

# **FREEDOM 28**

**A WORKBOOK ON BECOMING MORE  
ORGANIZED**

**28 DAYS  
TO  
AN UNCLUTTERED LIFE**

**Self-empowerment begins when one  
accepts that everything that happens is as  
a result of choices we made**

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# INTRODUCTION



## A Workbook On Getting Organized

BY  
THE MASTER OF THE MESS  
DAN WHITE

BIG C. LITTLE C. WHAT BEGINS WITH C? CONFUSION, CHAOS AND  
CLUTTER!!  
CLUTTER WITH A CAPITAL "C"

Is your desk a mess? Your home a disaster? Or your car a litter bin? Do you have piles of files all over your desk to remind you of things to do, and are you swamped with phone messages and "to do" lists? Are you frustrated, fractured, and flustered?.....

Are you a Clutter **Bug?**

If you are a clutter bug, this is your opportunity to spend 28 days with Dan White's guide to an uncluttered life forever.

...

"He who every morning plans the transactions of the day and follows out that plan, carries a thread that will guide him through the maze of the most busy life. But where no plan is laid, where the disposal of time is surrendered merely to the chance of incidence, chaos will soon reign."

VICTOR HUGO

## About the Author

Dan White is a professional speaker, trainer and consultant, with extensive business and training experience. Dan teaches professional development skills for individuals, corporations, small business, and educational institutions. When it comes to clutter, Dan takes a human relations, emotional approach to solving its challenges. The point made is if clutter could be handled logically, there would not be any Clutter Bugs. They would just throw away everything they don't need.

Dan's approach to self-improvement attracts considerable media attention because of his human nature approach to learning. This is particularly evident in his role as "MASTER OF THE MESS" or "THE KING OF CLUTTER". He has been featured as a radio and TV guest on numerous programs such as the Dini Petty Show, CFTO Eye on Toronto, Channel 11 New Attitudes, CBC Radio Noon, CBC 5:30 Live, Cable 10 Time For Business, CFRB the John Stoll Show, CIUT Well Street Journal, Fan 1430, etc. Dan has also been featured in numerous publications across the country.

Many individuals and companies use Dan's services to get their homes and business in order. Whether it's time management, organization, or how to organize your basement, Dan makes a positive difference.

Dan White's experiences include being a Dale Carnegie Associate, and Accomplished Toastmaster. Dan has a strong business background, is a consultant in industry, and has held senior positions in a number of significant companies. He was involved in an advisory capacity to Education in Ontario for over 12 years, is the originator of the "Earth Skills Course" and is President of Tax Audit Solutions.

If you are looking for ways to either put your "Home or Company Stuff" in order, to deal with procrastination, to manage your time better, or just to learn some new techniques on working more effectively, then enjoy. Use this workbook to make organization a habit ... you are on the right track.

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# INSTRUCTIONS

## On How To Use This Workbook

This workbook is designed to help get you more organized. Whether it is your car, your home, or your office. Whether it's mental disorganization or physical objects. I've included information that can assist anyone who wishes to become more organized.

I've included a comprehensive section on Self Esteem because any of us who are clutter bugs, know the rest of the world chips away at us. This section is an ideal way to get in the habit of feeling good about our clutter and ourselves.

You will note the area for your own comments; use it whenever you want to make special mention of a thought or idea. Whenever you read something that makes sense to you, a sort of Ah Ha! Write it down. Write down page numbers of items of specific interest to you. Use a high lighter to indicate sections that are relevant to you, for easy identification and for saving time when you wish to refer back to a topic.

There are 28 pages of daily goal sheets for you to use. Your first 28 days of using this book is designed to heighten your awareness and to get you in the habit of becoming organized. The first four weeks of getting organized are the hardest. If you can make it faithfully through each of the planned 28 days, you will have it made for life.

The reason we use 28 days is because that is the amount of time it takes to do something on a daily basis for it to become a habit. In this book under the topic of self-esteem, we discuss the eternal pursuit of good feelings. After 28 days of enjoying the rewards of the good feelings from continuous improvement, you will become addicted to the feeling of organization and freedom.

Make sure you have completed reading all the sections of interest to you in this book, especially pages 36 to 38 "on Creative Visualization, and pages 39 to 43 on goal setting. Start your plan by taking the following steps.

Take 15 Minutes each morning to plan your day. Schedule your 15 minutes for "Peak Productivity", and work on solving one new problem every day. Make sure you put an "AA" priority on getting this done every day. Plan it, break it down into bite size pieces, and do it.

Once you begin your 28 day plan, you have to stay at it each day without fail. If you miss doing your 15 minutes of organizing in any day, then you have to start over again at day one. As you get closer and closer to the end of your 28 days, the commitment gets stronger and stronger each day.

You may like my daily organizer so much that you may want to consider using it as your own permanent Time Planning System. You won't be alone. Many people are doing just that. The 28 day planner is taken out of the ABOS Time Management System I put on the market a few years ago. As far as I know, this is the most economical full size system on the market.

## **UNDERSTANDING THE CLUTTER BUG**

### **The Profile of the Clutter Bug**

Clutter Bugs are the nicest people. You don't have to be a clutterer to be a good person, but it sure helps. Clutter Bugs have trained memories; they need to have a great memory just to be able to find things. They are great sources of knowledge, making most of them great conversationalists. They tend to be in touch with their feelings. They seldom forget special dates. It's not that Clutter Bugs do not have organization skills; rather they have great organization skills. They just tend to have too much stuff to organize; they just collect such great quantities of things that they require extraordinary skills to keep on top of it all. Clutter bugs have the lowest statistics of anal retention. You don't have to be a clutter bug to be a great person, but if you are a clutter bug then you are of the movers, shakers, creators, innovators and the nicest people in the world.

Clutter is not a sickness. The answer is not to purge. There are much better ways to deal with clutter, such as starting with ourselves first. When we realize clutter is the sign of an interesting, talented, creative person, then we can take a healthy approach to establishing our boundaries for a tolerable level of clutter. It is this simple act of peace of mind that starts us on a path to organization. After that if we just use the ideas in this workbook, we've got it made.

I've included a comprehensive section Self Esteem because any of us who are clutter bugs, know the rest of the world chips away at us. This section is an ideal way to get in the habit of feeling good about ourselves. If you can't feel good about your clutter, then you are not likely to change your behavior.

## The Reasons For Accumulating “Stuff”

1. Fear of missing something.
2. Fear of needing an item you threw away.
3. Fear of poverty.
4. Fear of having nothing to do.
5. Greed - wanting more and more - "mine, all mine!!!
6. Love - collecting items for friends and loved ones.
7. Territorial - expanding your area.
8. Security - of familiar things around you.

When we find a need for something we have saved, we thereby prove the need to save it in the first place. Most clutter bugs are happy to give away items; they just don't like to throw things out. The resulting good feeling from finding a home for a saved item is a real motivater to feel good about clutter, and ourselves.

Alcoholics are always alcoholics. Clutter Bugs are always clutter bugs. It is a question of control.

It is a matter of awareness, a matter of deciding whether or not you have a problem.

If the clutter in your life is not causing you a problem, you may not have a problem with clutter.

Rather you may have an acceptance or self esteem problem.

If your clutter is causing problem for other people, it may be just their problem and not yours.

Life is simple, is or is not. On a scale of Black & White, grey is neither.  
Reality is consistent, perception is not.

## **Reasons To Get Rid Of Clutter**

### **(You Have To Do Things Different for 28 Days)**

1. To save time. The average executive spends a year of their life looking for objects on their desk alone, you might want to reduce this.
2. Remove fire hazards.
3. To have a sense of order.
4. To be able to find things when you need them.
5. To make room for more stuff.
6. To free up time to do the things you have never had the time to do.
7. To be able to find those things you want to give away.
8. To be able to enjoy those items of emotional value you have been saving for years.
9. To make it easier to move. In home and away from it.
10. To improve your self esteems.

**Be aware of the 3 P's, Purpose, Positive, and Payoff.**

### **Serenity Prayer**

God grant me the serenity  
To accept the things I cannot change  
The courage to change the things I can  
And the wisdom to know the difference.

### **Self Esteem And It's Relationship To Clutter**

In order to deal with clutter, it's important to take a check on yourself. It will be hard to organise your life if you are not feeling good about yourself. We have to fulfil our most basic need and urge which is the need to "feel good" about ourselves, mentally, physically and emotionally. This fundamental need is responsible for our ultimate motivation. For regardless of our immediate objective, everything we do is based on our motivation to achieve a sense of well-being. Unfortunately, few of us have sufficient awareness to always know what will make us feel really good about ourselves. Herein lies our crucial need for good self-esteem. For we cannot possibly feel good and be at peace with ourselves without establishing a significant sense of adequacy and self-worth.

This chapter discusses self-esteem in general. If you are one of the lucky ones who always feels great about yourself, you can skip this chapter. However you may want to consider doing the Test For Self Esteem later on in this chapter, just to rate how you feel about yourself. On the other hand you could read and do it anyway, who knows, you just may find it interesting, and pick up a few tips.

All our goals, hopes and aspirations are based on this fundamental need to feel good. The more limited our awareness is, the more misleading and unfulfilling will be our efforts. For example, we drink, we smoke, we take drugs, and we pursue and worship sex in all its phases as if it were some kind of god. We have compulsive needs to win, to be "better than", to avoid mistakes, to help others, to straighten people out, to accumulate wealth we can never use, to gain power and prestige, to eat all the rich expensive foods we can, or whatever. We have a desperate urge to love and to be loved, to be accepted and approved of, to be respected and looked up to, on and on, ad infinitum. Our ultimate motivation is our universal need to "feel good." Therefore if we want to feel good about getting rid of clutter, then first we have to feel good about ourselves, and see the clutter in a more positive light.

Thus, the true measure of success is the degree that one actually does "feel good" about themselves, despite their particular degree of material prosperity or prestige. Our only limitation to achieving this ultimate objective is our limited and distorted awareness. The test, of course, is for our own peace of mind and overall sense of well-being. That is what self-esteem is all about, feeling good about ourselves. For whether we realise it or not, practically all our every endeavours are an indirect attempt to gain a sense of self-worth so that we can approve and "feel good" towards ourselves.

The material presented in this chapter will help the reader to cast off the false and destructive concepts, values, beliefs and assumptions that trap one in a sea of self-rejection, condemnation, shame, guilt and remorse and keep them from enjoying the beautiful and tantalising "here and now" – the only living time there is. We hide, we repress, and we try to escape from what we perceive to be a chaotic, destructive and cluttered world that we created for ourselves. Through applying the principles in this book you can revolutionise your life and make it work the way you want it.

If you are to attain your goals about getting organised, it is necessary that you study and thoughtfully question this material with as analytical and unprejudiced a mind as you can muster. It is packed with ideas vitally important to your "feeling good".

I am not asking you to consider radical new principles or beliefs. We all know most of this stuff; we just never take the time to make it a habit of building sound self-esteem. This book offers us that opportunity. The opportunity to become more enthusiastic and happier. I am not

proposing what you should or should not do. I am simply offering a method that works for me. These principles are what I perceive to be its actual operating principles

The efficacy of the following ideas and techniques in increasing our awareness and in enabling us to build sound self-esteem has been tested in my own life and the lives of many others. The results have conclusively proven that it is possible to achieve the tremendous benefits of sound self-esteem through this re-educational program.

## You Are In Charge Of Your Happiness

A happy enthusiastic life is indeed, an achievable goal. It is not what happens to us, but how we handle it that determines our degree of misery or our state of well-being. If you are having fun, it's a lot easier to approach the challenge building sound self-esteem and getting rid of clutter.

Practically all human made sadness, emotional turmoil and suffering, is the product of limited and distorted awareness, of erroneous values, concepts and assumptions, and of their ugly, resulting low self-esteem. If you attach your worth to the lack of organisation in your life, rather than taking stock of your many fine qualities, you are just hurting your own feeling of self worth.

Our adverse experiences, limitations and misfortunes become the focus for our pain, self-blame and unhappiness. It is the actual cause of these events that we react to. It is our false perceptions and lack of understanding, our misplaced needs and unwise means by which we attempt to achieve them, that causes our own self-rejection and hurting. We can successfully deal with our true desires without identifying the true sources of our feelings. For dealing with incorrect causes is contrary to reality.

The fundamental block to personal happiness and harmonious relationships is a lack of awareness of the factors that influence our individual behaviour. If you can scrutinise these ideas with a mind bent on discovering the truth, rather than on confirming others' conditioned concepts, or your past beliefs, I am confident that you will conclude, that how you feel is a result of pre-programming or negative experiences. With respect to clutter, if you listen to the many people who would have you believe it is a sickness, and then you will indeed feel sick about yourself. Consequently you would focus on unrealistic solutions to change. I am sure you will discover, as I have, that clutter is a sign of a great person, and no reason for self-rejection and hurting.

Awareness, as we use the term, is the degree of clarity with which we perceive and understand, both consciously and unconsciously factors that affect our lives. Next to life and death, our awareness is one of the most vital factors in our human existence. It determines our needs and how we fulfil them, how we feel towards ourselves, e.g., our self-esteem, and how we relate to our family and fellows. In fact, our individual degree of awareness is the limiting factor as to how wisely and harmoniously we act and react, both at work and at play. Thus, it actually determines our degree of well-being, happiness and zest for living, for awareness is responsible for the choices and decisions we make!

