mirroring is the most commonly used NLP technique. It is simply mimicking the behaviors and gestures of the person you are speaking with. You can copy with subtlety one’s speech patterns, their body language, their tempo, pace, tone, pitch, and the volume of their voice, and the specific words they normally repeat.

END

IS NLP THE SAME AS HYPNOSIS?

Hypnosis is a “unique” state of mind wherein it is mindful, relaxed, and highly suggestible. When one is in a state of hypnosis, it is easier to control your brain.

To practice hypnosis, choose a comfortable armchair or bean bag. You are supposed to be in an inclined position. You need someone you can trust, to perform this with you. Hypnosis won't work if you don't trust your hypnotizer. Hypnosis uses positive terminologies to be more effective and it makes use of the power of persuasion to control the mind.

How difficult is it to Use NLP?

One of the reasons that NLP is gaining in popularity is that the techniques and tools can be mastered quickly, and without too much difficulty or effort exerted.

The processes associated with NLP are easy for nearly anyone to understand and start using right away. You do not need to read tons of material or take special classes and training seminars. The straightforward processes introduced in this book are all you need to get the controls reset for both your emotions and behavior. You can work on as many things as you wish.

As long as you have a few minutes to devote to NLP each day and keep a notebook handy you will make progress. It can be done at any time of the day or night, although you should try and set up a regular time so that you develop a

good habit of daily NLP sessions. Make sure you keep progress notes so that you can give yourself a pat on the back as you progress towards the change you desire to make. You will see a change start within days and can be right where you want to be within weeks. It makes the reality of years of therapy an alternative path you will not want to take anymore.

Within this book, there are numerous techniques and tools that have been mentioned to help anyone master the art of using NLP. It is important to note that although NLP promises relatively quick results, it is not a quick fix type of therapy. In some cases, it requires basic repetitive practice, so as to get the techniques correct and, of course, so that one can enjoy the full benefits that NLP has to offer.

Chapter 3: General Principles of Neuro Linguistic Programming

There are some Fundamental Principles or Presuppositions in NLP that are meant to shape the outlook with which NLP is used. They enable the user to use NLP in the way it was designed to be used. NLP is not just a collection of disorganized techniques for 'doing things for others'. That is not what it was designed to do. People who are formally trained in NLP use it quite differently and are aware of the limits of it.

In this chapter, we shall study the working principles of NLP that have been around since NLP was invented. Internalizing them will help you use NLP in the best manner. These principles or presuppositions are not idealistic. In fact, they are pragmatic, and they provide clear guidelines on the way NLP is to be used. Not following these can lead to the detriment of other people quite easily. So make sure you remember these fundamental principles of NLP while practicing it.

General Principles

- NLP is not a theory but a model. And the study is subjective in nature. It is an

experience that differs for everybody.

- Rather than seeing NLP as a repair model, one should see it as a generative model. This means that NLP doesn't focus on finding or analyzing the reasons/causes for a problem, rather it focuses on finding the solutions for the problems. The choices are added in NLP, not taken away.
- The mind and the body make up one system.
- Every aspect of human behavior can be attributed a structure.
- How you use your representational systems will affect your external behavior.
- If something can be done by one person, it can potentially be done by any person.
- The capacity of the conscious mind is very limited

Social Interaction

- You have to take responsibility for the response you get from others.
- Whether people currently realize this or not, you have to act as if they possess all the mental resources they need at any particular moment.
- To influence people, you have to first see the world in their own unique perspective. You must begin by discovering their perceptions of the world and

meeting them there before you can start to influence them.

- People make the best decision in any situation with the resources they have or believe they have.
- You must realize that there is no single version of truth for everyone. Each person has a different view of reality, and it is different from yours doesn't make it any less true than yours. They are all just different versions of reality, like a map of a territory, which is different from the real territory.
- People will always react to their internal version of reality and not exactly what they feel with their senses only.

Personal Development

- The individual who possesses the greatest behavioral flexibility is at the biggest advantage. He or she can influence the outcome the most. So make sure you augment your behavioral and attitudinal elasticity.
- Tell yourself that every problem has a solution.
- You must understand the identity and self-image of a person by differentiating it from their behavior.
- Every behavior or act is positively intended, at least on some level, in any person's life.

- If what you are doing doesn't seem to work, take it as feedback and refine your approach constantly.

Note: An important thing to remember is that these principles are not hard truths or facts. Rather, in NLP, we take each truth to be a working hypothesis. There will be situations where the principles will not hold true, and that is alright. The key is to act as if the principles are always true. Some of them can seem far-fetched, but acting as if they are true pushes us to constantly change how we interact with others until we get our point across or accept that they are not receptive to it

Rapport

The foundations of NLP are called its four pillars: rapport, sensory acuity or awareness, outcome-based or outcomes thinking, and behavioral flexibility. These pillars constitute the basis of the NLP philosophy and they support all the NLP presuppositions. Emphasis on these pillars during communication is important in changing something about people's lives. Using these pillars, people can reduce or even eliminate instances of miscommunication and help increase mutual understanding. Each of the four pillars is discussed in one chapter starting with rapport.

The Gift of Rapport

People communicate with one another to build relationships. One of the most important benefits of the NLP approach to people is in relationship building. In today's society, practically all people are driving in the fast lane. Cognizant of the pace by which people live and work, one of NLP's foundations imparts an important lesson in saying "no" to requests or favors that will add an extra burden on a person's busy schedule but will be sincere or effective enough to ensure that friendship or professional relationships are retained. This is called rapport - knowing how to build relationships and if necessary, handling the part where one needs to break some relationships off.

NLP suggests that success can be achieved when an individual is able to forge positive relationships with other people through rapport. It is important to mention at this point that success in NLP is facilitated if one has good rapport with his own self. Look back to one of the presuppositions of NLP - the meaning of communication from one person to another is the reaction one gets regardless of the purpose of such communication". Restating this in a simpler form, the meaning of communication to the receiver is the response the giver gets. Based on this presupposition, when there is misunderstanding about or resistance to a specific communication, the likely reason is lack of rapport.

The goal of improving or creating rapport is never "wholesale" agreement to everything that is communicated. Rather, rapport should properly make the other person understand what is being communicated. Rapport helps people get the

message across. When you say “blue”, rapport should make it easy for another person to understand that you said “blue”. Based on the foregoing discussion, rapport is defined as the ability to communicate meaningfully with another person or with a group of people based on mutual understanding, trust, and congruity.

Benefits of Rapport Building

The advantages of building rapport with significant people in your life and with people around you are summarized as the 5 Rs:

- **Recall:** It takes good rapport to get people to recall you easily. When people recall you, you have come across well the very first time you met this person or when you were first introduced.
- **Recognition:** A person with good rapport creates impact with people he/she meets. First impression lasts. Remember, you never get a second chance to make a first impression. Make your first meeting count.
- **Reaction:** It is always an exhilarating feeling to elicit a positive reaction from someone during your next encounter after meeting him/her for the first time.
- **Respect:** Good rapport offers you a chance of earning people’s trust. When people trust you, you gained their respect. You earn respect in how you cooperate and assist people.

- Responsibility: While it is true that a good relationship can be created with either or both parties exhibiting good rapport, successful people make it their responsibility for building rapport with others. This is good practice in any relationship. The one who is active or more active in building or improving rapport is the one in control of the relationship.

Techniques in Building Rapport

Creating rapport is something one can learn and train to be good at using NLP. However, unlike chemistry or biology, where one can gain experience and hone expertise in the confines of a laboratory, rapport is mastered when you are immersed in society as you build and nurture relationships with people you live and work with. The strategies in NLP consist of basic skills and more advanced techniques. Some of the most important approaches to build rapport with others are discussed below.

The key skills in building rapport are:

- Inquiring
- Listening
- Organizing, and
- Researching.

Develop a positive attitude of curiosity towards other people. Being interested in people exudes an air of concern. People usually get the message that you care and you give a damn when you show interest in them. Through research, using an observational approach, for example, try to work out the best strategy to approach a person if you have not been introduced formally. Whatever approach you use, you need to properly communicate your intention. Asking something relevant is a good way to break the ice. After your purposeful inquiry, listen attentively to the response(s) given.

Be alert and look for opportunities to create rapport. Offer assistance if you believe they need it. If you are applying rapport in NLP in the workplace or in business, relationships may be more about alliances rather than friendship. Rest assured, however, that NLP is applicable in all settings and fields of human interest.

Rapport involves being able to see-to-eye with other people and connecting with them on the same wavelength. The fact is: a big chunk of how other people perceives your sincerity when you communicate with them is NOT based on the words spoken, but rather, how you say it in terms of:

- Facial expression;
- Gesture(s);
- Posture;

- Tone of voice; *etc.*

Matching and Mirroring

Here is where the “neuro” part of NLP comes in. One of the most effective techniques for building rapport on the “neuro” end is through matching and mirroring. Experts suggest that matching and mirroring are ways by which a person can become highly attuned to how another person thinks and experiences the world. The traditional method of listening is hearing words using one’s ears. In NLP, matching and mirroring allows a person to listen not just with the ears but with the whole body.

Interestingly, as a person develops rapport, simple mirroring happens naturally. However, one has to be aware that there is a fine line dividing moving in rhythm with someone as in NLP and plain mimicry. People will always know if you are making fun of them.

In the NLP approach, it is suggested that when one wants to build rapport with another person, the one attempting to create rapport needs to match the following:

- Body gestures and position;
- Breathing rates;

- Rhythm of movement and energy levels; and
- Tone of voice and talking speed.

Some Rapport Exercises

The following rapport exercises will help in enhancing your skill in this pillar of NLP:

Exercise No. 1:

Look for a person you do not know very well. Start a conversation with that person and practice mirroring his/her body position and movements. Do not get into trouble by getting caught. Make sure to wait about 5 seconds after the person made a movement before you mirror that position and posture. To ensure your safety in case you get into trouble, bring with you a copy of this eBook and explain the rapport exercise.

This is shooting two jet fighters with one missile: you get to practice mirroring and your communication skills aimed at rapport.

Exercise No. 2

Do this exercise after you have performed the above exercise a number of times and you are confident you have established rapport with your “unsuspecting” exercise partners. Look for a person you do not know very well, but this time,

you are to assume that you and that person know each other and already have rapport. Your “map” in this exercise is that you have known this person for quite some time and you are supposed to naturally get along.

You may or may not succeed during your first try, but do this many times and you will learn the power of rapport. Never think of this activity as an exercise in manipulating people. If you succeed in this exercise, there is a very good chance you will successfully be able to change your life with NLP. If you can build rapport with other people, there is no reason why you can't build rapport with yourself. Use such self-rapport to empower you to be the change you want to be.

Sensory Acuity

How can one tell if he or she has the level of sensory acuity or awareness to support the life change being aimed for? Everyone has a sense of awareness of the environment. You can feel if someone you are talking to says he is fine, but he actually isn't. When you visit a friend's house you would have noticed how distinct the environment is, not just in terms of visible indicators like the color scheme and the skillfully designed interior and landscape, but also in terms of the scent and the sounds. Your sensory acuity is at work.

Sensory acuity or awareness is the second pillar of NLP. Sensory acuity is the ability to notice and differentiate among the different types of sensory information from the world around you. Of equal footing with man's ability to

receive or notice such sensory evidence is the capability to understand and interpret what the senses tell you and use such understanding to come up with useful feedback or reaction. The sensory acuity that tides people over in this world is commonly under-developed yet. Can you imagine the immense power that can be available to all people if the acuity of their senses is further sharpened? Imagine no more because NLP can help enhance SA en route to the change people want in order to improve their lot.

Importance of Sensory Acuity

The primary importance of sensory acuity (SA) is that it is the foundation for the art of effective communication. Moreover, SA is significant in NLP for the following reasons:

- SA is needed to build rapport with yourself and other people;
- SA is a “must” for people who aim to inculcate changes in their life because SA helps them to read the “road signs” that will take them to their destination - CHANGE;
- SA bails people out of imminent failure or setbacks before they actually happen;
- With SA, people are in the best position to know if they are in the best state of excellence necessary to accomplish a goal or effect a change in their life.

An Exercise for Sensory Acuity

Please carefully read each step of the exercise and perform the required action before moving on to the next step. There are four steps. At the end of the activity, you would have realized how awareness of your surroundings can create positive and beneficial experiences for you.

1. Think of a situation at home or at work which, although far from being a serious matter causes you a certain degree of annoyance. Recall that event in your mind and imagine that instead of just a flashback of this situation in your thoughts, you are actually watching it on video. To help you concentrate, you may close your eyes. Watch this real-life film and listen to the soundtrack as it originally happened. Try to recall what you felt both physically and emotionally when this event actually happened. (The author's irritating situation is being caught up in heavy traffic.)

2. Break state. This technique in NLP means you stand up, shake each of your arms and your legs. After the breaking state procedure, think of some music you are fond of, something that is completely opposite of the mood imparted by the real-life video's original soundtrack. Chances are, your thoughts would lead you to a number of music pieces. Please choose just one. (The author had actually three pieces of music in mind: Highway Star by Deep Purple; Don't Stop Me Now by Queen; and Cars by Gary Numan. The chosen soundtrack was Highway

Star).

3. Rewind your real-life video, and imagine you are in a film editing booth. Then, integrate the music soundtrack you selected in the second step. Do not replace the original sound, but just integrate your music like a movie theme. Watch the video with the added theme music.

4. Break state as in the second step. Run the video again, but this time delete the theme music you added in the third step. What did you notice about that real-life scenario?

When this author carried out this exercise in a seminar, watching the video during the third step did not evoke negative emotion as it did when the first flashback was run in the first step. However, the revelation in the exercise is that during the fourth step when the video was run again with the soundtrack deleted, there was no negative emotion felt. According to a professional who moderated the NLP seminar, most reactions to these exercises reported complete absence of negative emotion during the fourth step. There were some who reported that the negative feeling was greatly reduced. This is the expected reaction or feedback to the exercise.

Honestly, there were a handful who reported no change in emotion during the first and fourth steps. Remember - in NLP, there are no failures, only feedback. This particular reaction indicates a lower level of sensory acuity than most

people who carried out the exercise. Practice and training, particularly through NLP, significantly improve one's level of sensory acuity.

In this exercise, concrete evidence is established that sensory information can shape one's feelings. Learning to control or program (in NLP terms) your perception of the world can help you think positively and change your life for the better. This author used to bring a CD of Highway Star in the car to play in case of another annoying traffic situation. Lately, however, after this author's sensory acuity has ultimately leveled up (thanks to NLP!), all that needs to be done is mentally recall the music without actually needing to hear it. This should bring to the fore another NLP presupposition that the body and the mind are intertwined.

Outcome Thinking

Outcome thinking refers to the practice of focusing one's mental energy on the change aimed at life instead of getting stuck on the problematic scenario that had to be changed. As a pillar of NLP, outcomes thinking seeks a balanced position that will lead to a win-win situation to reach an intended goal - a change in your life. A person's awareness of the subtleties of thinking can transform his abilities to direct his actions toward the goal - change. Your thinking influences the outcome of your efforts.

Outcome-based thinking is a process of systematically polishing and attuning

goals or targets in order to achieve one's desired outcomes. The process of outcomes thinking reinforces the chances of attaining the desired change because when one focuses on refining his own plans and strategies to create an intended outcome, the mind is "programmed" to believe that the whole system is capable of doing it and the outcome can be realized.

A Training Exercise in Outcomes Thinking: Drawing Well-Formed Outcomes

There are a number of frameworks used to conceptualize well-formed outcomes. This framework was based on Peter McNab as enunciated in 2005. Think of something you want to change in your life as an outcome of this exercise. Carry this out seriously because this is the start of your journey of discovering something new for your life. Note the questions down in a diary or a notebook and answer them.

- What do you want to change in your life? State your answer in a positive tone. You should have at least partial control of this outcome.
- Where, when, and with whom do you want this change in your life to take place?
- What are the indicators that you have attained the desired outcome?

- Does your current behavior support the outcome or change you desire? If this behavior is not supportive of your goals, what will you lose if you change this behavior?
- Will the outcome you desire affect other areas of your life?
- In what particular areas or what particular circumstances will stop you from pushing for your desired outcome?
- What barriers, if any, do you perceive that prevents you from enjoying the outcome you desire at the present time? Do you need any additional resources?
- How do you plan to attain the outcome you want? When are you going to put your plan into action to get that outcome?

The answers you provide the questions, except the outcome itself, may need to be evaluated from time to time. You need to refine your answers to these questions and revise them accordingly to increase the probability to attaining your desired outcome. The above exercise constitutes the procedure in generating a well-formed outcome, which is the centerpiece or main focus of outcomes thinking. People should direct their efforts, particularly rapport, sensory acuity, and behavior flexibility, to reach the outcome they earnestly long for.

Flexibility

Behavioral flexibility, or flexibility in general, is the fourth pillar of NLP. The basic idea behind behavior flexibility is leading oneself towards the discovery of doing something different when the current behavior is not working to attain a desired outcome. Success in the practice of NLP is a matter of being flexible enough to do things which will facilitate the attainment of an expected outcome.

Flexibility is important in the NLP approach to change one's life because ability to adapt one's actions to influence a particular response from another person, or in one's own self is a "must" to make the intended change a reality.

Behavior flexibility is a matter of habit. If habits can be broken, habits can also be made. Developing behavioral flexibility can be achieved through training and practice. One of the creators of NLP, John Grinder, suggested that each night, a person should reflect on the occurrences of the day as it ends and formulate at least three different ways of responding or reacting to the situation. This book extends Grinder's recommendation as follows:

- Write down in a diary, journal, or notebook specific situations that happened for each day. An electronic file-keeping system is best to facilitate classification and search.
- Categorize these situations into those which turned out positive and negative outcomes.
- Write down the response you made for the situations and classify those that

worked and those that did not.

- Formulate at least three alternative responses for each situation and commit these alternatives to memory.
- Your responses to situations with positive outcomes may be repeated to verify if they work at all times or most of the time.
- Learn from the feedback you made about negative situations. The next time this negative outcome occurs in a similar case, try one of the alternatives you prepared as a response or reaction.
- After one month, organize your file and review your information. Adapt behaviors that consistently worked well for similar situations. You will be surprised how behavioral flexibility can make you a better person and your life a happier one.

Chapter 4: The Importance of Control

Control is a controversial topic, with different people approaching it in a myriad of ways. For most people, it requires being able to manage their lives and their surroundings. When a person feels as though they are in control of a situation, then they become less likely to experience emotions like fear and panic.

A short trip through the shows on television, these days show just how out of control many people feel and are when it comes to behavioral and emotional issues. There are entire reality shows devoted to people with chemical and alcohol addictions, serial cheating, hoarding and all manners of behavior issues. There are also movies that try to take on serious emotional control issues with humor, such as “Anger Management” starring Adam Sandler. Clearly there is an imbalance in society, and a need for reconciliation as so many people are out of control and they do not know how to handle this state of affairs.

The problem is these issues are the cause of a lot of misery for millions of millions of people. When a person is not in full control of their life, it can lead to divorce, depression and even suicide. It is nearly impossible always to be in control at all times, but even an 80% rate of emotional and behavioral control would seem like heaven to someone that is experiencing a severe lack in that

particular department.

How Loss of Emotional and Behavioral Control Impacts Your Life

There is no greater feeling than that of being organized and in complete control of everything that is happening in your life. This allows one to live peacefully, and be able to breathe a sigh of relief when faced with particular challenges. However, life is not as simple as this, and there are many instances where one can lose control.

Not being able to control spending can lead to bankruptcy and divorce. Not being able to dial down the anger can lead to arguments or fights and legal problems. Chemical addictions can lead to job loss and health problems. Not being in control can have a lot of bad effects that drag your life down in ways you could never imagine until it is too late.

There is no doubt that not having adequate control over your emotions and behavior can make life difficult for you and those around you. Nervous and anxious individuals not only increase stress in themselves, but it ramps up the atmosphere of stress for anyone around. It is easy to tell yourself to “not worry” about things, but putting that into practice is not always easy. In fact, it is never easy if you have made a lifelong habit out of worrying about anything and everything imaginable. Gaining control should be placed as a priority in your

life.

The issue in gaining control is the “how” to do so. The reason why things seem to fall apart is because one may have tried a number of times, but the correct tools and techniques are not being used. This in turn leads to a frustrating round and round process, whereby, a person keeps repeating the same action over and over, yet they are expecting the same result.

Gaining control is therefore all about modifying behavior, in such a way that one can see a marked difference in present circumstances.

Chapter 5: How Neuro-Linguistic Programming Is Used

“The only thing you sometimes have control over is perspective. You don't have control over your situation, but you have a choice as to how you view it.”

Chris Pine

You can see from the above statement that in order to widen your perspective, you need to open up your mind to the perspective of others. Yes, you control what you perceive as being correct, though “correct” is objective and what other people see as “correct” will be different. By opening up how you view a given situation, you effectively give yourself more potential to find answers from every perspective, rather than narrowing those answers down to your own perspective.

Traditional therapy used in a situation when someone had problems examines the problems. However, Neuro Linguistic Programming doesn't do that. It simply looks for better outcomes. It doesn't spend time examining why you think in the way that you do, based on past experience. It simply teaches you to see answers from a wider perspective.

Perhaps the problem with traditional ways of looking at problems is that they create more problems and a patient would, for example, be made to go back through past events, which are negative anyway and expand upon their reasons why these events were so bad. All of this is a negative approach. This negativity may hold back potential.

One of the best things about this approach is that anyone of learning age can employ it. There is much scope for improving the outlook of, for example, a sales team. Instead of looking at the smaller picture of expected results, the team is taught to see the situation from all perspectives, including understanding the client's needs, wants and fears. With this knowledge the staff is able to sell more effectively to meet those needs and will be able to target specific markets successfully, rather than going into sales situations half blinded by old sales techniques, which don't work anymore.

The thing is that times are changing and people need to embrace the multi-cultural viewpoint as well as seeing the vast scale every situation presents. Neuro-Linguistic programming techniques allow them to do that. Thus, those learning these skills are more likely to succeed in a working environment.

This philosophical approach of Neuro Linguistic programming comes from a set of rules, which dictate how people react in given circumstances:

1. People don't outwardly try to fail. In fact, they do the best they can within the

limited resources of their knowledge.

2. People can control the outcome of their lives because it only the individual who is in control of the thoughts that individual experiences.

3. You can't judge a person by what they do.

4. Everyone has the ability to succeed.

5. There really is no such thing as a failure. These should be thought of as reactions to a given stimulus.

By looking at the above, the philosophy clearly puts the control of each person's destiny into their own hands. You can achieve what you want to achieve. You should not judge others and you should never see the word “failure” as part of your vocabulary. In fact, failure can be seen as reaction which is very helpful and could be thought of as feedback.

A typical example of this is when a child fails to grasp a mathematical equation. It's simply the point of view that cannot get in sync with the manner in which he is being taught. The child gets frustrated and learns nothing. The negative impact of this is that the child will hate math. However, using Neuro-Linguistic Programming approach, the problem can be explained at a level the child understands. The result would be that he would gain a positive experience. The failure in this case could be perceived to be that of the teaching methods. If a

teacher employs Neuro Linguistic Programming techniques and shows the child a piece of cake and asks the child to share this between four friends, the child can see the task as simple, will cut the cake in half and then in half again and will have achieved an understanding of fractions, which can then be explained by the teacher. What the teacher gained is the child's perspective and used this to help the child's understanding. What the child gained was knowledge put in a way that he was able to understand. The end result was a very positive one, based on the teacher taking note of the child's original reaction to traditional teaching methods.

As you can see from this simple demonstration, the enrichment of the teacher's ability came from his open minded approach and that's what Neuro Linguistic Programming is all about. It may sound simple, but it does need to be learned in the classroom with qualified teachers because the subject is not all as simple to understand. These teachers have been shown ways, which have been proven to work with students and their experience in this field is what helps the student employ the techniques more effectively.

All things are possible and even plausible once you learn the principles of Neuro Linguistic Programming approach and the number of people who have benefited from this approach is growing all the time. Little did the people who came up with the philosophy realize the impact that this system of thought would have on all sectors in life. It is a system which has been proven to work and to enhance

people's lives.

Embracing the fact that your knowledge may be limited, use this as a reason why you believe that Neuro Linguistic Programming approach can help to widen your perspective and help you to see the possibilities that lie ahead of you, instead of narrowing the range of those possibilities to any specific aims or goals. The goals in themselves limit the possibilities since these are self-contained and that is limited in itself. The wider picture always gives those who learn these techniques the edge over those that don't, but they also teach practitioners to use empathy toward others regardless of their level of understanding. It is this empathy that enriches relationships with others and helps to cement positive environments which are conducive to productivity, usefulness and the potential of reward. These rewards may not be financial, if NLP is used to help in the struggle with relationships, although it has monetary value for business people because people will enjoy doing business with someone who has learned the techniques.

The techniques are used to help open up levels of understanding that enable people to find solutions to problems, albeit personal or in their professional capacities. It's a system that is used successfully by people all over the world and the system has been put into different languages so that all can gain from the experience of learning a new way of thinking.

Chapter 6: Who Can Benefit From Neuro-Linguistic Programming?

“True learning involves learning other ways of doing what you can do already.”

John Seymour

If you look at the above statement made by John Seymour in his book “Neuro Linguistic Programming: The New Psychology of Personal Excellence, you will see that anyone can benefit from using this system by opening up the mind to possibility. Those who stagnate in the belief that they are doing things one specific way and that's the right way to limit their possibilities. They are simply telling themselves that they know how to do something the correct way and thus do not try to learn any other way because they see no need to.

If you use the same premise for all things in life, you could consider that an adult will have learned set ways to do most of the things that he does every day. Thus he closes off his mind to learning because he sees no need to improve upon what he already knows.

If you look at Neuro Linguistic Programming techniques, these involve opening

up the mind to more ways to do a set task because your perspective is not the only one that exists. It may be to you, but universally, there's a whole new area of learning for you to embrace and try. If you hold yourself back on the premise that you already know everything, you stem your own personal growth.

Thus, looked at in this way, you can see that anyone can benefit from the use of Neuro Linguistic Programming. Widening the horizons of learning is always going to be beneficial at any stage in life. For example, someone may recognize the behavior of someone who they admire. They may wish to emulate that behavior, and to a certain extent, this is widening the scope of what they are currently able to do, and thus employs Neuro Linguistic methods. Others may not be able to communicate effectively and may use the system to help them to present their point of view in a much more logical and acceptable manner, which will get the point across.

People use Neuro Linguistic Programming for all kinds of things. For example, are you afraid to go on an airplane? Afraid of spiders? Well, Neuro Linguistic Programming may be helpful in teaching you to overcome those phobias, which are weighing down your life and making it miserable.

Another way to look at this is to examine the faces of people on a train in the morning. Each of these people will have created a personal “bubble” or protective shield against other passengers because that's how they protect themselves from harm. We all do it. Once you drop that shield, you actually

open up understanding and are able to reach a higher potential because you are not locking yourself off from possibilities.

Using the techniques to better your life

People who are reading this book may be asking what good this is to them. Here's a demonstration of what the power of Neuro-linguistic Programming has for the individual. During your everyday life, something will annoy you or cause you to lose your temper. How you react says a lot about who you are and about how that anger makes you feel. There are several ways to react to a situation which makes you feel anger, as follows:

1. Be angry
2. Be understanding and empathetic
3. Remain inwardly angry

Looking at these three possibilities, you may think that the healthy response is to be angry. People say “get it out of your system” but in fact, when you are angry, you don't get it out. What you are doing is giving your inner thoughts problems. Anger provokes all kinds of negative reactions, such as regret, more anger, frustration and bleak thoughts. So anger achieves nothing that is positive. You may argue that if shouting makes you feel better, then it's positive, but is this kind of behavior really going to make you feel the better long term? You limit

yourself by showing anger. The second option is the way the Neuro Linguistic Programming would teach you to understand. When you understand and empathize, you don't feel any of the negativity that you would if you had displayed anger. Your mind is tranquil and you are able to move on from a bad situation much more quickly. If you take the third option and this may even come as a result of taking the first option, then you prolong the angry feeling and thus limit your potential to move on from it.

Similarly, you can use Neuro Linguistic Programming to achieve what you want to achieve. The systems that you are taught are things such as detachment. This is where you take a situation which cause you negative reactions and you imagine it from a more neutral stance. For example, look on the situation as if it's happening to someone else instead of you. Play back the situation from the moment of negativity to what lead up to it, and you begin to see it differently and are able to then use this information to take away fears. You may have to do a rerun of the situation several times to see the pointers which are there to be seen.

This examining of situations is used to further your understanding, but imagine this. You watch the situation in your mind's eye. You see what lead up to the bad situation or fear and then rerun it again, but this time associate something hilarious with the images that you are looking at. It could be a funny song or something of that nature, but you then associate that music with that situation

and are able to adjust your mind to seeing it differently, thus being able to take away the fear.

These are tools which can be used by anyone in any given situation and help them to see different ways to approach difficulties in life. There are many such tools employed in the use of Neuro Linguistic Programming and if this actually does seem an interesting subject to you, it would be worthwhile studying further with trained lecturers because they can show all of the techniques used and you can then apply them to your life

Begin before you begin, wrap up before you wrap up

This is like using hypnotherapy without other people noticing. If you handle sales people and you want them to rake in more sales, you can use this technique during one of your training courses or coaching sessions or even during a sales call with prospective buyers.

After the mandatory introductions, you can say a statement along these lines, “There are some things that I want to discuss before we begin...”

And then you start with the session! Some people often build walls every time they are subjected to a training session and the beginning is always the hardest. Before starting formally, you can tell them or your client that you expect to have

a grand time as you work with them. You will never actually notice that you have actually started when the “real” session began.

On the other hand, if you have come to the conclusion of a sales pitch or training your sales agent, you can also finish before you can even make a “formal closing remark”. You can simply say, “I guess that’s all for the day,” then get up and leave.

You may also say, “Oh, there’s something I forgot...” and then begin again. Prepare to be amazed at what can transpire and how many sales you can make before you wrap up.

Take Other People Literally

Take them at face value. Take the things they say as they are. Ever wondered why most people cannot lose weight? It’s because when you ask them what they want, they would tell you, “I want to lose weight.” Taking that literally, the individual wants to lose weight. That person knows that they want to lose weight but ask them again why and you’ll get an answer that they aren’t sure how and they cannot picture themselves being slim.

Truth is, people don’t like losing things; it’s how people are. So ask again, “What happens if you are slim?” Notice how the other person would light up because they can easily see a mental image of them being thin.

Using the same example, if you want to achieve your ideal weight, imagine yourself already thin and doing the things that you want to do.

Be There First

If you don't know where you're going, the journey would be a struggle. You have the power to change your mind. If you want to achieve success, you have to be able to go transition from your current set of circumstances to your desired set of circumstances.

When you want to influence others to achieve the things you have achieved, you have to “infect” them with your positive attitudes. When you go on meditation, you go into a state of calmness, love, happiness, and gratitude. You apply the NLP anchor technique here. Associate success with a happy event and stick to it until you are already in that state.

Being at your destination first is visualization – it helps you “transport” yourself even before you do it.

Gestures are Powerful

Gestures, mannerisms, and other non-verbal forms of communication are powerful. They can say a million different things. You can build rapport with another person by mirroring their gestures. It is the best way to build a good relationship. If you are in sales, you can use this to generate more sales and

improve your productivity.

Milton Model

The Milton Model is named after a renowned hypnotist, Milton Erickson. He used the power of verbal hypnosis to generate the results he wanted. He used words that are “artfully vague”. For instance, rather than saying, “Your body feels relaxed”, he says, “You are beginning to notice sensations in your body,” and you will start to notice the changes in your body.

You can look at it this way. You are now reading this book because there are things that you want to learn, and you are interested in discovering how you can apply the principles you have learned into practice.

If you read the above statements again, they may sound specific but they aren't. The words merely suggested what you will experience but they are always true for almost anyone.

This technique would help increase your productivity and output.

The Meta Model

The Meta Model is based on the theory that people do not experience direct reality, but they instead experience it through “maps” of reality that they themselves created in their minds. Whenever they are faced with adversity, it

does not exist in reality but in the “map” of reality.

You have the power to change your “map” so that you can easily overcome the challenges. You enrich your reality “map” by the power of framing technique and/or the self-anchoring technique. Practice mind control and you change the course of your “map” of reality.

Do Not Hesitate

It is natural for people to hesitate when they find themselves in a situation where they have to decide on something.

Do this exercise. Identify the areas in your life where you are likely to hesitate. Decide that you would like to just go for it now. Choose a business establishment, like a store, shop, or restaurant, and make an absurd request, like ordering something that they do not sell. Keep a straight face, be polite, and do not threaten. Do this twice in a week. Think about the times when you have hesitated in the past and enjoy new responses today.

Why it will work

Your central nervous system is set up to protect you from dangerous situations. From childhood, people are taught to avoid making mistakes. But the truth is making mistakes is important for your growth and learning. The above exercise will help reduce hesitation and boost your confidence level. There are instances

where hesitation is important, especially if you will be put in danger, like when crossing a busy street. Keep that in mind.

Chapter 7: The Power of Believing

There is a wealth of power behind words, and the meaning that they can attach to a person, situation or even a memory. How we perceive words will directly affect the way that we behave in a range of different circumstances.

How often have you had bad behaviors passed off as “habit?” Learned behavior can have a lot to do with how we pattern behaviors. Emotions can play a significant part in leading you to exhibiting some unwanted behavior. Young children learn early how to get their way in many situations. It is through crying or other peace disturbing behaviors like tantrums. Parents often relent in order to restore the balance of emotions in the home, car or grocery store.

Looking at emotions through the eyes of a child makes it easier to understand how powerful they are. This is simply because a child has not yet learned how to lie, and, therefore, has not tried to figure out how to hide the truth.

Therefore, when the young child is screaming, it can be said that they are doing so because they believe that they will be attended to by their parent or caregiver.

It takes years to learn how to effectively assuage the emotions that send one into

a spiral of immediate want of resolution or result. A lot of people never really master this skill. They get caught up in feeling the way they think and acting to reflect their thoughts is inevitable. This lets anyone off the hook when it comes to making the changes needed to improve emotional and behavioral control.

To make long lasting positive changes, it demands that you get an understanding of the basics that cause bad behaviors and loss of emotional control. It may seem like a bit of work at first, but you will soon start to recognize when the emotions are driving, and you can take the steps necessary to regain control.

Importance of Beliefs

One of the worst things that can be done is to put off bad behavior or complete emotional meltdowns as children are to have them passed off as “that is just how they are.” It teaches people from the beginning that bad behavior is acceptable from you in certain situations simply because that is how you choose to handle things. It makes an individual weak from the start. It ends up making people search for the answers in the environment when it should be sought inside.

If it is indoctrinated in you that you will respond with external stimulus in such a way it is a belief. Having enough bad beliefs will guarantee that change will never occur. The beliefs we hold about anything and everything are what drive the subconscious mind. It is what determines what you will do, say and try to achieve consciously. It can be a goal oriented help or a barrier to ever gaining

controls over the bad behaviors you want to correct. It can also leave you stranded on an emotional roller coaster your entire life.

If you believe that you will always get upset when someone tells you “no” you WILL always get upset when someone tells you “no.” It may not be the kind of upset that is seen as a full blown tantrum, but you will have a hard time dealing with negatives and feel stress and anxiety. No matter how much you outgrow some behaviors and feelings they can stick with you for a lifetime if you do not understand them and strive to change them.

How Beliefs Are Made

Some of your beliefs are formed for you. It can be family or friends that tell you things about how you react to things, or even about your abilities. If they are good beliefs, it is a positive thing. More than likely it is where we gain out a lot of our bad beliefs. It explains away bursts of anger, impatience or even addictions to substances that harm your health. How easy is it for a smoker to quit if they are always told they can never quit?