Low self-esteem is basically a problem in awareness. It results from a mind that has been programmed (i.e. conditioned) by false concepts and has thus developed a life style that perpetuates and adds to one's feelings of inadequacy, futility, and sense of personal unworthiness. Adherence to distorted values generates a compulsive need to be "better than" - a compulsion that is the root of many personal and social problems.

## Sound Self Esteem Is Crucial To Happiness

Sound self-esteem is a matter of happiness. Although we may continue to walk around and function in purely minimal ways, we are emotionally alive to the degree that we accept the fact that we are each the most important person in our world, and that we exercise our innate authority to accept our first responsibility, that of our own development and well-being. Through building sound self-esteem, we can eliminate the debilitating and disastrous sense of inadequacy and emotional turmoil that keeps us from functioning in a harmonious and effective manner.

A healthy self-esteem is absolutely essential to personal happiness and the enjoyment of life. We may experience a fleeting sense of happiness and elation over a happy event or sense of achievement, this meeting of a long-sought goal, etc., but genuine and lasting inner peace and happiness is only possible to the degree that we accept and feel good about ourselves regardless of our human mistakes and failures.

When we stop denying and ignoring ourselves, when we are free to give primary importance to our own needs and desires, only then can we become whole and independent beings. This will only be to the extent that we acknowledge our own unique importance and serve our own basic needs. When we treat ourselves properly, then we will be able and eager to concern ourselves with the needs and problems of others, to be genuinely warm and loving, truly understanding and compassionate. Our own self-treatment and appreciation results in making those around us happier.

We cannot genuinely love others or operate effectively when we have not learned to love ourselves first. The opposite of love is isolation and indifference; dislike is an emotional involvement, actually a distorted love. Thus, when we follow the admonition to “love our neighbour as ourselves” we literally “hate” our neighbour as we dislike or hate ourselves. Governments could not sustain war, if we actually did love our neighbours as ourselves. We would not, and will not, fight with those whom we love. When we love ourselves, we will automatically love others. When we genuinely appreciate, accept and feel warm and loving toward ourselves, we achieve sound self-esteem!

A most damaging effect of low self-esteem is that it is too often passed from generation to generation - from great grandparent to grandparent, from parent to child, generation after generation, until the chain is broken. We can be the ones to break the chain.

Deliberately and conscientiously building self-esteem is the only way we can reach our true human potential. The more we perceive and understand the all encompassing effects of low self-esteem, the more we will realise that it is actually the root of many social ills - a major cause of mental illness, of alcoholism, suicide, drug addiction and crime. Low self esteem is in fact the major cause of our appallingly high divorce rate, and, in fact, almost all human relation problems. When we build our self-esteem, we build the world.

## Defining Self Esteem

Self-esteem, on a subtle and often unconscious level, is how one actually feels about themselves, based on their individual sense of personal worth and importance.

Since it is usually a subtle or unconscious feeling that has been formed and fixed in our awareness for many years, generally from childhood, it is extremely difficult to change as it entails a revision of certain unconscious factors of our awareness.

High self-esteem results primarily from one's accepting complete responsibility for their individual well-being and taking full charge of their own life. It is rooted in unconditional acceptance of themselves, despite their mistakes, defeats and failures, as an innately worthy and important being. In other words if you can say "Everything that happens to me is as a result, then you are on the path of Sound Self Esteem, for you are now taking responsibility for outcomes.

You cannot have a good self-esteem if you are not happy. You cannot be happy if there is an "IF" someone would1 attached to your happiness, Remove the "IF" and replace it with: "I am in charge of my well Being".

People love to be cared for, but most people are not cared for past the stage of puberty.

## Evaluate Your Self Esteem

The first thing you will probably want to determine is your current degree of self-esteem, so that you can better tell how much time and effort is justified in improving it. You will find as you continue that sound self-esteem is indeed of crucial importance to one's well-being and happiness. Thus, in order to obtain an indication of your prevailing self-esteem, score the following statements as follows:

**"0" If not true**

**"1" If somewhat true**

**"2" If largely true**

**"3" If true**

## TEST FOR SELF-ESTEEM

Score	Statement of Present Condition or Action
	<b>1. I usually feel inferior to others.</b>
	<b>2. I normally feel warm and happy toward myself.</b>
	<b>3. I often feel inadequate to handle new situations.</b>
	<b>4. I usually feel warm and friendly towards all I contact.</b>
	<b>5. I habitually condemn myself for my mistakes and shortcomings.</b>
	<b>6. I am free of shame, blame, guilt and remorse.</b>
	<b>7. I have a driving need to prove my worth and excellence.</b>
	<b>8. I have great enjoyment and zest for life.</b>
	<b>9. I am much concerned about what others think and say of me.</b>
	<b>10. I can let others be “wrong” without attempting to correct them.</b>
	<b>11. I have a strong need for recognition and approval.</b>
	<b>12. I am usually free of emotional turmoil, conflict and frustration.</b>
	<b>13. Losing normally causes me to feel resentful and “less than”.</b>
	<b>14. I usually anticipate new endeavours with quiet confidence.</b>
	<b>15. I am prone to condemn others and often wish them punished.</b>
	<b>16. I normally do my own thinking and make my own decisions.</b>
	<b>17. I often defer to others on account of their wealth or prestige.</b>
	<b>18. I willingly take responsibility for the consequences of my actions.</b>
	<b>19. I am inclined to exaggerate and lie to maintain a self-image.</b>
	<b>20. I am free to give precedence to my own needs and desires.</b>
	<b>21. I tend to belittle my own talents, possessions and achievements.</b>

### **TO CALCULATE YOUR SELF-ESTEEM INDEX**

It does not matter how low, or even negative your self-esteem simply is what it is. Add the individual scores of all even numbered statements. From this total, subtract the sum of all odd numbered statements. This net score is your current self-esteem Index, or SEI. The possible range of one's self-esteem Index is from -75 to +75. Yours will fall somewhere in between. Do not be concerned about your SEI, an automatic product of your heritage and total life experience, and thus nothing to be ashamed or embarrassed about. It is important, however, that you be honest with yourself in order to obtain as valid a score as possible. For this score is a beginning reference point in gauging your progress in building self-esteem. Also, remember that no matter how low your present SEI may be, you can bring it up to any desired value by conscientious effort.

You may find comfort in the fact that lack of sound self-esteem is practically a universal problem that varies only in degree. It is, however, often so well camouflaged by false fronts and other protective devices that only a trained observer can detect it.

If one treats the masses of clutter around them as an indication of their self worth, they may become anxious, vacillating, and unsure of themselves, absorbed in their own problems and sense of inadequacy. They may think of themselves as sick or "no good." They may develop a need to fulfil others' expectations of them, have an aching hunger for recognition and approval, and become generally de-motivated.

## 17 Things Around Us That Can Affect Our Self Esteem

1. Parents' own low self-esteem affects their children.
2. A child's lack of recognition and appreciation by parents and others, seeing them as being an intrinsically valuable and important individual, leads to the child's inferior feelings about themselves: "A child should be seen and not heard", "Mother knows best", etc. Child's needs, feelings, desires and opinions not given due consideration.
3. A child's parents, family or friends make adverse comparisons with their peers or a favorite brother or sister. This, combined with the child's own self-deprecating comparisons with those of their own age whom they admire for their strength and ability, and their popularity, self-confidence or achievements, can overpower the child with a devastating sense of inferiority.
4. Children inadequate because they are not encouraged and motivated to be independent, to do what they can for themselves - to take responsibility for their own needs and well-being to the greatest extent of their ability as they increase in age and experience. Children not taught to think for themselves.
5. The false concepts, values and reactions of a child's parents, teachers, and peers can cause the child to identify with their actions and accept the false notions. For example, a child's parent may have a severe migraine and tell the child they are a "bad" child because they slammed the door. Whereas, in reality it was only the child's natural exuberance and lack of awareness that caused the act. Identification with our actions rather than recognizing that our actions are but the means we choose to fulfill our needs, causes our mistakes to make us feel inadequate, unworthy and inferior, or - worse still - loads us with self-condemnation, shame, guilt and remorse.
6. Harsh and demanding parents often set unreasonable standards, insisting on them before the child has developed the ability to meet them. Parents may also subject their children to unreasonable, harsh criticism and undue and/or inconsistent punishment. Such actions cause early frustration, defeatism and a destructive sense of inadequacy and inferiority.
7. A child being pushed beyond his capacity by parents' vicarious needs to achieve a sense of worth and importance through the child's achievements often causes a deep feeling of inadequacy and unworthiness in the child.
8. Rivalry and unsuccessful emulation of an extremely bright or gifted brother or sister, or of an exceptionally talented and prominent parent often generate a deep sense of hopelessness and inferiority.
9. A child's unflattering physical appearance and/or "odd" apparel, plus perhaps physical, mental or emotional handicaps can damage their sense of self-worth.
10. A child raised on the basis of "reward and punishment," rather than being motivated through understanding and allowed to make their own mistakes and to accept and resolve, or suffer the consequences, is a child that will have trouble feeling good about themselves.

11. The adverse economic, social, cultural or ethnic position of parents and family often invite depreciation and ridicule.
12. Over-possessiveness, over-permissiveness and over-control, exercised by one or both parent's nurtures a feeling of unimportance and lack of esteem in the child.
13. A serious sense of guilt is frequently induced by one's material wealth or affluent background.
14. High values placed on money, achievement and things rather than on the individual and their innate worth, can preclude or destroy one's self-esteem.
15. Repeated defeats and failures can destroy one's self-worth and result in one or two extremes. A child may become a dropout from school or society, or they may become a compulsive "over-achiever" in a desperate attempt to "prove themselves".
16. Procrastination and lack of self-discipline, taking the path of least resistance tend to demolish one's self-respect and sense of self-worth.
17. Lack of a sense of meaning and purpose in life, of clear goals and objectives, preclude sound self-esteem.

## **14 Easy Ways To Perpetuate Low Self Esteem**

The following are significant factors of awareness that not only cause low self-esteem, but more important, ensure a crippling sense of inadequacy, anxiety and frustration. Recognition and understanding, however, make it possible to eliminate or revise these undesirable traits. We perpetuate low self-esteem:

1. By lack of FAITH, both in ourselves and in an ordered, beneficent and purposeful Universe.
2. By lacking a sense of meaning and purpose in life and thus, clear-cut goals and objectives to motivate and guide our decisions and endeavors. Thus we lack a sense of progress or accomplishment.
3. By depending on others for a sense of importance and realness.
4. By failing to accept complete responsibility for our life and well-being. By not taking full charge of our own life and directing it into constructive channels.
5. By self-indulgence and doing what comes easiest; by reacting instead of thinking and acting for ourselves.
6. By failing to recognize and exercise our own innate authority to do anything we ourselves see fit. By depending on others for what we can and need to do for ourselves. By requiring the “permission”, confirmation and agreement of others.
7. By adhering to false concepts, values and assumptions that engender condemnation, blame and guilt and thus destroying any remaining vestige of self-esteem.
8. By identifying with our actions, by not differentiating between “who we ARE” and “what we DO”. By indulging in self-blame, shame, guilt and remorse.
9. By failing to develop our inherent capabilities and talents in order to make the most of our innate potential.
10. By not allowing ourselves the right and freedom of full expression - to make mistakes, to “goof off,” to fail.
11. By making comparisons with others a gauge of our own worth and importance - by feeling we are required to “prove” ourselves “better than” - not realizing that what another does, or does not do, has no valid bearing on our own worth and importance.
12. By neglecting to take any appropriate action within our capabilities, no matter how small or seemingly unimportant, that will enhance our sense of self-worth.
13. By resisting, by being fearful and anxious about things we can do nothing about, instead of facing up to and accepting the reality of “what is”.
14. By being impatient, harsh and demanding with ourselves.

## **How To Build Sound Self Esteem**

Since one's self-esteem is a feeling rather than an intellectual inventory of our assets, changing it entails a revision of the factors of our awareness that caused this feeling of inadequacy and inferiority.

The method we have developed for replacing these false and unsound factors of our awareness with sound concepts and then acting in accordance with them, has proven very effective. It consists of three separate and distinct approaches, all of which are essential to our success in building sound self-esteem.

## Expanding Our Awareness

Since one's self-esteem is a feeling rather than an intellectual inventory of our assets, changing it entails a revision of the factors of our awareness that caused the feeling of inadequacy and inferiority.

The method we have developed for replacing these false and unsound factors of our awareness with sound concepts and then acting in accordance with them has proven very effective. It consists of three separate and distinct approaches, all of which are essential to our success in building a sound self-esteem.

**To expand our awareness.** We have already stressed the crucial importance of increasing our awareness, not only in building sound self-esteem, but also in enabling us to achieve more harmonious, effective and happier lives.

**What we mean by awareness.** It is essential to your understanding of the following principles of human behaviour that you keep clearly in mind what we mean by "Awareness". To repair, as we use the term, our AWARENESS is to improve the degree of clarity with which we perceive and understand, both consciously and unconsciously, all the factors that affect our lives.

Our awareness is the automatic product of our heritage, i.e., everything we brought into the world with us of a non-physical nature, and our total life experience, which has been directly responsible for all our conditioning. While our awareness is being constantly expanded by the cause and effect relationships we experience, if so motivated, we ourselves can deliberately increase it. We are all in the process of "becoming" - of becoming more aware. However, at any given time our awareness is what it is - the automatic product of our total conditioning, both conscious and unconscious, our innate intelligence and our intuition. Thus, while one is indeed fortunate if he has a high degree of awareness, logically he can no more take credit for it than he could be blamed for having a clubfoot. Neither has one any basis for embarrassment or shame because he has an extremely limited and distorted awareness.

Everyone is unique in his or her degree of awareness, for no two people in the world have exactly the same heritage and life experience, and thereby the same conditioning. Thus, no one can be a valid reference as to what another "should" or "should not" be or do in any situation or circumstance. We are each the beneficiary or victim, as the case may be, of our individual awareness. How wisely or unwisely we may act is completely determined by the relevant factors of our prevailing awareness, for it is the pertinent factors of our awareness that determines our every choice. To the degree that our perception and understanding of "what is" is limited and distorted will our actions, as well as our needs, be distorted, inappropriate and destructive.

**ITS SCOPE:** "Awareness" is a very comprehensive term. It incorporates many factors, including everything we perceive with our five senses as well as everything we perceive instinctively, both consciously and unconsciously. It is the product of the total conditioning of our entire life experience, plus our innate intelligence and intuition. It is responsible for our insights, inner urges, emotional reactions, and every decision we make.

**Our awareness includes the following specific factors:**

1. Our intellectual acumen, our individual ability to observe, analyze, correlate and evaluate all experience, both negative and positive, and to accurately anticipate the total cost and benefits of any decision or action we might take.
2. Our conscious mind or thoughts, our intuition, i.e., our access to “inner wisdom,” and our instinctual and subconscious drives and urges.
3. Our total conditioning, both conscious and unconscious, resulting from our entire life experience, from time of birth to the present instant. For it is our total life experience that has formed our concepts, assumptions, values, ideals, beliefs, convictions, learned knowledge, memories, skills, etc.
4. The effects of our conditioning, our moods, attitudes, emotional reactions, prejudices, habits, desires, anxieties, fears, aspirations, goals and most important of all, how we feel deep down about ourselves, our sense of personal worth and importance in the scheme of things.

## **The 5 Road Blocks To Increased Awareness**

To the degree that the following statements are true for you, you will experience difficulty in consciously expanding your awareness.

1. Reluctance or fear to accept responsibility for our own life and well-being.
2. Insufficient motivation to spend the necessary time and effort - lacking recognition of the crucial importance of increased awareness to our inner peace and happiness.
3. Our conditioned plane of reference; our biased, closed and rigid minds - resistant to new ideas and change.
4. Inability to recognize and accept our own innate authority to question and examine accepted values, concepts and assumptions, and then draw our own conclusions.
5. Self-condemnation and recrimination that prevents a deep probing into our emotional reactions and mistakes, into our distorted needs and unacceptable motivations.

## **Formula For Behavioural Change**

- |        |   |
|--------|---|
| Step 1 | Awareness: Reality Filters<br>How to change     |
| Step 2 | Change Behaviour: Establish what is the problem |
| Step 3 | Set Goals: Get committed                        |
| Step 4 | Schedule time for improvement                   |
| Step 5 | Build your Self Esteem                          |
| Step 6 | Learn Techniques                                |
| Step 7 | Make a process                                  |
| Step 8 | Set Standards                                   |

## Changing Our Concepts & Motivation Of Human Behavior

I am convinced of the truth of the following concepts. I perceive them to be the actual operating principles of human behaviour. If, however, they are to be meaningful, and therefore of significant benefit to you, it is essential that you conscientiously check their validity in your own behaviour and that of your associates.

Before we proceed with our investigation, however, it is essential that we have a clear understanding of just what we mean by “motivation,” since everything we do hinges on our motivation.

Contrary to popular opinion, everyone is always motivated. For we can do nothing we are not motivated to do. Everyone, sick or well, active or lazy, is motivated, e.g. the man sitting dozing in the sun is motivated to sit and doze in the sun. Otherwise he would be doing something else. We can do only what we are motivated to do, consciously or unconsciously - e.g., we cannot even get up out of a chair unless we are so motivated.

**What We Mean By Motivation.** To be “motivated” is to want to do a specific thing more than we want to do anything else at that particular time. Even though we may not be aware of the specific desire, motivation is what we most want to do, in the sense of what we would rather do than not do. If we probe deeply into our own and others’ specific actions, provided that we can withhold all value judgements during the process, we will find that there is simply no other reason possible for doing anything, great or small, even though we may not always be aware of our reason for so acting.

There are many things that motivate us. Probably the greatest handicap to understanding motivation is our conditioned concept that we “want” to do only what we find pleasure in doing, i.e., only what we enjoy doing. Such is not the case.

Let us look behind “motivation”. When we do so, it is apparent that every human act is a response to a personal need or desire. Now our basic need is to be comfortable, physically, mentally and emotionally. Thus, our fundamental motivations, in a total sense, is to “feel good”, or at least to feel as good as the existing conditions will allow.

To go a step farther, it is also apparent that our unfulfilled needs generate tensions. Thus, to “feel good,” i.e., be comfortable, we must resolve or satisfy these tensions. Such tensions may be generated by fear, cold or pain; our hunger for food or sex; our need for attention, to win, to succeed; our need for confirmation and agreement, for acceptance and approval, to be liked or loved; our fear of what others may think or say; or any type of force or coercion. For example, I may have a strong value against bearing arms and killing my fellow men. If, however, I am faced with the alternative of personal disgrace or of going to prison, or possibly of getting shot, I might well be motivated to bear arms. The deciding point would be my willingness or unwillingness to pay the price demanded for not going to war.

Unless I perceive how I can benefit my particular need by the proposed act or endeavour, I will continue with what I am currently doing. For instance, for me to get up out of bed in the morning, I must perceive that by so doing I am fulfilling a personal need. Such need may be to get some food into my stomach, to meet my personal commitment to be active and productive, to keep from losing my job, or simply to maintain the approval of my neighbours. I normally, of course,

operate under several non-conflicting motivations at any given time, such as a desire to achieve material success, improve my golf game or make my spouse happy.

In the final analysis, motivation is simply a matter of perceiving that the potential benefits of a given action outweigh the price or energy demanded, and that it is the most desirable alternative available for meeting the need in question. Only the relevant factors of our prevailing awareness can determine how accurate is our perception and how wise or unwise the resulting action. Most personal confusion and conflict stem from not clarifying in our minds exactly what our dominant motivation is. When we are making decisions about following certain motivations, we have to weigh all the pros and cons in respect to time and opportunity costs in neglecting other desires. For example when you are dealing with a customer you may be able to unearth other opportunities if you remember to ask the relevant questions.

To change our motivation, we must become aware, whether of a greater need, or of a more beneficial means of fulfilling our existing need. Such change in our awareness may come about through our own or others' efforts, or simply the force of circumstances. It is essential, however, that if the change is to come through our own conscious efforts, that we ourselves have the awareness to be motivated to make such efforts. To say one should, or should not, do a certain thing is therefore quite meaningless if the individual does not have the awareness to be so motivated.

## How To Increase Our Awareness Through Self Exploration

If you are so motivated, you can greatly enhance your awareness by considering yourself a “human research laboratory”, and then exploring your every experience and reaction to see what it can yield toward self-discovery - by accepting the challenge to learn who you are, and how and why you function as you do. Once you actually become seriously involved in self-exploration, you will find there is no adventure more exciting or more rewarding! You will never become bored if you maintain an active interest in self-discovery.

The most fruitful areas for self-exploration are your thoughts, speech and desires; your actions and the needs which generated them, your inner urges and compulsive drives; your emotional reactions; your moods and attitudes and what triggered them; your values, concepts and assumptions.

## How To Get Started On Your Road To Self Exploration

**The first requirement** for rewarding self-exploration is to recognise, accept and exercise your own innate authority, to question EVERYTHING and to draw your OWN conclusions, based on the available evidence.

**The second requirement** for successful self-exploration is to stop all self-recrimination and condemnation - to refuse to accept any blame, shame or guilt, regardless of what undesired characteristics or motivations you discover in yourself. Otherwise you will become too uncomfortable to proceed with your inner search. For you would then “turn off”, deny, rationalise, lie or alibi, in order to avoid the discomfort or pain which hones self-inquiry. You would thus be unable to probe deeply enough to find significant answers. Only when you feel completely free to confront yourself, despite your unwise or “despicable” actions, only when you are aware that you have always done the best you possibly could at the time, regardless of the magnitude of your mistakes, can you truly discover how and why you act and react as you do. Only then can you make meaningful progress in expanding your awareness.

**The third requirement** for productive self-exploration is to program yourself to maintain an awareness of yourself - of your thoughts, speech, needs, actions, emotional reactions, moods and attitudes.

## Do This

1. Observe, question and think.
2. Analyze, correlate and evaluate.
3. Draw your own conclusions.
4. Confirm your conclusions by checking and rechecking them against observable facts, both now and later.

## Explore The Following

1. **Your Thoughts and Mental Images:** If you are to take charge of your life, you must be conscious of and in control of your thoughts and mental images. For all action is preceded by a thought and an image, conscious or not.

What are the needs and desires, the fears, hopes and aspirations, the values, concepts and assumptions behind your thoughts and mental images? What initiated your thoughts and where are they leading you?

2. **Your Speech:** Everything you say is significant, probably much more than you realize. Watch what you say. Ask yourself, “Why did I say that?” Was it a request for information or advice? Was it to impress - to boast? Was it a demand for confirmation? Or was it simply to share an opinion or some interesting information? Was it your hunger for approval and acceptance? Was it to belittle, criticize or condemn another? Was it a veiled plea for help, or perhaps a threat? Was it to express joy, anger, hate, or resentment? Did it indicate envy, jealousy, suspicion or whatever? In other words, what is the need behind everything you say? Examine any non-routine speech honestly and carefully, no matter how “bad” or “unacceptable” you may consider it.

3. **Your Needs and Desires and Objectives:** Your needs, desires, objectives and their implications can perhaps tell you more about yourself than any other area. Examine them honestly and carefully in a manner similar to the method outlined above for exploring your speech. Are they valid? Are they distorted, based on false values, concepts or assumptions? Are they constructive or destructive? Where will they take you? What are your life goals and aspirations? Will fulfillment of this particular need be compatible with them? Do your proposed actions contribute to your life’s objectives?

4. **Your Actions and Motivations:** What are the needs and desires behind them? Why did you just do as you did? What was your apparent motivation - your real motivation? Is the proposed action the best alternative available for meeting your current need? Exactly why do you act or react differently to your spouse, sweetheart, boss, janitor, servant, waitress, clerk, minister, a prominent public figure, your fishing buddy?

5. **Your Emotional Reactions:** Your emotional reactions can be most revealing if you will take the time and effort to honestly examine them. Remember, however, you must first stop all value judging if you are to achieve optimum results. Just why did you get angry, hurt, resentful, excited, “up-tight”, etc. What is the basis for your disappointment, frustration, conflict, shame, pride, resistance, resentment, or rebellion, for your joy, exhilaration, happiness or relief? Get in touch with yourself through recognizing and accepting the reality of your emotions. Do not hide, ignore or repress them. What do they tell you about your concepts, values, beliefs and assumptions? What triggers them? Do you repress or express your emotions? Why?

6. **Your Moods and Attitudes:** Explore these in a manner similar to the way you explore your emotional reactions. Just why are you exhilarated, tense, depressed, confident, nervous, enthusiastic, apathetic, joyful, arrogant, co-operative or unco-operative, proud, judgmental, defensive, cynical or subservient? Why are you rebellious, resistant, defensive, antagonistic and hostile, anxious, fearful, hateful, kind and loving, unhappy, sad, aggressive, friendly, open or

suspicious, accepting, calm, optimistic, domineering, critical and condemnatory? Why do you feel vulnerable, “put down”, insulted, “less than”, betrayed?

7. **Your Values, Concepts, Beliefs and Assumptions:** Exploration of the preceding items has no doubt revealed your values, concepts, etc. Your job now is to carefully examine and check them against observable reality. Are they valid or invalid? Why? Have you made them yours by a probing examination, or were they uncritically accepted from your parents or others? Remember one can cope only with reality. False and unreal concepts, values and assumptions cause nothing but problems and heartache.

8. **Your Mistakes and Defeats:** Ask yourself, where did I go wrong? How can I do better next time? What are the pertinent factors? Are they within my control? Do I allow myself to make mistakes without self-recrimination, guilt and feeling “less than?” If I cannot, why?

9. **Your Problems:** The first question to ask yourself is, “Is this really my problem?” Or, “Am I taking on someone else’s problem? If so, why?” You need to define the problem before you can solve it. What is the origin or basis of the problem? What are the pertinent factors? What can you learn from it? Are you perhaps trying to deal with symptoms rather than causes?

10. **Your Compulsions:** All compulsive actions are indicative of faulty conditioning and a prime symptom of a crippling self-esteem. Ask yourself - why am I compulsive about this? What specific conditioning is responsible for this compulsive action? How can I stop it? Are any compulsive actions justified? Why can I not choose to act simply on the merits of a proposed action?

11. **Your “Oughts,” “Shoulds,” “If’s” and “Musts”:** Nothing will throw more light on your concepts, values and assumptions than these. Analyze such terms in the context in which they are used in order to see how relevant and significant they are. Remember we can only do what we “should,” “ought” or “must” if we are motivated to so act. Otherwise such admonitions only serve to create confusion, conflict, frustration and guilt.

In the ultimate analysis just who is responsible for you? Who is your authority? Who but you has the right to direct and control your own life? Even a superior or boss is but exercising the authority you delegated to him when you accepted the job. And, if you are willing to pay the price, you can withdraw such authority any time you see fit.

12. **Your Tension Headaches:** What is the origin of your headache? How can you resolve the problem and release the tension?