Other beliefs emerge from experiences in life. If you are consistently bypassed for promotions and pay raises, you will eventually belief that you do not deserve them. You may experience numerous failed relationships and develop the belief that you do not make a good partner. If you believe negative ideals you will be stuck in that rut forever. This is why a lot of “talk therapies” take years to work,

if they ever do. Until you make the realization that what you believe about yourself is what will determine your outcome you will never see real change.

The benefit of using NLP is that beliefs can be changed. This can be done quickly, and you will see results right away. This is great because someone can get so trapped in a bad belief, that it cripples them completely as they try to move towards their future. What may have taken years to get done in the traditional behavioral modification can be done in days or weeks. There is no magic to it. It is simply a matter of knowing WHY you do what you do and changing it.

In dealing with why you do something the way you do it, you also need to address any core reasons, rather than situational factors. By understanding the root of the core beliefs, it becomes easier to make changes where necessary.

How to Change a Belief

You need to take some time and discover what your beliefs are when it comes to emotional control and behaviors. Take a notebook and start listing any and all of them you can think of. You may be surprised at what is lurking in your subconscious mind!

Quite a few beliefs really have no bearing on how you behave or emotionally react to things, but ones that do are called limiting beliefs. These are the ones

you want to isolate and change for the better.

Here are a few examples of some limiting beliefs:

- I am always cranky in the morning.
- Being told no makes me mad.
- I've been drinking alcohol too long to quit now.
- I have no patience on the freeway.
- I am too old to get things done.
- You will want to change these to more positive beliefs such as:
- I look forward to a brand new day.
- Being told no makes me look at different opportunities.
- I can quit drinking alcohol because I am tired of it.
- Heavy traffic helps me work on defensive driving skills.
- Age has made me wiser and better able to accomplish my goals.

Actually switching them out is not as hard as it may seem. The action of changing a negative thought into a positive thought is an excellent NLP technique. Here is another simple process to do just that:

- Find a quiet location and close your eyes.
- Create a visual representation in your mind of the bad belief. (such as a fanged wolf or bat)
- Starting from a small little picture, grow this image really large in your mind.
- Gradually shrink it in your head until it virtually disappears.
- Using your arm (in your imagination) brush the tiny image of it away.
- Create a warm and positive image of the new belief you want to have.
- Grow it larger and larger until it fills up the mental screen.
- Open your eyes. You are finished!
- Repeat this daily until you start feeling different from that particular belief.

Placing Proper Value on Beliefs

To fully engage in any new belief that you install you need to give it a lot of value. It has to be the one thing you really desire to see change. This is a huge way that the 1% top money earners are able to focus so hard on creating wealth. They keep earning and amassing great wealth a lot of value. It becomes a sort of center in their personal universe. If you truly want to get anger or anxiety under

control, the positive change needs to hold a great deal of value for you.

You can create the path that you need to take to be free of any undesired behavior or emotional turmoil. You can finally take the reins and control your life. The great thing is you can revisit this exercise and do it as often as you need to. You will find limiting beliefs that surface from time to time and you can tackle them as they become known to you. It is one of the most flexible and guaranteed ways to see real change quickly.

Become Liked by Everyone

When it comes to being everybody's trusted ally, or even becoming more efficient when it comes to persuading clients or selling a product or an idea, not everyone is on the same level. You would notice that some people behave differently, and some even look more appealing than others. It is not because they graduated on top of their class, or they are much more beautiful-looking than you. They simply have a certain effect on other people around them.

The good news is that learning how to control your body and the rest of your actions can help you in building a better communication and relationships with other people. That is also something that you can do with certain NLP techniques. Another good news is that rapport building and persuasion techniques of NLP is commonly taught, and knowing how they work with the everyday things you do would give you leverage.

Conforming Behavior Destroys Barriers

Animals and humans act similarly when it comes to trust – both tend to like creatures that are like them. You would probably have noticed that at school or at work – the teachers or bosses who would often do you favors are those who believe that they are somewhat like you. A parent is also bound to have a favorite among his children when he sees that one of them takes after his positive traits.

When you are trying to build rapport, you are technically not forcing someone to look at the world your way – you will find that what you are trying to do is to make the other person think that you are thinking the same way. That means that if you present him a certain solution to a problem, you are making it look like that a person like you, who is very similar to him, has come up with an answer. So, that answer is more likely to appeal to him. That means that somehow, there is truth in the saying “if you can’t beat them, join them.”

Here is a common rapport-building NLP technique, called matching behavior. It means that when you match the physical and linguistic behavior of another person, you are more likely to break his barriers that he tends to build between himself and another person. Here is an example:

Person A goes in an audio store, wanting to buy headphones. Person A says to Person B, who is the salesman, that he likes how the headphones LOOKS on the

stand, but he doesn't want the exact item because it SEEMS suspicious and he doubts if that stock still works properly. Person B, however, doesn't have any other similar item in the stockroom, and he wants to get the sale. Person B says "I will take a LOOK," and checks if the item is still working properly. He comes back, and tells his customer that "the headphones APPEARS fine to me." Person B gets the sale.

With that example, you would notice that the customer pays attention to the world, using his sense of sight mainly. That is the case even if he is trying to buy a gear that he would use with his ears! Now, Person B knows that he would get the sale if he makes it a point that he is on the same page as the other person, meaning they share the same perspective when it comes to judging products.

The same technique is being used by police interrogators and psychologists to establish connection and trust, then to extract information. That means that when people use the same language, they are more likely to get along!

Radiate Positivity

Do you ever wonder why charming people would continue to be charming, no matter what they look like? You have probably seen people who are shorter or fatter than you, but it seems that they have more friends than you do. You have seen people who lack limbs, but it seems that they have more athletic friends than you would ever have been in this lifetime. Don't you ever feel envious?

Here is what these people do to others – they make it a point that they feel and act unstoppable, and that is the reason why they know they have a much bigger life than everyone else. The reason is that you are going to attract people that are similar to you. Now, if you think that you are ugly, incompetent, and a big failure, you might begin being scared of what kinds of people you are attracting.

If you want to gain more friends and be a positive influence to other people, just become that person you want to be. Instead of being frustrated at the world, smile and keep performing at the top. Sooner or later, people will pick up and follow your lead. You will be happy that you behaved that way. You may not realize that now, but you will understand that later on.

Everybody Focuses on Themselves

If you want to build instant rapport every time you are introduced to someone, you do not have to sell yourself most of the time. That means that if you have previously felt anxious when meeting other people, you can always think that other people generally put their own interests over you. When you think about that, you do not have to feel conscious about being placed in a spotlight when you need to talk to someone you do not know. Instead, put the spotlight on them!

You do not have to be afraid that you are under scrutiny when you need to talk to people – more often than not, they are thinking and paying more attention to how they behave or how they make an impression on you. Also keep in mind

that people are also receptive and responsive to their environment – calm down and talk the way you want them to respond to you. Use that line of thinking to your advantage – make a subtle mirroring of their actions, and then give them a subtle compliment. That feeds their need for validation, and they would soon remove the barriers that make the conversation uneasy for both of you. With you acknowledging the good in them, they would be more likely to give you more information about themselves.

Chapter 8: The Basics of Total Emotional Control

How much easier could your life be if you could manage your emotions in an instant? How much better would you get along with co-workers, supervisors, family members and friends if you could be in complete control of your emotions? It is often emotional instability that leads to bad behaviors. A good example is that it takes feeling anger before you yell or pick up and throw things, right?

Many people strive to achieve balanced emotions, by increasing their awareness in regards to how they behave and react in certain situations. Although it would be excellent to say that people always behave well, a large amount of what is remembered is the negative or bad behavior. These are the emotions that drive people to do the worst out of control things.

Recognizing the rise of uncontrolled emotions is where the key lies in derailing bad behaviors. Imagine how ground breaking this can be if you suffer from chronic bouts of depression, or have difficulties in dealing with workplace bullies and gossips. It does not replace the need for professional counseling, or taking medications in some instances. What it WILL do is give you an edge in

changing a bad mood to a good one. It will help you curtail emotions that can overwhelm you in an instant and make you nonproductive.

This does not mean that you are pushing emotions down or not feeling anything. You will still experience every type of emotion, but in a more controlled and uniform way. You will not be led by emotions, which is critical to feeling that life is stable and obstacles can be managed. You can finally view a disappointment as something less than life-altering and a statement of your overall abilities to achieve anything. It brings a healthy balance.

When you have made NLP a part of your daily life, you will learn more and more how you can control your emotions by thinking positively. This basically entails flipping the switch on all negative thoughts that come your way. To begin, this is something that you will be doing consciously. However, as time goes on, you will find that you are able to control your emotions subconsciously.

The Body-Mind Link

There is the volume after volume written on the skill and abilities of our mind to pick up on body language. Much of human communication is done without ever speaking or reading a single word. The mind is trained from early stages to read physical cues as to how someone is feeling or how receptive they are to talking with you. The amazing thing is that the mind can do this with your body. It picks up on the standard cues you give it to create the mood you are in currently.

The benefit of knowing this is that it gives you all of the proof you need to understand that you can control your moods far more than you ever thought possible. The way you sit, stand, breathe and view everything will ultimately cue your body to take on a mood. The next time you are feeling an extreme emotion of sadness or anger take note of all the physical cues you are giving your body. Each is unique to an individual, but most people that are depressed or sad will slouch and breathe slow.

Think of the extremes of any situation. How do you carry yourself if you are angry? Do you breathe harder and heavier? How about when you are really happy or excited? Changing the cues you give to your brain can instantly change your mood. This does not mean that you will feel instantly happy about losing a job or getting an eviction notice, but it does mean that you do not have to stay depressed and dark place.

Your body language, or nonverbal communication, is also a key way that you can pass on a method. Using NLP means that you are more aware of how your body works together with your words to ensure that your message goes across clearly and authentically.

Take for example, you are delivering an informative lecture on a geographical subject. To emphasize on certain points, you may use your arms to make shapes that will help describe the features that you are talking about. Slow movements, such as simple pacing, will make it easier for others to pay attention and train

their eyes on you. It is all about how you can continue to bring your message across, by being conscious of how your body is moving.

How to Change Your Emotions at Any Time

The following process for changing mood and emotion should be done in a practice setting for a while so that you get the hang of what to look for and how to give your brain the cue it needs to change. You need to be comfortable in understanding what your exact cues are that your mind picks up on with any given emotional state.

- Straighten your back and eliminate any slouch in your stance, whether you are sitting or standing.
- Take deep and controlled breaths.
- Relax your facial muscles and put a smile on your face.
- Use a calm and upbeat tone when conversing with people.
- Close your eyes and envision a calm and serene environment if possible. (This is not practical if you are driving, but you can always pull the car over and do this)

You will feel an immediate relief from depression, high anxiety or even anger.

Your body is able to pick up on the cues you send it right away. When you practice, try placing yourself in a down emotion. All you have to do is use the normal physiology you would when feeling extremely tired or depressed. It works right away. Be sure and reintroduce a better and happier feeling before you move on with your day!

Brushing Away Negative Experiences

Imagine yourself sitting in the corner of a room. As you are reading this, imagine that you can feel the dampness of the cold cobblestone, and that feeling is so vivid you can even smell the pavement, as if it is covered in moss. In the distance you can hear tiny drops of water, trickling as if there is a leaking pipe somewhere in the dark. Suddenly, the light is switched off. You cannot see anything. But you can hear footsteps approaching. You know that a person is right in front of you. You feel that your hands are being tied by a rope, and you are being bound to your chair by that someone huge. And then, you feel that there is something crawling on the back of your neck. It feels like a big spider.

How did that entire scenario make you feel? It was rather uncomfortable, right? However, by now you know that you are back in your comfortable seat, reading this. You are safe from harm, but somehow, imagining that rather scary scenario happening to you gives you the creeps.

The same goes with your worst possible fear. At one point, you are certain that

you have experienced the very reason why you would always dread being placed in a similar experience. Can you remember how you first encountered that fear?

Here is what you should keep in mind when it comes to control – mostly everything that is around you affects you to a certain degree, however, you can only manipulate how you react towards them. That means that you have total control over your thoughts and your emotions. That also means that the best way to make the best decisions in life is to always have reigned over what you think and what you feel.

Things You Should Get Over With

When you want to make sure that you are getting what you want out of this life, there are two things that you should learn how to get rid of: harmful suggestion and fear. Why is that the case? Because the negativity that you think exists is not real, but rather a manifestation of something that you can always get rid of.

You can think about the worst things that you have ever heard about you. Someone in the past might have called you ugly or fat, and he did it often enough that you never got his voice out of your head. One way or another, there is a memory that all want to simply erase. If they can't do that, they would want to make sure that it does not bother them anymore.

Dissociation

The bad idea that you have about your environment is part of the past, which is something that you are trying to avoid. You want to make sure that any bad incident would not happen again. However, by living with your fear and all the mean things that have been said to you before, you know that you are perpetuating something that you would very much like to avoid.

Don't get it wrong – there would be times when even your decision making is riddled with the bad thoughts or emotions, but you can still get to the conclusion that you want to arrive at. However, if you believe that a previous experience is a credible source of information for all the actions that you would be doing in the future, you might be wrong. While the experience can shape you, it would still depend on how you are going to interpret it.

Normally, this is what people do: they take their fears and negative experiences deeply in such a way that these become sensations that they associate with different objects and scenarios in their environment. They do it in such a way that they serve as a warning on how they would experience pain or defeat, and they do not want to touch or enter them. However, they are not even sure if these objects or scenarios would actually hurt them. They merely assume. Surely, you behave like these people at certain points.

However, the NLP technique called dissociation would help you cut away the emotions that you still experience by linking them with your previous unpleasant encounters. That means that whenever you feel angered or traumatized after you

hear a particular word or see a particular object, you would be able to take control of those negative emotions.

Brushing Away Bad Thoughts

Why is it like that? It is because people can imagine the exact scenario where they have experienced fear or pain and try to imagine it as vividly as possible whenever they think that they are in a similar situation. They are watching the scene as if it is a life-size picture.

However, you can react differently. You can imagine that situation but this time, imagine it in a third person perspective, as if you are watching yourself via television. Now, remove the color from what you are watching. It feels like it is distant now. Then, make the television smaller, as if it is a size of a loaf of bread, but still, the scene does not have color. Afterwards, make it smaller and smaller, until it is the size of a breadcrumb. Since you can't see what's on the scene anymore, just brush it away.

How to Transform Bad Emotions into Good Ones

You know that you cannot get yourself to perform your best when you are in a foul mood, or when you are too distracted over the thought that you can possibly change. You sometimes feel that you would not be able to do anything that you wish you could, just because you feel anxiety over a situation. It is not because

you have previously experienced failure in doing them. In fact, you might not have even tried it before. You just feel very anxious, to the point that you are reacting to the situation physically – your palms are sweating, and you feel that you are going to throw up.

Bad emotions most of the time stem from unpleasant situations that you have encountered before, which are so unpleasant that you are conditioned to always believe that the past is always bound to happen. You can sometimes imagine this: it is like being a kid again, trying to reason to your mother who would always tell you that you can't do anything right. She kept saying that over and over again for years that even now that you are living on your own, you can still feel that you are fighting for your right to do something you have always wanted. Well, you may think that your negative emotions are credible, but they are not – come to think of it, you are merely living with ghosts that you welcome inside your head.

Anchoring

When you feel that you are not ready to do anything you are supposed to do because of anxiety, anchoring can help you get over the negative sensations that you feel. Instead of fighting sensations that do not make sense, why not associate a different emotion, a positive one, to a situation that stresses you out?

Anchoring is all about associating a sensation with a particular stimulus, which

would serve as the control inside your head. Your brain would think that the sensation and the stimulus work well together, and when the stimulus happens, the sensation will be felt. That way, you can always use the stimulus to feel something that can make you feel better.

For example, if you always feel anxious whenever you are required to speak to an audience, you think that the sensation that you **MUST** feel whenever you are with strangers is stress. However, what if you can replace the stress instead with excitement, which is something that you feel whenever you see your dog perfecting a trick? Here's how to do that:

1. Imagine seeing your dog in a movie screen, trying to do a trick, such as catch the ball. Beside you is a lever, which is connected to the screen.
2. Picture that the image you see on the screen is becoming more alive and in such great color that you think it is real. You begin to feel that you are getting excited, in such a way that you know that your dog would definitely be able to catch the ball and give it back to you the next time you throw it. To make yourself feel that sensation more, do the gesture – as if you are holding your dog's favorite chew ball.
3. Imagine that you are sliding up the lever, and that what it does is that it brings you closer to the screen, until you can almost feel that you are within the scene, but still, you are watching it. You can see every detail, and every color. You can

almost hear your dog panting in anticipation of the ball you have in your hand. Hear a voice in your head, saying this: Let the fun begin.

4. Place the lever in its original position, after you have enjoyed the moment. You can feel that your body is beginning to associate the enjoyment with the task that you have to do. From now on, whenever you have to speak to a large group of people, you will feel the excitement that you felt during this exercise.

Here's another trick that you can do using NLP. You might be hearing yourself sometimes, saying that you cannot accomplish a task or that you must not try to join an activity because you do not have what it takes.

Imagine the voice that you hear inside your head. Is it the voice of someone you know? You probably would be hearing that bully who tormented you before, or that cynical teacher or boss who always doubted you. Now, transform that voice and turn it into a voice that you probably wouldn't hear firsthand in this lifetime, say Richard Nixon. You can also turn it into a voice that is so absurd that you wouldn't take anything that it is saying seriously, such as Donald Duck. Now, the hurtful things that you might find yourself saying that sometimes, you would not matter, because you would hear them in the least believable way.

Amplify the Great Feeling

There are moments that you feel that you need to think happy thoughts so that

you can successfully achieve a goal. That can be your presentation that you are about to do in front of your big boss later, or that can be the marathon that you are about to run. What you think you should do is most likely the right thing – you know that whenever you are feeling great, you feel that you are unstoppable. Here's how you can grab on to the most positive feelings you can imagine.

1. Close your eyes. Think of the best experience that you have ever felt, that one that gave you the most impressive positive feeling you have ever had. Picture that experience and relive the sensations that you have felt. See what you have seen, and hear what you have heard.

2. As the great sensation flows into you, try to figure out where it starts. Is it coming from the top of your head or from your fingertips?

3. Cease thinking about that experience. Does the positive sensation immediately leave your body, or does it stay somewhere in your body?

4. Think about the positive experience again, and focus on the sensation it brings in. Just before the sensation leaves when your mind wanders to think of something else, *e.g.* your task at hand, pull the sensation back from that part of your body where you first experienced it. Keep doing that, until you feel that the sensation would keep looping all over your body, spinning faster and faster.

5. You would feel that the faster it spins and loops around your body, the stronger the positive sensation becomes. Now, you can enjoy the sensation while

doing something else.

Now, you know that it is possible for you to control your emotions, and you realize that it is easy to get rid of the negative feelings that prevent you from looking at your environment the way it really is. You are also aware that it is possible for you to experience and emanate your positive emotions towards others. When you look at it, you can use that to your advantage to understand and influence others.

Chapter 9: Setting Goals for Ultimate Control

Neuro-Linguistic Programming is all about being able to set reasonable goals and reach them in a timeframe that you can handle. Since it only takes a few minutes a day there is no reason to not aim for progress every day. It can be done at home or at the office, so create a schedule that is easy for you to maintain.

If you notice very little change to begin to revisit the list you created by beliefs and see if any are emerging that you haven't addressed yet. It could be as simple as a limiting belief that you didn't catch the first time through. All you will have to do is follow the process to change it to a better and more beneficial belief.

A Still Mind Developed

The most important practice for the beginner, developing a still mind

Here we will discuss the absolute most important practice for a beginner to learn how to affect their brains and their intimate experience of life.

The Breath

The most crucial aspect throughout our entire training is mastery of the breath. We must learn to keep our focus still on the breathing motion of the body. This is a fundamental skill of mind control discipline because we can utilize the breath to implant our thoughts with power. We must learn to still the mind and concentrate the breath to bring a clear point to our awareness of where we may influence our self and our spirit.

Without the stillness realized through mastery of the breath discipline, in our efforts to influence ourselves, it would be as if we're attempting to place droplets of water into a raging river, the moment you release the droplet of water, it is gone, you will never ever see it again, it will be lost amidst the chaos and the effect that it could potentially have had on your life, mind and spirit will also be lost amidst the roaring torrent of a hundred thousand other thoughts.

To learn to watch the breath and utilize it for stilling and concentrating the spirit, is to learn to still the water and eventually it will be more like you are observing a still pond. Every one single drop of water that falls into that pond will create ripples and will in fact change the entire structure of the pond for a moment, the ripples spreading out across the entire surface in the form of beautiful symmetrical rings from its center.

To try to change your brain while your thoughts are a raging torrent is not difficult, it is rather impossible. It is the contents of the brain that are the focus of most people's everyday life, they walk around thinking all day long about this or

that, what is going to happen tomorrow, what happened yesterday, why he said that, why she did that, and it is that very process that develops certain patterns within its structure, resulting in what we call 'ourselves' or 'our personality'.

It is that which we first must come to control and in fact, not really control, but let it die down, let it cease. We must learn to let go and find a place of stillness from which we can truly forge our lives with universal power, as opposed to the egoic intellect of the brain.

Step One – learn to watch the breath.

In your every waking moment you must learn to keep your attention on the breath and the body. This is meditation 101.

Learn to keep your attention moving around the breath and the body and you will see that the thoughts you previously paid so much attention to now no longer exist. They have never arisen due to the fact that your attention is now not focused in the brain, it is focused within your body and within your breath.

Here is the essential practice;

You can practice this exercise sitting, standing or laying down, walking, running, in fact in any place in any situation.

Technique 1-Learn to become a Watcher

- Hold your attention on your breath
- Watch the in-breath and count to 3 for its duration
- Watch the out-breath and count to 3 for its duration
- Do this 10 times

Technique 1.1 – Refine what it is that you are watching

- Hold your attention on your breath
- Watch the in-breath and count to 3 for its duration
- Watch the moment between the in-breath and the out-breath, the pause at the top and count to 3 for its duration
- Watch the out-breath and count to 3 for its duration
- Watch the moment between the out-breath and the in-breath, the pause at the bottom and count to 3 for its duration

Both variations of this technique you must aim to practice for as long as possible. They will show you how, by changing what you are aware of, by taking your attention out of your brain and into your body, you will immediately find a release from the torrent of thoughts and you will begin to slow down,

effectively changing your brainwaves.

Practice this during every waking hour if possible and learn how to become completely absorbed in the breath to the point where you feel full of air, like a large air balloon that is inflating and deflating with every breath.

You must learn to perform this practice completely and sincerely. You must master it. It is this essential practice that you will use to bring yourself back down to reality in later stages of practice. You are going to be learning some techniques that will have your brain spinning around like a hurricane, full of powerful and inspired thoughts, full of aims, goals, objectives and motivating emotions – believe me it will be a perfect storm, and you are going to need a way to bring that storm back down and return it to that of a still pond, from where it originated.

Technique 1.2 – Abdominal Breathing

In the same way that you are learning to keep out of the brain and stay focused within the body, now you must also break the habit of breathing from your lungs and learn to breathe from your abdomen.

Breathing from the abdomen has the effect of generating power, energy within the body, in the same way that spinning a gyroscope develops energy and that

energy can, once built to a sufficient level, be attached to any and all other areas of our self-mastery discipline and will eventually turn our entire body into ‘a manifestation machine’ – quite literally this is the difference between using a single AA battery to light your torch and using 1 billion of them to light a lighthouse, one is going to illumine a much greater path than the other.

So you continue with the exact same practice as outlined above and now you are learning to keep your attention in your abdomen and breathe deeply and evenly from there the entire time.

Technique 1.3 – Stop Counting

Once you have genuinely practiced this technique to the point where you can literally focus for one hour without losing track and forgetting what you are doing, or without getting too lost in thought and giving up to go and do something else, you could be said to be proficient enough for the next step, which is quite simply to stop counting.

Now you can simply continue the exercise without counting to 3, but simply watching the in and out breath along with the space in between. You should still be forcing yourself to breathe deeply and by now you should be learning to breathe fully from your abdomen instead of your lungs.

Congratulations. At this point you have made great progress. Mastering this one technique will allow you to find a state of mind that is really very peaceful and unconcerned. After many years of intense practice in this specific technique you will come to know something about the nature of the breath that is really very profound and powerful. You must continue to practice this discipline for the rest of your life.

A Still Mind Maintained

The most important practice for an expert, maintaining a still mind

Now we will be considering walking through the world and maintaining your discipline. It is useless to develop such skill and mastery while sitting in your arm chair or lying down in your bed. You absolutely must forge your spirit and your mind in the fires of daily activity. You must learn to hold still as the eye of the hurricane so that when you are using your mind in the same manner that a master architect designs his labyrinths and palaces, so too you will be able to forge your entire existence without threat of distraction or destruction or infection (these three are one and the same).

These initial practices are the foundation for complete mastery of oneself. If they seem too simple to you, it is because you have not fully grasped the essence of what self-mastery is.

Self-mastery is very simply, complete control over your thoughts, behaviors and emotions to the point where absolutely every breath that you take is focused on some primary objective held still in mind.

That is it.

Anything else is watered down nonsense that people have used to hypnotize themselves into being able to change.

When you genuinely have the ability to hold your brain still and keep it focused on your objectives and keep it producing thoughts, behaviors and emotions that continuously push you in the right direction, to the exclusion of any negative thought, doubt, emotion or behavior, then the objective is complete and you have realized the initial phase of the training.

From there obviously you must live the rest of your life with such a mindset.

And that is where the real training will take place.

Technique 2 – Walking Through Stillness

While walking through the world you must be able to maintain a still mind. Your practice at this point in your training is to go about doing everything that you would normally do but while moving your attention throughout the following:

- Your breath
- Your physical body
- The things you can hear
- The things you can see
- The things you can smell
- The things you can feel
- The environment around you

Do not let your mind sit within the brain and allow thoughts to manifest. We are not yet at the point of consciously using thought as a tool for manifesting reality. We must first learn to hold to our state of stillness in any and all environments. This is done simply by being the master of what your attention is focused upon for the duration of every waking moment. If you find that you are still allowing your mind to stick to anything whatsoever, to the point where you fall back into the thought process, then there is more work to be done. You must be able to retire at the end of the day with the same still mind with which you awoke in the morning.

Do not rush this phase of the training. It is extremely important that you master this level of stillness. Without this, anything that you attempt to create later

within your mind will be infected with the various slippages that will inevitably occur as the result of lack of mental discipline.

An example of this discipline may be as follows:

Pay attention to your breath.

After a brief moment move your attention to your feet.

After a brief moment move your attention to what you can hear.

After a brief moment move your attention to something that you can see.

After a brief moment move your attention back to the breath.

After a brief moment move your attention to the feeling of your scalp.

After a brief moment move your attention back to your right arm.

Etc, etc, etc

This practice will give you the ability to merge effectively with any situation you find yourself in, something that will be considered in

Once again, you must practice this discipline sincerely and completely otherwise true mastery will never be completely realized.

Forming the Self

The art of moving from stillness towards the forming of a self

From stillness, we may consider beginning to form within ourselves, a self. Once we have experienced a complete letting go of our old programming, due to consistent practice of the disciplines previously outlined, we may begin to forge within ourselves useful thought patterns and behaviors. To achieve this we can utilize a number of strategies.

1. Visualization

2. Pre-thinking

3. Internal Mental Barrier Construction

We will only discuss these three essential practices in this book. At this point in the training it is not necessary to outline the many variations of these three essential practices. We will simply introduce you to the concepts themselves and you can form any variations that you see fit to use.

Visualization

This skill is used to convince the brain that it is experiencing something that is not actually happening in the real world. To the brain, there is no real world, there is only information. Whatever information is passed along to the brain it uses to develop the body and personality associated with it.

Visualization should only ever be practiced in two specific modes;

- For a very brief instant as though dropping a stone into a still pond
- For an extended period of time, anywhere from 5 to 60 minutes

The essence of this practice is to use your imagination to experience the various scenarios and expectations that you wish to achieve or be a part of.

Use vivid colors to represent emotion and insert them into your mental images. Use sounds to enhance the experience and ensure that you cover all the sensory bases. Feel what it feels like inside your visualization and make it as vividly as you possibly can.

While practicing this technique for a very brief instant– You must develop the ability to contain a years' worth of experience within a single thought. Imagine what it would feel like to have been living your ideal life, to have completely been the person you wish to be and to have achieved absolutely everything you want to achieve within a year from now, turn all of that information into a singular condensed thought and feel it to be as powerful as it possibly can be while taking one full deep breath in and out, and then let it go and return to stillness to continue going about your daily activities.

Practicing this is like dropping a charged thought into the universal current of creation. It will sit and grow as a seed and eventually manifest within your

thoughts and experience of life.

The essence of visualization has been presented to you here in this chapter. You must forge the ability to hold your minds steady on that which you visualize. No-one else in the world can do that for you.

Pre-thinking

The mind doesn't actually experience time. All that is known within the mind are the contents of the brain. Time is contained within those contents but the mind itself doesn't actually experience time, and so, whatever the contents of the brain are, the mind experiences now as now.

For example, to have a thought about the future, the mind sees this thought now. To have a thought about the past, the mind sees this now also. Becoming clearer?

Pre-thinking is the ability to place every encounter and every situation into the absolute best outcome you could possibly ever wish for, before allowing it to enter into your mind.

This is a difficult practice in some respects because it requires that you develop a very quick mental thinking faculty. You must be on top of your game, guarding your mind from any form of negative influence and ensuring that the entire contents of your mind are pointing towards, positivity, achievement, excellence,

etc, things being exactly the way you want them to be in the future, but now.

It sounds a little complex but it isn't.

We are learning here that it is our thoughts that dictate anything and everything about our lives, so if we spare a single thought and allow our brains to begin focusing on any form of negativity whatsoever, for every second that we allow this to happen we are inspiring the growth of negativity and the ensuing misery within our minds. This simply will not do, in any circumstance, in any environment ever.

To master Pre-thinking is to be able to keep your brain focused at all times.

Internal Mental Barrier Construction

People use the expression, 'locked inside your mind', or 'mental barriers'. That is quite an interesting concept. Wouldn't you agree?

Imagine being caged within walls within your mind, so that every time you came to approach the barriers of your mind, certain behaviors would be triggered, certain thoughts or feelings would be set off and therefore keep you trapped within a certain outlook or belief system. Now that would be a very useful mental tool, don't you think?

To consciously develop mental barriers within our brains is a terribly stupid thing to do, unless we have the ability to break them apart as and when we

choose.

This technique will develop an obsession within you. It will keep your mind constantly focused on whatever it is that are the main barriers you want to install.

For this technique you can attribute your mental barriers to a minimum of 1 concern and a maximum of 6 concerns.

I use the word ‘concerns’ here actively, because you are about to give yourself concerns, things that your mind is going to dwell upon and that will eventually cause you great strife, but is that not the function of mental barriers, to possess our thoughts and force us into certain behaviors and experiences? It’s just that most people attribute mental barriers to negative things, here we will use them for inspiration, but believe me when I say, they are still concerns.

Once again, I reiterate that if you have not crystalized the ability to still your mind and remove any mental influences within your brain, you are going to send yourself psychotic if you practice this technique. You must know how to undo what you do, otherwise it will consume you. This I Promise.

Imagine yourself in a deep and dark abyss, with not a single point of light anywhere in your field of view. Now imagine your aim, as real as you possibly can, create it as vividly as you possibly can and immerse yourself in the experience – place everything in front of you and form it into a wall, a single

wall.

This process should last at least 5 minutes.

Now repeat the process for every wall around you, even the floor and ceiling.

This should take at least a further 30 minutes

If you are doing this for only one objective, then reiterate it in every direction one wall at a time. If you are doing this for multiple objectives, then divide the walls up evenly or place your main priority within a larger number of walls.

Now you have created a hell for yourself. But as the story goes, the devil can have whatever he wants.

Your thoughts will stay confined within these mental barriers in your brain and you will have forced yourself to stay focused upon whatever objectives you have instilled within those walls.

But be warned.

If you allow your mind to slip even for an instant while performing the visualizations or if it slips after you have completed them, cracks will form in those walls and who knows what terrors may crawl inside from the eternal abyss, lying just inches on the other side.

If you rush past the initial stages of this training and attempt to practice these

techniques without the proper level of stillness, you are inviting your subconscious mind to manifest all sorts of wonders and terrors that are quite simply, beyond your control.

As a master of true NLP, nothing should be beyond your control.

Don't rush!

Empty Face

The final aim of true Self Mastery – to crystalize the Heart of Mastery and realize the ultimate Empty Face Discipline.

To comprehend fully, the nature of Empty Face Discipline is to comprehend the ultimate mystery in all corners of the Cosmos. It is to comprehend the subtle reality of the breath and its essence. It is to realize complete, independent liberation and true self-mastery. This state has never been attained by anyone alive. It is impossible to describe the method of realizing Empty Face Discipline because there is in fact no technique. There is nothing you can do to attain it. It is the ultimate letting go of all impulse, all forms of mind, all forms of cognition and thought. Empty Face Discipline is the home of the Supreme Self Mastered Spirit. It is the seat of the One who knows completely and utterly where his Heart is at, at all times and where his Mind is kept, at all times. There is no greater objective in all forms of NLP, Hypnosis & Mind Control training. This is

as far as it goes.

Black Mind

A wise man once wrote a book called Thick Black Theory. It was originally banned when it was published in 1911 and came to light only recently. This chapter will be an explanation and the evolution of that Grand-Master Strategy of NLP.

This is a difficult state of mind to master. It requires years of focused study and effort.

The original title outlined in the introduction to this chapter, Thick Black Theory is a book about Grand-Master Strategy in Mind Control.

To understand the fundamentals of that book is to comprehend the essence of true mind control.

I will explain it in greater detail here.

In the same way that a Black Hole lets out no light, a Black Mind lets in no information.

A Black-Hole works in the way that it sucks everything in and lets out a constant stream of emptiness, pure space without form.

Black Mind works in complete balance to a Black Hole. Not one single thread of information will take root in your Mind. The only thing that you will express and you will express it constantly, is the contents of your own programming, that which you are working on developing and maintaining in your own life, your own way.

You will ignore peoples' statements about anything that is not relevant to your objectives. You will crush any information or doubt that people present to you. Absolutely nothing gets in.

This is a very difficult mindset to master and requires years and years of intense discipline in the first outlined techniques to fully assimilate.

This kind of mindset is something that will eventually overcome everything you have previously ever thought about NLP or influence. It will become something that you express constantly and will set you well on your way to realizing Empty Mind Discipline.

Heavy Heart

To crystalize the Heart of Mastery takes at least 10 years of practice. This chapter will discuss the process of crystalizing NLP within the heart and the strategies that are most effective for that.

Heavy Heart strategy is terrible. It really is. You will take the entire force of the

universe and you will contain it in your Heart. You will walk everywhere throughout the world and you will hold this power within yourself. This is the space where you finally come to know the essence of the training. The whole point here is to realize such a level of discipline that you know nothing other than Self Mastery in your every waking moment.

At all times in the day you are to keep your attention focused on the Heart. No matter what you encounter and what situation arises, you always keep your attention concentrated in the Heart.

This is the way of crystalizing mastery over the Mind via the essence of the Heart.

Once a Heavy Heart is realized, there is no more space for fear, no more space for doubt and there is no more space for confusion in the mind. Anything and everything that you encounter becomes a solid and a real part of yourself. You are able to firmly bring any project at all within your grasp and you can apply yourself to it completely and utterly without delay while knowing instantly and immediately what is the correct course of action to take to realize complete success.

The Heavy Heart is a technique of Empty Face Discipline. It is one of the most powerful techniques, yet it cannot be called a technique. It is a realization that occurs within the Spirit and it brings the practitioner bordering on the realms of

real intimate knowledge of the fundamental workings of the universe.