Certainly the more we strive to know and understand ourselves, the greater will be our awareness of human behavior, and thus the more gentle, kind and loving will we be to both ourselves and others.

## Who Are We?

A sculptor asked how he sculpted such a beautiful elephant, answered, “I just chipped away all the marble that did not look like an elephant.” In a similar way we can, perhaps, find our real selves by eliminating what is not truly us. Let us examine the possibilities:

Am I my actions? No, I am not my actions; I am that which acts. My actions are but the means I choose to fulfil my needs. They are but manifestations of my prevailing awareness, for both my needs and how I choose to fulfil them are determined by my awareness.

Am I my body? No, I am not my body for I can lose arms and legs, as well as many other parts, without being diminished as an individual. My body is merely the instrument or means through which I function in this material phase of my existence. Even though my body is wasted away to the point of death, I am still I - as much as I ever was.

Am I my mind? No, I am not my mind. For my mind is but a human computer that receives the data of my five senses. My mind is the instrument through which my awareness functions.

Am I my awareness? No, I am not my awareness. I am that which is aware. My awareness is but the automatic product of my heritage and total life experience, including my total conditioning. My awareness acts as my deputy self, my commander-in-chief, for I function through my awareness. If I were my awareness I would cease to be every time I fell into a dreamless sleep.

Am I my ego? No, I am not my ego. My ego is but my innate drive to fulfil my basic need - my fundamental need to “feel good”, physically, mentally and emotionally. It responds to the tensions generated by my desires, no matter how distorted or destructive such desires may be, owing to my limited and often distorted awareness. The greater my self-esteem, the better I feel toward my environment, and myself and thus the less need for my ego to manifest itself.

Then what am I? I am a unique and precious being - a non-physical essence. My awareness tells me, “I am” - of this I have no doubt. Therefore I must be a non-physical essence, a part of all Life. My awareness shows me that I am unique, for no one has exactly the same heritage, background and awareness as I. All my experience, especially my problems and mistakes, is continually adding to my awareness. Since life is of ultimate importance, I am a unique and precious being, ever learning and growing. And the greater my awareness, the greater is my capacity for love and enjoyment of life. And the more richly I enjoy life, the more eager and able I am to contribute to the well being of those around me.

## Increasing Our Outside Awareness

**Investigating Our Environment.** To the degree that we are alert, observant and curious about our total environment, and especially the individuals we contact in our day-to-day activities, we will expand our awareness outside ourselves.

**Why do certain people react to us as they do?** What needs do their actions and conduct indicate? What is their state of awareness, their degree of self-esteem? Why do we react to them as we do? Why do we dislike some, like or have a neutral reaction to others? What can we learn from specific experiences, situations and social conditions? What “good” can come from resisting and resenting things we cannot change?

**Watch the actions of others’.** If we carefully watch and question others actions and reactions, their attitudes and prejudices, we can heighten our own awareness. By observing and questioning the actions of real-life individuals, we can often see our own situations in better perspective.

**Read books, go to lectures and seminars.** These are excellent sources for increasing your awareness if you will but explore the ideas presented, with a free and open mind - if your motive is to learn, rather than to pass judgement.

Others judge you by what you were yesterday.

You judge yourself by Today and Tomorrow because you will be what you do today and in the future.

You cannot change the past but you can change your behaviour today.

## Using Meditation To Reprogram Our Awareness

**The Process.** Everything we feel, everything we do is a reflection of the pertinent factors of our awareness. It is impossible consciously to achieve anything we do not have an awareness of attempting. Even to get up out of a chair or move across the room requires an awareness of accomplishing such an act, even though our intent and mental image is often on an unconscious level.

Consequently, if we are to have more than an intellectual concept of the realities of our human behaviour, we must integrate these principles and their logical implications into our awareness. Since our conditioned concepts and their implications are almost entirely on an unconscious level, we must integrate these new and revised concepts into a similar level of our awareness. Only thus, can we replace our faulty concepts so that we act and react in alignment with “What is”.

An effective way to do this is by verbal or mental affirmation of the new concepts and their implications while our mind is in a relaxed, quiet and receptive state. The following procedure describes how to achieve such a stilled and open state of mind and how to effectively use the appropriate affirmations to achieve greater awareness and self-esteem.

The key word of this procedure is “relax”, not “concentrate”, for concentration induces strain, not relaxation. Follow the instructions and simply let yourself “relax” into an easy, comfortable state. For your ease and comfort, breathe normally between instructions.

Your mind is naturally in a relatively open and receptive state just before going to sleep at night and on awakening in the morning. Providing you can keep from falling asleep, you can do your affirmations while lying relaxed and comfortable in bed. This is an excellent time of the day for most people. Any quiet time, however, that you can manage, even for a few minutes at a time can be very productive - the more often the better.

There is no need to make a “big deal” of these affirmations; the procedure is very simple. Just do them any time, and as many times during the day that you can find a few minutes. Your every sincere effort will pay most welcome dividends. Naturally, the more often you repeat these affirmations, the sooner you will realise the results of a sound and healthy self-esteem.

It is desirable before beginning this program, to “tape” the following instructions and affirmations, in a calm, commanding voice, so that you will not be distracted by reading or trying to remember them.

Begin with the affirmations, “Realities of Your Existence.” Make a list of all your fine qualities and repeat them on tape and constantly to yourself until you sense they have become an integral part of your awareness - until you spontaneously act and react according to their implications.

Repeat each statement slowly and meaningfully repeating each affirmation three to five times, depending on what you feel is best for you. Sense the affirmation and its implications as vividly as you can - feel how you would feel if the statement and its implications were already fully integrated into your awareness.

### **Instructions For Prior To Repeating Affirmations:**

*You will find this a very restful and energizing exercise.*

1. Take a deep breath, and while inhaling, stretch as hard and fully as you can possibly manage. As you begin to exhale, start relaxing and as you relax, sense all your tensions, physical and emotional, draining away - falling away, just as water falls off a duck.
2. As you finish relaxing, get your body into as comfortable and relaxed a position as possible. A good way is to sit erect in a straight chair, with feet flat on the floor (never cross your knees or feet), your buttocks pressed lightly against the chair back, and your head, neck and upper body in a relaxed vertical line, so that you do not strain against the pull of gravity. Now take another deep breath, and while exhaling, feel any remaining tensions draining away, leaving you completely relaxed and comfortable. Imagine yourself as limp and relaxed as a wet washcloth.
3. Now focus your eyes upward as far as you can without strain or discomfort, probably at about 45° or more. Close your eyelids lightly while maintaining your eyes in this easy upward position.
4. Now take another deep breath and, while exhaling, feel a deep peace flooding through your entire being. (You may like to imagine yourself in the most pleasant and relaxed situation you have ever experienced.) As you exhale, relaxing more and more all the time, imagine, deeply sense and mentally affirm - "I am peaceful and relaxed." Repeat this exercise three times. Each time you will feel more peaceful and more relaxed and at a deeper level of awareness.

Should you feel a still deeper level of awareness is desirable, count down, slowly from ten to one, at each count feel yourself going into a deeper and deeper level of awareness. You are now in a completely relaxed state, both physically and mentally.

5. Now imagine and sense your mind as stilled and open to new ideas. Take another deep breath and as you exhale, sense and mentally affirm, "My mind is quiet and receptive." Do this three times. Each time your mind becomes more quiet and more receptive - even more quiet and receptive than you had thought possible.

You are now so fully relaxed, physically, mentally and emotionally that your daily cares seem far away and unimportant. You are now in an exceptionally pleasant, detached and receptive state of mind.

6. Now state earnestly and confidently, "I seek greater awareness". The affirmations that you will now quietly sense, as you mentally repeat them (if taped, otherwise aloud) will go deep into your awareness, gradually canceling out and replacing all ideas and beliefs to the contrary. You are now ready to begin your affirmations.

7. Repeat each selected affirmation three to five times according to your personal preference (see the following affirmations).

8. After each affirmation session count slowly from one to five to bring yourself back into your normal state of awareness. Count slowly, "one, two, three, four"; say to yourself, "At the count of five I will open my eyes and feel relaxed and rested, better than I felt before".

## Using Affirmations For Positive Programming

**Affirmations are the realities of our existence.** An affirmation is a powerful tool for programming the mind. I have achieved some remarkable results in my life by using them and have become increasingly more aware of their importance. Even if you only use the most basic “I am a warm wonderful person; I like me.” It will bring marvellous results. Some people have found affirming only the “basic affirmation” to be amazingly helpful in increasing their self-esteem, especially when they identified with it and acted “as if” the affirmation were already an actuality.

Feel free to formulate your own affirmations or to change these to suit your own personal needs or taste. The more comfortable you feel with an affirmation, the better it will work.

**The following is a list of suggested affirmations for you to use. You can use these, all of them, or some of them, or you can make up your own:**

### *Group #1*

1. I feel warm and loving toward myself, for I am a unique and precious being, always doing the best my current awareness permits.
2. I am a warm wonderful person; I like me.
3. I am solely responsible for my own life and well-being. I am happy and at peace with myself, it is up to me, and me alone, to discover the causes of feeling good and take the appropriate action.
4. I have the innate authority to take full charge of my own life, to think, say and do anything I choose.
5. There is a price exacted for everything I do. It is up to me to determine whether or not I am able and willing to pay it.
6. I am inescapably responsible for everything I do, for I inevitably benefit or suffer according to the consequences of my every act.
7. I have the right and freedom to make mistakes, to be defeated, to fail, for I can do only as well as my current awareness permits.

### *Group #2*

8. My every act is a response to a personal need.
9. Both my needs and their intensity are determined by my prevailing awareness.
10. My awareness is the degree of clarity with which I perceive and understand, both consciously and unconsciously, all the factors that affect my life.
11. I have no cause for either pride or shame for my awareness, for it is but the automatic product of my heritage and total life experience.

12.I can do anything I want, but what I want, is determined by my awareness.

*Group #3*

13.My fundamental motivation is to “feel good”, mentally, physically and emotionally - to resolve or satisfy my unfulfilled needs and desires.

14.My exercise of “free will” is limited only by my current state of awareness, for I can do only that which my awareness permits me to do.

15.My prevailing awareness dictates my actions and decisions, for I can do only what my current awareness motivates me to do.

16.“Will Power” is nothing neither more nor less than intense motivation. I can attempt no new endeavors without sufficient motivation to give up what I am currently doing, or planning to do.

17.All “ought to’s,” “should do’s” and “must to’s” are irrelevant and meaningless, if my state of awareness does not motivate me to take action.

*Group #4*

18.I am not my actions. My actions are but the means my awareness selects to fulfill my needs.

19.Since I am not my action, I cannot possibly “prove my worth” by my actions. (I am not “bad” if I act “bad”).

20.I always do the best I can possibly do at the time.

21.There is no valid justification for condemnation. I am free of any shame, blame, guilt or remorse.

22.There is no rational justification for punishment or reward - for credit, pride or adulation. (The reward is in the “feel good” of the act - the punishment in the “feel bad”).

*Group #5*

23.Since one can do only what their awareness permits, all my acts are simply “wise” or “unwise”.

24.There is no “good” or “evil” for these terms can be no more than descriptive terms for wise or unwise acts.

25.There is no valid basis for resistance to anything I cannot change. (Such resistance causes only turmoil and resentment).

26.It is foolish to resent someone else’s actions or behavior for they can do only what their current awareness dictates.

*Group #6*

27.Can act only as harmoniously and effectively as my current awareness permits. (If I am to act “better”, I must first undergo a change in my awareness).

28.One cannot deliberately increase their awareness unless they are consciously motivated to improve it.

29.“Right” and “wrong”, “fair” and “unfair” are but descriptive terms reflecting one’s current state of awareness.

30.I have empathy and compassion for social outcasts and criminals, for everyone “has to do” what their current awareness dictates, regardless of the consequences.

31.Worry, resistance and resentment are both futile and destructive to one’s well-being.

*Group #7*

32.I am the centre of my universe; my world revolves around me.

33.I am the most important, interesting and challenging person in my life.

34.The meaning and purpose of my life is the expansion of my awareness. (All my experience is but a means to this end).

35.My fundamental responsibility in life is to increase my awareness.

36.I am a genuine “success” to the degree that I feel warm and loving toward myself.

*Group #8*

37.No one in the entire world is one iota more or less worthy than I am.

38.I have no need to “prove” myself since my very existence proves my innate worth and importance.

39.I am no less worthy or important than one with a much higher degree of awareness than I.

40.My mistakes contribute to my learning and growth. (They cannot make me feel ashamed, guilty or “less than”).

41.I can be limited only by my degree of awareness.

*Group #9*

42.No one can possibly put themselves in someone else’s place as a valid point of reference, for no one else in the entire world has the same degree of awareness.

43. Comparing myself with someone else's personality, conduct or accomplishments as a gauge of my worth is absolutely meaningless. (For no two people have had the same heritage and total life experience).

44. To be motivated I must perceive desirable benefits arising from the proposed action.

45. To be wisely motivated, I must determine my real need, the anticipated benefits of available alternatives, the total price demanded for each, and whether or not I am able and willing to pay it.

46. My physical well-being is of critical importance to my emotional well-being. (Otherwise I would not have the energy to support my motivation, however wise it might be.)

#### *Group #10*

47. I am not my awareness - I am that which is aware.

48. I am not my mind - my mind is but the human computer that receives and evaluates the data of my five senses, my instincts and intuition.

49. I am not my body - my body is but the instrument or vehicle through which I express myself in this material phase of my existence.

50. I am not my actions - I am that which acts. My actions are but the means I choose to fulfill my needs.

I am a nonphysical essence - a unique and precious being, inviolable, invincible and eternal, ever doing the best I can, every growing in wisdom and love.

### **Using A Direct Action Plan**

This "Direct Action Program" is to formulate a plan of selecting and using Affirmations. This section uses "Purpose", "Procedure" and "Action Statement Groups".

## Purpose

1. Consciously generate positive feelings of self-esteem that will replace or cancel out old feelings of inferiority and inadequacy that have been accumulating at an unconscious level since your earliest childhood.
2. Provide a new life style that generates, nourishes and maintains sound self-esteem, and that will thus make you a far happier, more effective and tranquil individual.

This action program is of vital importance - in fact; it is absolutely essential to building really sound self-esteem. For it is our self-directed constructive actions, rather than our intellectual concepts, no matter how sound, that produce the positive feeling reactions required to cancel out and replace our accumulated feelings of inadequacy, inferiority and lack of worth.

In fact, even if we did not have a realistic perception of how and why we behave as we do, we could still achieve a significant measure of self-esteem simply by conscientiously conforming to the following “action statements”.

The most positive and direct esteem-building endeavour we can possibly undertake is to assume full responsibility for our own lives and to deliberately direct our every non-routine thought and action, i.e., take full charge of our life and affairs and act accordingly.

It is rather ironic to recognise that we actually are in charge of our own lives and affairs even now, for we cannot possibly escape the consequences of our actions. Owing, however, to our limited awareness, most of us fail by “default”, by merely reacting and drifting into whatever is easiest, most attractive and readily available. Such witless and self-indulgent conduct corrodes any remnant of self-esteem like strong acid corrodes iron.

Laying out an intelligent course of action for self-improvement and then conscientiously following it will pay rich rewards in augmenting our self-esteem. Such self-discipline, however, can be successfully exercised, only by perceiving potential benefits that will outweigh the cost involved in following such a program. We cannot actively take charge of our own life if we do not realise the benefits that would accrue from such action.

We cannot deliberately feel warm and friendly (or loving) towards ourselves like we would turn on a water faucet. We can, however, achieve this objective by doing the things that keep us from feeling that way. Specifically, we can alert ourselves to our own critical, belittling and condemnatory attitudes and consciously stop being so harsh and demanding toward ourselves.

*The following “action statements” are to be used in three ways:*

1. First and foremost, they are to be acted out at every opportunity, during every day of your life. You will experience a surge of self-esteem every time you convert one from a desired action into an actuality. And the more difficult the specific action is to accomplish, the greater your gain in self-esteem.
2. They are to be used as affirmations to reinforce and support the desired action in a manner similar to the one you used in affirming “The Realities of Your Existence”.
3. They are to be used in evaluating your progress in converting a given action into a way of life. They also indicate the areas in which you need to do the most work.

## Procedure

1. From the “Action Statement Group” choose the statements you feel are best for your own growth in self-esteem. An initial scoring of all fifty statements best does this. Then, starting with the top of the list, work with each low score statement, or group of statements, as you prefer. When you can honestly score yourself a “3” or a strong “2”, you are ready to proceed with the next statement or group, as the case may be.

2. Affirm your selected statement to bolster the desired action. It is usually more practical to affirm more than one statement at a time. Since they are short and direct, it is likely that you can effectively affirm three to five so they can be repeated constantly during the day.

3. You could make affirmation cue cards to take with you while you go for walks. Or you could make a cassette tape recording of the affirmations. In that way you can build your self-esteem while you build your self-esteem.

(1) Before each affirmation session, earnestly and expectantly state to yourself, “I seek sound self-esteem.”

(2) Vividly imagine exactly how you would feel if actually acting in the stated manner. Feel the victorious surge of self-esteem generated by such action. As far as possible bring all your five senses into the act. Not only imagine how you would act, look and feel but in your imagination, also note and sense how other interested parties would look and feel. Sense the TOTAL effect as clearly and deeply as you possibly can. Watch their eyes and expressions - their surprise and/or pleasure in your poise and confidence.

(3) Mentally rejoice in your sense of victorious accomplishment derived from taking active charge of your own life.

(4) Seize every opportunity to affirm the statement or statements on which you are currently working. Affirm any time and every time you can manage, with or without benefit of the full procedure. Every affirmation will help appreciably in accomplishing the desired action.

(5) Occasionally review all statements to better fix them in your awareness and to ascertain where your attention and efforts are most needed.

(6) Work out your own affirmation schedule, whatever is best for you personally. Actually, as you get more familiar with the program, you will be surprised at how many odd times during the day you can effectively affirm these statements. You do not have to be in a special place or time. The main thing is to maintain your awareness of them and their importance, and to put them into action at every available opportunity.

It will no doubt encourage you to remember that the harder it is to comply with a given statement the greater your surge of self-esteem when you finally succeed.

Be happy and grateful for even the slightest evidence of improvement in your sense of self-worth. This is fully justified and of crucial importance to your success. It is progress that counts, any progress. Above all, do not be harsh and demanding with yourself.

Remember, building sound self-esteem is a three-step program and each step is vitally important to your success. Changing your life style by making these statements the foundation of your personal and inter-personal behaviour is, however, absolutely crucial to nourishing and maintaining sound self-esteem.

This Direct Action Program is not merely an “exercise” in building esteem. It must actually become a “Way of Life” if you want to enjoy the rich rewards of sound self-esteem! Conformance with every statement is necessary for a healthy sense of self-worth.

## How to rate the Action Statements

Score your compliance with these statements as follows:

- “0” If you are unable to act in the stated fashion (in which case fortify yourself with more frequent strong affirmations)
- “1” If you comply only a little
- “2” If you comply most of the time
- “3” If you comply **practically** all the time

## Action Statement Group

SCORE	GROUP #1
	1. I am my final authority for everything I do.
	2. I accept full responsibility for the consequences of my actions.
	3. I allow myself the freedom to make mistakes, to be “wrong,” to fail.
	4. I analyse and benefit from my mistakes.
	5. I make my own decisions and willingly accept the consequences.
	<b>GROUP #2</b>
	6. I think for myself and speak and act with deliberation.
	7. I stand up for my own opinions and convictions.
	8. I do not vacillate - I make the best choice I can at the time.
	9. I do not accept condemnation, “put-downs,” or insults.
	10. I do not condemn or belittle myself for my mistakes and shortcomings.
	<b>GROUP #3</b>
	11. I do not blame others for my problems, mistakes, defeats or handicaps.
	12. I take deep satisfaction in doing my work conscientiously and well.
	13. I do not lean on others for unjustified financial or moral support.
	14. I face reality and resist nothing I cannot change.
	15. I refuse to accept any condemnation, blame, shame or guilt.
	<b>GROUP #4</b>
	16. I refrain from no endeavour for fear of unsatisfactory results.
	17. I do not procrastinate; I do first things first.
	18. I give precedence to my own needs and desires as I see fit.
	19. I accept every problem and goal as a challenge to my awareness.
	20. I purge myself of any blame, shame, guilt or remorse.
	<b>GROUP #5</b>
	21. I do not depend on others for confirmation or approval.
	22. I do not accept advice against my better judgement.
	23. I am patient, kind and gentle with myself.
	24. I discipline myself in line with my life objectives.
	25. I do nothing to excess - I avoid self-indulgence.

<b>SCORE</b>	<b>GROUP #6</b>
	26. I fulfil all commitments both to others and myself.
	27. I follow all undertakings through to a logical conclusion.
	28. I take the initiative in personal contacts and relationships.
	29. I freely express any emotion I see fit.
	30. I readily admit my mistakes and shortcomings.
	<b>GROUP #7</b>
	31. I walk erect and look everyone in the eye with a friendly gaze.
	32. I do not deny my needs, feelings or opinions to please others.
	33. I do not exaggerate, rationalise, lie or alibi.
	34. I do not allow personal comparisons to affect my self-esteem.
	35. I do not require others' agreement to do as I see fit.
	<b>GROUP #8</b>
	36. I do not criticise, belittle or condemn others.
	37. I do not demand confirmation and agreement.
	38. I am warm and friendly toward all I contact.
	39. I recognise everyone as innately "good."
	40. I treat everyone with consideration and respect.
	<b>GROUP #9</b>
	41. I feel warm and loving toward myself.
	42. I am authentic, true to my own needs, values and convictions.
	43. I am poised and confident, the "captain of my ship."
	44. I am invulnerable to the reactions and criticism of others.
	45. I do not indulge in self-pity.
	<b>GROUP #10</b>
	46. I defer to no one on account of his wealth, power or prestige.
	47. I do not fear others' pronouncements, attitudes and opinions.
	48. I am frank and open with everyone I contact.
	49. I count my blessings and rejoice in my growing awareness.
	50. I make the most of every day of my life.

## Some Other Thoughts On Self Esteem

A person's natural state is inner peace and joy for their many blessings, for the beauty and wonder all about them. But when we are absorbed in our own problems, our feelings of inadequacy, inferiority and lack of worth, we are too involved and tense to perceive the "goodness" of life. The utter simplicity of life is, itself our greatest block to appreciation and understanding. For owing to our lack of a sense of importance and "realness" we have a need for complexity and turmoil to assure us that we are really alive, i.e., "I 'hurt', therefore I am."

There is nothing inherently evil or malevolent in life. There are only the consequences of our wise or unwise acts, be they "good" or "bad," harmonious or inharmonious. The law of cause and effect is immutable, "as yea sow so shall yea reap." "Sin" is no more than a synonym for a mistake and "evil" no more than its inharmonious consequence. Our only basic problem in life is our *lack of awareness!*

One of our greatest challenges in self-exploration is to determine how much of our behaviour is due to "human nature" and how much is due to "human conditioning." We can change our conditioning through the motivation induced through clear understanding. But human nature is not so easy to change. Fortunately, we will find when we really look, that our adverse behaviour is almost entirely due to faulty conditioning. The better aspects of behaviour, such as our deep need to love and to be loved, to be "good", to commune with our creator, are part of our "human nature." Greed, hate, compulsive competition, arrogance and aggression are typical products of our human conditioning.

No matter our misfortunes, handicaps or how much we have been kicked around, we are still responsible for our own individual lives and well being. It is up to us, the choice is ours and despite our wishful thinking, we can only start from *where we are*. It is not what has happened to us that is of paramount importance. It is what we do about it that determines our degree of well-being.

One's limited and distorted awareness does not constitute "permission" or a license for committing immoral, anti-social or destructive acts - it merely *explains* their nature and origin. Understanding the basic cause of such acts permits us to focus our awareness on the crux of the problem, and thus better equips us to effectively deal with the particular situation.

A person's character is an outward manifestation of their state of awareness. Thus, a "strong character" merely means that one's awareness is such that the motivations generated by it are harmonious and constructive, and highly acceptable to society. On the other hand, the motivations stemming from the limited and distorted awareness of a "weak character" tend to be ineffective, destructive and unacceptable by society's arbitrary and often unrealistic standards.

Self-discipline is a matter of motivating ones self to do what seems to be desirable owing to their own or others' values. In case one is unable to motivate themselves by weighing the pros and cons of such desired actions, it is better that they deliberately decide to forgo the particular action and pay whatever price is demanded for their refusal. Otherwise they handicap both their effectiveness and self-esteem by indecision, conflict and self-recrimination.

The most precious "freedom" is one's *inner* freedom, which arises from a realisation of who one is, how and why they function as they do, and what is actually of ultimate significance in their life.

Humility is the ability to accomplish things without taking credit for them. It stems from one's realisation that they can do only what their prevailing awareness enables and motivates them

to do, and that their awareness is but the automatic product of their heredity and total life experience. One who is truly humble has no need to say, or even to think, "I am humble."

The reward is in the act. If the self-satisfaction and gratification, the "feel good," derived from a given action is insufficient reward for the "doer," if one wants to be a free and independent individual, it behoves them to find their reward in their own actions, rather than in the actions of others. If one expects ingratitude, they are never disappointed, only pleased when appreciation is shown.

We often overlook the vital importance of health and physical fitness to our overall well-being. The fact is that a high degree of energy is essential, both for optimum decisions and to implement our constructive motivations. No matter how exemplary one's desires, they count for little if the individual does not have the energy and stamina to carry them out. Moreover, one can get emotionally depressed simply by becoming overly fatigued.

The greatest handicap to harmonious human relations, marital or otherwise, is our tendency to impose our values on others, and then to get resentful or angry because they, owing to their different awareness, are unable to comply. Nothing precludes open communication or destroys potentially meaningful relationships like value judgements.

Resistance and resentment result from one's inability to recognise and accept the reality of the moment, and like worry and fear, they are both futile and destructive. Would one resist the rising of the sun and resent that it would not stop in its appointed course?

When we can let go and "let it happen," it not only takes the sting out of grief and other unwanted experiences, but it releases the tensions that prevent us from "tuning in" to the inner wisdom ever waiting on the threshold of our consciousness.

One unconsciously describes their own negative characteristics when they are critical of others, for they see in them those qualities they most dislike in themselves. This principle operates in our Puritanical moralising. When one points their finger at another they have three fingers pointing back at themselves.

We cannot be genuinely kind and loving toward others when we are harsh and demanding toward ourselves. How can one accept others when they cannot approve and accept themselves? One cannot but express their inner turmoil and hurting.

Every time we do something for someone that they are capable of doing for themselves, we literally steal from their self-esteem. The more we love a person the more it behoves us to see that we do not cheat them of any opportunity to benefit from thinking and doing for themselves, even though they may suffer defeat and physical and/or emotional hurting in the process.