Create a List for an Expected Outcome

In order to give your path real direction you need to sit down and write out a list of goals. The ultimate goal with NLP is called outcome. What are the behaviors you want to change or the emotional controls that you want to put in place. How do you envision your life being different or improved? It will save you from taking a lot of unnecessary steps. It will help you focus your energies on what really matters.

If you are trying to change negative behaviors, then you spend a good amount of time exploring what the emotions are behind the behavior. Many people that smoke are not just fighting a physical addiction. Cigarettes are often used as a way to combat stress and anxiety. This means that the desired outcome would be to quit smoking, but it will entail first getting a grip on high levels of stress and anxiety.

How do your beliefs match up with your desired outcome? You need to have absolutely no doubts about your abilities to reach your end goal. If you see any stumbling blocks take care of them as soon as possible. If you are battling depression, it may take seeking assistance with medications and therapy. If you are trying to combat an addiction it may take a short in-patient treatment to start. You always need to make sure that you are doing things safely and using

common sense. Give yourself every chance to succeed.

An easy way to ensure that you have everything you need on the list is to use the power of visualization. Here, you begin by picturing the end result of what you want to achieve, and the joy that you will experience once it is achieved. The next thing you need to do is to think of all the steps that you need to take in order to get to that end result. It is from evaluating these steps that you will be able to create a list of tasks that need to be completed.

Determine What the Path to Change Requires

If you struggle with anger management then it only makes sense that certain situations will predispose you to losing your temper. Some people refer to these as “pet peeves.” Learning to avoid them when possible, or at least limiting the importance they hold to creating your emotional state is needed. If you can recognize that you tend to like controlling every type of situation you are that much farther ahead. You cannot possibly always have control and you have to practice letting that go.

If you need to get control over depression you need to see where your mind tends to wander during periods of rest. Many people suffering from depression are very caught up worrying about things that cannot be controlled. Feeling as if you have no power in a given situation can lead to serious bouts of depression.

Concentrate on things about a situation that you CAN control. If you have a troubled marriage spend time doing things during the day that you enjoy. Every bit of momentary happiness you can bring into your life will make the rest seem a bit more bearable.

If you are dealing with anxiety start a worry journal. It needs to be a notebook that you set aside to put all of your worries into. It will allow your mind to stay less absorbed with troubles that bring about high stress and feelings of anxiety. Let your mind know that you will simply look it over and worry about things later. It will bring about a state of relaxation and help you get control of unexpected and harsh bouts of anxiety.

It may take seeking the help of a professional to get down to what emotions are driving you to do unwanted behaviors. Once you know the cause, you can work on the cure. When it comes to emotional control, you will see improvement in a matter of weeks by being consistent.

If for any reason you are unable to see a professional, you can still find ways to address and deal with these types of emotions. You should start by taking time to understand really what path you are currently on, and why there seems to be a problem. If all goes well, people are normally not interested in correcting a plan, but if just one thing goes wrong, there can be serious panic.

The most important thing about using NLP to deal with this situation is to be

honest with yourself and look objectively at your path. This will make it easier for you to recognize and initiate any changes that are necessary.

Create Your Personal Milestones

If you took a road trip across the United States starting in New York and ending up in California, the trip would be more pleasant if you took breaks occasionally. Going from point “A” to point “B” can be a stressful journey if the end point is a long distance. It is no different if you are aiming for a very high goal. You will find success easier to reach if you break things up into mini-goals or milestones.

Milestones also include criteria that can be set out at the beginning of the journey, to provide a plan of action in regards to the goal to be met. They can also act as stops along the way where you can reward yourself, especially if most of the work that one does is mental rather than physical.

Changing behaviors or emotional controls can seem overwhelming initially. Change is not always an easy thing to do. Breaking it all down into pre-planned bite size portions can help. It allows you to implement ultimate focus on each leg of the journey. If you are trying to quit a bad habit and over-reach it can cause complete failure. Once again, we will point towards cessation of smoking as an example. The quitting cold turkey method works for a few, but very few. Why is that? It is a drastic all or nothing approach. Allow your body time to reduce in nicotine levels so that you can better deal with the psychological addiction that

smoking holds.

This is another reason why NLP is so successful. The ability to personalize every step on your path allows you to design a way to initiate change that makes it hard to fail. You can speed up the process, slow down or go back to square one, and you will never lose any of the positive benefits you have already received.

Establishing a Better Future

Can you think of the biggest problem that you have right now? If yes, how much time do you spend trying to imagine how your life can be worse if you do not solve that problem? You are probably spending several hours worrying about that.

When you think about it, there are a lot of hours in a day that you spend on useless things – you crave for food that is bad for you, you have your vices, and then you spend more time wondering what is going to happen with your life now that your liver and heart feels that they are going to fail in two years. Somehow you know that there is a simple solution to that problem. However, you spend more hours whining how hard it is to accept that that is the only logical answer to your woes.

So what are you doing, essentially? You are prolonging your agony, and then you imagine yourself resigning to the idea that you are bound to fail. Or, you

would pray that you will get over all those difficulties, but you cannot think of any alternative solution that you would probably like better.

Do Not Worry

What do you get when you worry? You feel that you are way worse than how you really are, and when you start getting to the worst part of your imagination, you will soon feel that the world is ending. In reality, that is not the case. In reality, all your problems have really simple solutions.

If you think that you are stuck with a problem, stop whatever you are doing, look at the situation from another perspective, and then think of another way to solve it. If you keep on carrying out the solution that you think would work, you would not be able to arrive at the conclusion you are aiming at. Worrying that you would never be able to finish your task will never be useful as well. All you need is to do something else that you are certain would work.

If you are certain that what you are doing is not working, think that there is always an easier way. First, change your internal state. Relax and stop that voice inside your head that tells you that you only know one way of doing things, and it is not working. When you are able to do that, you will be able to look at yourself and your task from another perspective.

Change Your Belief

All the things that you know now are products of a lengthy process of continuous learning. The things that you know how to do are learned, and so are your beliefs. They are all products of your engagement with your environment. Now, when your environment changes and the knowledge that you have about the world seems to be lacking, you have to adapt.

Beliefs become knowledge and there's a logical explanation for the world around you because you can provide justifications. You cannot believe that Pluto is a planet when there is evidence that that is a false claim. If you cannot think how a belief system would possibly help you in a situation, it is alright for you to change it and conform to a new one. As long as the world changes, it is only logical for you to keep switching beliefs.

Your thoughts would be actions, and then they become habits. The moment that you are capable of changing how you think, you can stop having those bad habits that you have. What you think becomes who you are. Remember that if smokers forget what a cigarette is, they will forget the entire habit of smoking. So if you stop telling yourself that you are incapable or unworthy, you would have a different belief system about yourself.

You are Not a Product of Your Past

You may believe that your future is a product of your past – that is not necessarily true. In order for you to have total control of your actions and be

convinced that you can always change for the better, remember that your future is not dictated. You may have been catering to beliefs because of previous experiences, but recognize that you can choose how the past can affect you. You are not supposed to only rely on what you already know. You have to rely on the current things available for you now, because they are quite different from the resources that you have had before.

Being able to recognize that opportunities and life in general change constantly allows you to be aware that you do have mental faculties that allow you to replace the bad characteristics that you have and replace them with the right behavior that will actually help you. They allow you to recognize which goals are still relevant, and they remind you that you are capable of progressing from one ideal to another. They allow you to be the person that you want to be, despite the ideal personality that society thinks is the right fit for you. Knowing that you are not only made of the merits you already have allows you to be in control and to grow.

Understand the Relationship between Your Mind and Body

Do you notice that your body also responds to your mindset? When you are feeling under the weather, your posture stoops and you feel that your face sags. The opposite happens when you are experiencing pleasant emotions. However, the reverse also works – when you are uncertain of how you can change your internal state, work it out using your body. If you are feeling down or anxious,

fix your posture and assume a confident stance. You will be surprised how you would feel better afterwards!

Chapter 10: Recognizing Success

How will you know when NLP has worked? The visible signs of a change in behaviors and feeling more in control of your emotions are well and good, but there are other ways that you can feel successful along the way. The one thing that will immediately and forever improve is your self-awareness of both mood, emotional control and how it impacts any behaviors you exhibit.

A first method you can use to check the success of your NLP is to observe the way other people are reacting to you. Has it improved communication? Are they looking up to you more? Have you heard a comment that something about you is “different”? If people are reflecting back positivity to you whenever you have an interaction with them, it is quite likely to evidence you need in order to believe that NLP is working.

Being able to master your emotions at any given time is a way of controlling situations that you may have never enjoyed before. You will fully realize the truth of the saying “you cannot control others, but you can control how you react to things.” It is empowering.

There is very little that will bother you once you learn the process of taking care

of your own emotional health.

In fact, numerous researchers and educators have spoken about controlling emotions in order to move ahead in life. There will always be a critic or a judge, but practicing NLP will give someone more confidence in themselves and what they can achieve. It teaches a sense of responsibility and avoids the impact of laying blame on other parties.

Once you have changed the beliefs in your subconscious mind, you will not take unexpected trips backward in progress. Your subconscious mind will put every effort into pushing the conscious mind to meet your goals. As easy as it used to be to ride on an emotional roller coaster you will feel the ability to take control and get into calmer and peaceful states allowing them to take over. The real success lies in taking the necessary time to find the bad beliefs and change them.

The 4 Principles of Success

NLP has various techniques that can create behavioral changes and improvements, all geared towards the achievement of success. However, these techniques are guided by the four operational principles of NLP. These are:

- Knowing the outcome you want to achieve
- Having sufficient sensory acuity

- Having sufficient flexibility of behavior
- Taking action now

Knowing the outcome you want to achieve

NLP gives great emphasis on the importance of outcomes. This is because outcomes serve as the objective and overall mission of every NLP technique. No NLP intervention can move forward without a proper outcome. Some people are either unaware of their desired outcomes or afraid to formulate them at all. Some people are more focused on the avoidance of things they do not want. Most people on the other hand have outcomes they have identified but are poorly stated. This results in an outcome that loses its intended purpose of motivation and most importantly, a capacity to focus.

Having no outcomes in life is dangerous because you will go about your life without any purpose or passion. Having an outcome that is more concerned on the avoidance rather than achievement creates a bleak and miserable life. Having an outcome that is poorly formulated can derail you from tapping your potential.

NLP recommends certain conditions that will allow you to create the most appropriate outcomes in your life. There are variations on how to formulate a correct outcome; some make use of the 5 well-formed conditions while others use the SMART method.

The 5 conditions are: positivity, testable by the senses, sensory specific, initiated and sustained by the person, contextualized and ecologically sound. Positivity means that your outcome must be stated in terms that are reflective of an achievement, not avoidance or doing something instead of not doing something. For example, a negative outcome is, “Not eating too much junk food.” A positive outcome is, “Eating healthy foods.”

Testable by the senses means you can measure your progress and achievement and use the measurement as proof of attaining the outcome, “Eating healthy foods that are within the daily nutritional requirement of 1000 calories per day.”

Sensory specific means that you can verify the success of the achievement of the outcome using your senses, “Eating healthy foods that are within daily nutritional requirement of 1000 calories per day and resulting to an ideal body weight of 60 kilos.”

Initiated and sustained by the person means that you have to personalize and take responsibility of the outcome rather than depending on others to achieve it for you, “I will be eating healthy foods that are within my daily nutritional requirement of 1000 calories per day and resulting to an ideal body weight of 60 kilos.”

Contextualized means that the outcome must be able to exist in the person’s own environment and time frame, “For 6 months, I will be eating healthy foods that

are within my daily nutritional requirement of 1000 calories per day and resulting to an ideal body weight of 60 kilos.”

Finally, ecologically sound means that you have to take into consideration how your outcome, not only affects yourself but also other people in your environment, “For 6 months, I will be eating healthy foods that are within my daily nutritional requirement of 1000 calories per day. I will do this until I achieve my ideal body weight of 60 kilos. When I am successful in this outcome, this will create healthy relationships, both for myself and provide security and confidence to those around me.”

Notice the difference with the first poorly constructed outcome of “Not eating too much junk food” and the more appropriate statement of the outcome of “For 6 months, I will be eating healthy foods that are within my daily nutritional requirement of 1000 calories per day. I will do this until I achieve my ideal body weight of 60 kilos. When I am successful in this outcome, this will create healthy relationships both for myself and provide security and confidence to those around me.”

Another alternative is the 5 SMART methods. It is an acronym that stands for specific, measurable, achievable, realistic and timed. Some NLP trainers make use of the SMART method because it is easier to remember and apply. However, the end result of using this method is still very similar to the first 5 conditions. The important thing in knowing your outcome is not which conditions or

methods that you will use but the outcome must have characteristics that are positive, motivating, purposeful and most importantly focused.

Having Sensory Acuity

Sensory acuity refers to the principle that gives importance to your ability to observe another person. Particularly, you are interested in discerning his communication, both verbal and non-verbal, as clues to his thought processes. NLP believes that even a person's innermost thoughts that may be consciously or unconsciously repressed are revealed by a person's behavior.

In NLP, the spoken word only accounts for 7% of the total message. The tone of the voice with its quality, speed, pitch and volume accounts for another 38% of the communication. This why much can be hidden from another person because most people rely on hearing the words only instead of using the full senses to understand what the other person is trying to communicate or trying to hide.

The bulk of true communication lies in the physiology of the communicator, it accounts for 55% of the entire message. This is where the concepts of body language are valuable. NLP teaches practitioners the way to consolidate both verbal cues, provided by the spoken word and the tone of the voice and the non-verbal cues, evidenced by posture, facial expression, blinking, gestures and breathing.

This principle provides a wealth of insights for NLP practitioners, particularly in relating with other people. First, this provides them with the ability to determine consistency between what they hear versus what they see in a person. For example, your client is telling you that business deal will push through as planned. However, you hear in his voice a lowered volume as he speaks and you see a barely noticeable restlessness that betrays his unease on your conversation. Instead of accepting his statement, you are prompted to make further inquiries or probe him on the veracity of his claim.

Secondly, sensory acuity allows you to increase your sensitivity towards people around you. Remember, your behaviors are part of a sub-system or a greater ecology. This means that with or without knowing it, you are affecting the people around you. You can gauge your effect by analyzing and interpreting their communication using your full range of senses. For example, you are at a gathering with your family and distant relatives. You notice a subtle change in their behavior as you move from one table to another. This gives you a clue that you are creating an unintended effect and must prompt you to review your behavior.

Finally, this principle teaches you the success of your attempts to influence the behavior of another person. If you are actively trying to persuade a person to do something, then you must be able to verify his change with his behavior. For example, you are trying to sell a product to a customer. The customer tells you

that he will make a purchase but you notice that he constantly averts his eye from meeting yours. He folds his arms around his chest and clenches his fist underneath. These gestures indicate a discrepancy between his words and his true message, which is indicative of your lack of rapport. This is the feedback that you did not reach your desired outcome.

Having Sufficient Flexibility of Behavior

This principle is closely related to the Law of Requisite Variety. This states that in the ever changing world that constantly incorporates changes to restore balance; you must have a wide range of behaviors to still remain successful. You need to be open to new options, strategies and concepts to address changes in your life as they occur. You cannot be stuck with an all-in-one solution or method to achieve success. If in case the feedback you receive does not allow you to attain success, you must be ready with another method. You need to vary your behavior until you attain the outcome you desire.

For example, you are trying to change the behavior of your partner from being too suspicious of your private affairs, to become more trustful, and have more faith in you. You behave by calling her from time to time to let her know where you are but still she is suspicious. You bring her with you whenever possible, which she appreciates but with sensory acuity, you know that her perception remains unchanged.

You initiate a new behavior, this time you explore into her verbal and non-verbal messages and find out that she had a colored past with another person which resulted to her persistent suspicion. You tell her that you are not that person and commit to never becoming that person; you become successful in changing her behavior.

On a deeper application of this principle, NLP recommends that if one NLP technique does not provide the outcome you desire, then it may mean that the technique is inappropriate for the problem. Choose another technique until you achieve the outcome.

Chapter 11: Taking Action Now

This is the final principle of NLP and its simplicity must not be thought of holding less importance. This principle, equally important as with the first three, simply means that NLP practitioners believe that success can truly be achieved not only by knowledge but also by the manifest application of knowledge through action. NLP gives no place for complacency and procrastination. In fact, it is all about active participation, taking control and becoming assertive. It is not only about introspecting on your thoughts and the words you use, but also taking concrete actions towards the achievement of your outcome.

This final principle is the inspiration for the succeeding chapter in this book. Each NLP technique discussed will be a combination of information (knowledge) and instructions for application of the knowledge (action). Take note that NLP techniques are constantly being added or improved in respect to the Law of Requisite Variety.

Remember the presupposition that there is no failure, only feedback. There is no failed technique, there is only a mismatch. Use the presuppositions and the principles to motivate you towards applying these techniques, barring away failure and achieving the success you truly deserve.

Chapter 12: Practical Application of Neuro Linguistic Programming

“Questions are also interventions. A good question can take a person's mind in a completely new direction and change his life. For example, ask yourself frequently, 'What is the most useful question to ask now?’”

John Seymour

Emotions in Relationships

When you learn to use Neuro Linguistic Programming techniques, you can take a difficult situation and look at it from all kinds of perspectives, helping you to make decisions that affect your life. For example, you are in a marriage and are unhappy with the way that the marriage is going. You have choices left open to you. You can continue to be sad within that marriage, you can find out what it is that makes the marriage unhappy or you can look beyond the marriage to see whether divorce or separation is a potential answer to your problems. Of course, people make decisions like this every day, though Neuro Linguistic Programming helps you to see situations more objectively.

In the above case scenario, there are the feelings of others to consider. The

picture is bigger than how the subject in the scenario feels. Any decision will have an impact on everyone. It's like a row of dominoes where one is tipped and all the others follow in turn. Using Neuro Linguistic Programming methods, you can anticipate the fall of the dominoes and are able to make your decisions based on a wider perspective.

Every event in life can be seen from different perspectives. If you are told that your house is going to be repossessed, the automatic response to that would be negative. You may think things such as:

- I am going to lose my home
- I will have nowhere to live
- I have nowhere to put my belongings

These are all negative thoughts, which won't help the situation. The fact is that you are going to lose your home, and will have to look beyond that to find something new so that you do have a roof over your head. The Neuro-Linguistic approach means that instead of looking at the situation as being totally negative, you take the positive route and that this helps you to be more open to positive suggestion and positive results.

- The house was falling down anyway
- This will put an end to my debt
- This gives me a chance for a new start

All of these are positive reactions and give you the potential of finding solutions that you won't find if you let negative thoughts take over. Although this case

scenario may be a little drastic, the day to day events that you face in life can similarly be faced in a way that gives you more choices, rather than less. The more choices you allow yourself through your practice of Neuro Linguistic Programming, the more likely you are to leave yourself open to opportunity.

It is impossible to have a book about emotion and transforming behavior without touching on the most important emotion of them all, and that is love. NLP techniques can bring about highly successful relationships, as each person in the relationship can work on their self-esteem and perfect some excellent communication skills.

NLP also helps with acceptance of a relationship and in helping the parties widen their perspectives when dealing with each other.

To make NLP work in your relationships, you can try the following steps: -

- **Know what you believe**

You need to develop more than just a positive thought, you need a positive belief. This means that you believe in the possibility of having a brilliant relationship and that you will find the right person for you. Positive thinking can only have one output, and that is a positive result. With this belief will come the motivation to go out and look for the relationship that you want (that is if you are single). If you are in a relationship, you should be encouraged to make improvements to your relationship.

- **Make a non – negotiable list**

There are qualities that you will be looking for in a partner, and criteria for what is important to you. These are called your non-negotiables, meaning that if they are missing, you would seriously consider the viability of the union.

Using NLP, you will be able to discern which of these criteria are most important to you. When speaking to the person you desire, you can mentally check whether they meet your pre-determined criteria.

While doing so, you should also attempt to see them from their own perspective. You may even find yourself amending your life as you go along.

- **Actively Communicate**

One of the maxims of NLP is that you cannot not communicate. Therefore, be proactive and communicate with the one who is the center of your attention. Whether you choose to communicate through the phone, email or even text messages, take time to find out more about the other person. This should help to increase your motivation.

- **Avoid Arguments**

Arguments and misunderstanding can be the downfall of any relationship, no matter how healthy it appears to be. With NLP techniques in mind, it becomes

much easier to avoid arguments when dealing with your partner.

The best technique to use is pacing and leading. This directly relates to how one listens to their partner and then how they choose to react when dealing with a conflict. The listening should allow for adequate time to process what is being said, and leading should steer the conversation towards a solution for the problem.

- **Set SMART goals**

NLP is all about setting goals, and visualizing where you would like to be in the future. The same principles can apply to relationships, so that it becomes easier for you to assess whether the relationship is working. That is why it is imperative to set SMART goals.

- **See the world through the eyes of others**

People like to be right about a whole range of things, but most particularly, this can become evident when dealing with their point of view. The great thing about NLP is that it makes one aware of all the filters that make it difficult to see a clear line. These filters may carry the values and expectations that have been accumulated over the years.

By understanding these filters, it becomes much easier to deal with people's behavior. There is also an incredible amount of patience, as a person without

NLP will find that they may not be able to communicate with everyone due to quirks in the personality.

These maps in the mind form an understanding of how the world will be used and seen. A good communicator would be someone that is able to mentally move from their own map to match their partners map, making it easier for to better understand each other.

- **It's not just the message, it's the response.**

If you have heard the term lost in translation, then you know that a message can lose all its meaning, all because it has been misunderstood. The normal result would be to blame the people around for this bad result.

NLP gets rid of the blame game completely. The person relaying the message is responsible for how it is understood. Therefore, if the message is not clear the one who is listening takes no blame, while the person passing forward the message would need to repeat or improve upon what they communicate.

NLP makes it possible to “speak the other person’s language” when communicating. This means that there is enough flexibility, which can allow for improved communication.

- **Do your best with what you have**

The atmosphere around relationships is charged with expectations. There are

expectations on both sides, mixed with emotions.

It is important to use NLP to understand the reason that people will behave in the way that they do, looking at their behavior and concluding that there is always a positive intention. It is all about patiently changing perspective, and appreciating that your partner is doing the best that they can with the resource that are available at that moment.

Other NLP skills in Relationships

A practical application of NLP in a relationship is to use your auditory skills. This involves being able to truly listen to your partner. When you choose to actively listen, you can learn inspiring and amazing things about your partner. It also makes it easier for you to establish a rapport with them.

Creating a powerful visual image of your partner can do wonders for your love life. This involves visualizing them as you would like to see them, smiling, laughing, flirting and being happy.

To enhance your love, you can try this exercise.

- This exercise is meant to diffuse an argument. To start, you need to picture a time when you and your partner had a lovely day together. Focus on the rapport you built, and the intensity of your feelings.

- Remember the sounds you heard, the sights you see, tastes and smells you experienced and the touch you shared.
- Once you are fully in the moment, anchor it to any part of your body.

Next, recall a time you had an argument. Think about your tone of voice, the surrounding area, and picture it as a still black and white picture.

Anchor this and fire it, letting it go.

Chapter 13: Transformation in Business

Companies around the globe have started to adopt NLP practices because they have incredible benefits that can propel the company to the next level. At the most basic, using NLP techniques will almost guarantee an increase in sales. In addition, communication between colleagues can improve vastly. All round, NLP is just what a business needs.

Neuro Linguistic Programming has a range of dimensions which are applicable in business. These include handling motivation patterns, behavioral change technology, conflict resolution, training, and coaching, influencing and learning and teaching. All these dimensions deal with emotions at some level, and once managed, these emotions are of great benefit.

The following section is intended to address how NLP can build a business by optimizing its total performance.

Understanding What You Want

One of the biggest challenges that you will face in any career that you choose is finding out if what you choose to offer to the public is something that you

yourself would want. Is the product or service that you are trying to profit from going to make you feel fulfilled? Do you think that you can operate this business for a long time?

Being able to know what you want would require you to tap on your values. As a rule, people would always want to set high standards for themselves, because they would not want to be stuck in a rut and then feel that life is stagnant. They would always want to find healthy challenges, but they do not want to feel that they are going against their values. For this reason, people would always find that something is worth doing if it goes well with their core beliefs. They feel that what they are aiming to do provides them purpose, and at the same time, possible success.

When you want to influence people to adhere to your policies or believe in the products you offer, it is very important that you actually believe that they are actually beneficial – it has to show that you are using it, or at least think that that product can make the world better. The reason for that is that it would be hard to lie when you are not convinced that what you are offering is something important. When you are convinced that what you offer is something that would just generate money, but definitely of no importance at all, your body language will begin to give clues that you do not believe in the importance of what you are offering. Your shoulder stoops, your voice shakes a bit, your eyes feel blank or look like they are trying to avoid the other person's gaze. Here's the thing – the

way you behave would matter more than what you say, and more often than not, that is the key to a sale.

Of course, there are people who are perfectly great at selling something that they do not even use. You might believe that being able to memorize spiels or being able to write a great copy about your products and services would let you get away with it. You may become successful at controlling your body language, but would you wouldn't want to be always conscious about how you act. At the same time, you would also want to grow a business or be in an industry that you would not want to quit after some time. You would want to be passionate about your career.

Making Yourself Fit for Business

What is the best way to guarantee success after you have determined what you want to get out of your endeavors? You need to ensure that you are equipped to move towards achieving your goals. However, having the confidence to believe in ones' self is something that not everybody is trained for. There are people who think that they have experienced something in the past that makes them fail every time they move towards their goal. Some blame it to their upbringing, their educational background, or the lack of enthusiasm from people around them. In essence, there are a lot of people who think that they need the proper support system in order for them to reach their goals.

However, there are people who only count on themselves in order for them to achieve success. More often than not, these people are able to make their first million sooner than they think. They believe that they need others to persevere, but they take on the leadership role. They simply believe that they have to make the proper steps in order to convince people to support them. They put in the extra hours in order for them to prove to others that they are worth their time. They did not need to lean too much on what they have learned from school or what they have inherited from their parents. They think that they are capable of changing in order for them to receive the rewards they work hard for.

In a sales environment

If a salesman telephones a potential lead and gets a negative response, it's usually because the approach is incorrect. The salesman gave the impression he has something for sale that a client, for his own reasons, does not want to buy. If you take this as fact, then you actually limit the potential of selling. Neuro Linguistic Programming tools would have stopped you from making that unsuccessful call in the first place. You would have had more insight into what your potential customers want, you would also know what the competition has to offer and would be able to offer potential clients something they can't get anywhere else. Thus, this system is taught to businesses worldwide, to help them gain success.

Optimizing Organizational Performance

Optimizing Organizational Performance

NLP can make an impressive difference when the people in any business apply its techniques. This is because, with an active practice of NLP, it is possible to change behavior in such a way that everyone is working towards achieving success.

Optimizing One's Self

Neuro linguistic programming is technically geared to boost one's emotional intelligence, simply because people do not function their best when they feel down. Without the necessary emotional capacity to work, people are bound to half-heartedly go to their jobs, and their performance shows it. It is a basic necessity for any person to feel that his work is rewarding, and that he can get fulfillment out of his career experience so that he would look forward to doing the same thing the next day. For that reason, bosses give incentives. The same logic is followed in sales – a seller needs to make the buyer think that buying a product today will bring him numerous rewards, or at the very least, it would make him happier.

At this point, you should ask yourself this: do you feel that the things that you do every day is bringing you satisfaction? If you know that the end result of the career that you are in would be something that you truly desire, then you should not have any problem with waking up early mornings, driving your car to work,

and presenting to clients. You should think that while you may lack some life experiences when it comes to selling or managing a firm, you are optimistic that you would have the opportunity to get them, as long as you keep doing what you do. At the same time, you would also feel confident that you could keep on learning and changing in order for you to get the results that you want.

There is a reason why people have the capacity to be more influential than others – they believe that they have the power to do so. There are people that can survive any situation they are in as long as they are in the company of others. They manage to convince others that they can do anything together, and that they can profit from it. Some have the ability to make others see that a partnership with them can provide them leverage. With such a simple belief in the self, these people make good managers or company owners. If they are working for others, they would make good marketers or they will be great in a sales team. With their ability to sell themselves more than they can sell the products that they offer, they can be placed in any job possible. That is because they have the ability to make others listen and believe in them.

To start off, there are four principles that can guide any business interested in achieving success. The four principles are:

a) Work to Achieve Outcomes

Active use of NLP requires a person to begin to set goals, and work towards

attaining those goals. This is particularly applicable in a business setting. Once you have an idea of what your outcome should be, your mind is better able to process the steps that should be taken so that you can meet that outcome. The key, and this is where NLP becomes effective, is to be conscious of your actions.

Being conscious can help your business stand out from a range of other businesses out there. Rather than working towards what they want, businesses not familiar with NLP might be working to avoid what they do not want. The problem with working with a negative outlook is that you will always attract a negative outlook. NLP places great emphasis on being outcome-oriented and focused. It also preaches positivity and suggests that even negative actions could have positive intentions.

In order to achieve these outcomes, it is important they are stated in positive terms. This means that they should always be skewed towards the 'bright side', instead of things that cannot get done.

To ensure that your projected outcomes are viable, they must be testable and measurable in a sensory specific way. This means that there should be some evidence to prove the outcome has been met. Being sensory specific means that you should be able to express yourself with words and feelings should you achieve the outcome.

When working towards achieving an outcome, it must be initiated and

maintained by one person. This person needs to be in control of the outcome from beginning to end so that the behavior can be monitored, and changes made if necessary. The idea here is that through NLP, an individual within the business can initiate a wave of positive change through their own behavior. It also makes it easier for them to be held accountable for their actions or to get a bonus.

Every action has an equal or positive reaction. By practicing NLP, you become aware of your actions and their possible consequences to ensure that no harm comes to you or other people. You are also better able to project positive actions, so that if people are mirroring back what they see in you, you will only have positive responses to content with.

b) Understand and Be Aware of your Senses

When you have mastered the ability to use NLP, you will be able to read other people easily. This refers to all the non-verbal cues they use consciously or unconsciously when communicating with you. Your senses should be heightened because you are more aware of them.

You should be able to notice changes in skin color (blushing or going pale), higher or lower breathing rates, and even any flexing of the muscles. This skill can become crucial when dealing with a customer as it makes it easier for the person practicing NLP to determine the type of effect that they are having on

other people.

This will help the person practicing NLP to stop when they have achieved their desired outcome from the other person.

For example, you are working in the sales department of a busy clothes store. A customer walks in and you notice that they have broken a small sweat, are a little out of breath and keep glancing at their watch even before they have started shopping.

If you have been using the techniques in NLP, you might conclude that the customer is in a hurry and needs to be served quickly to ensure they make their next appointment. Therefore, you are able to adjust the level of service that you are offering accordingly.

c) Change your behavior to ensure an outcome

This ties in directly with the first principle, and really addresses the core of NLP, which is behavior modification. In a business setting, you need to be flexible enough to change gears if you notice that the reaction you expect is not the one you are getting.

This can only work efficiently if you always ensure that you have your end goal in your mind. This is particularly true if you used the power of visualization and had a picture the steps that you need to take to meet your goal.

To measure the response, tap into your skill as explained in the second principle. Should you be achieving your desired outcome, you should continue with your pre-determined course of action. If, however, you are not meeting your desired outcome, you should attempt to use another approach.

When you spend time reviewing or watching your behavior, you can easily save time and anguish by simply being aware of the emotions and how you can deal with them.

d) Taking Action

This calls for actively using NLP to make decisions in the present moment. There is no point in taking time to learn all the NLP techniques if you do not put your learning to the test.

The thing is when working towards changing behavior; it is important to do things in the present. By being present, it becomes easier to modify and improve behavior where necessary.

Companies that send their staff on training for NLP skills, especially practitioner skills, will often focus on only sending their management team with the assumption that they would have learnt a new skill which can then trickle down to the rest of the team.

NLP is not a tool that should be limited to the management within in a business.

Rather, it is a technology that everyone in the organization should be well versed with in order to ensure adequate fulfillment of the organizational objectives. Employees can use NLP techniques to reach their optimum performance levels or to communicate better with the customers.

When one uses NLP skills in dealing with customers or communicating internally, the result is often quite clear – a percentage increase in spending by customers or in productivity of the employees.

When an employee at any level is trained to learn NLP skills, they become significantly empowered which usually leads to their increased output. NLP will teach each employee to create, comprehend and apply anything that can be done on a mental map.

In business, the aforementioned points highlight what the most common business challenge is. The main challenge is proper communication. Communication includes what goes on in a company, as well as what is happening with the customers.

Becoming the Most Influential Person You Know

When you downloaded this book, you have that desire to master the art of influencing others. You would learn how to do so as long as you understand and

practice influential and persuasive language. This is the language that people leaders use in order to actually empower others and help them develop themselves. Yes, using neuro-linguistic programming is geared to also help other people around you. It is made to help you help others see that they can change the way they behave in order to achieve goals. It is not a selfish endeavor, but rather, it is driven by your desire to make others feel that you are achieving a common goal, and they should believe in it the same way that you do. That would enable you to present them what is good in what you offer them. For this reason, the techniques in this chapter would allow you to convince others that you would help them get the results that they want.

Become the Expert

In order to become the most influential person in a group, you first have to establish that you are the subject matter expert. That means that there is no other person that they can reach out to as of the moment when it comes to knowing what they need. For example, if you are trying to sell them headphones, you have to convince them that you have been using a lot of other headphones, and that you are actually trained to know what good quality sound is. Of course, as an expert, you also have the ability to provide them everything that they need to know about what a good pair of headphones really is, in the way that they can understand,

But here comes the good part – in order to become a real expert that they can count on, especially when it comes to business, you have to use a specific kind of language that actually makes them feel that they made a decision. If they decided to buy what you are selling, you have to make them feel that they made the best decision that they can do at that moment. You do this with the understanding that people are not stupid – they want to feel that they made a decision not because they are forced to. When it comes to being a person that can get repeat customers, it does not pay to be pushy. Nobody likes a manipulative salesperson. Nobody would like to work under a coercive boss.

At this point, you realize that you are not actually forcing them to buy from you or make an agreement that is favorable to you. You are simply just suggesting that they make a choice, and you make them see that is not for your benefit, but theirs. However, the bottom line is, they are the ones who are going to make the choice, according to your predictions. When you think about it, it is very similar to how some card tricks work – people may think that they have picked a card that the magician would never guess, but of course, the other thing happened instead. By using the power of suggestion, you would always be able to “read” what is going on in the other person’s mind. However, the reality is, you influence the other person to do that action. At the same time, you have to assume that people already know what they want – all they need to do is to find the best way to lead them to that.

MAGIC TRICKS

Card magicians and mentalists follow the similar rules of NLP – they use the ability to instill certain programming to another person, and with their body and verbal language, direct the audience to look at what they want to see, which is magic. NLP is similar to sleight of hand – you create a scenario about you and your activity, and then you say that in such manner that others can have a vivid impression of that in their minds. If you are a magician, you want to say that scenario in a very subtle way, because that would of course, give away your trick. Nevertheless, if you were trying to sell something, you would want to keep how you convinced others to.

Here's a thing about trying to control the actions of others, or at least pretending that you can predict what they are going to do next – you have to be very visual when it comes to directing them what they should do next. If you want a person to choose any letter in the alphabet, and make sure that it coincides with the one that you want them to choose, you have to subliminally influence them to think about that letter before they make a choice. How do you do that? If you want to make them pick the letter A, you can place an apple inside the room where they can see it at the corner of their eye, or you may ask a person in the same room to wear a shirt with A printed on the front.

You may not have thought about this before, but this is also the secret of advertisements, or at least, the very effective ones. You can convince people to

make a choice depending on the series of commands that you require them to do in order to make the choice that fits your purpose. More often than not, the choices that people make are those that are logical according to their senses – if you make them see dark-colored water in a bottle, and then you place them in a hot room, they may tell you that they want cola. The choices that people make are often sensory, and when prompted to make a choice, they will choose something that conforms to their experience.

Chapter 14: New Education

As one considers the purpose of NLP (which is helping people to understand and take control of their thoughts and feelings for a positive change), it becomes apparent why NLP has such an important role to play in education.

Learning to use NLP techniques while still a student can greatly affect how you conduct yourself in a business - in a very positive way. This is because, as a student, you use NLP to figure out the way that you learn. Learning occurs in three primary learning style categories which are explained as follows.

a) Visual Learning

This is where the student learns the most and responds positively to visual stimuli. These include demonstrations, charts, reading and videos.

A student who learns visually will face a challenge when it comes to memorizing information or reading notes through a text book. If they have pictures that they can piece together in their minds, they are more likely to learn what is being taught.

Students who prefer visual learning are the type that is likely to come up with

brainstorming sessions, featuring a visual representation of an entire idea.

The visuals are excellent because they provide a new way to see things. Practicing visualization involves looking into the future and picturing an achievable goal. This technique also fits within visual learning and can powerfully replace limiting beliefs in the students.

b) Auditory Learning

In this type of learning, a student prefers to learn by having things explained to them in detail. This knowledge is important to be aware of when one goes back to working with students because it may determine whether one has a leader or a follower in their classroom.

Learning through awaiting explanation is excellent for students who have to learn and understand the step by step processes. These students are able to remember everything that they are being taught, because the system fits in with the way that they remember and assimilate information. If for any reason these students are taught using visual aids, for example, they might have some difficulty in keeping up or following the path that the information is leading them to.

A follower, in this case, would simply use this way of learning to receive instructions and would then follow them without question. The reason for this is that as long as the instructions are followed exactly, there can be no negative or wrong results. The student would be safe from making mistakes.

A leader would have a different outcome when using this learning technique. After the words have been explained, a leader could choose to take ownership of these words. If they have been stated in the negative, they can be approached as a positive. A student who is able to make this change in approaches has the ability to reframe, and this is a positive result that comes about when one practices NLP actively.

c) Kinetic Learning

In this type of learning, the student will learn the best when they carry out an activity on their own. This is particularly true for taking part in experiments or other classes that have a practical aspect.

The best thing to do, in this case, would be to give the student a set of instructions and leave them to follow them the best way they can. In between, one can check on the student and point them in the right direction should it appear that things are not being done according to plan.

Students who prefer this type of independent learning will display short attention spans when they have to listen to long lectures or lessons. They prefer short, direct presentations of ideas, and they have been given the opportunity to execute these ideas on their own.

The aforementioned learning style categories are ideal for students. However,

NLP can also be highly beneficial for teachers. By taking the time to understand the different learning styles of each student, the teacher is then equipped with the tools to adopt tried and tested methods to help the students do well and have all their educational needs met.

This chapter can also be applied to trying to understand the way other people, such as customers, perceive things. With this skill, it will be much easier to handle them with care.

Chapter 15: Parenting Positively

When one becomes a parent, they are filled with joy and expectation and then as their child grows older, they begin to realize something new. That they need to learn and understand the emotions and feelings of their child in such a way that they can have a positive effect on their development.

One of the best ways to do this is to find a way to view the world through the child's eyes, communicating more deeply and fulfilling all the child's emotional needs.

To start, this chapter shall look at NLP throughout five senses which make up our external territory. These five senses are sight, hearing, smell, touch and taste. All of these will form part of a memory.

What happens with children is that they take this external territory and give it an internal representation, known as the map. They then view the entire world through this map, with their perceptions, beliefs and values creating filters that they look through. These filters and the children's own perceptions are what make them unique individuals.

Through the Eyes of a Child

Parents can use the techniques and tools of NLP to look at the world through the eyes of their child. NLP helps a parent see what the child sees, feel what they are feeling and hear what they are hearing. With this knowledge, a parent is better equipped to steer their children in the right direction.

This skill can be practically applied to trying to help your child overcome a fear. By seeing things from the child's point of view, a parent can reduce their fear to nothing.

If you are trying to improve the communication between yourself and your child, NLP is an excellent option to try. By being positive with your child and communicating clearly, you are likely to get the same responses from your child. In essence, they will mirror your behavior and emotional state.

Take, for example, a case where you are trying to discipline a child. Your natural instinct would be to correct them and with a negative, such as, do not throw your toys. The likely result will be more instances where the toys get thrown. If you are parenting using NLP techniques as your guide, rather than speaking in the negative, you will discipline your child from a positive angle. Therefore, you are more likely to say be careful which will actually have the child being more cautious and trying to keep their toys safe.

You can also teach your child to use some NLP skills so that they can build their confidence as they construct the map of their worlds. You can start by teaching

your children how to visualize so that they can succeed in school. Picturing a positive outcome may encourage them to concentrate more when they are in class. You could also slowly teach them NLP techniques that they can use to handle difficult situations.

Teaching Children NLP Skills

By giving your children the benefits of NLP techniques, you are helping them acquire good habits, get excellent communication skills and develop their very own high levels of confidence. This will be of substantial help to them as they move into the future.

As mentioned earlier, communication is key when parenting and by adopting NLP techniques, you cannot not communicate. NLP requires you to be conscious of your nonverbal communication, just as much as your verbal communication. This ensures that you do not send conflicting messages to your child, where what you say does not match the actions that you are making.

Sending conflicting actions might occur when one is telling their child “I love you”, yet their facial expressions show frustration or their teeth are clenched. This means that the child is getting a positive message, yet is being busy giving out a negative message using body language.

NLP demands that one remains present, which stops a parent from reacting to a

child's past behavior or a memory of something that the child did. As parents, being human, one may shout loudly at your child as the upset has gathered within you. As the child may not be able to see directly in front of them, they would react to a past event can lead to confusion, and also misunderstanding or unhappiness. So it is important to note your tone of voice, the volume that you are speaking at and the actions that you are making.

Remember that you can interpret the meaning of your communication by observing the way your child responds. If you can see that your message is being misunderstood or getting lost in translation, you need to change the message that you are giving forward.

NLP opens these doors for you, revealing the options that exist for improved communication. You may have a child who learns visually, so it may be easier to communicate with them by using pictures or other visual aids.

Finally, without a doubt, children will try to push your boundaries. In an attempt to get the attention of a parent, some children will resort to displaying bad or negative behavior, such as being rude, violent and lashing out.

As a parent, one can use NLP techniques to control how to react to these situations. The idea here is to react as positively as possible. Therefore, when faced with a rude child, give a positive reaction which is called a pattern interrupt.

By reacting positively, your child will also feel the need to control their reactions and diffuse the situation.

Chapter 16: Persuasiveness Using Conversational Hypnosis

Conversational hypnosis is one of NLP's most widely used techniques. This technique takes full advantage of the power of language. The conscious use of language achieves several goals that will eventually lead up to you being able to persuade your listener. To use the language, you can choose from a combination of several language frames: agreement, purpose, backtrack and contrast.

When you use language to achieve a communication goal, use these language frames. The agreement frame means that you accept and recognize your listener's point of view. By agreeing with him, you strengthen your rapport. Purpose means you look for the motivation behind the listener on why he does or does not perform an action. Backtrack means you take notice of topics that are not relevant and return your listener to the track of the conversation. Contrast means that you show him other possibilities if the topic of the persuasion is not done.

For example, you are selling a product to your listener, note the following conversation:

Listener: The price is too high (your listener's opinion)

You: Yes, I know that but the benefits more than make up for the price (agreement)

Listener: I am not sure but I would need to check with my family first (your listener's influence)

You: I agree, your family will more than enjoy this product, they will also benefit with it like you will (motivation)

Listener: The product sounds good but I am quite busy at work and I have a deadline to attend to (veering off the topic)

You: Yes, you are right the product is good and this is why your decision of purchasing it will also be good (backtrack). In fact, without this product, you can end up with the following problems (contrast)

Another important lesson to be gained from NLP is the laws of influence.

These are:

1. Reciprocation. This means that you imply to your client that the same way you get something out of the deal, he also gets something of equal or more value. For example, "I am sure you know that I will get something out of this

deal. The least I can do is to make you get more out of this deal.”

2. Social Proof. It is important to show your listener that other people like him also made a decision. For example, “Your coworkers also made the decisions to purchase and I can even tell you that they are more than willing to share with you the benefits of this product.”

3. Authority. Aside from the fact that your listener’s peers also made the decision, credibility can also be given by mentioning an authority figure that endorses the decision. For example, “This may sound boring to you but I want to give you statistics and research findings that prove that the product does what it claims to do.”

4. Scarcity. This is when you imply that what you offer cannot be accessed by everyone and your client is one of the few who can. This also creates a sense of urgency. “Each area is only given a certain amount to sell because the company wants to gain more ground. This is why the quantity I can offer my clients is limited.”

5. Commitment. This means that you need to follow through with the persuasion and the conversation. This will show to your listener that you give value to his decision. For example, “I really understand the dilemma you are in right now, I was there too but the same way I was helped along the way, I want to extend that to you also.”

A majority of NLP trainees belong to careers that take full advantage of the power of persuasion, such as in sales and marketing. These language frames create a solid foundation that can guide them in addressing the concerns of their clients. It also proves to be of vital use to negotiators who want to make the best out of the deal.

Conversational hypnosis cannot be done overnight even with full knowledge of the technique. Try practicing it with a colleague before you roll it out to your clients. Since communication can also be done both verbally and non-verbally, consider recording yourself to hear both your words and see your body language.

Chapter 17: Self-Belief & Confidence Using Future Pacing

Future pacing involves the use of effective visual imagery. It is meant to verify if the change that is expected in a person is already in place after an intervention. To verify, an image is developed that represents the changes in the look, behavior and feeling of a person that is reflective of a successful intervention. After the intervention, the look, behavior and feeling of the person must be similar to the developed image. If it is not, then it means the intervention is unsuccessful.

Another use of future pacing is to allow the person to feel the result of the intervention even before the intervention is completed. The idea behind this is that the image will act as a motivation towards the person to become successful in the intervention. The image will also become a guide for the person on how to look, behave or feel. NLP further asserts that when the current state and the future image are always put together, the person can no longer differentiate between his current and future state, therefore the developed image merges into the person.

Self-belief and confidence are some of the most highly desired characteristics

that every person tries to achieve. It can be used to propel you towards achieving your goals by making you more assertive with others and more at ease with yourself. The future pacing technique can help in developing this important trait for you. This technique will prove to be useful, especially for those who regularly have feelings of self-doubt.

First, set aside at least an hour where you can be alone in a quiet room. Make sure that there are no distractions. If you are adept in meditating, you can make use of your meditation techniques to put you in a calm and contemplative but focused state. Picture yourself in your mind in your most ideal and most confident state.

Begin by assessing the image and ask yourself these questions, what do you look like? How is your skin? What is your weight?

What are you wearing? How do you smell? How is your posture? How do you move? What gestures do you use? How do you walk? What are your facial expressions? How do you speak? What is the tone, speed and volume of your voice? How do you introduce yourself to new people? How do you talk with other people? What are you doing while with a group of friends, family or colleagues? How do you interact with your boss and your subordinates?

You can ask more questions as you like, it is important to make the image as vivid as possible. Keep painting the picture in your mind with as much detail as

you can. If you have time left, you can document your image. If you are good with drawing, you can sketch your image. If not, you can use words to describe the image of yourself.

Now that you have the future and self-confident image of yourself, start by merging one characteristic at a time. You can start with the easiest and most superficial, such as clothing. Move forward with the way you stand, walk and sit. Next, mimic the way your future image speaks. Continue with the rest of the image on your own pace. You will eventually merge your current self with your future image.

Chapter 18: The Value of Neuro-Linguistic Programming

“As long as you believe it is impossible, you will actually never find out if it is possible or not.”

John Seymour

Neuro Linguistic Programming can be used for self development in all kinds of areas, from becoming spiritual right through to being able to help kids grow in their understanding of life. It can be used to help people aim higher and to give sportsmen and women more impetus in reaching beyond their goals, rather than having set goals which place a limitation on their potential.

Such is the scope of Neuro-Linguistic Programming that it can also be used for developing friendships and developing “self” in a case where self esteem is low. It is used in psychology and helps people overcome many of the problems associated with perceptions, beliefs, doubts and negativity. When the system was developed as a philosophy, little was known about the scope to which this system could be applied. Over the past half a century, the opening up of different areas has been very valuable to business people and individuals alike.

In a world where multitasking and spreading oneself thin over a plethora of activities have become all the rage, a program like NLP, scientifically devised and tested for optimum results, takes a front seat when it comes to self-development and improvement of one's own brain and its capacities. In this chapter, we will explore how the techniques involved in the NLP program can be best utilized and exploited in order to reap maximum benefits out of it.

Like most ideologies implemented in life, NLP practitioners believe that it is not WHAT you do that brings you success, but HOW you do it. Irrespective of the nature of the job being done, if done with 100% efficiency guarantees optimum results. The structure takes priority over content, and heavy focus is laid on getting the job done with minimum effort, maximum efficiency and optimum time.

NLP teaches us to quit worrying about making money, and instead divert all the energy spent into that towards more fruitful activities such as long term planning, analyzing how money can be efficiently invested, recognizing and opening themselves to opportunities and honing the skills needed to identify great investments.

The common man will perceive money as being the sole trouble in his life, and will thereby treat himself as a victim to the trap of money. However, with the help of NLP, we can re-model our thinking so that we are no longer the victim in this rat race, and change a certain view we might hold in our mind about

ourselves. When we imagine ourselves to be helpless, we are effectively ensuring in generating a mindset which will further promote and cultivate deep rooted feelings of helplessness, in turn fulfilling the unconscious's prediction of becoming helpless. This is what is known as a "vicious cycle".

However, when we apply the concepts of NLP and channelize our mind to think in a particular direction about us, we learn how to control our thought process. We are also able to clearly perceive and recognize obvious money making schemes, giving us the courage needed to take the risk and hence reach out for chances which money may provide. As NLP has designed the mind to turn any digging field into a mine of opportunities, three states of the mind, therefore engage in ensuring that any decision taken with regards to money is implemented with the highest level of accuracy and precision, hence ensuring excellent results.

Seasoned veterans in the practice of employing the techniques of NLP to money confide that all that is required is a change from the negative mindset associated with money, to a more positive one, where new ideas are embraced and welcomed. Negative beliefs and thoughts about money need to be avoided in order for the NLP to work. Apart from this, it isn't just about seeing yourself in a rich position. It also helps to find out how people in influential and higher positions handle their money, as well as the attitude they adopt when dealing with money. Money should be regarded as the natural counterpart of building

business relationships and offering services to wealthy people.

Once the human mind has been trained to perceive money as a stepping stone for success, and not as a weak link to failure, it can be conditioned to analyze the different methods and measures which can be taken to amplify the money which one has in one's hands into larger, enormous amounts. NLP also incorporates a sense of being better able to handle earned money. As is often the case, many times people who earn huge amounts blow it all away, by not being resourceful and practicing sustained spending. This is a downward spiral, which sucks out all enthusiasm and effort needed to maintain a streak of positivity with respect to money making. NLP conditions the mind to implement wise, well thought out expenditure plans, and carrying out savings plans also become a much easier task when coupled with the norms laid down by the NLP program.

Once all this has been achieved, money management comes into the picture. The instinct which tells you whether to invest in a particular project, or whether running a risk of losing some money to make a profit out of it later on is worthwhile, such instincts can be honed and perfected with the help of the NLP techniques. As explained before, NLP trains the mind to dwell deep into the unconscious to help in improving the accuracy of these instincts and better the predictability of a situation.

As you can see now, there are various methods and tricks which can be implemented, all parts of the NLP program, which will forever change the way

you look at and think about money. Once this happens, the sky is the limit. However, there are a few precautions needed to be taken to ensure that desired results are achieved

The individuals who take a course in Neuro Linguistic Programming will usually start their course with skepticism and teachers have been quoted as saying that they arrive with all of their past baggage, their doubts, their problems and that the first day of a Neuro Linguistic Programming course is always the most amusing from the perspective of teachers. This isn't in a mean sense. It is because those teachers know that by the end of the course, those students will go home with a richer sense of self, a more complete perspective of the world around them and that it will be almost as if a weight has been taken from their shoulders.

The potential of the mind is explored and students learn that the unconscious messages the brain is capable of processing gives them a reserve that they never thought possible. Students enthuse about their courses and become more positive and able to see their own potential more clearly, without placing boundaries on their possibilities.

What you learn from courses on Neuro Linguistic Programming is now to deal with life's surprises and not be phased by unexpected happenings. You learn how to understand others better and thus relate to them in a more open manner. You gain information on how to impress people without even really trying and

finding an inner happiness that isn't easily achieved and that is long lasting.

Lecturers are taught about incorporating a certain amount of humor into their teaching so that students can easily relate to the situations being explained. This humor helps to show the levity that people feel once they know the tools of Neuro Linguistic Programming and incorporate them into their lives.

Looking to find your spiritual self? Then Neuro-Linguistic Programming could take you one step nearer to becoming your ultimate best, at one with your belief and ability to lead by example.

The benefits of this kind of training are so many that it would be impossible to list them all. However, whatever walk of life you find yourself in, you will gain something from the courses and come away feeling much more aware of your own potential for success.

One way to describe what NLP does is that it fills the gap in everyone's education. Through schools, we learn all of the reading, writing and arithmetic subjects. We learn art, science, biology, history and the necessary subjects that will help us in our journey through life. Career wise, people need this standard education to help them to qualify for jobs later on. What NLP does is filling in the gaps in our education and give us food for thought on behavior patterns, thought sequences and mood enhancement. All of these help to make human beings more complete and thus able to give more to their everyday lives.

Chapter 19: Things You Must Remember in Using NLP

Since there are no harmful effects to the NLP, it is expected that some side effects will present themselves over the course of the method. However, this is not the case. But a few precautionary measures need to be taken nevertheless when dabbling with NLP, which prevent the plan from going awry resulting in disastrous end outputs.

- As the foundation for the program rests on the concept of comparison, it is important to not go overboard by over estimating other people or undermining one's own capacities, as this leads to a complete derailment of the purpose of the program. Holding oneself on a high pedestal can also have derogative effects, as self-criticism is an important feedback review measure for any self-development scheme.
- NLP primarily focuses on the control of emotions, and feelings through controlling measures. NLP helps in achieving focus and organization, by controlling emotions and actions. However, this must be done within limits, as a complete lack of emotions will make a person cold and insensitive and spoil one's relations and connections with people. Overusing them or displaying them

in inappropriate situations hinders progress, and thus needs to be avoided. Be the boss of your mind, don't let it boss you.

- Focus is key to getting results out of the program, so it is imperative to have a clear goal in mind before beginning. Goals may be altered, as mentioned before, however, too many alterations can lead to a confused and befuddled mind. Once a goal has been set, try to focus on achieving the goal in its original form, rather than modifying it according to your whims. NLP is a scientific program, functioning on analysis of facts, and as such should be approached as one.

- Do NOT expect results on the very first day of the program. The NLP program works according to one's capabilities and the time taken for results to be exhibited varies from person to person, as each human is wired differently. Hence, raising your expectations might lead to disappointments and a diminishing enthusiasm, which could prove disastrous for mind control. Shortcut methods and distractions need to be avoided at all costs, as this will only further hinder the progress of the program.

Conclusion

If you have never been creative in your life and you were suddenly told that it was possible to be creative, you would probably dismiss this thought because your mind is programmed to believe that you are not creative. Tap into the subconscious and learn how much creativity lurks within that place you underestimate. It's amazing where this journey will take you.

Grab a notebook and a pen and set aside quality time each day to do this for yourself. You can work NLP technique into any schedule and see positive results pretty fast. Each step is easy to understand and do. Before you know it you can have the problem isolated and put a plan of action in place that creates the lasting change you desire.

There are many types of behavior modification therapy available. They all work to some degree, but it is the time and expense involved that can be frustrating. Most traditional behavior modification therapies include time-intensive programs that cost you and your insurance company a lot of money over time. NLP works the same way, but it brings you to the results faster without the expense.

If you have some behaviors that you would like to change or want to enjoy a more stable emotional well-being NLP offers you all of the benefits of intense therapy without the hassle and high cost. You now have all of the tools at your access to get started right away. Make this the day that you finally took control of your life and got the edge!

Use empathy and learn how empathy works to communicate with others by suggestion rather than by giving definite answers that cut other people's hopes and dreams down in size. There is no need to belittle. In fact, you grow richer from learning to use empathy because you become a better person for it and are able to make friendships that benefit everyone involved.

Learn not to limit yourself by believing in things that are limiting in themselves. An example recently read was where a person believed that birds all have feathers. It's something that limits the believer, since by that premise penguins would be excluded. What NLP does is help you to see a much bigger picture that doesn't limit what you see and that's when your life begins to take on a whole new meaning.

It is hoped that this book has opened your mind to the possibility of taking your learning processes further on the subject of NLP. You will be very glad that you did, as the techniques briefly outlined in this book, have vast potential.

BONUS BOOKS

Defeating Depression: How to Overcome Depression and Improve your Quality of Life in 30 Days or Less

Mindset: How to Stay Positive in the Face of Negativity

Make Friends and Influence People: Know the Secrets to Getting More Friends and Influencing People

The Stage-Fright Cure: How to Overcome Stage-Fright and be the Best Public Speaker for Life

The Secrets to Memory Improvement: Boost your Memory and Improve your Thinking Skills

The Ultimate Guide to Speed Reading: How to Read Fast and Learn Quick

BONUS BOOKS

DEFEATING DEPRESSION

How to Overcome Depression and Improve your Quality of Life
in 30 Days or Less

CLAIRE STRANBERG

Introduction

Do you feel lost at times or confused? Do you feel sad? Do you always feel sad? It is normal for many to sometimes feel sad or depressed. It is a normal reaction to life's struggles, self-esteem issues or loss of a loved one.

However, depression is another case. It can be associated with intense sadness-hopelessness, worthless and helpless. When it hinders you from your day to day activities and it lasts for several days or weeks, it is definitely worthwhile to talk to an expert about it.

There are several ways to know if a person has depression. There is a manual called DSM-5 to determine if a person has mental disorders or depression. If you know anyone who is going through a hard time, these symptoms might manifest on them:

- A solemn mood that starts in the morning and continues the whole day
- Loss of the will to move or fatigue almost daily
- Feeling of guilt or worthlessness on an everyday basis
- Indecisiveness, impaired concentration

- Hypersomnia (oversleeping) or Insomnia (lack of sleep) can manifest throughout the day
- Diminished pleasure or interest in daily activities
- Recurring suicide or death thoughts
- The feeling of being slowed down or restlessness
- Significant weight gain or weight loss

When someone feels like they have lost interest in everything and all the activities they were happily doing before, it might be a sign of depression. The symptoms above are for people who are suffering depression. They usually will feel depressed daily or almost daily and will span for a minimum of two weeks. These symptoms should not be the effect of medication or drug for it to be called depression.

Chapter 1: Overview of Depression

Childhood Depression

When your child is sad, it doesn't necessarily mean that she or he is depressed. It can be just an everyday emotion while your child develops. However, if your child is persistently depressed on a daily basis, he or she might have an issue. Another symptom is if that emotion disrupts his day to day activities including schoolwork, family life and interest.

Teen Depression

It is best to talk to a doctor when you notice that your teen is depressed for 2 consecutive weeks. They might be aloof when you talk to them and they do not communicate with their parents well. They can also feel secluded and they minimize contact with their friends. There are effective treatments that you can do to move on from depression. According to statistics, there is 1 in 8 teens that suffers from depression. This is a serious matter that needs to be addressed properly.

Depression: How Common

According to researchers, by 2020, depression can be the 2nd biggest problem next to ischemic heart disease when it comes to disability causes around the world. However, people are inflicted with this problem fail to understand or realize that there is a real cause behind their depressed stage.

Statistics done by National Institute of Mental Health shows that 14.8 million people suffer from depression in the U.S. The suicide tendencies of people with

this problem are high. Unfortunately, most adults who have clinic depression do not want or seek treatment. If left, untreated, depression could result in suffering or even suicide.

Signs of Possible Suicide

If you know someone who is depressed or have expressed suicidal thoughts, talk to her about it or call an expert. Do not wait for anything bad to happen. Call someone who knows and can handle what your loved one is going through.

Warning signals of suicide:

- Talking about suicide and wanting to do it
- Talking about harming others or harming one's self
- Impulsiveness or aggressive behavior

A history of suicide increases the risk for future attempts on one's own life. If you know someone who have mentioned suicide, serious actions must be done. If you are planning to take your own life, it is best to go to a hospital for treatment and evaluation.

Chapter 2: Types of Depression

- **Double Depression**

This happens when a person who is already inflicted with chronic depression experiences trauma which leads to major depression.

- **Secondary Depression**

Depression that roots from a known medical condition: parkinson's disease, stroke, AIDS or hypothyroidism. It can also come from psychiatric problems: panic disorder, bulimia or schizophrenia.

- **Treatment-Resistant Depression**

This is a condition that doesn't respond well to treatments such as antidepressant pills. This type of depression might be chronic or longstanding. Some suggests that electroconvulsive therapy (ECT) is the way to go depending on the severity and nature.

- **Masked Depression**

This type of depression hides behind the physical complaints of a person where in no cause can be pointed out.

Chapter 3: Effects of Depression

Physical

Depression has an effect on one's physical wellbeing. Here are several physical effects of depression:

1. 2 out of 3 people experience aches and pains
2. Daily fatigue
3. Decreased libido
4. Lack of sleep, insomnia or oversleeping at times

Lack of serotonin happens when brain wires differently. People who have chronic depression are sensitive to increased pain. Many of them complain about back pain. Serotonin also has an impact with the sex lives of depressed individuals. Depression can cause problems to relationships.

Sad to say, many people with depression including their families and doctors overlook the signs. There is a case where people who were found fatigued, with insomnia were dismissed with just aging but in reality they are depressed.

Physical Illness and Depression

When you are stressed, cortisol rises which increases your risk for several diseases. It can affect your body by targeting your immune system. When this happens, you will not be able to fend off infection. Even if you are vaccinated, its effect is not that strong anymore. There is also a report where depression leads people to drug abuse.

Medical Illness and Depression

Physical challenges that have brought upon to the person inflicted by depression are said to weaken one's immune system. In effect, existing illness might get worse. Physical changes that are caused by depression or illness might trigger or make the depression chronic.

Serious illnesses that are associated with depression are:

- Stroke

- Heart Attack
- Coronary Artery Disease
- Lupus or multiple sclerosis
- Parkinson's disease
- Cancer
- HIV/AIDS
- Arthritis
- Diabetes
- Kidney disease

Depression can increase the risk for these diseases but there is no direct correlation to that.

Chapter 4: 10 Ways to Beat Anxiety

Anxiety spells trouble for people who cannot control it. The Anticipation of the future makes one nervous but isn't necessarily founded on a basis. Cranky people are usual anxious about their day to day activities. They experience poor concentration, sleeping problems or just plainly distressed.

There are simple ways to escape stress. Here are just some of them: Get plenty of sleep

People who do not get enough sleep are usually tired and cranky. It contributes to your stress and anxiety. If not addressed properly, anxiety can manifest to sleep disruption. Getting enough snooze and scheduling them is optimum to keep the stress level down.

Smile Smiling is not rocket science. Anyone can do it. If you feel stressed out with work, it is best to just read something online or talk to co-workers about things that make you giggle. There is a research that points out to the idea of smiling decreases the effects of depression.

Declutter your Mind Escape stress by organizing your workspace. Wherever you are going to stay for numerous hours, tidy up. Cleaning your work area or home regularly makes things easy for your mind. It will also get your blood flowing.

Show Gratitude Studies have shown that expressing gratitude to someone reduces anxiety. You can start by creating a journal and writing about the people you want to thank and appreciate.

Eat Right People who are anxious do not usually eat the right type of food to begin with. Eat foods that have omega-3 and vitamin B. You can also add whole

grain carbohydrates to the mix. It will help your body cope with the stress in the workplace or school. Eating sugar is definitely not helping anyone even if your body is telling you to indulge.

Breathe Properly When you experience panic attacks, just breathe. Inhale, exhale. Inhale, exhale. Repeat until you calm down. Take long deep breaths to decrease the possibility of increasing your anxiety levels. When you consciously breathe, it will signify to your brain that it needs to calm down.

Meditate Research says that by meditating, grey matter increases in the brain. It teaches the body to relax. Meditation also helps us analyze how our body's work and its trigger points. Also, there are positive effects of meditating such as decreases anxiety attacks, improves mood and eliminates some stress symptoms.

Make a Vision Board Creating a vision board helps you feel positive about things that lie for you in the future. Setting goals and seeing the results can take the anxiety off your shoulder. This board will definitely help you get moving towards your goals and projects.

Play Do not marry your work. Go out and have fun once in a while. Do things that will help you escape stress. Create your own playtime. You can do sports, hangout with your friends or actually play.

Silence Even in just 5 minutes, be silent and disconnect from the world. Do not answer emails, TV, phone, *etc.* Noise can actually put your stress levels up high. Silent time will do wonders to your overall mental health.

Mindset to Beat Depression

Depression is a serious problem. There are many people who think that their problems cannot be fixed at all. Many people turn to other unsafe medications when they feel down and it is never safe for them. Changing one's mindset is one way to go when you feel like the world is not cooperating well.

People who are depressed feel like they are useless and their lives are full of suffering. They want to deal with the problem but reality is proving too much to handle. One thing that proves to be working is analyzing the problem and dealing with it. Once you get your body moving, your mind will follow. Yoga also helps alleviate your stress. When you clear your mind, you get to think

about your situation and the things that you can do about it.

Sadness is a normal emotion. People have to love their feelings of melancholy, anger, sadness and mourning. They have to embrace it to be happy. Changing your mindset is good for your mind and soul. Here are five things that can help you shift away from depression:

Help yourself to questions. Ask vital things such as “what can I do to change the way I think?” “What is wrong?” These things help people grow and realize what needs to change.

Think about yourself and how you interact with other people might reveal something that will surprise you for the better.

Start something for yourself. Do something that will make you feel good. You can turn to arts and crafts. You can write poem, a book, start a garden or finish that tree house that has been sitting in the backyard for years. Let your soul express itself.

Change your Actions. It is better to move your body than stay in the house and pity yourself. Open your soul and heart to a new adventure. Release the sadness and let good energy in.

Appreciate all the feelings that have been given to you and let it out. Cry if you want or break a cheap plate. Accept and see the goodness in your sadness. Acknowledging your feelings can sometimes lead you do good things.

Foods that Alleviate Stress

You can try easing depression by eating foods that are rich in nutrients. However, there is no real connection between what types of food works for an individual with depression. Still, there is still reason to believe that a well-rounded diet will address the needs of people with depression.

- **Eat Foods with Nutrients** Nutrient rich foods support the growth, repair and wellness of one’s body. Vitamins, carbohydrates, protein and minerals are all needed by everyone. Fat in one’s diet wouldn’t hurt. If you are not able to eat the right amount of nutrients, your body will not function properly and can even

make you sick.

- **Essential Antioxidants on your Plate** Normal body functions cause free radicals which causes dysfunction and aging. Antioxidants fight free radicals. Eat foods high in vitamin C, beta-carotene and vitamin E. The brain is at risk when it comes to free radicals, study shows. These power foods can keep free radicals at bay:

Foods rich in Beta-carotene: broccoli, apricots, carrots, cantaloupe, peaches, collards, spinach, sweet potato, pumpkin

Foods rich in Vitamin C: broccoli, grapefruit, blueberries, oranges, peppers, kiwi. Tomato, strawberries and

potatoes Foods rich in Vitamin E: seeds and nuts, vegetable oils, wheat germ and margarine

- **Eat the “Right Carbs” to Calm your Mind** Serotonin, the “feel good mood” has a correlation between carbohydrates. There is a study which says that craving carbohydrates decreases serotonin. With this data in hand, making smart choices when it comes to eating carbs such as avoiding sugary foods, cookies and cakes can be the best choice.

- **Eat Protein and Boost Alertness** Protein such as chicken, tuna and turkey are good to eat because of Tyrosine. This amino acid boosts dopamine and norepinephrine levels in your brain. It makes you feel alive and gives you enough energy to be alert and concentrate. Include protein in your diet on a daily basis.

Foods rich in protein: lean beef, peas and beans, low fat cheese, milk, fish, yogurt, soy products and poultry.

Chapter 5: Lifestyle Changes to Combat Depression

Depression is not easy on anyone. To combat depression in 30 days, aside from eating healthy foods and changing your mindset, there are certain things that you need to change with your lifestyle: Exercise

Exercise produces hormones to combat depression. It is a natural anti-depressant. Duke University did a study where it was revealed that 30 minutes a day for up to 4 months of exercise helped people with depression by improving their mood, reducing stress, provide a great night's sleep and boosts self-esteem.

Weight Loss

Losing weight improves your overall health and self-esteem. It also gives your mind some needed clarity. You do not have to drastically drop your weight. You can eat right and exercise on a daily basis. There is no need to hop on a fad diet. It will not do you any good and chances are, the weight that you will lose is not permanent. It will come back with a vengeance when you return to your normal eating habits. Do not for fad diets where you need to eat a certain juice or type of food for a week to drop weight. You need to eat foods that are nutritious to calm you down.

Meditation

Meditation is great for people who want to relax and exercise their mind. Deep breathing or mantra of positive thoughts help a person calm down and de-stress. Originated in the Buddhist tradition, mediation is for spiritual enlightenment. Meditation can definitely help a depressed person sleep better by incorporating breathing techniques.

Sleep

People with depression have a hard time sleeping. Lying awake at night is hard especially when your brain doesn't want to calm down. There can also be times when you wake up for no reason at all and can't get back to sleep afterwards. Fatigue feeling from sleep deprivation can heighten the depression symptoms. To get some shut eye, make a bedtime routine that follows a sleep schedule.

Relationships

Depression can be hard on an individual. It is best if you connect with your loved ones and friends to help you overcome this problem. Supportive that talks about positivity will help you get through dark times in your life.

Chapter6: Psychological Benefits of Exercise

Benefits of Exercise and the Types that You Can Do

There is a study that says depression has a correlation with exercise. As people move and produce endorphins, they also feel better as exercise improves their mood and help them concentrate.

Psychological Benefits of Exercise

When you exercise, endorphins are released to your body. It reduces the feeling of pain in your body. It also triggers a good feeling in your body. It can be related to morphine. After a quick run, many people feel “euphoric” or another word for it is “runner’s high”. They feel much alive and it is complemented with a positive outlook.

Endorphins are called natural analgesics because they diminish the feeling of pain. They are created in a person’s spinal cord, brain and other parts of your body where neurotransmitters exist. The neuron receptors where endorphins bind are the same ones that pain medicines bind to. The good thing about endorphin is it is not addictive like morphine.

Chapter 7: Benefits of Regular Exercise:

- Boost self-esteem
- Reduce stress
- Pushes depression and anxiety away
- Lowers blood pressure
- Strengthens your heart
- Increases energy levels
- Builds and strengthen bones
- Improves strength and muscle tone
- Reduces body fat
- Makes you healthy and fit

Exercise is not often used as treatment for moderate depression. There are certain types of exercise that are more helpful for people with depression:

- Dancing
- Biking
- Golf
- Gardening
- Jogging
- Housework
- Aerobics
- Walking
- Swimming
- Yoga
- Yard work

Joining a group class might be beneficial for people with depression because of the much needed support group. You can also exercise with your friends. Doing group exercises will give you emotional comfort when you know that there are other people supporting you.

If you have always been moving, joining exercise classes is alright. However, if you are not active and you are over 50 years old or you have medical conditions, it is best to talk to your doctor first before starting an exercise program.