We cannot live someone else's life or bear their burdens, no matter how much we love and care for them. The best thing a parent can do for their child is to release them emotionally and allow them to become a whole and self-reliant person, free of a binding emotional dependency. The basic responsibility of parents is to assist the child to make a smooth transition from the utter dependency of an infant to being a strong, self-reliant individual when they leave the parental nest. If the child stumbles and falls in the process, they will be the better for it.

When one stops identifying with their actions, they realize that their very existence proves their innate worth and importance in the scheme of things. They become aware they are not their job; the job is just what they do. Connecting one's job to the ego is a recipe for depression. One

person is not more or less worthy, more or less important than another. One's dignity is rooted in this realization.

Our every experience contributes to our learning and growth. When we are hurting the most we are growing the most, even though such growth may be on an "incubating" rather than a conscious level.

If, when we are anxious, frustrated, discouraged or defeated, we can pause to contemplate what is of ultimate importance in our lives, all our problems will fall into place, and our fears and worries will shrink to their true size and relative unimportance.

When one recognises that he is a non-physical essence, he realises that the word "mine" can only denote "stewardship" - that otherwise he would take "it" with him when he dies. What *can* one take with him other than an expanded awareness?

An "argument" is the demand for confirmation and agreement, whereas a "discussion" is the sharing of information and opinions.

When one genuinely appreciates their innate worth and uniqueness instead of harbouring a sense of personal inadequacy, unworthiness and guilt, they enjoy being alone with themselves, even for protracted periods. Then, instead of berating themselves for their lack of worth and importance, their mistakes, their defeats and shortcomings, they communicate with their inner self as an old and valued friend.

When we look up at the sky on a clear night, we see perfect order as the heavenly bodies proceed on their appointed courses. Astronomers can predict the exact movement of the planets for hundred of years. If there is chaos and happenstance here on earth, exactly at what level or altitude does the transition to harmony take place? Can we have perfect order in the heavens and chaos on earth - must it not be all one or the other? Is it not our mistakes and lack of awareness manifesting through the immutable law of cause and effect that generates our seeming happenstance and chaos? And if there is order must there not also be purpose?

Did you ever stop to think, when viewing a mean and embittered countenance, what has transpired in that person's life to effect such a change from an originally sweet and loveable infant? Has it not been largely the effect of his faulty conditioning and the resulting destruction of his natural self-esteem?

In order to determine your "current" degree of self-esteem, check your progress by scoring yourself approximately every month on the "Esteem Evaluation Test". If you are conscientious and diligent in your efforts on all three approaches you will be pleasantly surprised at your progress.

Periodically checking your progress in building self-esteem will prove a distinct help. Any evidence of progress will give you a victorious sense of accomplishment that will boost your self-esteem immeasurably, and thus motivate you to keep working.

This program, if followed in its entirety, and not just to make you feel good about your clutter, will create a life style that generates, nourishes and maintains sound self-esteem, thus insuring for you a harmonious, productive and happy life.

## **In Conclusion, About Self Esteem**

We are responsible for our individual lives. We have been imbued with a deep urge to express goodness and love and have been granted “free will” and the immutable law of cause and effect to lead us into ever greater awareness - so that we can become a whole person, a serene and self-loving individual who truly “loves our neighbour as ourselves.”

It is up to us what we do with our lives - whether we live in “fear and trembling,” in self-dislike and misery, or whether we embark on an ever more exciting and rewarding adventure, free of false and distorted concepts, conflict, futility and frustration, free of the inhibiting and debilitating emotional turmoil of a crippling self-esteem.

In summary, we will achieve sound self-esteem to the degree that we realise the following: that we each have the sole responsibility, the authority, freedom and ability to direct our own life and affairs as we see fit; that humankind is innately “good,” worthy and important, a non-physical essence, a unique and precious being; and that at their driving centre they are invaluable, invincible and eternal; that no matter how badly we may err, how much we may stumble or slip backward in our torturous upward climb, we are each an inseparable part of a Common Source, varying only in our awareness; that regardless of how slow and uneven the rate, we are each ever-growing in wisdom and love; and that we have all the time there is for our development - and that all our experience is but a means to this end.

The acid test for a truly high self-esteem is this: Do you, when you occasionally happen to focus your awareness on yourself, spontaneously experience a subtle surge of warmth and love, as you do perhaps, when you pause to think lovingly of your sweetheart, spouse or child? If you do, however, fleeting this sense of warmth and love toward yourself, you are one of those rare individuals who has a genuine appreciation and regard for their own intrinsic worth.

The highest form of Awareness is to be aware of what you are unaware of.

## Using Creative Visualisation to Create a Plan

Creative visualisation is the technique of using your imagination to create what you want in your life. There is nothing at all new, strange, or unusual about creative visualisation. You are already using it every day, every minute. It is your natural power of imagination, the basic creative energy of the universe that you use constantly, whether or not you are aware of it.

The use of visualisation in getting rid of clutter is very useful. Through this process you can visualise exactly how you would like to have things organised. How you feel can be expressed in this manner. When one relies on logic, they look to the past to solve today's problems. This will give them the results they always got. Creative thinking gets new solutions to old problems.

In the past, many of us have used our power of creative visualisation in a relatively unconscious way. Because of our own deep-seated negative concepts about life, we have automatically and unconsciously expected and imagined lack, limitation, difficulties, and problems to be our just lot life. To one degree or another that is what we have created for ourselves.

Learning to use your natural creative imagination in a more and more conscious way, as a technique to create what you truly want. Love, fulfilment, enjoyment, satisfying relationships, rewarding work, self-expression, health, beauty, prosperity, inner peace and harmony: whatsoever your heart desires. The use of creative visualisation gives us a key to tap into the natural goodness and bounty of life.

Imagination is the ability to create an idea or mental picture in your mind. In creative visualisation you use your imagination to create a clear image of something you wish to manifest. Then you continue to focus on the idea or picture regularly giving it positive energy until it becomes objective reality. In other words, until you actually achieve what you have been visualising.

Your goal may be in any level -- physical, emotional, mental, or spiritual. You might wish a new home, or a new job, or having a beautiful relationship. Or imagine yourself feeling calm and serene, perhaps with an improved memory and learning ability. You might picture yourself handling a difficult situation effortlessly, or simply see yourself as a radiant being, filled with light and love. You can work on any level, and all will have results. Through experience you will find the particular images and techniques that work best for you.

Let us say, for example you have trouble getting along with someone and you would like to create a more harmonious relationship with that person. After relaxing into a deep, quiet, meditative state of mind, you mentally imagine the two of you relating and communicating in an open, honest, and harmonious way. Try to get a feeling in yourself that your mental image is possible; experience it as if it were already happening.

Repeat this short, simple exercise often; perhaps two or three times a day or whenever you think about it. If you are sincere in your desire and intention, and truly open to change, you will soon find that the relationship is becoming easier and more flowing, and that the person seems to become more agreeable and easier to communicate with. Eventually you will likely find that the problem will resolve itself completely, in one way or another, to the benefit of all parties concerned.

It should be noted that that this technique cannot be used to "control" the behaviour of others or cause them to do something against their will. Its effect is to dissolve our internal barriers to natural harmony and self-realisation, allowing everyone to manifest in their most positive aspect.

To use creative visualisation it is not necessary to believe in any metaphysical or spiritual ideas, though you must be willing to entertain certain concepts as being possible. It is not necessary to "have faith" in any power outside yourself. The only thing necessary is that our have the desire to enrich your knowledge and experience, and an open enough mind to try something new in a positive spirit.

Creative visualisation is magic in the truest and highest meaning of the word of the word. It involves understanding and aligning yourself with the natural principles that govern the workings of our universe, and learning to use these principles in the most conscious and creative way.

In order to understand how creative visualization works, it's useful to look at several interrelated principles:

The Physical Universe is energy. The scientific world is beginning to discover what metaphysical and spiritual teachers have known for centuries. Our physical universe is not really composed of any "matter" at all; its basic component is a kind of force or essence, which we can call energy.

Things appear to be solid and separate from one another, on the level at which our physical senses normally perceive them. On finer levels, however, the atomic and subatomic levels, seemingly solid matter is seen to be just pure energy.

Physically, we are all energy, and everything within and around us is made up of energy. We are all part of one great energy field. Things, which we perceive to be solid and separate, are in reality just various forms of our essential energy, which is common to all.

The energy is vibrating at different rates of speed, and thus has different qualities, from finer to denser. Thought is a relatively fine, light form of energy and therefore very quick and easy to change. Matter is relatively dense, compact energy, and therefore slower to move and change.

One law of energy is that energy tends to attract energy of similar nature. Thoughts and feelings have their own magnetic energy, which attracts energy of a similar nature. We can see this principle at work, for instance, when we "accidentally" run into someone we've been thinking of, or phone someone who was "just thinking of us". Thought is a quick, light, mobile form of energy; it manifests itself instantaneously, unlike the denser forms such as matter.

When we create something, we always create it first in a thought form. A thought or idea precedes manifestation. "I think I'll make dinner" is the idea, which precedes creation of a meal. "I want a new car" precedes going out and buying one. An artist first has an idea or inspiration, and then creates a painting. A builder first has a design, and then builds a building. An idea is like a blueprint; it creates an image of form, which then magnetizes and builds the physical energy to flow into that form and eventually manifests it on the physical plane. The same principle holds true even if we do not take direct physical action to manifest our ideas. Simply having an idea or thought, holding it in your mind, as energy will tend to attract and create that form on a material plane. If you constantly think of illness, you will eventually become ill; if you believe your self to be confident you will be; if you act enthusiastic, you will become enthusiastic.

Thus the law of radiation is " That what you put out to the universe shall be reflected back to you." or " As you sow, so shall you reap." Meaning is.... we always attract into our lives whatever

we think about the most, believe in most strongly, expect on deepest levels, and/or imagine most vividly.

Learning to use creative visualization does not occur on superficial levels, through mere positive thinking. It involves exploring, discovering, and changing our deepest, most basic attitudes towards life. Learning to use creative visualization is a process of deep and meaningful growth. In the process we often discover ways in which we have been holding ourselves back, blocking ourselves from achieving satisfaction and fulfillment in life through our fears and negative concept. Once seen clearly, these limiting attitudes can be dissolved through the creative visualization process, leaving space for us to find and live our natural state of happiness, fulfillment, and love.

### **Newspapers**

- (1) Divide paper into sections in order of what you read.
- (2) Set throw out dates.
- (3) Cut out articles.
  - (1) To read later.
  - (2) To save.
- (4) Create a filing system by topic's date.
- (5) Put (1) & (2) into the same file, so that you can find it later. This way you don't have to worry about that which you don't have time to read right now.

## Using Goals to Overcome Clutter

**JUST DO IT.** Actually sit down and take the time to do it. If this made the difference between success and failure, you would do it, wouldn't you? Well it does make the difference, so do it!

**BE REALISTIC.** Don't set fantasy goals. If your goal is to have a six-figure income, don't expect that in six months. It could take one to three years to achieve.

**GOALS MUST BE MEASURABLE.** Break goals down into small steps. Set daily goals; start up goals, 28 days, 3 months, 1 year, 1 - 3 years, and 3 - 5 years.

**BE SPECIFIC.** Be specific, not general in describing your goals. Instead of, "I want to own a house" - describe the house in detail, price range, what you need financially to make it happen and the date that you would like to own it.

**BE REALISTIC WITH TIME.** Determine what actions are needed to accomplish each goal and a realistic time frame in which to achieve them.

**CHALLENGE YOURSELF.** Make your goals interesting and worth stretching yourself for. Get out of your comfort zone and enjoy the challenge.

**BE FLEXIBLE.** If you don't make the goal you set, don't get down on yourself. Re-evaluate the time frame and go for it again. Be persistent.

**GOALS SHOULD BE WRITTEN.** Record goals on paper, otherwise they are only dreams.

### GOALS NEED TO BE...

SMART

**S** mart  
**M** easurable  
**A** chievable  
**R** ealistic  
**T** imed

The greatest danger of all for most of us is not that our aim is too high and we miss it, but that we aim too low and we reach it.

**Goals give us purpose for our actions**

**Goals Help To Motivate**

**Goals Help You Achieve A Daily Routine**

**Goals Help You Control & Manage Time More Efficiently**

**Goals Help You Track Your Progress**

**Goals Build Your Confidence As You Succeed**

**Goals Help You Achieve Success**

**Goals Will Increase Your Income**

**Goals Give Direction**

Your goal should be achieved through organisation building. So, find the best people that you can to work with. This is where the power of networking comes into play. Each person has their own circle of acquaintances. The person who sees this opportunity and is willing to work hard to build a support organisation will have greater success than the person who tries to do it alone.

***Either you set your own goals, or someone else will set them for you!***

**ATTITUDE.** Having the right attitude is being in control of your self. If your attitude is sour because of the influence of others. That means they are in control of you. Is that acceptable? Of course not! So the only course of action is to take charge of your own attitude. The longer I live, the more I realise the impact of attitude on life. Attitude is more important than facts. It is more important than the past, than education, than money, than circumstances, than failures, than successes. You have to maintain a positive attitude in spite of what other people may think, say, or do. It is more important than appearance, talent or skill. It will make or break you. The remarkable thing is you have a choice every day regarding the attitude you will embrace for that day. We cannot change our past. We cannot change the fact that people will act in a certain way. We cannot change the inevitable. But we do have choices. We have the choice of choosing our own attitude to bear each and every day of our lives.