Are you wondering how often do you need to exercise to alleviate the symptoms of depression? To get the endorphins going, it takes at least 30 minutes of 3x a week of exercise. If you have a lot of time, exercising more is better. If you are just starting out, it is wise to take it easy.

Before you start an exercise program, think first about an easy routine that you can maintain and follow. It can be dancing, running or whatever you enjoy doing just as long as you are comfortable with the activity and the time that you are giving. If you are going to start as soon as possible, try to incorporate it into your daily routine. Schedule it and put it on the things to do for the day. Variety is important. If you play multiple sports when you were young, schedule that. Try to mix and match and find people that you can work out with. Do not spend a lot of money when it comes to exercise. Canvass first before buying gym memberships, canvass first. Also, do exercise on a regular basis. In order to combat depression, exercise needs to be habitual.

Conclusion

Depression should be taken seriously. Loved ones should be able to show their support to their family or friend with depression. People can and will commit suicide when this is not resolved properly. If you are the one who needs counseling, talk to an expert. Do not let this problem eat you up. There are people around you that love you and will be there for you when the going gets tough. You also need to help yourself by changing your mindset, eating good foods and incorporating exercise into your diet. It is always best to talk to people who understand what you are going through.

Never give up. Suicide should and not be a solution to the problem. If you feel depressed all the time for almost 2 weeks, you need to see a health care provider now. Life is too much precious and should be appreciated. Do not let depression wreak havoc on your life. 30 days of consistently moving and doing something about your problem will make an impact to your life. Make it a habit to exercise, change how you think about your life and determine the things that contribute to your depression. It is time that you fight back and conquer your life. Do not let depression trample your life. It is now or never. It is always necessary to do something about your problem. There are a lot of reasons why depression kills.

Do not let this problem control your life. Always look on the bright side of things and ask help from people. Do not hide in your room. Seek a solution and always reach out to people. There are telling signs if you have depression.

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BONUS BOOKS

MINDSET

How to Stay Positive in the Face of Negativity

CLAIRE STRANBERG

Introduction

When you hear the word “negative”, what comes into your mind?

Research shows that most people will actually associate this to terms such as “losses, lacking, bad, and absence”. When asked to explain further, they all have directly or indirectly thought about “negative vibes”, which can be expected from people who highly value the importance of relationships.

Additionally, responses when analyzed tend to express that many people do not like to read, hear, or see the word. Somewhat like, they are afraid about it. Hearing the word lets them remember their fears at the present time or in the future. Some think about their problems while others think about people, which can be seen through their eyes, body language, and facial expression; they become sad and worried for a moment and tend to regain composure immediately thereafter.

Now, it is worthy to note that these worries can be classified into two: financial and personal. They think of their debts, rents, and other monetary obligations. They visualize their current rough relationship with their friend, partner, girlfriend, boyfriend, or even a family member.

Do you share the same sentiment?

If you say yes, there is nothing to worry about. Problems will always be part of our lives while we are on earth, while we are in this temporal world. Hence, having problems is absolutely okay. In fact, that actually makes you who you are, a human being. On the other hand, if you say no, it doesn't mean that you are out of your mind or that you are not normal, it is simply because you are part of those few who have been given or have developed a happy and positive personality or a negative-proof life.

Are you familiar with the four types of temperament?

One great Greek physician named Hippocrates is the proponent of this theory, which he incorporated into his medical study about humorism (suggesting that

our body fluids affect how we behave). These different temperaments or personalities are sanguine (the happy, positive and sociable), choleric (the potential leaders and are very ambitious), melancholic (the reserve, quiet and analytical), and phlegmatic (the calm and relaxed). Where do you belong?

In this book, we will be like the sanguine type of people. We will apply their traits and behaviors in dealing with negative vibes and therefore, give us emotional healing. So after reading this book, we will learn the sanguine way of avoiding or disarming negativity. You will find 5 major parts as you move on. The first part will be devoted into understanding what is negativity including situations that bring about negative vibe or feeling, while the second part will deal with the solutions on how to deal with negative people. The third part will talk about the types and cures of negative emotions. The remaining sections will feature negative scenarios and solutions as well as a few words of encouragement.

Happy reading!

Chapter 1

Defining Negativity in Social Relationships

How do we actually know that we or other people are being negative?

It is very important that we know if what we think, feel or do is negative or not. And that we understand where it is coming from. And so, we have to set a parameter, a definition of the word negativity. In this book, we will be defining this word by giving situations.

Here is a checklist of negativity.

- Complaining about everything
- Being irritable and uneasy
- Using “can’t” in almost all conversation
- Blaming and attacking others
- Making excuses
- Stating conspiracy theories
- Refusing change
- Discrediting others
- Being bitter when others succeed
- Believing he or she is always right
- Being extremely angry when something goes wrong
- Against any criticism
- Using insulting remarks

- Always against anything
- Giving compliments followed by “but”
- Absence of goals in life

Discussing about failures always

Do you know someone who is showing any or all these traits? If yes, the more that you read through the solutions on how to deal with these kind of people in the next chapters.

Chapter 2

How to Deal with Negative People?

Early one morning, I arrived at the office feeling fresh, prepared, happy, hopeful, and with a big smile on my face. I'd say I was in my best mood when suddenly I heard one of my officemates crying. I approached her and asked. She then began to spill out everything she's going through, including all her complaints about the company and her life. And that just ruined my day.

Reality tells us that everywhere and anytime, we may experience such kind of negative vibe, sucking all our energy. We try hard to stay happy and positive but there are times when the negativity pulls us completely that we too feel the same way. We get drained, exhausted and depressed. But, hey! Although meeting these types of people can be unavoidable, we can actually transform a negative situation into a positive one just like what sanguine people do.

We are not to avoid the person here; instead, we are to deal with the negativity in the situation. Are you familiar with the 2006 movie *Peaceful Warrior*? One of the popular lines is:

“The people who are the hardest to love are the ones who need it the most.”

On that note, here are ways on how to deal with negative people around us.

Get to know the person.

Again, we would reiterate, it is not the person that you will avoid but rather the negativity in the situation itself. If you will avoid the person, you are actually not helping; instead, you are making the situation worst and this negative vibe will chase you wherever you go, whether you talk again to this person or you go somewhere else. That is why instead of running, you have to get to know the person. So you asked, “What do I need to know about him?” There is more, more than his or her personal details. You need to dig deep in order to unravel the reason why. But, why do you need to do this? It is for the simple reason that this will actually make it easier to deal with the negativity.

So you spend time with this person, eat snacks, lunch or dinner together. It is only through this that you get to know the real him. Why does he or she act that way or is that really the true him. When you understand the person, you can give advices that will suit his life circumstance without any hint of resistance or hesitation at all. He or she will listen to you and then the negative vibration will fade away in the long run. Are you excited for that to happen? You should be. Just imagine a life where you don't have to worry about those negative people

around you because they have become positive people like you do. Isn't that great?

Just like sanguine individuals, you are actually becoming brave and sociable; one who does not see the negativity in the person but instead uplifts the situation into a happy and positive mood. Sanguine types do not actually entertain a negative vibe at all, they go to the person, change the topic, bond with the person, and fill the mood with fun and happiness. So the negativity subsides and fades away.

Introduce the person in a group.

Most negative individuals are alone or if not, they are only with the same one or two persons. Why? It is because the people around avoid him. They do not like to engage or talk to this person. Some do not care while others are even afraid to see him. Can you imagine how sad that is for him? Or how bad the situation is for everyone? We are not for this. Our aim here is to help the person. And, another way to do is by introducing him into a group.

But of course, before you do this, you have already explained everything to your group of positive friends. You have told them everything they need to know. So

when it's all set, you invite him for a group hang out. Say, you can go for a dinner date and then see a concert afterwards or go for a videoke hang out.

Make him feel he belong to the group and slowly, make him understand the importance of having a lot of friends and how to bring people closer to him. Every day, make him understand the value of posing a positive and happy personality and of course forming deep friendships.

Through this way, he will realize that being a loner is not good. Being alone actually makes it easy for negative vibes to go near and overpower one's positive personality. When he is in one corner, staring at things or people around him, he doesn't have someone, a real person to talk to and express what is on his mind or what he feels. He can't express his happiness, sadness or anger. This is actually the reason why he becomes irritable and uneasy and is having a hard time connecting with people. So anyone could not easily connect to him and thus, see him as a negative person, someone who is not suitable for friendship. Also, being alone, if you have observed, makes you more sensitive about the things around us, even the smallest of things, which if you do not have the capacity to control can lead you to feel depress.

Going back to sanguine people, they are actually very sociable. In fact, they do not like or even hate being alone. They like to be in a group, hang out with them and do meaningful things. So open his eyes to this kind of environment. Become his light in the middle of his dark path. Make him shine together with everyone else.

Instill objectivity when making comments.

Negative people tend to be very insensitive and tactless when making comments. It is easy for them to say big or harsh words that can affect your feelings as well as the others. They seem to care about themselves only; for as long as they are able to say what they want to say, they are okay with it. This is because they have no other to turn to and express their feelings and get support or empathy from. And, your role here is to lend a helping hand by turning the comments objective instead of subjective.

So when he comments about something, listen and then explain your side in an objective way, explaining both the negative and positive side of the story. It is even better that you acknowledge and empathize with him first. You let him know that you got his point and that you are willing to make the topic clear for the benefit of both of you.

When you actually acknowledge what he feels like saying, “Yes, I really do understand how you feel because I have also experienced that but here’s what we have to consider too.” So you can start the conversation just like that. This technique will lessen his resistance level and therefore, become receptive to what you have to say. You will get his trust and confidence on you.

At the end of you statement, make sure to offer an alternative solution like, “You know? It might be a good idea if we tell our boss about that.” Whether he says yes or no, the important thing is he can feel that you care and that you want to provide a solution to his concern. So he can feel assured of your presence all the time.

The sanguine people are actually like that. They are very objective when they talk. They like to know all sides of a story. As much as possible they avoid to give a judging comment when they are not certain of the facts behind. So you see them asking questions or doing research themselves until they are satisfied. They do not actually like to dwell on the bad side of things. Instead, they go through the positive side of it and give hope. And, this is what you will use to transform that person.

Never argue.

His negativity can be at the highest level at times that you'll find it very hard to deal with. You feel a bit of anger, seemingly going to explode. But calm down. Remember that he needs help. He needs your positive vibe. The key here is to listen to what he says. Let him finish until he's able to express all that's on his mind and heart. Only after then you speak and remember not to argue. Empathize or be objective. If he still does not understand, he will soon as you go on with the other ways here on how to deal with negative people. Just remember the things that he is not open about and when the day comes that he more open to you, there you will give all the appropriate advice.

Open lighter topics to talk to.

These people loves complaining, talking about their problems, and more, which can eventually make the conversation energy-draining. They seem to hate talking about happy ideas or events. They are just very critical about almost everything around them that they fail to see the good of something. If you come across with this kind of person, you will feel bad too, especially if you continue to talk to him without knowing the proper way to react and resist the negative vibe.

When they start talking about their problems, empathize and then open a lighter topic. These lighter topics pertain to the areas where he is positive about or areas in life that he likes to explore or has a deep fascination with. For instance, you can talk about an upcoming movie if he is a movie fanatic. You can talk about the latest fashion trend about men if he loves the fashion industry. You can talk about his hobbies, news, daily happenings and more. This way you can neutralize the mood of the conversation and make him smile.

Always give the person your nicest smile.

There is nothing more inspiring than to see your smile every time they feel sad and alone. This will make them curious and eager to go near you or make friends with you. Remember opposite attracts. Take this opportunity to open their eyes about the possibilities of a happy and a positive life.

Whether you are having a bad day or you got a bad comment from your boss, always maintain your happy personality. And, never dwell upon these things while spending time with them. You can talk about the brighter side of everything including the bad day or the bad comment you just got from your boss. A little voice will come in their mind and say, “why is he still happy after

all those bad things?”

One of the important rules when transforming persons is being a model to them. You have to become their own model, a reflection of the traits that you desire for them to have. You have to be that person you want them to be. Otherwise, all the advices you give will just pass through their ears and be neglected by them. And, this fact is understandable because humans are designed to see things and whenever they see this and that, they believe, if not, they don't and it will always be hard to convince them.

So start your being the model by always putting the best smile on your face just like the sanguine people. Be inspired by their warm and big smile at all times.

Give appreciation whenever appropriate.

Sometimes, negative people long to be noticed and recognized for whatever good or positive things they can accomplish. They are not just vocal about it. They tend to hide these things, which results to negativity. So you as his new friend, be very observant on whatever he accomplishes. Praise him. Give him the best recognition you can give. At first, you'll see that he looks unhappy about

your compliment but deep inside his heart, he is happy. He just needs appreciation, a feeling of worthiness to the people around him. You'll be surprised to see him happy than he can ever be from the moment you met him. Give positive comments in every little good thing that he does. For example, he volunteers to open the door for you or to get something for you. You can say, "Man, you are the best!" Slowly, he will gain back his confidence, exuding a positive energy around.

Pay the person a house visit.

After you have spent time together and have known about her likes and dislikes, it is now time that you get to know his personal life. Why? When he shares a bit of his life with you, a special connection will be created, a connection that can't easily be broken, a type of bond that will last forever. This way he will be more open to whatever you say.

It is actually better if he is the one who invites you first but if he doesn't, it is totally fine to open this up. If you are the one who initiates, make sure that you are ready to what he says.

Now, the possibility is that he might say no or yes or maybe. If he says no, that means you still have to spend time with this person more. If he says yes, well, you've done a great job. You've finally broke the barrier and he is ready to open his life to you. If he says maybe, on the other hand, that means you need to do a little push, just a little bit of drama so he says yes.

Give the person a little space.

If after everything that you have done, he is still the same. It is best that you give him space, a little time to think about things and realize the value of positivity. It is not that you remove him from your life forever or you avoid him. You just acknowledge the fact that he might just been so overwhelmed by the changes in his life. If he reaches this stage, it is actually a good sign that he has indeed felt the transformation he has gone through. His eyes were opened to all the positive things that you have done only for him. Most often than not, he will miss your company. He will either call you or bring you a surprise and then ask to hang out with friends. Such is a great accomplishment. He is totally renewed and he is now a happy and positive person like sanguine people.

Bottom Line

Dealing with negative people is not an easy task. They can suck out the life in you like a black hole. They can be contagious too. Their negative vibes can affect you. However, this can be avoided and you can help them transform themselves.

Avoiding them or running away from these persons will never help. You will always meet negative people at any time and place. The best way is to deal with the negativity, to help them remove their negative vibes and become happy and positive individuals. So when you meet people like them, it won't be a problem anymore. Instead, it will become an opportunity for a positive transformation.

Now, this transformation will happen by referring to a few guidelines as mentioned above. This involves getting to know them better, introducing them to your group or a particular group, becoming objective when giving comments, never arguing, opening lighter topics, giving them the nicest smile and appropriate appreciation, paying them a visit, and giving a little space when necessary.

Through all the ways listed in this book, you can move on with your life without having to worry about the negative people around because you already know the

best ways to counter the negativity in them.

Chapter 3

Negative Emotions: Types and Cures

So what if you have already been affected emotionally by the negativity? You know, the time when you were not yet aware of the ways on how to deal with negative people; the moment when you were not yet armed with the weapons on how to fight the negativity in a situation by transforming it otherwise, because again, we are not against with the negative person per se, but we are in a duel with the negative vibe that is in the situation.

So what will you do when you have been suffering from emotional feelings brought about by the negativity? How will you cure these negative emotions and prevent from becoming bigger and affect others? Also, how do you actually know you are experiencing a negative emotion? What are the emotional struggles experienced by the receiver of the negative vibe?

Before we go directly with the solutions, the cure of that negative emotion, let us first determine if we are actually experiencing this kind of feeling. For clarity and ease of comprehension, we shall be calling the persons who have gotten negative emotionally as the “receiver”, while the individuals who caused him or her to feel that way as the “sender”.

What Are the Negative Emotions?

Depression

In most cases, this is what the receiver feels after having dealt with negative people. You know, that moment when you talk with a co-worker for instance, and he or she tells you of the bad things about the company by showing facts that you yourself are aware of, but you are not just dealing with the thought because you are looking forward to a positive change. And, because you have personal knowledge about it, you can easily relate, you can easily be affected

personal knowledge about it, you can easily relate, you can easily be affected emotionally. So there you are; you also found yourself dwelling with the negative things about the company in your mind and finally getting depressed at the end. You then begin considering drastic decisions such as finding another company, resigning, or worst, going on AWOL (Absence Without Official Leave) to thinking about initial changes like asking to transfer to another department or going to another team. This is a clear case of successful transfer of negativity. The sender has been successful in making you one of them.

Now, what are the symptoms of depression?

Although the signs vary from person to person, these are the most common ones.

First, you feel helpless or hopeless.

You think that no one can help you get out of the situation even your close friends and that there is no more reason to stay; that there is nothing that can improve the situation even yourself. It's like "Okay, that's the end of it. There is nothing that can change this. This is a hopeless case and will always be." So that is your mindset.

Second, you have lost the interest in typical daily activities.

You feel weak. You become still and stiff. You have no life in you. It's like everything that surrounds you is boring and that nothing can bring a smile unto your face. You become like a candle without flame. You've totally lost interest on the things you usually enjoy like hanging out with friends, doing your favorite hobby, or if in the case of cohabiting or married people, the interest about sex is gone. You have completely lost your ability to enjoy and be happy.

Third, your appetite has changed.

If you are the type who doesn't really eat a lot, the opposite happens when you are depressed; you eat so much, even going beyond what you can imagine. On the contrary, if you are the person who loves to eat, a feeling of depression can mean losing your appetite. So it's either you lose or gain too much weight. You might hear friends saying, "Hey! What happened to you? You look so thin, pale and weak?" Or, you will notice your friends criticizing your food appetite. They might say, "Hey! Have you not eaten well at home? You look so hungry. It's like you can eat all the food here even the plate. What on earth has happened to

like you can eat all the food here even the plate. What on earth has happened to you?" So the possibility is you become super thin like supermodels or fat, even obese like sumo wrestlers.

Fourth, your sleeping pattern has changed.

It is either you can't sleep or if you do sleep, it is interrupted as you get to wake up earlier than what is typically expected of your sleeping habit. In some other cases, you experience over sleep or hypersomnia, the opposite of insomnia in medical parlance. So when you go to work, school or anywhere you're heading on that day, you feel dizzy and sleepy. You might even fall asleep in the middle of your working hours and leave customers waiting for nothing.

Fifth, you get angry easily.

Even in minor matters, your temper goes high, becoming anger. For instance, someone has just bumped into you accidentally inside the elevator when you were entering, then you found yourself screaming to death, shouting like the person is a criminal and has just done a crime to you or like you've seen a ghost. Your reaction becomes way beyond than the normal scenario that people can grasp and compare. It's like you are suffering from an abnormal high blood pressure.

Sixth, you feel irritable.

It's like you are not comfortable with everything even your regular work, which you have been doing for years, say 5 to 10 years or longer. So you can't finish tasks on time or entertain clients well because you are irritable, you can't decide on things well. You feel agitated. Your tolerance level is very low, seemingly like everyone and everything is getting in your nerves. So people do not like to go near you; they keep a distance from you.

Seventh, you have no energy.

In other words, you feel physically drained. You lost the appetite to do things or complete tasks. You become sluggish and lazy. It's like whatever you do doesn't make sense and is useless. Your body feels heavy like you're carrying a bag of stones at your back. You lost the energy to perform good that you can't even finish small and easy tasks on time. It's like you feel your fingers are heavy enough to start typing or your mind drained enough to come up with an idea.

During these moments, you can find yourself staring at the computer screen with a blank mind, seemingly floating in the world of imagination.

Eight, you hate yourself.

Otherwise referred to as self-loathing, you began to belittle your own self, your own ability, and the overall you. You learn to hate who you are that you criticize yourself harshly for trivial mistakes. You feel worthless so you do not like who you are. You even say bad, degrading, dehumanizing words to yourself. That is why you can't appreciate or can't find the reason to smile when someone gives you a compliment. It's like thinking, "Who am I to deserve that praise or recognition? I am just a worthless person. Who would mean that?" Simply, you've lost trust and confidence of who you are and what you can become in the future.

Ninth, you become reckless.

You begin to do things without thinking or caring about their consequences, whether it can cause harm to yourself or to others. You only think of what can satisfy your desire temporarily. You are not able to decide on things properly that you tend to find yourself in risky instances such as compulsive gambling, drug abuse, and reckless driving. So you might get caught into trouble, encounter a fist fight, a ramble, or even imprisoned.

Tenth, you lose focus.

Because you become a person full of doubt, you tend to overthink negatively, losing concentration. You know your goals for the day, for instance, but you just can't achieve them because you have a distorted mindset. You think that you can't do the work or that you are not competent to do the work or that your boss hates you. There are just so many things, conspiracy theories, running through your head so you can't really focus. As a result, works become incomplete or way below the standards. And, you even become forgetful that you fail to turn off the computer or the lights after work, to look to your left and right before crossing the street, to bring your mobile phone, to call a client, to put sugar in your coffee, and so on.

Eleventh, you experience unexplainable body aches and pains.

Along with the other symptoms, you'll find yourself complaining about headaches, back pains, neck pains, and more, which you don't know why considering that you are seated in an ergonomic chair and your tasks are just light and easy. And you experience these pains constantly. It keeps coming back after you've had a heavenly massage or spa. At times, you'll think it's all in your mind.

Twelfth, you become suicidal.

This starts when you are beginning to consider injuring or killing yourself or just acting recklessly like you're having a death wish. And, this is what we should avoid. That is why as soon as the signs of depression show, it is very important that we act on it immediately before the worst comes.

How to cope up with depression?

Come up with a schedule for the day.

When you are depressed, you are weak and you feel like you can't do anything; that you just don't like to do anything for the day. What's all in your mind is the problem and you keep it running through your head. Now, one of the ways to avoid that is by coming up a schedule for the day. What are you going to do? It's like a mini-itinerary wherein you can include your usual daily activities like taking a bath or eating breakfast. This is because, again, when you're depressed, you essentially loss the interest in almost everything around you including your own self. And, by setting a daily list of activities you can start to have that direction again and walk through it every day.

Set the day with a goal.

Having this objective can help you get back on track. It awakens that dizzy or sleepy mode in you. It encourages you to stand up and give it a try once more. It sets your mind into something. In other words, you have something to look forward to at the end of that day to spark hope and inspiration.

Start an active lifestyle.

When you exercise, your body releases chemical called endorphins, which can actually make you feel good and better each day. Also, an active lifestyle helps your brain align itself with positivity so you start to have that hope again, which you must continuously nurture. But, what kind of exercise should you start with? Having a few minutes of walk or walkathon everyday is already good. And you have a lot of options to make this happen. If your office is just a walking distance then walk. Whenever it only takes a few walk to get to where you are going, then please do so. Another way is to use the stairs instead of the elevator or escalator. But of course, if you have enough time to exercise, then going to a gym and get a personal trainer is highly recommended.

Eat healthy foods.

Exercise would be useless if you don't pair it with a healthy and balanced diet. This especially goes to those who tend to eat a lot when depressed. Instead of eating whatever you want just so you feel better for a while, learnt to be watchful and go for omega-3 fatty acid rich foods like tuna. Another is taking in folic acid by eating spinach, avocado and more. These foods are proven and tested to alleviate depression.

Sleep well.

Sleeping well means that you do not only have enough sleep like 5 to 8 hours each day in the case of adults but you have that uninterrupted kind of rest. This is because when you're depressed, closing your eyes to sleep can be very difficult and if you do, you get distracted easily. Even if you only hear like a tick of the clock, you are already awakened. In other words, you have that very sensitive sleeping pattern when you are depressed. In order to make sure that you can sleep well, take away all the distractions such as TV, computer, mobile phone and other gadgets. You can also try playing soothing or relaxing music in your room.

Try to feel responsible.

Think of things wherein you can feel a sense of responsibility that you can take as a challenge everyday. Taking on challenges is actually effective in gaining back the confidence that you've lost. This is because through this you can feel a

back the confidence that you've lost. This is because through this, you can feel a sense of accomplishment that can slowly help overcome your depression. If you have kids, you can volunteer to take them to and from the school to get that sense of responsibility. If you are single, on the other hand, you can join non-profit organizations in realizing their community projects. At work, you can volunteer to plan your team outing and be responsible of the activities in stored for everyone.

Go to your doctor.

Medical practitioners can advise you on the best medicine or supplement to take to alleviate your feeling. They will also conduct a general health check in order to make sure that they give you only the most appropriate recommendations. There have been many supplements in the market today that are proven to be effective in fighting depression like fish oil.

Try something different.

Is there something that you want to try but you just don't have the time to do it before? This is the best moment to do that. If you are depressed, go for something new like climbing mountains, cooking, and other activities that you haven't tried ever before. When you actually do something different or new in your life, the dopamine in your brain is awakened, which in turn arouses your interest, makes you feel great, and gives you pleasure or enjoyment.

Start a healthy living.

If you smoke or drink, it is recommended that you stop or quit from this forever. Smoking cigar and drinking alcoholic beverages do not help alleviate or cure your depression. The pleasure that they give is only temporary. If you get drunk, for example, it will only leave you with hangover.

Have fun.

Limiting yourself inside your room can worsen your depression. It makes you think of the negative information more. So, it is best to go out. Hang out with

your friends, go and see a movie or eat out with them. As much as possible, you have to surround yourself with the people who always support or encourage you, the people who are always positive towards you. You need moral support from your family and friends.

Stress

What do you understand about stress? You might describe it as that state wherein you feel so tired, drained, or exhausted in doing something; that feeling when you think that your body has gone to a point of surrender; that moment when you force to do or think of something beyond what your body or mind can give.

Well, the truth is, the stress that we feel vary from one person to another. This is because we have different orientation when it comes to our careers and of course, our own physical limitations. However, there are general symptoms of stress that we can refer to in order to really determine if what we are experiencing is indeed stress or not. And these signs are based on what the people in the medical field have accounted, whether in a private and public research.

So what is stress?

Do you know that stress at its normal level is actually good for us during those times when are at a rush to finish something?

Yes. As scientifically explained, stress is a normal response that our body gives when it feels threatened, when it senses danger or emergency, whether real or not. What it does is protect our body so that we can accomplish what we desire to finish on time. This response allows us to meet the current demands or challenges that we are worried about. It's a way for our body to assist us in doing something that we can't perform with the use of our normal vigor. Thus, this reaction has been referred to as fight or flight response or simply, stress response.

Stress hormones, adrenaline and cortisol, work together so you stay alert, alive, enthusiastic, and focused. During emergency situations, it is stress that lets you step on the car brake to avoid hitting a pedestrian. It is this same stress that allows you to stay focused when you are attempting to make that one last speech

allows you to stay focused when you are attempting to make that one last smash to win a table tennis competition, when you are to hurdle one last day for the board or bar examination, when you are to make that 3 point shoot within a minute before the basketball game ends, when you are to speak before hundreds of people, when you are to about to perform a recital, and so on. This is even the same body response that drives you to study for your final exam rather than hanging out with your friends, watching a movie, playing your favorite online game or perhaps, sleeping.

Well, these are the benefits you get when your stress hormones are working at its normal level, but when they go beyond, they can be damaging to your body, mood, productivity, relationship, and in almost all areas of your life.

What are the symptoms of stress?

The signs can be grouped into four, cognitive, physical, emotional, and behavioral. And the receiver experiences all of these.

Do you think that you are experiencing “stress”?

- Here are the most popular signs based on the findings provided by The American Institute of Stress.
- Recurrent headaches
- Stuttering more than the usual
- Trembling lip
- Body pains especially on the neck and back
- Frequent muscle spasms
- Sweating
- Cold hands and feet
- Dry mouth and lip
- Swallowing difficulty
- Recurrent colds
- Rashes
- Itching
- Unexplainable allergies
- Stomach ache and abdominal pain
- Nausea
- Heartburn
- Flatulence

- Diarrhea
- Constipation
- Breathing difficulty
- Chest pains
- Palpitations
- Frequent urination
- Loss of sexual desire
- Excessive Nervousness
- Anxiety
- Hostility
- Easily angered
- Depressed
- Mood swings
- Grinding teeth
- Change of appetite
- Insomnia
- Nightmares or disturbing dreams
- Difficulty in concentrating
- Difficulty in digesting new information
- Confusion
- Forgetfulness
- Indecisive
- Suicidal thoughts
- Racing thoughts
- Inability to control emotions
- Crying spells
- Feeling lonely
- Feeling useless
- Loss of desire to show up
- Increased irritability
- Obsessive
- Compulsive
- Work inefficiency
- Excessive Suspiciousness
- Communication problem
- Isolation
- Social Withdrawal
- Fatigue
- Unexplainable tiredness or weakness

- Taking in over-the-counter drugs and medicines always
- Weight loss or gain
- Increased use of drug, smoke or alcohol
- Excessive gambling
- Too much worrying
- Feeling guilty
- Feeling drained or overloaded
- Sighing always
- Panicky
- Weak immune system
- Tremors
- Messy
- Fidgeting
- Makes small issues big
- Gives excuses and even lies to cover up mistakes
- Extreme Defensiveness

With all these symptoms considered, we can really say that it is not easy to be stressed and struggle about it for a long period. In fact, if stress symptoms are left untreated, a person can get insane or suffer from heart attack. It is indeed a critical sign.

What are the ways to handle stress?

Try deep breathing exercises.

If you observe when you cry and then you take a deep breath, you will feel better. Have you experienced that? This is because these routines actually calm down our nervous system and improve our focus. In order to make sure that you are doing the exercise properly, go to the nearest gym that offers yoga or meditation sessions. They have professional instructors who can guide you along the way and successfully release all the negative vibe in you.

Stop all your vices if there's any.

Smoking, drinking, partying until dawn, gambling, taking drugs and other vices will not help. Instead, they will worsen what you feel. They have side effects

will not help. Instead, they will worsen what you feel. They have side-effects that are not only dangerous to your health but can destroy your personal and career life. The truth is, they can give you more stress and problems. When you gamble, for instance, the chances of winning is not sure, it's always 50-50 and when you lose, you will never get back that money unless you spend again and bet. And when you lose again, you spend again. The cycle goes on that you will fail to notice you have already invested a lot of money yet the ROI is too low. This is the reason why many who gamble incur serious debts and so on.

Lessen your caffeine intake.

As you might already know, caffeine can keep you awake. This chemical alerts your mind so you can't sleep. And, if you are stressed, you need to take a rest. You have to aim for a deep uninterrupted sleep. That is why you must lessen or if possible, stop taking caffeinated drinks such as coffee, tea, soda, beer, soft drink, energy drink and more. Also, avoid chocolate chips, dark chocolates, and energy mints as they have high content of caffeine. If it is impossible for you to stop drinking coffee, for instance, make sure to have a cup not beyond 4 in the afternoon so you can still sleep at night.

Learn to laugh at problems or worries.

Laughter is still the best medicine. And, this pertains to a real laugh because if it's only superficial, you are just acting, it won't help. Instead, this will just make you feel more stressed. So never fake a smile or a laugh. Start to cultivate a good sense of humor. Do not be afraid to express yourself through laughing. You can actually move away any forms of negativity around if you laugh from the heart. You can begin by watching a comedy show like Just for Laugh.

Talk to your best friend.

It has been proven in many studies that having someone as your confidant, a person whom you can talk to about problems and give you advice can protect

person whom you can talk to about problems and give you advice can protect you from being stressed. So start building a relationship with someone for this purpose. You can have your mom, dad, partner or a girlfriend to be your best friend and confidant or confidante.

Talk to your family.

If there is someone who is ready to help you always and to accept who you are and whatever wrongs you might have done in life, that is, your family. Your parents, brothers and sisters will always be there for you. You can always go to them whatever happens. And, there is this special bond between families that no one can suffice besides them. There is this special healing power that family unity creates. That is why you need to go home and spend time with them to cope up with stress real soon.

Listen to your favorite songs.

Music can actually give us healing especially when it comes to stress. Have you tried listening to one of your favorite songs and you found yourself singing with it while dancing? If you do, then that is perfect. You just need to finalize your song choices and listen to them while you are working, eating, or even taking a bath. This way your mood will be uplift and you'll feel better and happy. So get your mp3 or Smartphone and store those songs and get ready for that positive mind and emotional change.

Do what you love.

What are your hobbies? Or, what is this one activity that you have so much interest? Choose one hobby and focus on it. For example, you love reading novels. If this is you, go to the nearest bookstore and spend time going over the books and select a few to buy. Whenever you have spare time or you feel alone, just read a book and you'll be fine. You will even find yourself laughing or blushing while reading, which is good. This will help you recover soon.

Take a short holiday or vacation.

You might just need a few days off. You know work can be very stressful at times. So you deserve to take a relaxing holiday. Three or five days off is enough to refresh your mind and body. It is recommended that you go for a tour, cruise, or a beach holiday. These activities are perfect to give you that rest you badly need. Imagine yourself in one of the most beautiful beaches in the world, for instance. You go sunbathing while reading your favorite book or listening to a song and then have a satisfied later on with a vast range of local and international cuisines for every meal. Isn't that heaven?

Get a massage.

When you are stressed, you suffer from body pains, especially on your neck, shoulder and back. And, getting a massage can free you from these pains. It is recommended that you go for a whole body massage with oil. The oil used also has soothing and healing properties in order to give you that most relaxing feel in your entire feel. Aside from massage, there are also other spa services that you can take advantage to be stress-free like sauna.

Fear

Have you tried taking a board exam or a professional level of examination for that matter?

We're talking about this because fear is actually one of the negative emotions that most of the examinees feel before and after taking the test. This is to highlight the fact that negativity is everywhere. It can be in the workplace, and in this instance, in the examination venue.

So you are there at the designated testing room, waiting for the exam to start. You are sitting in a confident and calm manner because you prepared hard for it. You studied day and night even until dawn just to make sure that you're able to cover all the possible topics that may be covered or including in the examination. You are ready with your pen. You have this big smile on your face. You have that peace and positive mindset. Simply, you are convinced that you are overall prepared for this academic undertaking.

However, when you turn your head either to the left or to the right, you will see

a few examinees who are very busy flipping over reviewers and other materials, who are basically “cramming” for the test. You will also see some who are discussing about particular topics that may come out. In one corner, there are others as well who are busy memorizing and murmuring different information. On the other hand, you will observe some who feel so anxious or nervous that they grind their teeth or stutter when talking. There are even examinees who go to the comfort room frequently to urinate. This is because anxiety or nervousness can make us feel the need to pee often. This is otherwise called ‘anxiety urination’. Couples of examinees are also heading towards the clinic to determine their blood pressure rate or to check if they are physically fine to proceed with the exam. There are even others who are crying because they feel nervous.

There are just a lot of things happening during the testing day. And, you, looking at these people, you’re like, “Hey! Why are they like that? Could they just sit down, be quiet and confident? Cramming won’t really help.” And, when you are starting to get bothered by it, slowly you will be surprised to feel the same way too. You will start to get nervous as well that you find yourself urinating a lot and thinking about scanning over your review materials fast. You will feel very anxious. You will start to entertain the idea that you might not be able to answer the exam well; that what you have studied is not enough. In other words, you are beginning to be negative. You have just been affected by the negative vibe. You are experiencing fear.

So during the examination, you struggle to focus or concentrate. You have no peace of mind in such way that you are unsure of your answers. You begin to forget altogether what you have reviewed and therefore, struggle to proceed to the other parts of the test. You don’t know what to do. You try to calm yourself but the anxiety brought about by your fears is just swallowing you little by little. You then find yourself answering the questions like you are just playing, thinking that any answer will do. So you finish the exam with a heavy heart because you know it was not your best and that you were taken over by your negativity.

And, this doesn’t stop in that. Waiting for the result is also another struggle. Since you are unsure of your answers, that you lose focus during the examination, you will also be doubtful about you passing it. You start to lose hope because fear has taken over you. And this can also be caused by some examinees you know that will give negative predictions about the exam. You know those types who will give false statements, gossip or news about the

know, those types who will give false statements, gossip or news about the result.

Fear as a negative emotion is just so strong that it will consume you if you do not have the right shield, the right defense. This can actually bring forth other negative emotions such as depression and stress.

How do you know that the fear you feel is already negative? The signs include:

- Fast heartbeat
- Shortness of breath
- Stuttering
- Dry mouth
- Increased blood pressure
- Trembling
- Chest pain
- Dizziness
- Excessive sweating

How to deal with negative fear?

1. Before anything else, you have to acknowledge the fact that negative fear will not bring good to your life. Be fully aware of its disadvantages in various situations.
2. Determine the kind of fear you are struggling with. Is with your work, love life, family, or what? Come up with a very specific list so that you can also be specific with the possible solutions.
3. Study your fear. Once you are able to determine all of your fears, check where they come from or what triggers them and how do you actually handle them most of the time.
4. Think about your lacking at this moment. What are these that you lack or you do not have now that creates fear in you? This is because you also need to be aware of the present and accept what you only have or what you can do. In other words, you have to recognize your limitations too.
5. Ask yourself. It's like interrogating your own self in front of the mirror. You ask questions that you are afraid to hear. You talk about everything that makes

you afraid. Answer each question honestly so you'll feel better and satisfied after. This method is actually proven to take away fears.

6. Condition your mind through hypnotherapy. Otherwise referred to as hypnosis, this treatment helps you mind focus on the positive things. It is a mind conditioning technique wherein you will have the ability to control your thoughts. However, the effectiveness of this treatment varies from person to person.

7. Cover up fear with positive thoughts. One good example is making use of gratitude to cover up fear. When you are recommended by your boss, for instance, to a higher position, think positive by appreciating the recommendation rather than the focusing yourself on the responsibilities attached to the position.

8. Let go of your fears by writing them. Get a journal or a notebook and start to write all your fears in life. Write whatever you want to including expressions and others. Feel free. It is your freedom wall. Do not be rigid with your grammar or writing style. What is important is that you are able to identify and list your fears.

9. Talk to someone. This works best if you are bothered about the people's reaction. Through this, you will realize that we are just humans. And that reactions are normal and that there is nothing to be afraid of. During an interview, for example, when the human resource officer asks how are you, give your true feeling and start to talk with her like a normal conversation so you'll be confirmed that he or she is a human just like you.

10. Find a life coach. This person can help you become stress-free by giving you advice and words of encouragement. Life coaches are experts about life. They know the best ways on how to deal with different circumstances in life. And you can trust them with confidential information as they are bounded by their work ethics.

11. Read a book talking about your fears. This will help you open your eyes on the realities on those fears. You can also find some more details on how to fight negative fears and get rid of them forever. There are a lot of motivational books out there that you can get strength from just like this one.

12. Do something. Fear? It's all in your mind. Take courage to fight it. Make a

step forward and give it a try. You will be surprised to see how satisfying it is to be free and be your own boss; that you don't allow anything to go your way and achieve your goals. At the end, you will realize that reality weighs more than what your mind says.

13. Watch inspirational or motivational movies about fears. There are a lot of films dealing with fears in life, which at the end shows that your courage is all that matters. This is because surviving life on earth starts with courage; the courage to grow; the courage to learn; and the courage to control one's self. Movies are very visual and they are effective in stirring up minds so you'll find it very helpful to fight your fears and eliminate them.

14. Have a balanced diet. The food and drinks that we consume actually have an impact on how we feel including our fears. When you drink lots of coffee, for example, you get so nervous easily that you can't almost control, which leads to fear and anxiety.

15. Think positive. Condition your mind to focus on the good result. Before you go to the stage, for instance, to speak in front of a huge crowd, tell yourself that everything will be fine and that you will do great. Say, they are just humans and they definitely know how you feel and what you will speak of. This way, you will be calm.

16. Pray. Prayer operates almost the same as meditation. The only difference is that prayer has been proven to be more effective to remove fears, especially if you are religious. So take a moment to pray and ask for divine help. You can ask the people around to pray for you too or you can call them to pray altogether as this sense of togetherness also gives strength.

17. Accept failure. It is very critical that you know how to accept failures in your life. When you understand their purpose, it will be easier for you to release your fear and go out in your shell. Remember that failures happen to mold you into becoming someone greater than you expect.

18. Breathe. The simplest and the most basic, perhaps of all the ways is to breathe in and breathe out when you feel fear. This is the best way to give yourself a temporary relief. You can then go to the higher level of activities that will remove your fears forever. Try yoga and meditation exercises.

Discouragement

When it comes to discouragement as one of the negative emotions, one good example would relate to the field of leadership.

You are a member of an organization or any group for that matter and you only want the best towards achieving all the objectives. Now, it happens that the organization is electing new set of officers and you have been nominated. They recommend you because they see that you have a heart for public service; that you have what it takes to be the chairman. So they cast their vote and you are declared as the winner. You are now the chairman of your organization. So you have this and that plan, all for the good of everyone. You are expecting that will all the members will cooperate.

However, day by day, you start to feel discouraged. You could not get the attendance of the majority when you call for a meeting. And, when you ask the committee leaders to give reports about their task, they could not give you any and when they do, it is incomplete or questionable. When you suggest something, some object without giving valid reasons. You might even hear some members talking behind your back, spreading rumors about you.

As a result, you start to feel weak and you eventually find yourself discouraged. You basically lost confidence. So you begin to be indecisive, unable to decide whether to push through a project or not. You become doubtful of your leadership skills that sometimes you entertain a lot of “what ifs”; what if you did not join the organization, what if you did not accept the position, what if you run away from your responsibility, what if you sanction inefficient members, what if you give the position to someone, what if you just don’t care about the organization and so on. There is just a lot of “what ifs” that are running through your head, making you sick and tired of being the leader.

How do you overcome discouragement?

First, ask yourself. Why are you discouraged? What did you expect from the person or from the situation that did not happen? It is critical that you are able to answer these questions as they are the basis of the solutions to your discouragement. And, you have to remember that setting standards are normal. However, if what you’ve set is too high or too low, there the problem comes into place. This is because finding a compromise is difficult heightened by all the

place. This is because finding a compromise is difficult heightened by all the different things running through your head.

Second, give yourself a break. By this, what it means is that you take enough time to things over. You just need a quiet space to analyze what happened. When you brainstorm, think of the possible reasons why the person acted in such way or why the situation turned out like that. List all the possibilities and consider each. You can start looking through the history or the background and then relate it to the result. Can you find a connection? Try to connect them and slowly you'll begin to realize the light of the event.

Third, take three of the most connected scenarios and focus on them. Imagine yourself in the situation. Do you think you'll get the same result? Do you think what happened is fair or what the circumstance requires? When doing this, try to align your mind to the positive side. Consider the positive reasons and possibilities only. Is each of the scenarios justifiable based on the majority's standards too? Again, when deciding with the answer, always go the positive way. Instead of thinking that the actions happened to destroy you, think that they happened to your benefit; that it is the best for you.

Fourth, talk to the person involved; the one who uttered the negative statements in front of you. Know why he or she talked that way. What is his or her performance so far at work for instance? Is there someone that he or she hates or despises in the office? What is his or her educational and personal background? This is because sometimes, the sender of the negativity is actually struggling with his or her efficiency or productivity; that he or she has got a lot of reprimands and notices for bad performance; that he or she lacks support from his or her family and so on. And when you consider all of these factors, you will be able to understand the person and the situation. It will be easier for you to move on and hope for a new chance.

Fifth, go home to where your family is. Sometimes, we are too busy living our own lives that we fail to connect with our loved ones especially our parents. When we feel down and discouraged, they can give us hope. They can be our source of strength to align ourselves to the positive and right path.

Anger

You feel angry because its either you do not have an outlet to let go of your emotions or it is just your way of expressing yourself because of the negative vibe. And this emotion can be very dangerous especially if it springs from prior negative feelings such as depression and stress. Here's why.

You can express it to your loved ones. When you go home from work, for instance, stressed, and then you are welcomed by your kids running around the house, messing up things, you found nothing in your kitchen to eat or your bill notice, you can get angry easily. And the anger that roots from stress can lead you to go wild that you might find yourself hurting your children or punching anything. You might even be surprised to have been able to shout super loud just to release your anger and murmur bad words. This can be very destructive to your family or personal life. You might become the hottest topic around your neighborhood and people might despise you for your behavior. Worst, someone will call 911 or any emergency telephone number for that matter because you are creating a nuisance.

You can do violent acts. You're like a bomb that has just been released and exploded or a volcano that has just erupted. Because of the gravity of negativity that is in you, it is easier to lift your hands to hurt others physically. So you often get into trouble because you think that this is the only way to release the negative emotion, to be fully satisfied in expressing it. In the office, you might find yourself punching your co-workers, and at home, you might abuse your partner and kids physically. Another consequence is you go out in the street doing wild things, creating fear to the pedestrians crossing as well as to the community concerned. These ways can lead you to be jailed for months and even years.

There are just a lot more that can happen if you will be suffering from uncontrollable anger because of your negativity.

How do you manage your anger?

Calm down and take a deep breath.

When you have released your anger unto someone or something, go to a corner and take a deep breath until you feel that the coolness of the air has gone into

your system and your mind; that moment when you finally come to your senses. Feel the peace within you.

Think of what you've done. Ask the people around you regarding your behavior. Were you able to do something that you did not expect to happen? When you are overpowered by your anger, you will actually lose the ability to control yourself. So ask them. Were you able to hurt someone physically or verbally? Consider all the wrongs that you might have done during that moment.

Regain composure.

Once you are able to perform breathing exercises beforehand, it will be easier for you to regain composure. Act as if nothing happened but do not forget to think about what you've done. Our goal here is that you come to your senses and solve whatever problems you might have caused because of your anger. Behave professionally. Stand up and fix yourself. Exude that peace within you. Let the people around know that you are already back to your normal state.

Say sorry.

If you have hurt someone or offended some neighbors by your wild behavior brought about by anger, take courage to say sorry. It is only when you apologize that you'll feel better after knowing what you've done when you were so angry. And, when you do, do not let go of them until you get their forgiveness. Make sure that you leave them with a smile in their face; that happiness when everything is alright and in order. You can certainly create something special for them so that they will be convinced of your deep regret and apology; that you are bothered by what happened and you want to reconcile with them and restore relationships. It is only when they see you are sincere that you can get that real forgiveness, in which everything will be forgotten and you will be given a new chance, a new beginning to redeem yourself.

Go to a doctor.

Doctors can recommend medicines to help you control your feeling and behavior. You need this, especially if your anger has reached to a point where it's not you anymore. They can also give you prescription for supplements that can help you ease out emotional burdens.

Talk to a psychologist.

Psychologists have their own way of helping you manage your anger. They can also help determine the reasons of your anger and give personalized ways to deal with it.

Examine yourself.

Using all the knowledge that you got from your doctor and psychologist, face a mirror and ask what has changed about you. Have you been struggling about this anger even before you talk to the negative person? It might be that you have stored such negative feeling in your heart for quiet long.

Let it go.

For some person, writing or throwing something in a freedom wall will work to release their anger. They need something to hit with their fist or kick with their feet just to let go of their negative emotions. However, this method is not actually highly recommended by experts because it involves violence, it breeds violence in your heart and mind. It's like saying, "Yes. It is fine to hurt something just to release this." And, this is not right. We should not fight fire with fire. Fire should be put out through something cool like water. The best way to let go of your anger, therefore, is to talk to a close friend, can be your church leader or perhaps, your best friend. Choose that person you're comfortable to talk about your problems and struggles. Tell him or her everything. Let go of what's dragging you down and you'll feel better. You will realize so many things after you do.

things afterwards.

Sadness

The moment when you think you can't do anything to improve the situation or can't escape from it sooner, you feel sad. It's like no one can make you smile. Or, if you do smile, it's only superficial and deep within, you are very sad. Because of this, you will lose the ability to appreciate the beautiful things around you. You feel weak and you also lose the interest or the vigor to perform tasks whether at the office or at home. Sometimes, you will find yourself staring blankly into space. What is dangerous about sadness is the tendency of the person to make use or to take advantage of anything just to be happy.

For instance, you might consider using drugs to uplift your feeling and forget about your problem. And the danger in here is when you start to be dependent on the drug that you'll feel incomplete without it; that when you have nothing to support this addiction, you start to do illegal acts such as theft, robbery, and even murder. All these are possible because when you become a drug addict, you lose control of yourself; it is already your desire that overpowers your mind, manipulating you in such a way that you are willing to do anything just to fulfill that desire.

Another example is when you begin to love drinking alcoholic beverages more than the usual. Say, a day will not go on without a bottle of it. You learn to like the feeling of getting drunk or intoxicated because you forget your sadness for a while. Along with this, you start to like smoking as a pastime, which later on turns to addiction. And, take note, smoking is dangerous to your health.

There are others who find themselves in clubs. They become partygoers in order to forget their problem and be happy. And, it's almost every night that they go to clubs to party, smoke, and drink. And, if you are not careful with the persons you bumped into inside the club and you have this intimate relationship with someone, sickness as well as sexually transmitted diseases can destroy your life.

How do you overcome sadness?

Why are you sad?

Just like the other negative emotions listed, the first thing you do to deal, overcome or counter it is to know the reason behind it. What is that something that makes you sad? Be specific. It is even better if you can write in a piece of paper not in your computer or any gadget. Write it the traditional way so you can really feel the emotion passing through the pen towards to each of the letters; so that you can really feel the effort and connect with it. Start with the letter “I”. For instance, “I am sad because some of my friends are talking behind my back.” This style lets you really feel and connect with what you are writing. “I” as a letter and word is very personal that’s why it is very effective when used in writings. Don’t just go ahead with the word “because”. If you can name the person, then do it. Identifying the person or the situation can help you have that peace of mind; it’s somewhat a decluttering method.

What can you do?

Now that you have identified the reasons, the next step is to find solutions. Going back to the first example, you’re sad because your friends are talking behind your back. Your first move here is to determine who these friends are. Identify all of them, all those whom you think are involved. Once you are satisfied with your list, think of the ways on how you can talk to each of them. You can consider walking with them towards the office, riding the elevator with them, or eating snacks or drinking coffee with them during break time. When you talk to them, spot where the problem is by taking note of their words, their ideas, the way they speak about things. You will be able to sense, for instance that the person talks so negative or the person likes to backbiting. The moment you are able to understand the person, bring him or her into a situation where he or she can experience the feeling of being the talk of the place. And, when she is affected, go to him or her and explain that it is not easy to be subjected to suck situation that is why he or she should stop this behavior. We have to do this because most people will not understand what we mean unless they have a personal encounter.

What kind of change?

Just like the sanguine people, learn to have that happy and positive personality. Do not be afraid to smile or to laugh. However, make sure that you do this properly. Laugh when there is something to laugh, and so on. Do not be sad. Put in your mind that problems, worries and the like have solutions. And, if the

solutions do not happen today, they will surely come or happen in the very near future. So keep that joy in your heart and let it out. Learn to smile with all the people around you. Say “hi” or “hello”. You will be surprised to have many friends after and become more beautiful in the eyes of many.

Loneliness

When you are affected by the negativity, you will observe that people are trying to go away from you or you start to lose friends. This is because of your negative behavior. They are not against you as a person, but they are against the negativity in you. So most of the time, you find yourself alone. At first you will not be able to notice it but as days pass by, you will wonder why you feel lonely. And that is because you have no one to depend on in solving your worries and problems. For example, you’ve learned about a bad news regarding the company’s rules from a co-worker and you try to find help or assistance but to your dismay no one understands your concern and that nobody is willing to extend help. So you start to lose hope, you feel sad, depressed and lonely. And as this feeling goes on, you will learn to isolate yourself from others. You avoid talking to someone or spending time with a group. You have developed this love for loneliness that you have no one to talk to regarding your problems or to express your emotions to. This is the reason why loneliness is directly related to depression and anger. Being lonely can lead to that feeling of emptiness, which results to being depressed and angry even in small or trivial matters.

What to do when you feel lonely?

The feeling of loneliness can actually lead to emptiness. You feel like no one is there for you; that no one cares about what you are going through; that you have no one to run to. Basically, loneliness is that situation wherein you have no one to talk to. This is understandable because we know that no human being is an island. We all need people to encourage us, to mold us, to be there for us.

And, the first persons whom we can go to when we feel lonely or empty are our parents, our family. It’s like you can only find who you are when you come home. So if you’re away from them, come home or talk to them virtually. Today, you can absolutely take advantage of Skype and other platforms, for example, to talk to someone like you are in front of them. Use their video call features to

Speak with your loved ones. Feel the presence of your parents, siblings and relatives. Think that they are always there for you no matter what. And, do this every day until you start to gain back that hope, that energy to live and that feeling of completeness. Keep the communication open always. And if you have problems, tell them to your parents. You can get trustworthy and effective solutions from them. You can be sure that what they are offering are all for your own good.

Hang out with your friends. If you do not have a friend yet, contact a non-profit organization and volunteer to help in their projects. Another is if you are religious, the best way is to join a bible study group. You will feel confident because the people around you have the same faith as you do.

Envy

You become envious of the fact that others can have what you want or are in fact enjoying it, while you are trying very hard to achieve it. It's like thinking, "Hey! It should be fair. Why am I the only going through this? I've got to find a way to make the playing field fair." So, you have this feeling of discontentment. You envy others. You then start applying dirty tactics. You spread gossip, for instance, in order to destroy others. And you become happy after. You feel this joy when you see the person suffering from what you've done. You feel this satisfaction when looking at the person struggling like you do. There is this impulse that encourages you to do it always. Simply, this is a clear sign that you have been taken over by the negativity.

How to eliminate that envy you feel?

One highly recognized poet, philosopher and essayist named Ralph Waldo Emerson said that, "Envy is ignorance".

When you think of it, most people start to get envious of others because they lack understanding. They do not know and understand their own capacities as well as those of others.

Envy breeds the feeling of discontent, resentment, bitterness, and depression, which makes it urgent to solve and deal with. How?

The key here is to understand the concept of “contentment”. Be contented of what you can do or what you have in life.

However, this content must come from that moment when you know you have given it all; you have given your best to make that something happen. This is because most people feel envy as a result of their own shortage; they fall short of that one thing. Simply, they did not give their best. Think that the people who were able to do what you are envious of have done their best to achieve that, whether through a bad or good way. But, in your case, always go to the right, positive way, because the wrong will just create another wrong, negativity. So that is the first requisite -- you have given your best.

When you are convinced that you have given it all but it’s still not enough, this is the time that you stop and get to know the meaning of “acceptance”. You have to accept that as a human being, we can’t have all that we want in this world. There are always limitations. We are not God. We are imperfect. We are designed to live this way. Understand that you have your own areas where you shine and others too. Accept who you are. Be aware of your own weaknesses and strengths. Work on where you fall short of, improve in these areas so you can say that you have tried but it’s not really for you.

Next to acceptance is contentment. When you understand your own limitations and learn to accept them, the feeling of contentment comes in. You are contented of where you are of what you have. You are convinced because you know in your heart that you did or give your best. So you even though you fall short of something, you are still happy. You have that peace in you. You are still grateful. You even feel happy for those who have what you want.

Talk to successful people. You will learn ways on how to improve yourself when you surround yourself with these people. Do not be afraid to talk to them and engage. When you learn a particular technique or words of wisdom from them, do not forget to write it down and if possible, post it in your room so you will always be reminded every now and then. Take the ideas slowly but surely.

Read real stories of success. When you read true stories of successful people, you will realize that they have also experienced your struggles and that instead of getting down, depressed and envious; they give their best to improve their selves and be open to criticisms whether good or bad. You can see that they are strong people, brave, and courageous. So you can really learn a lot from them

strong people, brave, and courageous. So you can really learn a lot from them. You can then follow their social media accounts to be updated of their walk in life, which you can reflect on.

Look at the good things in you. You have to shift your focus on your own good qualities. You have so much goodness in you that you have to discover.

Hatred

It is either you hate yourself or the person you are expecting to change a situation or both. Take for instance, you learned from a co-worker that it is difficult to go up to higher positions because some managers are observing favoritism, and you, who is aiming for this got discouraged and felt down. You tried to stay strong and see if there are ways you can change the current culture of the company. You also searched for means wherein favoritism will not be able to go against your way in moving up in the corporate ladder.

However, you found out that it is almost impossible to do it your way or to do it the right way. Almost all of the managers have records of favoritism. Because of this, you start to feel hopeless and depressed. Later on, you learn to hate yourself because you can't do anything to change the status quo. You think that you are useless. You then develop abusive behaviors towards your own self, putting your own self down, uttering degrading words and so on.

In another instance, you start to hate the persons responsible for the promotion including your manager. You have developed such hate wherein you dislike seeing their faces. And, when you see them, you can't help but feel anger towards them, which eventually turns to hatred. You hate the fact that they do not care about the spreading culture of favoritism in the company; that they continue to do it even if they know the disadvantages.

What are the ways to deal with your hatred?

The first thing that you need to do is to find a quiet and peaceful place. And, you really don't have to go out of town, go to beaches or where, you can just stay in your room or find a good area to sit in the middle of your garden.

If you choose your room, close the windows and turn off your television and all

your gadgets. Make sure that no noise of any sort can get in. Lie down on your bed and close your eyes for about 30 seconds and take a deep breath. Do these until you feel good. Then, think of the things or persons you hate. Identify the reasons why you hate them. Why don't you like them? What did they do to you directly or indirectly? Most of the time, we tend to feel hate when something happens that destroy us; that which affects our reputation; that moment when we feel threatened and what we do is not enough to stop that event or person from continuing to make us feel bad. We get frustrated and later on it turns to hatred. And, the only way that we can eliminate this feeling is to forgive those whom we see as threats. But, for this us be able to forgive, again, we need to know the reasons behind what happened. Next, we have to consider other alternatives to solve our problem or concern and if we do it and then we fail, we must have that willingness to accept it and don't give up. Just stay positive and hope for the best always.

At times, it is also a big help to talk to the persons we hate. We have to bond with them so we are able to create that connection we are looking for; that relation that is not destroyed by any unwanted events or behavior easily. It is when we communicate that we gather details about the person and understand why he or she acted that way. So that hate in your heart will turn to sympathy and then, you will soon realize that instead of disliking him or her, you two should work together for the betterment.

And sometimes, our hate starts from jealousy. So we have to control ourselves and learn to accept who we are and our limitations because again, we can't have everything but we can do to something for improvement.

Coward

You do not have the courage to give it a try. One good example is when you are recommended by your manager for a higher position but you turn it down. Why? It is because you feel you are not competent to perform the responsibilities attached to the position. And this feeling reaches to a higher level because of the bad comments you've heard from other people. You hear some saying that it has always been a vacant position because the compensation is not commensurate to the works required of. Others, on the other hand, say that you do not have what it takes to manage people, that you lack the leadership skill, and that it is better for

you to just become a member or an assistant. You know, that moment when you learn that a few people do not actually trust you about the job. As a result, you become afraid. You start to doubt of your ability. You feel afraid to take it on. This fear covers your eyes to see the light of the recommendation. You fail to realize that they consider you for the position because you have the skills and traits they're searching for.

If you are asked to be a leader or the circumstance requires you to be one, you'll know that you are being coward when you:

- go for the easiest, most convenient means always
- act like you have no knowledge about something even though you do
- pretend to be very shy
- neglect the reasons why the company isn't growing that much
- escape of the task because you think you are not ready
- notice only those details that suit your personality
- go against change

How to stop being a coward?

Think of what you have accomplished so far in life.

What are the things you are proud of whether at home, school or at the office? You certainly must have achieved a few awesome milestones. List all of them and think how you did it. You are an amazing person. You certainly have what it takes to make it to the top wherever you go. Just give it your best shot and never give up. You have the skill and the expertise. You just need to nurture this skill and never stop learning from new challenges.

Know and understand what the challenge is about.

You will definitely be swayed easily by bad comments or gossips if you lack knowledge about the task. You will not be confident to say, "Hey! Of course, I do." So ask about the responsibilities required by the position, for instance. Conduct a research for each responsibility just to make sure that you understand them a hundred percent. The moment you are convinced that you can do it and

you certainly have the resources to make them happen, negative or bad comments will not affect you. This is because you know in your heart and mind that you can do it.

Expose your qualifications for the task.

Sometimes people will not believe in you unless they see evidences of how good you are or how perfect you are for the position. So it is good to have a list of your awards, recognitions and accomplishment. In your Facebook or any social media accounts or your website, feature these qualifications so they'll see. Another way is when you speak in front of people regarding something, always relate it to one of your past experiences and how you successfully handled it and even got recognized. This way, they will have nothing to say because they saw it with their two eyes. Just expect that whenever you accept a challenge, you will certainly have many followers.

Show what you can do.

Once, you got their approval, it is now time for you to do the challenge and clear all their doubts a hundred percent. But before you proceed, make sure that you already know the ways of the challenge. This way, no matter what happens, you surely have a way towards success. You can expect that people who are against you will make plans to mess it up, but since you are well-equipped with everything, nothing or no one can stop from getting to the top and shine. You can do it. Believe in your heart. Believe in your ability. You have already proven it many times in your life. And this time, you certainly can.

Accept whatever happens.

Being positive does not do away the ability to accept the consequences of your action whether it is bad or good. You need to prepare yourself always. What is important is that you give your best.

Chapter 4

Dealing With Negative Scenarios in the Workplace

Among the many places where negativity is high, the workplace stands out from the rest, with the most number of negativity incidence compared with schools for instance. Personal goals and company culture seem to clash oftentimes that many workers decide to resign or go AWOL. Now, because of this, we will be tackling with the ways on how to deal with a few of the most common negative scenarios that occur in offices or in corporate environments.

Immature Bosses

When it comes to maturity, one thing is sure, that is, it cannot be measured through a person's age. Somewhere along the way, you will meet people who are too young like in grade school who already have this serious and mature approach towards life. On the other hand, you will meet those who are already grown up like adults but are so immature and in your case, your boss. But, why do you say he or she is immature? We have to draw a difference between maturity as his or her role as your boss against his or her personal life. With regard to the former, the best thing that you can do is to confront him or her.

Introduce yourself and your experiences in life. Tell him or her about the immature acts he or she has shown so far and why you think so. Always relate your explanation to your personal life. Share to him or her all the lessons you've learned and how important they are. Let him or her see the light of every detail and recommendation you give. This way you two will have a chance to build a relationship as employees of the company and settle differences so that disputes at the workplace can be avoided.

Favoritism

There are many reasons why a manager, for instance, favors one employee over the others. And, as one of those who have been affected, you have to explore these reasons so you understand and avoid giving wrong impressions or judgments. One of the possible reasons is that your boss had been instructed by the people higher than him or her in the company to do what he or she did. Understand that he or she is not your only bosses. It is the company's management that who is the real boss, the ultimate source of the voice. It might be that he or she is against of what was done but there's nothing that he or she can do. She might get terminated or demoted if she does otherwise. And if your boss has a family to support, he or she can't possibly take a risk unless he or she has the support of the many. Another reason is that your superior might have a personal relationship with the employee promoted, for example. Conduct a research about his or her family background and love life. Usually, bosses have

an intimate relationship with their employees so it's hard for them to say no.

Extremely Competitive Co-Workers

In every workplace, it is normal to have those extremely competitive officemates. They are those employees who are willing to do everything just to be promoted or to gain recognitions from the company. They are the types who are very much willing to risk anything including their own dignity. This is one of the reasons why some workers who are desperate enough decide to flirt with their bosses. There are some who spread gossips about you just to destroy your reputation and prevent the company to give you recognitions. Others bully you so you feel down. Whichever happens, it is important that you maintain your professionalism. No matter how painful it is, always go for the solutions that are in accord with the company's policy. Check out your company's handbook and review the rules. Once you have specific basis of your complaints, talk to your manager about it and if he or she doesn't make appropriate solutions, then it is time for you to go to the higher management and ask help. Do not be afraid. So that you can have someone to explain to you whatever legalities that might be involved, get a private or public lawyer.

Passive Employees

If you are the type who faithfully complies with all the rules and regulations of the company and you see people who are bluntly violating them even in front of

you, but the management is doing nothing about it, you can be very frustrated. And if you do not know how to handle what you feel, this might lead to negative anger and depression, which can affect your efficiency and productivity at work. You know what? Your concern is totally valid and there is a perfect solution for this. Because no one is brave enough to bring up this concern, stand up and do it yourself. But, we have to make sure that you have evidences because we do not know if they have someone in the management that will favor them. Secretly take a picture or a video of the violations that they commit. You need to have at least 5 records for each in different dates. Store them all and present them together with your complaints. This way the violators will not have any holes to escape. They will be caught right away and be reprimanded. Do not worry because once you get the sympathy of the management, you will definitely get all the protections you need.

Harsh Bosses

Leaders have different approach when it comes to disciplining members. One of which is the military style. In this type of leadership, you can get all the harsh treatment you can possibly get from your boss. But mostly, it's only verbal. So when you do something that can affect the performance of the company, for instance, expect to get harsh criticisms in front of other employees. Now, if you are new to this or you're that someone who is against to this approach, you will surely get hurt and act on it. If you find out that this is already a culture in the

company, the best move is to get a lawyer who specializes in labor law and file a complaint against the company for undue labor practices.

Chapter 5

Motivational Words of Wisdom

“There are moments when troubles enter our lives and we can do nothing to avoid them. But they are there for a reason. Only when we have overcome them will we understand why they were there.” - Paulo Coelho

“We can't be afraid of change. You may feel very secure in the pond that you are in, but if you never venture out of it, you will never know that there is such a thing as an ocean, a sea. Holding onto something that is good for you now, may be the very reason why you don't have something better.” - C. JoyBell C.

“How would your life be different if...You walked away from gossip and verbal defamation? Let today be the day...You speak only the good you know of other people and encourage others to do the same.” - Steve Maraboli

“A library is a good place to go when you feel unhappy, for there, in a book, you may find encouragement and comfort. A library is a good place to go when you

feel bewildered or undecided, for there, in a book, you may have your question answered. Books are good company, in sad times and happy times, for books are people - people who have managed to stay alive by hiding between the covers of a book." - E.B. White

“You can get a thousand no's from people, and only one "yes" from God.” - Tyler Perry

“Everything will be okay in the end. If it's not okay, then it's not the end.” - Ed Sheeran

“The greatest act of faith some days is to simply get up and face another day.” - Amy Gatliff

“...You can do something extraordinary, and something that a lot of people can't do. And if you have the opportunity to work on your gifts, it seems like a crime not to. I mean, it's just weakness to quit because something becomes too hard...” - Morgan Matson

“Remember, man does not live on bread alone: sometimes he needs a little buttering up.” - John C. Maxwell

“Do not sit still; start moving now. In the beginning, you may not go in the direction you want, but as long as you are moving, you are creating alternatives and possibilities.” - Rodolfo Costa

“Encourage yourself, believe in yourself, and love yourself. Never doubt who you are.” - Stephanie Lahart

“If we are not allowed to deal with small problems, we will be destroyed by slightly larger ones. When we come to understand this, we live our lives not avoiding problems, but welcoming them as challenges that will strengthen us so that we can be victorious in the future.” - Jim Stovall

“The only person you are destined to become is the person you decide to be.” - Ralph Waldo Emerson

“Start where you are. Use what you have. Do what you can.” - Arthur Ashe

“When one door closes another door opens; but we so often look so long and so regretfully upon the closed door, that we do not see the ones which open for us.”

- Alexander Graham Bell

“I find hope in the darkest of days, and focus in the brightest. I do not judge the universe.” - Dalai Lama

“Character cannot be developed in ease and quiet. Only through experience of trial and suffering can the soul be strengthened, ambition inspired, and success achieved.” - Helen Keller

“In essence, if we want to direct our lives, we must take control of our consistent actions. It’s not what we do once in a while that shapes our lives, but what we do consistently.” - Tony Robbins

“Our greatest weakness lies in giving up. The most certain way to succeed is always to try just one more time.” - Thomas A. Edison

“You are never too old to set another goal or to dream a new dream.” - C.S. Lewis

“Learn from the past, set vivid, detailed goals for the future, and live in the only moment of time over which you have any control: now.” - Denis Waitley

“Be impeccable with your word. Speak with integrity. Say only what you mean. Avoid using the word to speak against yourself or to gossip about others. Use the power of your word in the direction of truth and love.” - Miguel Angel Ruiz

“Learning is the beginning of wealth. Learning is the beginning of health. Learning is the beginning of spirituality. Searching and learning is where the miracle process all begins.” - Jim Rohn

“I’d rather attempt to do something great and fail than to attempt to do nothing and succeed.” - Robert H. Schuller

“Always say ‘yes’ to the present moment. What could be more futile, more insane, than to create inner resistance to what already is? What could be more insane than to oppose life itself, which is now and always now? Surrender to

what is. Say 'yes' to life — and see how life suddenly starts working for you rather than against you.” - Eckhart Tolle

“The tongue is the strongest muscle in the human body; use yours to lift someone up today.” - Terri Ann Armstrong

“Connecting with those you know love, like and appreciate you restores the spirit and give you energy to keep moving forward in this life.” - Deborah Day

“This day will never come again and anyone who fails to eat and drink and taste and smell it will never have it offered to him again in all eternity. The sun will never shine as it does today...But you must play your part and sing a song, one of your best. ” - Hermann Hesse

“Opportunity may knock only once but temptation leans on the door bell.” - Oprah Winfrey

“The greatest joys in life are found not only in what we do and feel, but also in

our quiet hopes and labors for others.” - Bryant McGill

“The presence of a noble nature, generous in its wishes, ardent in its charity, changes the lights for us: we begin to see things again in their larger, quieter masses, and to believe that we too can be seen and judged in the wholeness of our character.” - George Eliot

“God is never a God of discouragement. When you have a discouraging spirit or train of thought in your mind, you can be sure it is not from God. He sometimes brings pain to his children-conviction over sin, or repentance over fallenness, or challenges that scare us, or visions of his holiness that overwhelm us. But God never brings discouragement.” - John Ortberg

“The best foundation for relationships to grow, flourish, and succeed is a deep-rooted friendship.” - Jonathan Anthony Burkett

“Have strength in yourself always .think and remember not just what you should do, but also what you want to do. - Yumi Tamura

“In life, we make the best decisions we can with the information we have on hand.” - Agnes Kamara-Umunna

“I told you growing starts from the inside first, honey, and in that way, you've been growing like wildfire.” - Phoebe Stone

“You may not be the smartest, richest or best looking person but you're probably not the dumbest, ugliest or poorest either.” - Rob Liano

“Why wait? So precious is this life—this gift—this temporary blindness. Burn and drown and embrace the false dark, then grasp the unthinkable height of resulting joy. For in the end, in the light of truth when the flesh is cast off, there is nothing but this.” - Jennifer DeLucy

“Love is something worth suffering for...” - Scott Hahn

Bottom Line

Truly, negative emotions can have a great impact in one's life. It can destroy families, relationships, careers, and can even lead to suicide. That is why it is very important that we understand these negative feelings and know the best ways to deal with them. Having read this book, you can definitely improve on how to live your life positively and prevent negativity to come your way. You can look forward to happier, healthier, and more positive lifestyle then.

We can also say that emotional support plays a great role in curing negative emotions. Our friends and families are the best persons to whom we can confess all our problems and worries. They can be our greatest refuge when we feel so down because they can give us not only moral support but also trustworthy advices. So we should aim to have a wide circle of friends and keep an open communication with our family all throughout our lifetime.

Another realization worthy to highlight is that negativity is high in offices despite the age of the workers. And we are aware that most people working in companies are already of age, but they struggle with negative vibes. This is due to differences in attitude and approach

negative vibes. This is due to differences in attitude and approach towards work. Nonetheless, there's always a way to solve negativity in workplaces the professional and legal way.