**COMMITMENT.** Until one is committed, there is hesitancy, holding back, always ineffectiveness concerning acts of initiative, and creation. There is one elementary truth, the ignorance of which kills countless ideas and splendid plans: The moment one definitely commits oneself, and then providence moves, too. All sorts of things occur to help one that would never otherwise have occurred. A whole stream of events issues from the decision; events rising in one's favour; all manner of unforeseen beneficial incidents, meetings and material assistance; benefits that no one could have dreamed would come their way.

**WHATEVER YOU CAN DO OR DREAM YOU CAN DO, BEGIN IT.**

**BOLDNESS HAS GENIUS, POWER AND MAGIC IN IT.**

**BE COMMITTED TO YOUR GOAL.** Today our focus is on commitment to goals. A person without a goal is a person without direction. However, merely setting a goal is not sufficient. You must make that all-important mental connection to your goal that is referred to as commitment. That is when you make a conscious decision that regardless of how many roadblocks or detours you encounter as you move toward your goal, you will keep on keeping on. The goal must be reached. If your goal is a big one, you are going to encounter problems and you will have to be strong to overcome them. Every project has within it an escape hatch, and if you are not committed to getting the job done, you will hit the escape hatch and never realize what you were capable of doing. If someone is not committed to a goal and hits the escape hatch, they settle for failure, and rarely blame themselves. The saddest thing about quitting is that every time someone quits, it becomes a little easier to do the same thing the next time the going gets tough. The beautiful part about being committed to your goal is that every time you press on and go over the hurdle, it becomes easier for you to handle the next problem when it comes along. You eventually form the habit of winning. Make a binding commitment to your goal. It will virtually blind you from many of the small annoyances that would otherwise distract and confuse you.

### **The Mental Process of Getting Committed**

1. Belief and conviction in the value and service you provide.
2. Clearly identify your goals; see them, hear them, feel them, and taste them.
3. Internalize the rational reasons why want to achieve your goals.
4. Clearly see the steps required, and make your plan of action.
5. Identify the “Key Result Areas”
6. Break activities into bite sized pieces.
7. Confirm it is physically possible to achieve the goals.
8. Maintain your focus on your goals, not on the obstacles.
9. See yourself successfully doing the success activities, and enjoying the rewards.
10. Confirm you are willing to do what ever it takes to have those rewards.
11. Focus on the rewards, not the pain and pitfalls
12. Make commitment to others who will help to hold you accountable.

13. Always be the best you can possibly be
14. Give yourself reward incentives.
15. Challenge self to break old conditioned habits.
16. Chart your progress on a calendar.
17. Risk and stretch yourself; understand that we grow when we challenge ourselves.
18. Make a firm, binding written commitment to yourself.

**Describe the Main Problem.**

**Why you want to solve this problem?**

**Describe the problems you have to overcome in order to achieve the desired results.  
(Overcome the "main problem.")**

## My Goal Achievement Plan

(Use the backside of these pages if you need more space.)

1. Write out the statement of your major goal, which you strongly desire and believe you can achieve. The specific Purpose.

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2. Write out the many benefits & rewards you will receive for obtaining the goal desired. (List the emotional reasons "why" for the goal.) This is the payoff.

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- 3 Where am I at now, mentally, physically, financially, and contacts. (What is my positioning with respect to being able to achieve my goals?) List the positives.

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4. The target date, time, and deadline to have achieved my goal. Turn the dream into a reality.

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5. The obstacles I must overcome mentally, physically, and financially are...

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6. What resources (human resources, skills, knowledge, equipment, etc.) do I require?

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7. Who can assist me? (What specific people, groups, organization) do I need to enroll the co-operation & assistance of?

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8. What can I contribute to them? What service can I provide in advance, and ongoing in order to receive their co-operation and assistance?

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9. Identify the specific step-by step objectives or stages I must achieve:

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10. My complete step-by-step plan of action to achieve these objectives (with target dates).

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11. My description of my clear, exact mental image of my goal already obtained.

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12. My written commitment to be disciplined and ever persistent by taking action towards my goal every day for 28 days straight.

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## Use “Time Management” To get on Top of Clutter

Time is a precious commodity. When a moment passes it is gone forever. In order to make the most effective use of your time, it is important to develop good habits. The skills of time management will save you a **tremendous** amount of time. They are inherent in a carefully planned schedule. There is absolutely no sense to the concept that we are too busy to be organized. It takes more time to be disorganized than to be organized.

This section is full of thoughts and ideas on how you can get on top of disorganization by changing your approach to time.

**Only schedule the required amount of time for activities.** Then stick to your schedule.

**Break tasks down into 15-minute blocks of time.** Fifteen minutes per day will change your life.

**Form good time saving habits.** A task done daily for 28 days straight becomes a habit.

**Develop a sense of urgency.** Tell yourself you are in a hurry, so that you have to achieve a set quantity of work within the specified time frame.

There are two skills that will save you a **tremendous** amount of time. They are inherent in a carefully planned schedule.

1. **Knowing When to Stop.** The first skill involved is knowing when to stop. When you work beyond a predetermined time limit you are stealing valuable time away from your next project. Carefully plan each task. Create a timetable for completion, and when the time has elapsed, STOP. Keep in mind your next work project will suffer because of insufficient time.
2. **Knowing what to do next.** The second skill is knowing what to do next. If you find yourself continually short of time, you are probably allowing wasteful habit patterns to rule your time. It is essential that you establish a definite course of action.

Start with the most important activity of the day and work your way down. One difference between people at the top and those at the bottom is that those at the top organize their day by making a list of work to be done. A few minutes of planning can help you focus on the most important task to be accomplished. The result is a more productive use of your day. Unless we set priorities, our effectiveness is usually low. Though we accomplish a high percentage of our tasks, the tasks we have done are often of the lowest priority.

The best way to set priorities is by labeling tasks A B or C. A is for the most important tasks and B is for the next most important, C tasks should only be approached if the A and B tasks are completed. A list of activities in priority order provides you with a definite course of action for each day and a gauge to measure your accomplishments. If you follow your list you will find yourself in control of every action throughout the day.

**TIPS**

1. Schedule little tasks for when you are busy, it will take less time to do them.
2. Block off time in your schedule to get organizational tasks done.
3. Let phone callers know you are busy, be grateful they called; let them know you wish you had more time to talk.
4. When you are busy, keep your door shut.
5. Prospect for time. Look for times of your day when you can free up time for more important tasks. Look for tasks that you can replace with ones that are more important to you.
6. Arrange your work area for productivity.
7. Schedule quantities of time for daily emergencies. Don't expect to accomplish eight hours work in eight hours.
8. Schedule time every day to go over your to do items. Be a proactive time manager, not a reactive fire fighter.
9. Find homes for things; it avoids needing to look for items. The number one time waster is looking for things.
10. Use your time planner for to do and to call lists. Don't live by little pieces of paper and post-it notes.
11. Separate tasks into ... TO DO, TO FILE, TO PAY, TO READ, AND TO DECIDE LATER.
12. Constantly purge unneeded papers. Ask yourself "What's the worst that could happen if I throw this out?"
13. Clean up messes as you create them. It takes less time to clean one mess at a time.
14. Don't be a nag. Insist people honor their commitments. If someone is going to do something for you ask "WHEN" write it down, and hold them to it. If you remind someone of an agreement, you are reassuming ownership of when it gets done. "When" is a magic word, don't hesitate to use it with people. Use the "W" word and you will soon discover the doers from the procrastinators. Procrastinators usually don't know when.

**PROCRASTINATION**

First see section on motivation.

So you're having trouble starting your A tasks. Instead you continually turn to your C tasks because they are short and easy. After all that A task is overwhelming. Suppose you are at work and have just completed your morning tasks. You glance at your watch and notice you have ten minutes before lunch, what should you do? Get a couple of quick C s out of the way or put ten minutes into an A task. The best answer is to start the A task. But we are apt to regard this task as overwhelming and it seems unrealistic to assume we will chop away an important part of it.

Procrastination is a people problem. If you are dilatory, defer, or just plain delay, you have a problem we all have to deal with, ourselves and in others, at least to some degree. Procrastination is singularly the most expensive and frustrating problem corporations have to deal with. If you accept that 80% of the work is done in 20% of the time (an industry rule of thumb), then the magnitude of the cost both in efficacy and dollars becomes painfully evident.

Procrastination knows no boundaries. It ranges from the unemployed to the presidents of major companies, from the unemployed person who will look for a job tomorrow, to the president who will let her loved one know they are going to do it "tomorrow." Yes tomorrow.... that wonderful excuse for not doing something today, NOW. We become masters at excuses, waiting for that perfect time to do something, that time that never arrives. Instead, we find ourselves working at the last minute, rushing to do that thing we could have done better if we were not under the "time crunch."

If we allow ourselves to fall victim of the procrastination problem, it just gets worse. We end up running our lives by constantly trying to catch up, always working under pressure, always worrying about deadlines, and always carrying an unnecessary stress load. The stress can be considerable. That dreadful feeling you should be doing something terribly important, that thing you are forgetting about, that thing you remember just when you are trying to get to sleep, and then you can't.

Putting things off just makes them progressively more important to accomplish. As time passes, so do deadlines. Once the deadline is passed, then it becomes exceedingly difficult to attack. Now there are new deadlines, a new crisis, and new things to put off. We tend to wait until things are perfect, as a result we end up doing things at the deadline, if at all. One thing to consider, if we didn't get it done, and there was no downside, then maybe we did not need to do it at after all. Often the things we put off are things we don't want to do, the mind trap here is, it's not always a conscious resistance, it's often a subconscious resistance brought on by some previous experience or unconscious programming.

Self-esteem can suffer when we fall into the procrastination trap. We let things slide, look at ourselves as incompetent, and may develop a "who cares" attitude. This type of thinking acts as a negative affirmation, and results in future procrastination and depression.

Often procrastinators will look to some one else to solve the problem. This particular syndrome is evident in small business managers who should be constantly prospecting for new customers. As in full time sales people, the fear of rejection causes them to defer contacting new leads. The entrepreneur puts off prospecting, and then decides to spend their selling time looking for, hiring and training a sales representative to do what they should be doing themselves. The conscious logical explanation is " I'm too busy to do my own sales. The unconscious reason "I

don't like rejection and I don't like unfamiliar situations". The bottom line here is we may spend more time and effort trying to find someone else than it would have taken to do the job ourselves.

## **In order to overcome procrastination here are 10 things you can do...**

1. Get a professional time management system, that includes...ease of use, time priority, and event priority rating scheduling, make sure it has week at a glance and at least one page for day at a glance. Don't try to get away with a smaller version, you need a real system. If you are an electronic junkie and insist on one of those electronic schedulers, use it in conjunction with your paper system. Time Management companies are now starting to offer the two together, because they realize the electronic ones don't give the visual scope that the large paper area gives. Anyone who can make an electronic system work can do wonders with a paper system. Another reason you may want to avoid electronic organizers, is that they make it easier to procrastinate.
2. Keep your work area functional. It allows you to have a healthy mental attitude towards your work.
3. Keep enough personal items on display to allow your inner person to feel good. Personal award, and notes from friends and loved ones make you feel good.
4. Always dress to make yourself feel good, even if you work at home. It's amazing how much more productive you are when you feel good.
5. Look to the positives in everything, the world abounds with wonders if we just open ourselves up to it and all it's wonders.
6. Make a list of the excuses you use for not getting things done. Boy! That's embarrassing. What is your favorite excuse?
7. Give your self positive affirmations. "I'm a warm wonderful person; I like me."
8. Use creative visualization, see your self whizzing through that work. See yourself walking around in your new organized environment.
9. Schedule events by event priority first, and then time priority next. If you use "A" as the highest priority, then do your "A. A's" before anything else. "B.A's" next, then "A.B's", "B.B's". etc. in that order.
10. Break jobs down into bite size pieces, so you are not overwhelmed. Take "baby steps". Breaking jobs down into 15 minute periods will cause you to work at higher efficiency and will avoid the sub conscious resistance to the task. This is "power blitzing" fifteen minutes at peak performance is comparable to one hour at normal efficacy, so don't fall victim to "I only have fifteen minutes so there is no point in starting now." Not only that but the "bite size" piece breaks down the resistance. It's like quitting smoking for an hour. If you get in the habit of establishing a sense of urgency, it enables you to work at a much higher rate of productivity. For me, this means accomplishing ten times the amount of work for a specific time period.

# Getting Started On The Road To “Getting Rid Of Clutter” Organisation Is Not An Accident

Get Started With The Most Important Rule

## EVERYTHING MUST HAVE A



Find homes for everything, even if it's just a temporary home for that category of miscellaneous homeless items. Homes for items should allow for putting like things together.

Only keep items that you consider beautiful, useful, loved, or you may be sorry you got rid of.

To become more organized, you must develop emotionally acceptable ways to dispose of items, pass on, recycle, return, resell, donate, trade, or have a yard sale.

Ask, "Where can I find this?" not "where should I put it." Things have to have suitable homes.

Find homes that allow for convenient finding and use of the item, close to where you use them.

Organize only one area at a time. Take "baby steps."

Remember the profile of a "clutter bug" it will keep you in a positive frame of mind.

Don't be afraid to ask for help.

*There is a reason for all this clutter. It helps us lose things!*

*-Dan White*

## About Getting Rid Of Clutter

Getting rid of clutter helps to make things a LITTER bit better, and introduces peace of mind into your life. Either become happy with things the way they are (that's the easiest solution), or stop procrastinating and get started now.