And finally, keep some words of encouragement wherever you go to be your first resort and protection when you feel affected by the negativity.

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BONUS BOOKS

MAKE FRIENDS AND INFLUENCE PEOPLE

Know the Secrets to Getting More Friends and Influencing People

CLAIRE STRANBERG

Introduction

When you were a kid, you might have had little or no problem at all, meeting new playmates. It's strange though, as we grow older, finding good friends and building that kind of relationship becomes pretty challenging. You may wonder why before, you've just met this kid at a beach your family visited one summer day, then, in a few minutes, you were happily playing and even thought you'd become best friends.

Today, you stare blankly to space wondering why you seem so alone while others have a bunch of pals to laugh and share their problems with. That's especially true if you belong to the world of introverts. Taking the first step to introduce yourself would be a joke for you. Besides, you don't really talk much.

On the other hand, making new friendships grow would be a walk in the park if you're sociable enough. As an extrovert, you can't last a few hours without someone to talk to. But belonging in this category has some downsides too.

So what are the things that can be done to meeting new acquaintances easier? What is the secret in building lasting friendships and satisfying relationships? How can you possibly influence others in a positive way?

These questions will be answered on the proceeding chapters. As a form of application, you're nominated to take the challenge at the end of the chapters to help you apply the advice given.

Chapter 1: Unraveling the Real Self

Error 404: Identity not found.

Ever finding yourself hitting the refresh button over and over again because the web page you need keeps on showing the annoying “Error 404: Page not found”? Of course you did, perhaps many times already. But through patience, the web page you’re wishing for suddenly appears to your surprise as you refreshed it non-stop.

Similarly, it’s a common dilemma that we at times get confused of who we really are. And that’s where another set of problems pile up. Failure to establish your own identity is a warning sign of weak personality. If you don’t know who you really are, how is it more possible to successfully connect with others and introduce yourself to them? How can others understand you if you yourself can’t?

Unraveling the real you is the first step in creating harmonious relationships. As you build a connection with the whole you, it’ll be easier to learn the art of interpersonal communication-your ultimate tool in finding friends and

influencing them in a positive way.

Discover your Positive Qualities

The first step is to know your strengths. Each of us have unique traits that make us stand out. Perhaps, you're a natural peacemaker. People who know you well may describe you as thoughtful and sweet. Are you good at math, or more inclined to music? Know your edge and use it as an advantage to help yourself develop the right amount of self-confidence you'll be needing when interacting with other people.

Point out your Weaknesses

Because the cliché “Nobody's perfect” is not meant to change these days, you should learn to determine your weaknesses too. There might be undesirable qualities and habits you unknowingly possess. Bad traits are often the culprit blocking you from gaining satisfying relationships you wish for. What are the things that make you look less-admirable to others? Are you pessimistic? Are you a me-man? Do you lack respect to other's opinions? Or you're just too shy to initiate a conversation? Once you've pointed out your negative traits and habits, you'll be able to think of a possible solution of how to overcome them.

Honestly Define Yourself

If you love alone time, then so be it. But it doesn't mean that you can't be successful in finding a couple of good friends. Being more of an introvert has its own advantages. Introverts are naturally quiet but they have keen observation powers. And what does it mean to have a good observation power? It's easier for you to know when and how you're going to approach a certain person.

That is just an example of viewing the real you in a brighter perspective. Never say things like, "Nobody's going to like me. I won't have the confidence to socialize." Overstatements will just turn you down.

Rather than saying things like that, give yourself an honest take. Freely express your beliefs, while respecting other's opinions. Let others know what you like and what you dislike. Set clear goals and determine the path you would like to take.

As you do these things, you establish an identity that's exclusive for you. You won't be a clone of others, and people will admire you for it. No more will you say, "Error 404: Identity not found."

Challenge no. 1:

First rule: Do this honestly.

Get a piece of paper. List down all your positive qualities and your weaknesses. Ask five trusted individuals (may include your parents) to judge the things

you've listed and ask them to add some more if they think you forgot something. After that, ask them to say what they like and dislike most about you. Then, they may perhaps help you with their practical suggestions to improve yourself. Just get ready with their constructive feedback. And remember not to be disheartened when it comes to the negative traits.

Ready? Go!

Chapter 2: Leave the Best First Impression

You might wonder why a person is initially liked by many. In just a few minutes, they're laughing and having a seemingly endless chitchat, even though it's their first meeting. The secret? Making a positive impression.

Here's an easy guide to achieve it.

1. Practice good hygiene and dress up in a way you want to label yourself. Looking neat and clean, and smelling nice means that you care about what others think and feel about you. Your clothes itself speak volumes of what your beliefs and principles are. It serves as a non-verbal introduction about your personality. So choose wisely whether you want people to respect you or not. Show self-respect first if you wish to earn respect from others.
2. Wear the best makeup: Smile. You're naturally drawn to friendly and happy people, right? A sincere smile indicates those qualities. Having a radiant, happy face all the time helps people release stress and will help them think it's perfectly cool to talk to you. Add a simple "Hi", and who knows, you'll develop a great friendship out of it.

3. Show your expressive eyes. Keep a non-awkward eye contact when conversing with someone. It shows that you're interested and listens carefully to what they say. Be careful not to interrupt while they talk. Pay attention more closely.

4. Warmly shake hands with people you meet. Shaking hands shows courtesy in most cultures. It is an initial greeting that confirms the trueness of the words, "I'm pleased to meet you."

5. Strive hard to remember people's names and call them nicely. Meeting many people in one occasion, such as the first day in a university may make you exhausted remembering a lot of names. People don't usually take extra effort to remember names on initial meetings. So if you're good at it, you have the edge. Calling a person in his first name will make him want to remember your name too.

Challenge no. 2

Once you've entered a room, flash a flooding smile and let it stop to the person you want to be your seatmate. Introduce yourself to your seatmate and give the person a compliment. Example: "Nice dress, Alyssa. I like your style." Then, as much as possible, do your best to remember the names of all the people you've met. You can even recite them in your head a few times.

Chapter 3: How to Find More Good Friends

“What is a good friend?” If you are to ask that question to a group of people, their answers might be one or not far from one another.

Usual answers would be: A good friend is like a brother who’s willing to stick his neck out for you. He’s going to save his fare for a ride, and walk miles with you. A good friend is loyal and will never talk bad things about you when you’re not around. That’s because a good friend is the one who’s true to your face and also behind your back.

Sure, it might be hard to find friends like that. You might even wish for a shop where you can buy good friends. But of course, that’s impossible because good friends are priceless.

So how can you find good friends who really fit the label?

Be a Good Friend Yourself First

Remember the things we’ve discussed in the first chapter? Perhaps, you’ve taken necessary steps to improve your personality and develop more admirable

qualities. You deserve a compliment for such effort. After achieving a more refined self, you become more capable to be a good friend yourself. Someone who knows how to sacrifice for a friend; someone who's loyal and honest; and someone who's willing to stay even when times are rough and; even if you don't get anything in return. Becoming the kind of person you're searching for a friend will likely lead you to the right individuals. Because they notice how well you are. Future pals can be easily attracted and they will come to you even if you didn't ask for it.

Take the Initiative

People around you don't read minds. They might feel the same way you do. They're shy to get to know you because they might be ridiculed, embarrassed, or whatever negative reason you may have in mind too. The thing is, they won't know that you want to be friends with them, unless you approach them and show a sincere interest. Having enough courage and exerting effort will pay off in time.

Go Out of your Comfort Zone

Inevitably, we think that the nicest pals are those who are exactly the same with us. Nevertheless, it's not your job to make clones of yourself. The nicest pals you'll have can be older or younger than you. They may have different talents and skills that you don't have. They may come from different lands and cultures.

What you have to do is just to be open-minded and willing to learn new things from people with different backgrounds and interests. How about being friends with your college prof? Won't that be cool?

“To be called friend means you have to play a great role on someone's life”, says one college student. You can do it too. And sure thing, there would always be someone who can create the same positive impact in your life.

Challenge no. 3

List down a few names of your new acquaintances. Try to get to know them more by conversing to one specific person everyday. Ask questions about them and listen carefully. Do it in one week and see how many people became a part of your circle of friends in just seven days.

Chapter 4: A Firm Stand against Mr. and Ms. Wrong

“Come on. You’re no fun. Do this and you will become one of us. The most popular guys in school.”

Familiar line? Yes it is. It’s what you call the bothersome peer pressure. Some youngsters badly want to fit in with the famous kids at school, that they compromise their own principles and even do things they never want to do just to be accepted by their peers.

But you deserve more than that. Never allow anybody to take advantage of you or change you into someone you don’t want to become. Bad influence can bring you to troubles you could never imagine.

As mentioned earlier, being an extrovert has downsides. If you’re too outgoing, you’d likely meet almost every type of person, such as the so-called toxic friends. Don’t be too worried if you’re not liked by everyone, because you can make the better type of friends to like who you are.

Therefore, it’s time to have a firm stand against the bad guys who never really want to be your friend. Watch out because they might be using you just for their

own benefit.

Scary facts about Mr. and Ms. Wrong:

- They only call you “friend” if they need something
- If you stop doing what they want, they will turn their backs from you.
- They talk behind your back and make fun of you.
- Ask help from them and they will say countless excuses. (Too bad, you gave them answers during a major exam)
- You change the way you speak, the way you dress, and the way you act in a negative way whenever you hang out with them.
- You fight with your parents over your choice of friends.
- You go to questionable places.
- You break the house rules you’re supposed to follow just to be cool to your friends.
- You hesitate to introduce your friends to your parents.
- Once you get in trouble, these so-called friends leave you behind without asking what you need.

If you see any of these warning signs, take action immediately. Find friends who

truly got your back no matter what happens.

“But what if the bad guy suddenly realized his faults and still want to be your friend?” Well give him a second chance and see if he deserves forgiveness. If a friend sincerely regrets his mistake, learn to forgive and forget.

Challenge no. 4

Set a reasonable standard in choosing your friends. Examine your motives why you want to join a particular group. Is it because they are popular, or is it because you can be a good team in sparking a positive influence to others?

Chapter 5: Keys to Nourishing Friendships

Your work doesn't stop right after building a new circle of friends. You have to work hard to water that friendship and let it grow healthy, the way you care for your garden. It doesn't mean that you have to be overly clingy to a person. It's enough to let them know that they can count on you anytime. Having to call or text a person five times a day might not be a good idea. Your friend has his own life, and so do you. What matters most is that you both value your friendship and understand well that you're there for each other.

Establish an Effective Interpersonal Communication

Effective communication is vital in every relationship. You need to keep in touch with your friends. Ask them how they're doing or if they're alright. The more you bond with each other, the more you get acquainted with your friend's personality. You'll be able to give an accurate description of your friend and you'll avoid the things that might offend him. Effective communication also enables you to determine when your friend needs you the most.

Give Gifts from Time to Time

GIVE GIFTS FROM TIME TO TIME

You become happy if someone gives you a gift. However, it's more awesome if you make someone happy because you express how much you value him by giving gifts from time to time. It shows that you think about that person even when he's not around. That way, your friend will be moved to love you more because of your kindness and thoughtfulness.

Freely Share your Feelings

Sometimes it's hard for a friend to confide his problems to you. You can let him feel more comfortable to open up to you if you take the first step. Share your feelings. Confide your worries. If you're open about these things, your friend will likely do the same. Then, you get to know each other more.

Be Forgiving

Drop that perfectionist attitude because it won't do any better. Your friend might unintentionally hurt you sometimes, and of course, it really hurts. But think about this: How many times have you hurt someone without knowing it? Did you regret it after learning what you did was bad? You need to forgive your friend as much as you want others to forgive your shortcomings too.

Nourishing friendship takes time and effort. You both need to help each other to do so.

Challenge no. 5:

Come up with fun facts your friends never knew about you. Encourage them to do the same.

Chapter 6: Become a Lighting Guide

A friend who brings good influence is like a light that makes your walk worthwhile in the darkest nights. You can serve as a guide to your friends. As you aim to help them become better persons, you strive harder to be a role model to them.

“Making simple things to other people without thinking of something in return is a good way to influence others”, says Suzene, a third year Journalism student.

So what are some of the ways you can do to be a lighting guide to your friends?

Help them Excel in Class

As a student, the best influence you can do to your peers is to encourage them to excel in class. Not everyone likes to study, but youngsters are more motivated if they are in a group who study together and brainstorm before taking major exams. Helping them to excel in class is not something to be misinterpreted too. You don't have to give them the answers or provide them micro notes during exams just to help them get high grades. What you can do is to work on a study group together, help each other on specific parts of the lecture that are tough, and

assure everyone that hard work will pay off.

Inspire them

Being an inspiration is what being a role model entails. You must be an example when it comes to optimism, determination, and success. It's enough that they watch you quietly. No need to tell them of your countless achievements, otherwise, you'll just look like a guy who brags everything. Use your talents and skills to inspire other people.

Motivate them to Help Others

Why not work together for an outreach program this coming weekend? This is a great way to influence your friends in a positive way. You altogether learn what empathy is, and practice generosity even to the people you barely know.

Join a Sports Activity together

Entering the world of sports promotes unity, teamwork, and camaraderie. You don't only bond with your friends, but also get to exercise and release all the stress you've been through in a week full of exams, board works, assignments, projects and so on. Plus, playing with other teams enables you meet another set of acquaintances, later on becoming potential friends. This is also a good way to promote a fair and honest play. You can set a good example of how to take

things lightly without thinking of winning too much. You put emphasis on fun and happiness instead.

Tactfully correct them when needed

Tolerating obvious mistakes just to win the favor of your friend is never a wise thing. If you truly want what's best for your friend, you will help him realize the consequences of his mistake. You will also help him correct his wrongdoing. Of course you need not to sound like his mom or his dad. Tact is your best power-up in handling such matter. For example, you may first compliment him and then tell him that it could've been better if he did such and such. Lovingly correct your friend and he will thank you later on for that.

Challenge no. 6

Try a worthwhile activity this coming weekend together with your friends. Perhaps, you can teach kids basic art lessons or fun sports. It's up to you how you want to influence others in a positive way.

You may also write a personal experience feature about how you became successful on something, or how you've overcome a challenge that was utterly tough. You can publish it on your blog or contribute it to your school's literary folio.

Conclusion

Diverse personalities, cultures and backgrounds can pose as a challenge when it comes to creating new friendships. However, as you strive to improve yourself, build your identity, and use your positive qualities to be a role model to others, you likely increase the chances of having many friends who really like and accept who you are.

In choosing friends, you should never be a perfectionist but you need to set standards so you can find genuine people who will support you all the way without taking advantage of you.

Be someone who possesses the rare qualities of a real friend. This way, more and more people will be drawn to you. Who would want to ignore such a nice person?

Friendship requires the effort of both parties. Reach out to each other and keep in touch. Mutualism is the kind of relationship friendship has. If only one benefits, then that's not a mutual feeling. Help and inspire each other and you'll have the best friendship ever.

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BONUS BOOKS

THE STAGE-FRIGHT CURE:

How to Overcome Stage-Fright and be the Best Public Speaker for Life

CLAIRE STRANBERG

Introduction

Most people consider public speaking as one of their biggest fears in life.

In fact, a recent study has shown that glossophobia, the technical term for the fear of public speaking, ranks the highest among different types of phobias. About 19% of the individuals surveyed admitted that they are terrified about the idea of standing up and giving a speech in front of a crowd. Surprisingly, only 16% of those surveyed mentioned death while 13% expressed their fear of spiders and other creatures.

Commenting on this fact, American comedian **Jerry Seinfeld** hilariously pointed out that “This means to the average person, if you go to a funeral, you’re better off in the casket than doing the eulogy.”

If you can relate to that joke, you probably share the same fear. The idea of delivering a message in public might sound too scary and intimidating but there are two things you have to understand about it – it’s perfectly normal and you can do something about it.

As the title clearly implies, this book is specifically written to help those who get extremely nervous whenever they are invited to speak in public. **The Stage-Fright Cure: How to Overcome Stage-Fright and be the Best Public Speaker for Life** aims to address the anxiety by sharing practical pointers that any speaker, regardless of age and experience, can easily refer to.

Besides, glossophobia is indeed a mountain worth climbing. Excellent public speaking skills can be a ladder that leads to numerous benefits such as good career opportunities, better personality, and bigger influence among those you lead.

Hopefully, after reading this book and applying the principles taught herein, you will be able to face your audience with confidence and speak your mind with ease and clarity.

Read on and let's get started learning.

Chapter 1: You Can Be a Powerful Public Speaker

First and foremost, congratulations for your interest in overcoming a weakness.

As mentioned in the introduction, glossophobia is a general fear but the truth is that not everyone who suffers from it has the desire to conquer it. In fact, most prefer to steer clear from speaking engagements, simply telling others that they cannot do it because they lack the skills. This excuse is often followed by the request to give the assignment to someone more capable instead.

There are many reasons why public speaking can be such a frightening task. For some, the hesitancy can be traced to having a poor self-image. Experts confirm that those who think lowly of themselves usually feel great levels of anxiety as they try to deliver a message. The lack of confidence can make the task seem impossible to do. Moreover, other factors can include fear of ridicule and

rejection.

It is, however, crucial to acknowledge that experiencing fear is completely acceptable. Besides, it is worth-noting that even the most experienced speakers still feel a degree of stress before getting up and picking up the microphone.

Best-selling author Mark Twain (whose popular works include *The Adventures of Tom Sawyer* and *Adventures of Huckleberry Finn*) once said “There are two types of speakers: those that are nervous and those that are liars.”

As with all things, fear unaddressed can be paralyzing. On the other hand, accepting proceeding with the task at hand (facing the fear) can prove to be a very rewarding experience.

Winning with Words

In many ways, acquiring public speaking skills can be a wonderful advantage – regardless of who you are and what you do.

An entrepreneur can attract more customers, investors and partners in his business if he is a persuasive speaker. A student can get better grades if he can deliver well-organized reports in class. A salesman can talk more people into buying his products if his approach is sincere and convincing. A job hunter can pass an interview with flying colors, whether by phone or in person, if he is able to answer questions and present his qualifications clearly. An employee can impress his boss and have higher chances of getting promoted if he is comfortable speaking before a crowd. A leader can motivate followers to change and inspire them to take actions with a compelling speech.

You Can Do It Too

The good news here is that public speaking, much like any other skill, can be learned and mastered as long as an individual is willing to pay the price. It does take a lot of practice and patience but as long as you are persistent, you can become a more competent public speaker in no time.

Whether it's your first or tenth time to speak in front of an audience, it is a guarantee that you can increase your capacity. Never allow stage fright to ruin your speech and your life. Remember that no one is born an eloquent speaker. Public speaking is definitely an ability that can be cultivated.

Chapter 2: Preparing for a Speech

A popular Benjamin Franklin quote gives heavy emphasis on the vital role of preparation. He said “By failing to prepare, you are preparing to fail.”

In short, readiness is undeniably one of the keys of a flawless delivery. Accordingly, it is also one of the secrets of overcoming stage fright. Better preparation really leads to better performance. Thus, you need to study about your topic ahead of time and then put your material together in a well-structured way.

Researching about the Subject

A great deal of preparation is necessary to deliver a good speech – and a big part of that is to read up about the assigned topic.

Books can be useful as you try to gather information. Try visiting the local library to get access to various titles related to the subject matter.

Otherwise, you can take the shortcut and simply utilize the internet. You can quickly retrieve valuable facts, figures, quotes, and stories in a matter of a few

clicks as you take advantage of the web. Do not forget to cite your sources and make sure that you only get data from reliable website.

During the research process, remember that your goal is to accumulate as much information as you can. Do not worry if you think you've done excessive research. Your next step is to cut the data down to size and arrange them in a systematic manner.

Preparing an Outline

Basically, good outlines for good speeches are composed of three parts:

- Introduction
- Body
- Conclusion

After all the research, your next step should be to decide which of your materials will go to which parts of your outline.

Of course, your introduction should serve as a preview of your topic. If you will ask for public speaking tips about effective intros, most experts will likely tell you that the first few minutes of your talk is the most crucial. It should be attention-grabbing and strong. You can arouse the curiosity of your audience as

you ask a thought-provoking question, declare a startling statement or crack a joke. Just be sure that the material you use for this part is related to your assigned topic.

Next, the body should contain the “meat” of your message. Divide this part into several points (or sub parts) to keep things well-organized. Never attempt to cover everything on your message because that can be too overwhelming for you and your audience.

Finally, your closing should be used to summarize the points you raised as well as to leave your audience with something to think about or to issue a challenge.

After You Organize, Take Time to Personalize

Knowing your audience can make a big difference as you finalize your message.

You cannot - and should not – deliver exactly the same message in front of teenagers and a group of business professionals. Not to underestimate the former but the point here is that as a speaker, you need to connect with your listeners well. Considering their age, background, and experience is crucial. Those factors will influence your pacing, delivery, and wording (using technical jargons is a waste of time if the crowd doesn’t understand them anyway).

Chapter 3: 5 Ways to Spice Up Your Speech

To produce a masterpiece out of a blank canvas, an artist needs to have two things - the right tools and the wisdom to decide when to use those tools.

It can really be hard to imagine a painter coming up with something brilliant if he only uses a single brush and a single color on his palette. While some would argue that skilled artists can still produce terrific pieces out of limited resources, it is no secret that most creative individuals would prefer the idea of having access to various tools of the trade. It allows them to express themselves better. It helps them achieve the type of emotion or atmosphere that they want to convey on their paintings.

As a public speaker, you should likewise utilize different “tools” in order to deliver a memorable and compelling talk. You can’t afford to be boring. No one likes a boring speaker. Whether you are addressing a few dozens or hundreds of people, your job is to get your message across in a way that captures everyone’s attention.

Generally speaking, the big difference between a terrific speaker and a terrible speaker is that the former knows how to engage the audience and keep them

interested until he utters his last word. The latter, on the other hand, only wants to impart a few insights and get it over with.

In this chapter, we will discuss how you can successfully keep everyone attentive throughout your speech.

1. Stories

Short stories can be a brilliant addition to any talk. Instead of continually bombarding the crowd with countless facts and figures, a simple anecdote can turn an ordinary speech into something extraordinary. People love listening to stories and you have to take advantage of that.

Feel free to tell a personal experience or even a story you've heard or read somewhere. What's important is that it relates to the topic and helps you illustrate or emphasize a point. Try to familiarize yourself with the story so you can share it from memory. That way, you can stay focused on your audience and you don't have to stare at your notes over and over again.

2. Quotes

Using quotes from experts and popular personalities can authenticate your

message. Another good strategy is to quote someone from the crowd. It shows you are paying attention to people and not too absorbed with your own presentation.

3. Visual aids

When done right, integrating everyday objects into your talk can have a lasting impact on your audience. A church leader once held up a guitar in front of a class and explained its parts and functions before giving a lesson about what it means to be an “instrument in the hands of the Lord.” A family counselor used a gardening tool to teach families about the need to “constantly watch out for weeds and insects” in order to have flourishing, blooming relationships in the home. During a campout, a basketball coach taught the significance of team work by pointing out that a single firewood can never sustain itself but combining several pieces together allows the fire to burn bigger and brighter.

In short, an appropriate visual aid can really make your speech unforgettable. Look for a good prop around the house and use it if you think it will help your audience remember your message better.

4. Multimedia tools

4. MULTIMEDIA TOOLS

A PowerPoint presentation should be valuable if you need to show relevant statistics. Creating your own graphs and pie charts can be done in minutes.

You may also scour the internet for interesting audio and video files. Flashing a picture on the screen can be a good way to enhance your stories.

Be careful not to overdo this, however. How well you connect with the audience should be the real indicator of a successful speech – not how wonderful your multimedia presentations are.

5. Humor

Finally, never leave your sense of humor at home. A well-timed, tasteful joke can be the perfect solution if you want to prevent dull moments during your time on the stage. As with the other techniques, use this in moderation. While a dash of humor can loosen up the crowd, telling too many hilarious stories or one-liners might make it harder for people to take you - and your message – seriously.

Most likely, you will be given ample time to prepare. Whether you have several days or weeks, it is advisable that you look for ideas as soon as you can. Think

of your topic as you drive, walk, shave, bathe, and do daily mundane tasks. Use the internet to gather helpful materials. Spicing up your message will come naturally.

Chapter 4: Communicating with Confidence

Reality check: most audience members can easily detect whether a speaker is confident or not.

This may sound a bit too daunting to you as a first-time speaker. You are, after all, still taking initial steps in overcoming your stage fear. Your lack of experience can be a factor that affects your performance as you try to deliver your presentation.

Is it possible to talk like a pro even if you are merely a beginner? Of course, it is. You can be better than the average newbie if you will put these practical public speaking tips into action:

Vary your tone of voice

First, you have to realize that your voice is actually your main “weapon.” Modulate it as appropriate. Speaking in a monotonous way for, say, 45 minutes can be too much for listeners to bear. You will quickly lose them in the first few

minutes of your speech.

Speak enthusiastically but remember that you use a different tone when addressing a large crowd as opposed to a small room setting. Also, telling a heartwarming story should be done in a calm manner, not in the same rapid-fire approach when stating statistics. An alternating pace can be one of the best secrets of keeping the crowd interested.

Maintain eye contact

Even if you apply all the public speaking advice you learned from this book, all your efforts will go down the drain if you fail to implement this simple suggestion.

Staring at the floor is a big no-no. Letting your eyes wander across the room is a crime. Making eye contact allows you to “pull” people into your lesson.

When audience members share their insights, listen carefully and look them straight in the eye. Doing this shows respect and it lets them know that you are genuinely interested in what they have to say. Resist the temptation to go through your notes or, worse, check messages on your phone.

Dress to impress

Different speaking assignments require different styles of clothing. Determine ahead of time what type of attire would be appropriate for the event. If you've been invited to an unfamiliar venue, ask organizers for the dress code and adhere to it. You might even consider paying a visit to the location just so you have an idea about what suit or dress would be best for you.

One speaker made the mistake of wearing a blue shirt and a pair of black trousers to an event, not knowing that the venue's waiters wore the same attire. Research a little and you might save yourself from such an uncomfortable situation. If still in doubt, try to bring an extra set of clothes.

Memorize your talk

Committing your speech to memory can be an effective confidence-booster. While there is nothing wrong with occasionally glancing at your notes (that helps prevent mental block), learning your message by heart gives you the benefit of focusing more on your audience rather than on your materials.

To successfully pull this off, start practicing as soon as you're done writing and editing your talk. Familiarize the items one by one until you can memorize the entire thing. Making a good impression will be so much easier.

Smile

When you say something like “I’m so glad to be here” or “I’m happy for the invitation to speak,” you better mean it. Nothing can show your enthusiasm more effectively than a simple smile. Smiling does help lighten the mood and ease up the anxiety which, in turn, makes you feel more confident as a speaker.

Chapter 5: Practice, Practice, Practice

Perhaps no other person gave the strongest emphasis on the importance of practice than legendary NBA superstar Michael Jordan. He was once quoted saying “I play to win, whether during practice or a real game.”

As a newbie speaker, you can't afford not to practice and you can't afford not to take your practice seriously. You will be able to overcome stage fear quicker if you exert extra effort into rehearsing your performance several times before the actual thing. There is wisdom in the oft-repeated phrase that says “practice makes perfect.”

Here are 3 effective tips to help boost your confidence as you prepare for your speaking engagement:

1. Utilize a mirror (or a video cam).

A common public speaking advice for beginners is to practice delivering their speech out loud in front of a mirror. This will allow you to see yourself and observe your posture, spotting any mannerisms (more on that topic on the next

chapter) that get in the way of having a good performance.

An alternative for this is to use a video camera to record your practice. Play it several times so you can identify your strengths and weaknesses.

2. Get feedback from friends and/or family members.

Your friends and family members sincerely want you to succeed as a speaker. Ask them to help you out by watching you deliver your message and then giving honest feedbacks afterwards. You'll probably hear encouraging words but be prepared to handle negative comments, too. Think of criticisms not as stumbling blocks but as stepping stones that will lead you to greater improvement.

3. Join a club.

If you want to get expert public speaking advice, consider joining a Toastmasters club or a similar organization in your area. With their skills and experience, you can benefit from the tips and tricks members and leaders can share with you in such a setting. Also, you would benefit a lot from watching those who've been speaking for years. Take note of what you learn and incorporate them with your

own style and personality as a speaker.

Be Persistent

This chapter's main point can be summed up in two words: practice pays!

So don't think of quitting as you encounter struggles along the way. Remember that long-time speakers are excellent in what they do because they've spent countless hours honing their craft. If you persist and practice as much as you can, you'll see the fruits of your labors. It may not be easy and it can seem a bit frustrating at times but try to imagine - what difference would it make if you practice the same speech for 5, 10, or up to 20 times?

Be warned, however, that there are no perfect speakers. And sometimes, the best way to enhance your abilities is to proceed with the task at hand regardless of your flaws. Paul Arden, advertising director and author of *Whatever You Think, Think the Opposite* wrote "Too many people spend too much time trying to perfect something before you actually do it. Instead of waiting for perfection, run with what you got, and fix it along the way."

Chapter 6: 3 Common Public Speaking Pitfalls (And How to Deal With Them)

Every novice speaker has some bad habits they need to get rid of. If you have signed up for a public speaking class, chances are you're already aware about things you need to do to improve. Your coaches can be a great help in helping you overcome some of your personal weaknesses as a speaker.

For this chapter, we will discuss some of the most common mistakes of newbie public speakers along with how you can solve these problems in case you have any of them.

Pitfall #1: Distracting mannerisms

Are you always adjusting your neck tie during your speech? Or perhaps touching your hair every 30 seconds? Are you playing around with your keys, perhaps in an attempt to shake off the nervousness away? Do you keep on licking your lips while speaking? While there is nothing inherently wrong with any of these things, they can be quite distracting if you're doing them all too often.

Solution: The video camera suggestion from chapter 5.

Watching yourself on screen will help you identify annoying gestures you may not immediately notice if you're using a mirror. Play the video several times to spot any mannerisms. Practice again and record another video, this time with a conscious effort to evade the same mistakes.

Pitfall #2: Too much fillers

Frequently saying “ah,” “um,” “okay,” “you know” and the likes is completely pointless. Even if you are quoting interesting statistics and other facts, it will still sound like you don't have any idea what you're talking about if your speech is filled with these fillers.

Solution: Ask a friend to count how many times you used a filler.

This can be done during practice and even during your actual speech. You'll be more mindful about avoiding these awful verbal habits if you know that someone's keeping track of them. You may even consider buying your friend a treat for every 10 times you mess up. You'll be surprised at how quick you can improve as you take this little challenge.

Pitfall #3: No stage movement

Staying fixed in the podium or one part of the stage is, without question, a terrible thing. Doing that limits your connection with your listeners. You also run the risk of boring the crowd. Besides, no one wants to stare at a stationary speaker for 45 minutes or an hour.

Solution: Stay in motion.

Move around the stage as you speak. Hand and arm gestures can be helpful in accentuating certain points. Whenever appropriate, consider moving closer to learners as you ask them questions and get their answers. People will be more attentive if you get a little nearer to them. To be effective, movements should be consistent with your personality and done in a natural way. Check out videos of your favorite speakers and watch how they do it.

Other common errors

Ignoring time limits, imitating the delivery of other speakers, reading the message verbatim, presenting too much information, rushing, and not ending the talk with a clear call to action are among the most common errors committed by some beginners. Watch out for these indicators and do your best to eliminate them from your presentations if you have any of them.

Conclusion

Congratulations for finishing this book. At this point, you have already learned a lot of practical public speaking tips.

The challenge for you now is to apply all these things and see the big difference. Of course, this book is not a magic formula. You will still fail in some areas as a public speaker but never give up! You can only get better as you continually practice and grab every opportunity to speak – even if you didn't like your last performance. Remember that a sword can only be sharp after going through a lot of fire and hammering!

One of the most inspiring Ralph Waldo Emerson quote teaches us that “That which we persist in doing becomes easier for us to do, not that the nature of the thing has changed but that our power to do has increased.”

To relate that with public speaking - your life will be different if you persevere and strive to master public speaking skills.

So if you keep at it, you will discover that, yes, it is possible to beat stage fear and, yes, you can reap all the benefits of being an eloquent speaker. You will look forward to speaking invitations and in turn, you will improve your

communication skills, make more sales, boost your self-confidence, feel more comfortable with other people, grow your career, persuade people better, and more.

You will finally be able to cure your stage-fright and indeed become the best public speaker for life.

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BONUS BOOKS

THE SECRETS TO MEMORY IMPROVEMENT

Boost you Memory and Improve your Thinking Skills

CLAIRE STRANBERG

Chapter 1: Fast Facts: Memory

Memory plays a very important role in being a human. It guides us along with our day to day activities. A simple image of who you are, what you do, where you live and who are your family are some of the essential things that one needs to remember to have a grasp of one's identity. Other examples such as how to cook dinner, how to drive a car, where did you place your apartment keys, what to buy in the grocery, what uniform to wear when you go to your job, are the things you need to recall to get by each day. These memories are made and stored in the several components of the brain.

Take for example love at first sight. First, there is the memory of the physical attributes such as the scent, the facial features, the sound of the voice, the touch of the hand of the person. These are encoded by the brain through translating the signals that the sensory organs send. Second, there's the memory of feeling your heart pound so fast which can be associated to the limbic system's (a part of your brain) ability to perceive emotions such as falling in love. In short, every part of the brain is responsible in making those memories that we cling on to. This physiological strategy of the brain ensures that comes a situation where the brain gets damaged, then at least some parts of the memories are still

perpetuated.

The memory making capability of the brain can be associated to the presence of its three major components, which are the cerebrum, cerebellum, and the brainstem. The cerebrum is composed of the left and the right hemisphere. The left hemisphere is thought to function for logic, sequence, numeracy, speech, and analysis, while the right side is responsible for spatial awareness, color, rhythm, imagination and dimension. The Cerebellum on one hand, receives information from the sensory organs, it also coordinates bodily activities, such as balance, speech, posture and coordination. The brainstem on the other hand, controls breathing, digestion and heart rate. It also connects the brain to the spinal cord that transmits signals to the other parts of the body. With these three parts coordinating with each other, memory and cognition is possible.

Memory storage on the other hand is done by the hippocampus, parahippocampal region and areas of the Cerebral cortex. Contrary to how people perceive memory storing as similar to compiling papers in folders, and folders in drawers, it is much complex than that. The mechanism as to how these valuable data are stored inside the brain is still being understood by researchers up until now, but a lot of about the types and forms of memories are already known.

Memory comes in different forms, one is the Long Term Memory, second is the Short Term Memory. As the names would connote, Long Term Memory on one hand refers to the memories that would be stored in a long while. This kind of memory exists because it is learned and remembered through repetition. It's incorporated in your day to day processes, like how to read a paragraph, your pertinent details, the things you prefer, the things that causes you stress and so on.

Short Term Memories on the other hand are those that you would only remember for a fragment of time, like a phrase you would read from a passage, the way this book appeals to you and the thought of the possible things you can pick up from reading more. Short term memory only lapses for a given period which is referred to as attention span. Short term memory serves the purpose of accomplishing a task

Other forms are called Declarative (Cognitive) and Non-declarative (Behavioral or Procedural) memory. Declarative memory refers to those facts, data and events that you learn consciously. Under declarative memory is Semantic Memory, which are the data and facts, and Episodic Memory, which are your

personal experiences in a particular setting. Non-declarative or procedural memory is the knowledge on how to execute a certain task. Each of these memories are either created in the Hippocampal region or the Cerebral Cortex.

Understanding how memory operates is a key knowledge you should learn to be able to fully comprehend on how to manage and improve it. In any problem, one must find the root cause before heading on to solving the consequences. Now that you have a grasp of what memory is, then you can now learn the ways on how to maintain and improve it.

Introduction

It's a brand new day, you wake up with a smile on your face and you start to prepare for your everyday work, you have presentation this morning. Then, as you fix your bed and grab your towel for a bath, you realize, the lights are all out. You remember just now that there is a scheduled power interruption in your area. It was announced yesterday but you forgot about it. After you quickly prepare because you are already running late for the presentation, you go out of the door and ride your car to work. When you came to your office, you realize you forgot your wallet, along with it was the flash drive that you have to use for the event. This situation is very frustrating, stressful and aggravating for sure.

Memory disorders are very common nowadays and these diseases can render someone incapable of living his or her life in a normal and convenient manner. Memory Slips, (such as that described above) Alcohol Related Dementia, Alzheimer's Disease, Mental Block, Vascular Dementia, Post-Traumatic Stress Memory Loss and Amnesia are the most common types. These occur widespread across the globe, and although it is more common to elders, these could also develop earlier in life or due to an accident that causes damage to the brain. It can also develop through loss of practice and maintenance of one's mental health. More commonly, Loss of memory, particularly of short term memory

(what is the first line of this sentence? or what is the book title?) at a very constant rate, and sometimes it can cause problems.

Memory don't just account to your first kiss, or how you look like on the day of your wedding, or how your first job was like. It operates in much broader scale, affecting every single aspect of your life, from your daily routine, to the food you eat, to the things you should avoid to do, to the things you like, and things you hate. The list goes on and on dear reader. It's hard to forget, but sometimes, there are people who find it hardest to remember. Surely you don't want to end up like that.

By now you have already established to yourselves the importance of boosting and improving your memory and cognition. This book will discuss everything there is to know about memory, how it's made, where it's made, and the ways to improve and sharpen your memory. This book aims to educate people about useful tips on memory enhancement that you can try out on your own. These tips would be very beneficial no matter what age group you are in.

Chapter 2: Getting a Good Sleep

Sleep is found to be closely related to memory and cognition. Although research and data that would be used to assume how these relationships operate, there are still no concrete evidence on how it is really related to improving memory.

It is just suggested that it operates in two ways. One is that sleep affects focus and second is through consolidating memories. These two factors operate hand in hand because without focus, one cannot learn efficiently, and if you don't learn anything, then there is nothing that you can associate to your existing memory. Memory sharpens through our effort to integrate new things to the old things we know. Constant practice would help us hone our memory.

According to Harvard Medical School in Sleep Medicine, learning and memory are can be described through, Acquisition, Consolidation and Recall. Acquisition refers to acquiring of new information. Consolidation as the word suggests refers to when the brain is able to stabilize the memory acquired. Recall refers to the review of all the information learned and integrated throughout (whether consciously or unconsciously) the process, furthermore, Harvard extends that the

first two function, which are the Acquisition and Consolidation happens when a person is awake, but Consolidation happens when the person is asleep. Thus, it is very important to get ample rest every single day to make sure that the memory acquired will be consolidated properly.

Now that you know how important sleep is then it can really be a major disappointment for all you people who like pulling up all-nighters to realize that depriving yourself of sleep (which you only probably do to cram for an exam or finish a paperwork) may cause long term problems for you. Take note, the information that you also acquire during this period would only be filed under the Short Term Memory drawer and will soon be erased as soon as you're finish with whatever your goal is.

Everybody knows how important sleeping is. We all feel good and recharged after a good long sleep. It calms our nerves, and helps us to focus better. Aside from the important role it plays in memory formation and consolidation remember that it is also a very essential physiological need of your body to function efficiently.

Too frequent Sleep deprivation may not only cause disruption in memory and

cognition processes, but it could also pave way to the early onset or worsening of diabetes and hypertension, which today are the most fatal diseases worldwide. You don't only increase your susceptibility for these diseases, but you could also risk yourself to memory loss.

On one hand, Diabetes, according to Diabetes.co.uk, an online based community for diabetes, is correlated with Memory Loss. The brain operates through the use of glucose, a sugar that is poorly controlled by the body when a person has diabetes. A person may suffer from Hyperglycemia (High Blood Sugar) or Hypoglycemia (Low Blood Sugar), and either way these can cause problems in brain functioning.

Hypertension on the other hand has also the potential to cause severe memory loss. The patient may suffer mini strokes or strokes that may cut off blood supply of the brain. Just like any other organ, the brain needs blood to operate, as the blood serves as the vessel of nutrients, oxygen. It also serves as the fluid that carries away waste material such as carbon dioxide. Without blood, parts of the brain may die and be rendered useless.

Lack of sleep may also cause poor judgment and assessment of situations.

Because you lack focus when you are sleep deprived your neurons are over worked, this may result to poor coordination of your movements and your brain's command.

A good sleep can be characterized by at least 7-8 hours of rest. This would give you time to cool down your neurons that have been firing signals non-stop and shifting their attention to memory consolidation instead. Not only do you improve your learning and memory, but you also avoid risks of contracting fatal diseases and help your body repair damage by cell growth and proliferation.

Chapter 3: Exercise and Your Brain's Health

Your body is like a machine, you need to maintain it, make sure that you provide all the necessary gears to keep it working, supply it with ample fuel, and tune it up every once in a while. Other than sleep (which helps provide the necessary gears for your body), eating (serves to fuel your body and yes, this will be discussed in the proceeding chapter) it is very important to for you to do exercise to tune your body up.

Exercise is very good for the body. It can lower your chances of contracting diseases such as diabetes and hypertension. It can also aide in the release of Growth Factor Hormones which are used by the body to stimulate cell growth and proliferation. No matter what age you are, it is highly advised to burn up some calories, flex your muscles and exert strength and effort to tune up your body once in a while.

Interestingly, exercise is seen to help aging people retain their memory more, according to Dr. John Ratey, an associate clinical professor of psychiatry at

Harvard Medical School, "When you exercise and move around, you are using more brain cells,". He further explained that exercise releases Brain Derived Neurotrophic Factor (BDNF), a substance that the brain alone can produce. This chemical helps in improving the connection between your nervous system circuits, thus helping aging people's cognition and memory formation capability to improve.

Furthermore, a research conducted by the University of Texas further validates this claim as it shows that Aerobic exercise like running, cycling, brisk walking, and swimming can help slow down the aging process of the brain, thus helping old people retain their memories.

The results of these researches can also be true for people who are in their young years. Invest a little time for exercise, and you invest your on your memory's future. According to Harvard School of Medicine, you should at least spend 120 minutes a week for an aerobic exercise that is about less than 20 minutes per day! Do you see what your spare time can contribute to your health?

Chapter 4: Brain Food Diet

As mentioned in the latter chapter, your body needs fuel to operate. This fuel comes in the form of ATP, the energy currency that is derived from the food that you eat. Your body needs a constant supply of this substance as it fuels every single activity, from the beating you heart, to the digesting of your food, to the growing of new cells.

There are also foods that can be very beneficial specifically to the brain, and these are listed below along with their acclaimed positive effects to the brain.

1. Oily Fish

Fish such as Salmon, Sardines, and Mackerel contain Fatty Acids that the body cannot produce. An example of which are Omega 3 and DHA. These Essential Fatty Acids (EFAs) helps improve brain function.

2. Tomatoes

Tomatoes are very popular among Naturopathic Medicine as a part of the diet of people who have cancer as it has shown antioxidative property. It is also incorporated by diet conscious people in their salads as a part of their regimen. This fruit contains Lycopene, an antioxidant that helps counter the effect of free radicals that may cause development of Dementia.

Free radicals are atoms or groups of atoms made of oxygen coupled with other molecules. These molecules create a chain reaction and they can do a lot of damage inside the body. These can interact with the components of DNA and cause mutations of cells. Cells may function poorly or die if this occurs. Free radicals are the cause of aging, cancer and early onset of Dementia and Memory loss. The mechanism of which can be countered by any antioxidant, like Vitamin E, Lycopene, and Caffeine.

3.Green Leafy Veggies

Spinach is rich in Vitamin E. Vitamin E is another very popular antioxidant that helps decrease the effects of free radicals.

One cup of raw spinach can provide you with 15 percent and half a cup will give you about 25 percent of the body's RDA for this Vitamin. Another green veggie

is the Broccoli which contains a good dose of Vitamin K, an important vitamin that plays a role in enhancing memory. Both of these vegetable contains Folate, a substance that helps prevent death of nerve cells by lowering down the levels of homocysteine, an amino acid in the blood.

4. Nuts

Nuts are very rich in Vitamin E. There are a lot of nuts that you can choose from.

Almonds, according to a study, improve memory and lower blood cholesterol levels. It is also seen to help maintain the levels of Acetylcholine, a neurotransmitter. Low levels of this neurotransmitter may result to the development of dementia such as the Alzheimer's disease.

Walnuts are already proven to lessen degenerative protein in the brain, and it helps improve the antioxidative and anti-inflammatory of the brain.

Peanuts are also very popular as a brain food. Although it contains fats, this type of fat is good for the body as it helps lower down blood cholesterol which could

help decrease your risk of having hypertension.

Cashews also make it to the list. It is rich in Iron and Zinc, which are micronutrients that help boost memory and improve immune system. This nut also contains Magnesium which is used to protect the brain against memory loss and calms the nerves.

Pistachios are also good for your brain and your nervous system as these are rich in potassium. It is also very rich in gamma-tocopherol a powerful form of vitamin E.

5. Pumpkin Seeds

These contain omega 3 and omega 6, which are as mentioned earlier, essential fatty acids that the body cannot produce. Omega 3 has a very famous reputation for boosting memory and cognition. Like Cashews, it also contains magnesium and zinc.

6. Avocado

This fruit contains mono-saturated fats which can help improve blood flow. Remember in the earlier chapter how important blood is to the brain? This can benefit your brain through ensuring that healthy blood flow. Other than that, this fruit can also be effective to lower blood pressure thus averts the possibility of developing Hypertension.

7. Tea

Drinking two to three cups of freshly brewed tea (which contains caffeine) can help improve cognition, calm mood, and enhance focus. It can also bring about good blood flow.

Chapter 5: Sharpen Memory by Practice

Develop your own strategy. Practice makes perfect as the good old saying goes. Imagine your neurons as cables that send in signals from your brain to your senses, and vice versa. Use them. They are present in your body for a reason and that is to convey message.

Also, be efficient, organize your thoughts. Imagine if you cram in everything in an office, jamming paper into one corner, then the others into another, that would be pure chaos and at the end of the day, things will just pile up and you would need to dig into those stash of things if you need to get anything important. This is how your brain would work if you cram things, you will get tired of trying to retrieve whatever information you need if you don't organize things in your head.

Sometimes, a certain routine would only work for a majority group. It doesn't mean that what's true to you will be true for everyone. Here are some tips you could freely choose from to apply to yourself.

1. Develop your integration skills

We tend to remember easily when we associate things. Once you successfully associate, it will take you less effort to cram in to your head all the things you want to learn. Say for example, you're a student who has an exam about anatomy and physiology and biochemistry and for one day. You tend to panic, thinking of how to review about all these two subjects without mixing them up in your head. The secret here is to look at the things that are similar to all these subjects.

Both are equally hard, yes? All have equally confusing terms, yes? Do they have anything else in common aside from these first two things? Like, what processes in the topics for Biochemistry are related to the topics for the Anatomy and Physiology? What are the terms that apply to both of the topics? If you can't see the connection at once, try to be more creative, and forge one. It's all in the way how you see things.

Remember that every single thing in this planet is connected to each other one way or another. You to people around you, you to the place you live in, you to the daily hassles of your life and so on. It's our responsibility to somehow get

that whole picture that you and me are a tiny speck of dust, and at one point in time, the things we do, the things we hate will eventually have connection. Ergo, you must learn to appreciate how to integrate and relate things because that's how the world operates anyway.

2. Review the things you already know

If you are thinking that this is just applicable to students cramming their test, then think again. Recalling what we already know is essential. Like what was the food you ate for breakfast? When you answer this question, you can eventually plan on eating probably an entirely new meal for lunch or probably continue with what you left off from the first meal. Other examples would be, what was the plate number of that bus which cut through the traffic and almost got your car swerve on the railings? Or what was your kid's request for her birthday?

Our ability to recall enables us to map out what we should do next. It also helps us assess whether or not we are making progress. Remember that the more you review information inside your head, the more it sticks and becomes stored as a long term memory.

3. Always use your head

Remember how convoluted the brain is, and how each area in the brain is responsible for all the activities you do in life? Well, keep that in mind because you need to keep on exercising an activity like writing, reading, walking, talking or cooking once in a while because if not, the area in the brain in charge of that activity will shrink over time and if the activity or the thought is no longer exercised then the brain would eventually be forgotten. Similarly, this is what happens to people who have brain injuries. Parts of their brain get damaged, so some of their capabilities are then incapacitated as well.

It's great to think. The more you use your brain, the greater chances of avoiding your risk of memory loss. Just imagine the neurons as gears in your head. If you don't fire signals for them to turn and operate, then they would rust overtime and they would eventually be of no use.

4. Develop your own Mnemonics

It is very useful as well to create your own ways of remembering things. Do you remember what your teachers taught you to remember the correct order of the planets of the solar system? My Very Eager Mother Just Served Us Nine Pizzas.

How about in remembering the taxa in biology?

Dear King Philip Come Over For Good Spaghetti.

Be creative and learn how make mnemonic devices that will work for you. You can also use music to memorize things. It would really help since songs are easy to remember.

5. Share what you know to others

Research shows that teaching others what you know is an excellent way of recalling. It not only helps you inform people, but you also review these things inside your head over and over until it becomes a steady form of memory. Also when you share to other what you know, they tend to give you some of their own insights, thus further helps you integrate and broaden what you already have in mind.

Chapter 6: It never hurts to have social life

There goes that old saying, No man is an island. We can never live alone. Humans are highly social and study shows that a great support system and strong relationships can also contribute not only to the betterment of a person's emotional and psychological well-being of a person but also of his or her mental aspect. In a study conducted by Harvard's School of Medicine, it was shown that people with active social lives are less prone to degeneration of memory.

In a study published in the *American Journal of Public Health*, 2,249 old California women were subjected to test to find out whether or not maintaining a broad social network have an effect to improving memory and reducing the risk of developing diseases such as dementia. The results turned out positive. This can be attributed to the fact that socialization has the potential to ward off depression and stress, by shifting one's attention to having fun, developing conversations and sharing one's problems to close people. Establishing a healthy relationship to avoid stress is a key factor that could affect a person's mental health.

It is also said in studies that being around people who make you laugh and happy also helps cognition and memory enhancement. The explanation as to how this phenomenon occurs is still researched up until now. But it is clear that having fun once in a while can help you release tension and clears your head to help you avert your attention to more important things. In this way, your focus is sharpened, and your memory acquisition is stronger.

Chapter 7: Laughter is the best medicine

Laughing literally is the best medicine. One of the many benefits of which is that it reduces the levels of these stress related hormones by 35 percent. The most common of which are cortisol and epinephrine. When you get stressed, (whether physically or emotionally) the aforementioned hormones shoots up, in result, suppresses your immune system. This makes you more susceptible to infections and diseases. According to past research, stress can severely affect the memory of an elderly person because of the release of cortisol, the stress hormone that can cause damage to the neurons. Having a good laugh can release the tension, and lower down the levels of these hormones, thus calming your nerves and helping you focus more.

Furthermore Laughing also stimulates circulation by 22 percent. Laughter has the ability to stabilize blood pressure and increase vascular blood flow. Circulation is a very important process to ensure that organs, such as the brain would function more efficiently by supplying them with blood.

It can also trigger the release of endorphins, your body's natural pain killer. The

release of such hormone can also help in the release of dopamine, which is the feel good hormone.

Laughing also is a very complex activity as it involves the use of multiple regions in the brain. Comprehending through jokes also help exercise your thinking skills thus contribute to the cognitive improvement of your brain.

Conclusion

Thank you again for downloading this book!

I hope this book was able to help you to Boost your Memory and Improve your Thinking Skills

Once you know what you want, and you know how to achieve it, you can easily get to your goal. It's just a matter of a proper mindset.

This book has informed you of all there is to know on how to boost your memory. From the Fast Facts about Memory, to the Brain Food Diet, to the Laughter is the Best Medicine, the Benefits of Socializing, the Mental and Physical Exercises, and the effects of Good Sleep.

Actually, the things mentioned here are no secret to anyone. These are just ordinary and basic things you need to know. The only difference is that, this book only helped you be reminded of these little things that YOU tend to forget to do and added in a few things that you guys probably don't know until now.

It's all in the effort of remembering that you enhance and boost your memory and cognition. Always put that into mind, and you will be able to boost your memory in no time.

Finally, if you enjoyed this book, then I'd like to ask you for a favor, would you be kind enough to leave a review for this book on Amazon? It'd be greatly appreciated!

q

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BONUS BOOKS

THE ULTIMATE GUIDE TO SPEED-READING

How to Read Fast and Learn Quick

CLAIRE STRANBERG

Introduction

As children, we were taught to discern words and say them out loud until we become fluent oral readers. After the third grade, reading education stops. The goal shifts from learning to read to reading to learn.

Beyond third grade, oral reading is no longer sufficient. We enter an academic world wherein almost every aspect involves reading. Unless we continue to enhance our reading skills, we are by default slow readers lacking the necessary reading skills to achieve academic success.

Most of us, regardless of age, don't know any other way to read besides what we were taught in the third grade. The problem is that as human beings, we are hardwired to cling to old ways of doing things. If we don't learn new techniques to read faster, we are basically reading like a third grader.

You might be thinking, "But, my reading speed has doubled since the third grade." That's for sure. Years in school has given you lots of reading practice and exposed you to a wide range of vocabulary so you recognize words easily. But that does not necessarily mean you're prepared for college reading.

If you're a typical reader, you are likely to employ at least one of the following

methods of reading:

read one word at a time moving your eyes across the page from left to right
sound the words in your head as you read each word
slow down or halt when you
come across an unfamiliar word

These methods work for beginning readers but are not conducive for adult reading. The thing to realize is that you are actually capable of going beyond your current speed as a reader by adopting a few speed reading techniques. You only need to train yourself.

The following skills are the basic goals of speed reading:

read several words in a single glance

read without saying the words in your head
derive meaning from the text in
minimum time

What this E-book is about

This e-book serves as an introduction to speed reading for beginners. It aims to acquaint you with essential speed reading concepts and principles and arm you with specific speed building exercises to jumpstart your speed reading training.

This book does not issue a specific “words per minute” claim. The ultimate goal

of speed reading is to help you derive meaning from a text efficiently, not so much about reading an incredible amount of words in a particular span of time. Without comprehension, reading thousands of words a minute is useless.

That said, it's going to benefit you greatly if you adopt a holistic approach to reading while employing speed reading techniques. It means significantly reducing reading time and at the same time understanding and remembering what you read.

Speed reading is also about being able to determine specific strategies to use for various types of reading. Let's just say your purpose is speed reading for better grades. If you're only going to look at the words on a page fly by at a rapid rate without letting them stick, what's the point of reading or studying?

To be blunt speed reading is probably not going to work for you if you don't develop comprehension skills together with increasing your speed.

This book is intended for helping you maximize your potential to read and learn faster. The goal is to be able to train yourself to read faster while maintaining comprehension.

How this Book is structured

The first part – chapters 1 to 3 – focuses on the mechanics of speed reading and how to acquire speed reading techniques.

Chapter 1 examines some prevalent myths surrounding speed reading and demonstrates how these myths can become a hindrance to developing a speed reader mindset. It also talks about the many benefits you can gain from learning and practicing to read faster.

Chapter 2 investigates three bad reading habits that readers usually bring into reading – fixation, subvocalization and regression – and then shows effective ways to reverse these habits.

Chapter 3 is all about preparing you to make the transition to speed reading. It offers a few steps you can take to become a faster and smarter reader.

The second part – chapters 3 and 4 – deals with the comprehension part of speed reading.

Chapter 4 looks into how to efficiently extract meaning from reading materials and how to improve concentration in the process.

Chapter 5 talks about how to become an efficient reader by being actively engaged in the material.

Chapter 1: Misconceptions about Speed Reading

You might have heard skeptics claim that speed reading is a hoax. Well, it's a hoax if you expect speed reading to serve as a magic pill to solve all your academic problems. Otherwise, it's a learnable skill that will benefit you immensely if you wish to make the most of your innate ability to read fast and process information quickly.

To understand more clearly the nature of speed reading and realize realistic goals, it pays to clear some of the most common misconceptions that surround it.

Here's a list of speed reading myths that we need to distance ourselves from:

1. Comprehension requires slow reading

On the contrary, speed reading actually improves comprehension. One of the most important speed reading skills to develop is reading in context which is accomplished when you read meaningful phrases not individual words.

It's a conventional belief that to be able to have a solid understanding of what you read, you need to take your time. This is not necessarily the case. As a matter of fact, reading slowly is usually a sign of poor concentration. Without focus, comprehension is sacrificed.

Slow reading gives a lot of room for your mind to wander, whereas speed reading involves reading aggressively with a high level of focus because you want to be alert for ideas while you increase your reading pace.

Flexibility is part of being a speed reader; that means being able to adjust your pace as needed. For instance, you may need to slow down when you're reading highly technical text, but when you're reading about a subject that you're familiar with, you can read faster. This strategy works for optimizing your comprehension.

2. Speed reading involves skipping words

Speed readers don't skip words at all. They just know that some words are not meant to pay much attention to. Instead, they read groups of words in a single glance. The brain can easily decode the message of the text without having to spend time on each word on the page. What speed reading entails is reading for ideas not for words.

The belief that every single word should be processed to understand what we read is erroneous. Many of the words exist only for sentence structure but are unimportant in themselves. Getting caught in each word not only slows you down but also hampers your comprehension.

3. Speed reading is skimming

Those who equate speed reading with skimming are missing the point. Skimming can be a useful strategy for finding the most information in the least amount of time but if you use this technique for every reading material, you are not actually training yourself to read faster. A good speed reader is able to deduce when best to skim, scan or read intensively.

Whether you're reading normally or speed reading, skimming can be useful depending on the required reading task. For example, when you want to get a general idea of what the text is about, skimming suits your purpose. However, if you're reading with the aim of absorbing information intensively, then skimming is not a good idea.

4. Speed reading takes the pleasure out of reading

This misinformation probably arises from the myth that speed reading is skimming. To reiterate, reading fast doesn't mean missing important points from the material. If you're reading a good quality fiction, there's no reason that speed reading should detract pleasure from your reading. After all, with so many good books available for your enjoyment, isn't being able to experience more books sounds like a great idea?

The thing to keep in mind is that reading speed should always be a choice. One of the benefits you can derive from being able to acquire speed reading skills is that you can modulate your speed based on what you personally want from the material. If you want to read slowly to savor your favorite author's carefully

crafted sentences, go ahead and enjoy. If you're excited to know what happens next, wouldn't it be nice to have the speed reading skills to cover the whole story faster?

Positive Side-Effects of Speed Reading

Speed reading not only allows you to finish your favorite book faster, absorb tons of information in a shorter period of time, perform better in school or be more efficient at work, but also contributes immensely in sharpening your brain functions.

Here's a list of the by-products of speed reading that will hopefully motivate you to stretch your reading ability a bit further:

1. Speed reading helps build concentration.

Speed reading by nature requires forceful sustained concentration and the ability to fence off any distraction. So as you increase your speed, you sharpen your concentration and ultimately develop discipline.

2. Speed reading improves memory.

Any new skill or activity practiced diligently challenges your brains to perform at a higher level. Like any other muscle, constantly training your brain to absorb information faster increases its power. Speed reading is an effective mental training to retain more information in your memory bank.

3. Speed reading sharpens your logical thinking and problem solving-skills.

The faster you read, the more you train your brain to efficiently sort out new information and find correlations to what you already know. You'll become better at arranging all ideas, facts and conclusions in a logical manner which results to being able to find solutions to various problems.

4. Speed reading can reduce stress

Engaging in a task that requires concentration keeps you away from brooding

thoughts that threaten your emotional well-being. So when you find yourself in a cycle of distressing thoughts, get a book and read at a fast pace. A few minutes is sometimes enough for your mood to recover.

5. Speed reading opens doors of opportunities

Enhanced brain power extends to other areas in your life. As you develop more focus and discipline and see more deeply, you'll be amazed at how you are able to shift your awareness to recognize more options available for you.

It's time to ditch the myths to enjoy the benefits. In many ways, it's not only what you achieve through speed reading that's important but who you become in terms of your confidence, discipline and productivity as a result of learning this new skill.

Chapter 2: Poor Reading Habits and How to Break Them

Improved reading speed almost always results from getting rid of poor reading habits. Most of the strategies we learned as a child are not suited to the world of adult reading. To become well-adjusted readers, we need to reflect on the skills we bring into reading, acknowledge what we might be doing wrong and employ effective strategies to better our success as a reader.

The first step you need to take is making reading a part of your day-to-day routine. Good reading habits won't exist if reading is not a normal daily activity to begin with. Establishing discipline paves the way for more efficient ways of reading.

Most adult readers read only at the rate of speech production – about 350 words per minute or less. This speed can be doubled by eliminating the 3 most common habits that slow down reading: too much eye fixation, vocalization and regression. Don't worry, these big words are not intended to put you off. This chapter is dedicated to explaining each of these 3 habits and providing tips on how to overcome them.

Vocalization

Vocalization, also known as silent speech, is the process of sounding out words in your head as you read. The reason this is not helpful is that you can understand a word faster than you can say it. If you say the words while you read, either in your mouth, throat or in your head, you can only read as fast as you can talk.

When you vocalize, your comprehension is affected. This is because while you're trying to comprehend what you're reading, you are also focused in pronouncing the words. The goal is to vocalize as little as possible. Overcoming this habit alone can increase your speed considerably.

Vocalization also interferes with your skill in using context clues to comprehend the reading material. Speed readers who can read an entire sentence in a glance or two are quick to find context clues resulting in faster comprehension. On the other hand, readers who vocalize tend to read word by word, which in turn limits their ability to comprehend through context clues.

To break this habit, you need to turn off the sound in your head. The key is to disengage your lips, your ears and your throat when you read and only employ your eyes and your mind. You have to make a conscious effort to silence your

inner voice. You also need to practice reading ideas not individual words.

Fixation

Fixation is the phase where your eyes settle on an image and transmit that image to your brain. With each fixation, your eyes “fix” on a word or group of words after another. Eye fixations are pauses. Imagine how much it will slow you down if you fixate on every word when reading a lengthy book. It’s tedious! Moreover, excess eye fixations tend to allow the mind to wander which affects comprehension. This habit is likely to compel you to reread passages already read.

To achieve fewer fixations, widening your vision span will be useful. This way, you can process more words in a glance. This also improves your comprehension because phrases convey more meaning than individual words. Taking in whole groups of words at each fixation is the foundation of all reading techniques.

Another way to reduce fixations is expanding your vocabulary. Notice that when you read a topic you are familiar with, you read faster with fewer eye fixations. The larger your vocabulary is, the more words you recognize when you read and

the lesser you need to pause. It also decreases the likelihood of getting stuck in an unfamiliar word.

Regression

Regression occurs when the eyes skip back to passages you've already read. Not only is this time consuming but it also disrupts the flow of reading. Being compelled to reread is usually a result of poor comprehension and lack of focus.

Make it a habit to reread only to clarify something or to correct a first impression. This requires improving your concentration and breaking the first 2 habits. If you feel compelled to regress, resist the urge by forcing yourself to forge ahead in your reading.

Chapter 3: Making the Shift to Speed Reading

Just like any other skill, learning to speed read involves a great deal of discomfort due to the human mind's strong tendency to resist change. An unprepared learner can easily give up. Although you might start out being excited about the anticipated benefits of speed reading, you might get frustrated along the way.

What you need to get started is to adopt a speed reader mindset. This requires rewiring your brain and learning new reading techniques that are radically different from the way you've been reading for many years. You have to embrace awkwardness and continue practicing until old inefficient habits are replaced with new good reading habits.

Here are some strategies to help accelerate your reading speed

1. Use a Reading Pacer

Using your finger or your pen as a pointer is recommended to assist you in your transition to speed reading. One of the reasons why readers seem to find it hard to stay focused is that their eyes jump around the page. Using a pacer allows you

to read more smoothly, thus avoiding unnecessary regressions, fixations and wandering.

Slide your pacer under the words while you concentrate on reading. Let it control the movements and speed of your eyes. Practice finding a point in the middle of a phrase or a word group using your pacer so that you perceive this entire word group in one fixation.

Apply this technique every time you read until you reach your desired speed. When you get used to the new speed, you may do away with the pacer. However, there's nothing stopping you if you want to use this tool forever.

2. Expand Your Eye Span

Taking in chunks of words in one glance reduces the number of eye fixations. To accomplish this, it pays to widen your peripheral vision - what you see on the side of your eyes when looking straight ahead. The wider your vision span is, the more you will be able to see the words that appear to the left and right as well as above and below your central area of focus.

The key to expanding your peripheral vision is exercising your eye muscles. Exercise helps your eyes gain strength and flexibility to sustain your reading speed. The more flexible your eye muscles are, the more you can stretch your reading vision.

Here's an exercise to try:

Focus your vision straight ahead while sitting or standing. Keeping your head still, try to discern the objects outside your primary focus. Begin by trying to recognize the objects to your right. Now try to discern the objects to your left. Continue switching from right to left and left to right while keeping your head still and facing straight ahead. After some practice, you should be able to discern more detail with less effort. Do the same exercise for your up and down peripheral vision.

Although a wider eye span can help you capture more words in a glance, you don't want to get too concerned over the technical aspects of the eyes. Increasing reading vision appears to get so much emphasis in many speed reading

programs. The problem with paying so much attention to eye span is that it tends to take your focus away from the meaning of the text. Remember that speed reading is not so much about how many words you can see as how efficient you are in searching out meaning from the text.

3. Push yourself to read faster

The best way to practice reading quickly is when you read for pleasure. Every time you get the chance, pick a book you are actually interested to read. Force yourself to read faster than comfortable. It's easier to absorb the material if it's something you want to read. This way, you can focus on making a conscious effort to increase your pace until your desired speed becomes your new normal.

Chapter 4: Reading for Meaning

When you encounter the warning sign STOP, do you bother to think of the four letters that make up the word? You probably register the meaning right away without hearing the sound in your head. You automatically make a connection to what the sign conveys.

We only need to extend this principle to reading a selection. Perhaps the most effective way to read faster, develop concentration and enhance comprehension is to focus on the meaning of the material. This is a powerful tool to get away from the habits of vocalization, fixation and regression.

By paying attention to meaning, you enhance your ability to decode unfamiliar words based on context. What's more, you won't be compelled to regress and you'll likely find yourself moving forward until the entire text is read.

Reading thought units

Thought units are often strings of words that can be understood at a glance.

Single words, when taken alone, are usually meaningless while thought units represent a picture or a concept that you can create in your mind. When you train yourself to read thought units rather than single words, you can easily form mental pictures in your mind and absorb information faster.

Take this sentence as an example:

The most important part of speech preparation is considering your audience and what they want from you.

Notice that each word is meaningless on its own. To demonstrate how much easier we can process information by internalizing meaningful phrases instead of individual words, let's divide the sentence into thought units:

The most important part of speech preparation is considering your audience and what they want from you

Now apply the same principle in reading paragraphs. Identifying the basic units of thoughts in a selection involves looking for blueprints that will help you discover how the message is being sent.

For example, if the selection begins by indicating that there are 6 steps of speech

preparation, you are alert to look for 6 key phrases to mark and remember. In the same way, if a chronological style is suggested, you will anticipate taking note of sequence of events.

With practice, you'll notice your reading comprehension and speed gradually improve.

Silent Reading

As a beginning speed reader, you might need to take on additional conscious effort to silence your inner reading voice. Without the additional burden of pronouncing the words in your head, you can concentrate on understanding content. Reading for meaning takes your focus away from sounding the words and concentrate on concepts and ideas.

Silent reading goes hand in hand with concentration. Do not multitask. Cue yourself to return to the text when your mind is distracted or starts daydreaming. Start by giving your 100% focus on short, uninterrupted reading sessions and gradually lengthen the time until you can read for hours with increased and sustained concentration.

Don't be discouraged if silent reading does not come naturally for you the first few times you try. Your brain naturally resists spending extra energy. Stick with

your practice until your brain is rewired to this new way of reading.

Chapter 5: Advancing Your Speed Reading Skills

So far, we've been focused on the mechanical aspect of speed reading. Speed reading doesn't end with mastering eye movements, silent reading and the other techniques discussed in the previous chapters. It's time to advance to the next level of speed reading – transforming how you read by enhancing your comprehension.

Successful speed reading means using both the eyes and the brain together well. If your mind is not actively responding while applying speed reading techniques, then you have to train your mind to respond as fast as you can read. Once you're comfortable with the mechanical skills, monitor your comprehension in a purposeful manner.

For a more efficient reading and studying time, approach reading with a clear purpose in mind so that you can tailor your strategies to different types of reading material.

Flex your reading rate

Each type of reading demands a different rate. An interesting novel is obviously a quicker read than a scientific journal. One amazing thing about being a speed reader is that you can switch gears to suit the type of reading required. Being able to read at varying rates is especially important for students because they are often required to read different types of texts for various purposes.

When you read a required reading material that you are likely to be tested on, read thoroughly. If your goal is to get important concepts out of a textbook, skim through the material. If you are looking for information, scan the page. When reading an assignment within your area of expertise, read faster.

Be an Active Learner

Active reading is being responsive to the material being read. As an active reader, you read the material with the determination to understand, evaluate and interpret the material. On the contrary passive reading is simply reading to get through the material with the assumption that the information will be transmitted to the brain automatically.

Passive reading is fine if you're reading for pleasure, but if you have a specific goal such as getting good grades, passing the test, preparing for a presentation or understanding the text better, you need to be interactive when you read.

When you read for entertainment, you tend to remember only the points that interest you. When you learn for an assignment, you are reading to absorb information, thus you need to focus on what you need to learn from your reading session.

Instead of letting the author do the thinking for you, you make your own inferences, determine the material's relevance, make a connection to what you already know, compare the information with other materials already read and summarize the main ideas presented.

As an active reader, you might occasionally have to pause and internalize what you're reading. Pausing may not sound as a speed reading technique but in the long run, increased comprehension and retention on the first read reduces your time and fulfills your goal in reading.

Conclusion

Becoming skilled at speed reading takes time, energy and effort but it's totally worth the trouble if you're committed to becoming an efficient, goal oriented and strategic reader. It's not a question about whether speed reading works. Rather, it's a matter of making speed reading work for you. It's your choice.

Speed reading is not only about doubling or tripling your normal speed but more importantly, it's about transforming how you read. This progress is realized by undergoing 3 important stages:

1. Fixing how you read.

It always starts with knowing what you're doing wrong and learning how to do it differently. The importance of cultivating the right reading habits can't be stretched enough. To ensure your success as a speed reader, begin by developing the habit of reading without hearing the sound of the words in your head.

2. Reading more efficiently

Efficient reading happens when your mind is as engaged as your eyes while reading. It's about searching for meaning from the text without spending too much time in the process. One of the best ways to achieve this is by focusing on units of thought not individual words

3. Becoming an active and strategic reader

The ability to know how to read different kinds of text and interact with the material goes above and beyond the mechanical process of reading. When you're able to determine and use a strategy automatically to accomplish your purpose in reading, you're success as a speed reader is almost a certainty.

We've covered the basics. You now have a blueprint to continue building and sharpening your reading proficiency. It's important to make your speed reading skills permanent. Without constant practice, your speed reading skills can wear off.

Speed reading is often just a matter of habit. Read more often and continue to refine your skills. From time to time, you might need to check your progress to make sure that you are continuously improving. Keep in mind that you are capable of taking your speed reading skills to new heights of success.

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