The most important thing to remember: we are not talking about a logical situation. We are talking about an emotional circumstance. By that token alone, we must keep our entire focus emotionally generated, and only *supported* by logic.

If you are contending with clutter to a minor, or major, degree, and it is not causing any serious problems, then you may want to consider keeping the status quo. There is nothing wrong with clutter unless it is causing problems.

Let's assume you fall into the category where clutter is causing problems. Don't despair. This is a very common problem shared by many. In fact in the not too distant future there will be a Clutter Bugs' Association, complete with a Clutter Bug Exchange newsletter.

In the "GETTING RID OF CLUTTER" course, we hear the same words over and over again used to describe the by-product of clutter: ANXIETY, FRUSTRATION, HELPLESSNESS, TURMOIL, ANGER, FAMILY FIGHTING, DEPRESSION AND EMBARRASSMENT.

1. Remember...the personalities that seem to parallel clutter are usually warm, caring people with a good sense of humour. I'd rather be friends with a clutter bug than a shudder bug.
2. Based on rule # 1 you must be a warm caring person with a sense of humour. That means you are a good person.
3. Start subconsciously programming yourself. Put a sign above your bathroom mirror: "I.A.A.W.W.P.I.L.M.I.L.M." Means, 'I am a warm, wonderful person, I like me, I like me.' Repeat this whenever you see "I.A.A.W.W.P.I.L.M.I.L.M.". Your subconscious mind listens to what your conscious mind says. The more often and the stronger your message, the more impact on your subconscious mind. When you learn your unconscious mind is a mind of its own, you have started your breakthrough. Your unconscious mind controls you.
4. You do things for emotional reasons. You only support your emotional decisions with logical explanations. I.E. "I save magazines because they might have information I want to read."
5. Remove things that do not relate to the area.
6. Keep areas super neat and clean. It makes everyone feel good.
7. To organize an area, take everything away and bring back only what you need.
8. Arrange areas so anyone can find things.
9. Preserve existing standards.

10. Set small goals, just a little each day.
11. Work in short term intervals: 15 minutes at a time, once a day will get you organized.
12. Don't stop to enjoy those "found items" until after the short-term power-organizing burst. This would be a violation of the contract you made with yourself to work undistracted in your allotted 15 minute time interval.
13. If you are going to attack for an extended period of time, take breaks, to avoid falling into the "time trap", where you slow down and make organizing an unpleasant task.
14. Make your work area conducive to working effectively by making it emotionally pleasing to be there.
15. Start the visualization process. Visualize your area - home, office etc. - as you would like it.
16. Always be making "homes" for things even if they are temporary ones; it sets the stage for ending up in a home of homes. Everything has its place and should be in its place.

## The Clearing Clutter Process

Define the problem. The "as is" situation. Make sure you define the problem, and not the symptom. For example, "I feel depressed and anxious" is the symptom, as is "I can't find anything" or "my wife hates my mess," etc. The problem might be: "I collect newspapers and they are all over the place." "I collect newspapers" is the problem. An interim solution is you could have a home your wall unit for all your newspapers. Or you could have shallow flat cardboard boxes (for example grocery store cut boxes would work well,) each could be labeled by subject category. E.g. Life Styles, Technology, Careers etc. This keeps your stack from getting too large and does not look so intimidating. You could pick the category that fits your mood at the time to work on. By sorting the items in categories of your interest or current relevance to you, (for example classified ads are quickly outdated and you may not be interested in certain sections) you will be able to forward the unwanted sections to the recycle box.

Define the "should be" situation. "If I could wave a magic wand, what would my home be like? Remember the best way of deciding "the should be situation," is to use Creative Visualization. Refer to the chapter on this topic.

Use the "creative thinking" process of problem solving. First clear your mind of any thoughts and ideas. Visualize you are there in your home and everything is as you would like it. Say to yourself, "I will see all the possible solutions to having my home, or office, etc., the way I would like it. I will not judge any idea until I have completely exhausted all possible solutions." After I finish meditating, I will write down the ideas and visions that I like. When all the ideas are written down, I will judiciously examine them, one at a time, and pick the ones I can live with." It is important to note the logical solutions probably won't be acceptable. Remember you are dealing with an emotional problem.

Start one area at a time, even if it's just a corner of your desk. Don't try to take on the whole job in one sitting. That is just too overwhelming.

Set aside time in your daily planner to work on organization. Just the fifteen minutes per day makes it work.

Do it in 'bite-size' portions, this overcomes the desire to procrastinate. Little "Baby Steps" will put you on the path to an organized life.

Everything must have a home. Visualization exercise: Hold up an item that is out of place or has no place. Close your eyes, relax, and take a deep breath. Visualize a spark starting to glow in the bottom left corner of the item, see it turn into a flame that burns the letters "home" into your item. Say these words: "to get rid of clutter, every item has to have a home" - remember the word - "home".

Select the best home. E.g. Newspapers should have a storage area out of sight, behind a cabinet door. Establish a schedule of when you throw out these papers, and stick to it. (No examinations allowed when it's time to throw it out. If you have not removed the articles you want to keep, it's now too late).

Starting an aging process identifies how long you should keep an item. Stack newspapers in date order; throw away papers over a week-old. Keeping one week's worth fulfills the need to save. Throwing out a week old newspaper is easier than a day old paper.

Items you can't find a home for need to enter a system. That starts with "if you can't find a home, you probably don't need it". Have an aged boxing system with an open box to put these items in.

Set up a place where you can save boxes. Label them in order of their throw out dates. E.g. throw out on June. 5, 1996, Jan. 5, 1997, and June 5, 1997 etc.

If you don't find a need for the object before the box's expire date, then it needs to go. By the time you reach the throw out date, it will be a lot easier to part with something because you have already started the mental process of separating from the item.

You are not allowed to look through the boxes except to retrieve a specific item. When you remove something from a box, you are not allowed to put it back in the same box. You have to put it in the latest box you have on the go. Otherwise it contaminates the entire box.

If you do have to retrieve an item, then you must need it. Therefore, before you can take it from the box you must establish where you are going to keep it. Remember, everything needs a home.

## Always Be Asking Yourself:

“What is the worst that could happen if I throw this out?”

In most cases your answer will be “I’ll forget I had it.” SO DISPOSE OF THE ITEM.

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(1) If you make a plan and commitment to a tidy desk you will work more productively and avoid the harsh judgments by others.

A tidy desk is the sign of a person who has a habit of keeping their desk tidy. So make it a habit.

(2)

Look at your desk as a “work area.” Then define the work that should be done there.

Identify the tools you need to do your work.

Ask, are they best kept on top of your desk?

Or in the desk or elsewhere?

Stuff that should be on your desk:

Phone, your daily organizer, pen, tray, Stapler/Remover, eraser ruler, highlighter, paper clips small & large,

Separate.

An “IN Basket that you keep empty.

Stuff that should not be on your desk:

Computers, printer’s Trays, files not currently in use.

About ashtrays: People who smoke are often judged as being a few bricks short of a load, low class, or Of having no self-control. So if you are a smoker, have a floor ASHSTAND WITH SAND and an odor killer. I am not personally making any judgments here, except as to how to minimize a bad impression.

## Organizing Your Desk

Believe it or not, how you handle the clutter that accumulates on your desk can make or break you. Learn to have acceptable standards. A Cluttered desk is a sign of a cluttered mind. That is a good thing. Would you really want to have nothing on your mind? An empty desk is a sign of an empty mind. It is a matter of a healthy balance.

The fact is desk clutter can create confusion and stress, cuts down significantly on personal productivity and sets the scene for others to make a snap judgment about your capability to stay in control and get the job done. This holds true whether your desk is located in a major corporation or in the kitchen. If you can't control the clutter, others will judge that you can't control the job to be done and the people who are privy to the chaos on your desk are definitely forming opinions about your overall capabilities. They may not be right but they are human.

The same organizing principles apply to both the home and the office. Whether you are buying equipment and supplies for your home office or requisitioning them for your office, you will want to get functional equipment that can handle all of your needs—from personalized stationary to hundreds of files that need to be organized and stored.

To organize your desk work area, first remove everything from the desk. Next, replace the items using some basic principles that will not only help you organize the desk, but will help you keep it organized and functional. At any given time, your desk (and desktop) could be a home to any of the following items:

1. Equipment.
2. Mail - incoming and outgoing.
3. Papers & Files.
4. Personal Items.
5. Supplies.

Nearly all of these categories can be accommodated in and on the average desk without turning into clutter. As you organize your desk, keep these organizational ideas and principles in mind:

1. Equipment -- This includes the telephone, answering machine, typewriter, adding machine, computer, and any other equipment that you use on a daily basis in your work. The equipment that stays on your desk at all times should be placed so that it's within easy reach, yet doesn't clutter the work space of your desk. If you are right handed, place the telephone and adding machine (if you use one) to the right. Typewriters and computer equipment should be on a stand or return table either to the side of your desk or behind you, so that you have a separate work area for those typing and or computer related projects. You should be able to reach this work area simply by swiveling your chair around to that position at the side or behind your desk.

2. Mail -- All too often the incoming mail buries the outgoing mail, resulting in bills being paid late and important correspondence being lost amidst the piles of paper on the desk. To reduce these potential hazards, have a specific place for incoming mail until you get around to dealing with it. Make sure nothing else gets piled on that spot. For outgoing mail, you might want to set up a "to go" table or spot. Put this table next to the door, and as you get mail ready to go, put it there. Then when you leave, take it with you. If there is no room or there's already furniture by the door, carve out a "to go" spot by putting a basket next to the door either on the floor or on top of the furniture that's already there. A bookcase can hold a "to go," section, if you put a basket on a shelf next to the door. Or you can put a red folder marked OUT on the shelf. You can stand it up on a small Lucite or plastic letter holder.

For people who rely on others to pick up and deliver mail to their office, training tags can be a lifesaver. Instead of an unmarked in and out box, try **marking them with index cards**. IN ONLY and OUT ONLY, in large letters affixed to the appropriate box. This can help eliminate the confusion that arises when new people are assigned the task of handling your in and out pickups and deliveries. Even here, I believe moving the out box off the desk can be helpful. You might have to take a step to get to it, or reach it with a mighty stretch, but in addition to the exercise, you can benefit from a greater sense of order, of dispensing with it, and having less clutter on the top of your desk. Once the mail arrives, of course, **the real key to keeping control** of the mail clutter is to open and sort it immediately.

3. Papers & Files -- The piles of papers and files that clutter desks are theoretically those you are working on at that particular time. The reality often is that among those papers and files are items that need to be filed, tossed, or put in an envelope and sent out. Magazines, newspapers, and trade journals can add to the mess, and before you know it, the top of the desk has vanished. Actually accomplishing anything is just about impossible, because you're overwhelmed from the minute you walk through the door.

There are essentially only four things to be done with the paper and files on the top of your desk. Set up these four baskets, boxes or stacking trays: Have 4 Drawers that can be closed. Out & In signs appears organized. To file give each a new folder. Schedule another come in file. It is especially important to have the Bills to Pay scheduled then kept out of sight, for they create negative energy. Do not use your desk as a catchall.

**TO DO            TO FILE**  
**TO PAY          TO READ**

Then of course, there is the **trash basket**.

Since your TO DO and your TO PAY baskets will be on top of your desk use the wire ones that can be stacked. You can see into them, so you always know how much work is there, and there's plenty of room to reach in and grab the papers. Fancy smoke-colored plastic boxes that, when stacked, are impossible to work with easily, are paper traps. You can't really see what's in there, and the boxes tend to topple over or serve as a towering dumping ground for everything you'd rather not deal with. For your TO READ items, get a sturdy large wicker basket with a handle. This can be kept anywhere--on the floor next to the desk or by the credenza. At home, it's portable--you can carry it with you from room to room as needed.

For your "TO FILE" category, get a very roomy **wicker** or wire basket and put it under your desk. Simply toss papers and files that need to be filed into this basket, and you'll eliminate a good portion of the paper clutter that you keep moving around on the top of your desk.

For people who have ongoing projects with lots of paper work accumulating, another option is the PROJECT or ON-GOING desktop filing system. Purchase either a graduated-step file holder or a desktop hanging file holder and put it on your desk to hold vital ongoing activities or projects, or you can set these same files up in your desk file drawer. When the project is completed, or for some reason ceases to be ongoing simply remove the file from the desk drawer or desktop holder and return it to the permanent files. Examples of ONGOING folders might be:

- Future Meetings
- To Be Copied
- Take Home
- To take to the Office
- Errands to DO
- Calls to Make
- Agenda Items & Backup
- Future Travel Tickets, Itinerary, etc.
- To Read: Prioritize A.B.C
- Schedule the 'A'S, File the B – C'S, have 3 shelves:
  - A Today Critical Schedule
  - B Later Important
  - C Optional

3 Shelves To Do:

- A Critical
- B Important
- C Optional

\*\* A warning about boxes and files: You can create too many of them with overlapping categories and not which box or file the item you are looking for may be in. This is especially true if you have several "To File" boxes in different rooms.

When you set up a file of "To Do's" make sure you enter them into your time organizer system to avoid the "out of sight, out of mind scenario." Identify the file name so you can find the information you need quickly.

Examples of PROJECT' FILES might be:

- Annual Report
- Johnson Court Case
- Remodeling
- XYZ Account

A graduated-step file system of ongoing items (placed either on your desktop or on a credenza next to the desk), along with immediate project files in the desk drawer, can keep

everything categorized and at your fingertips. This, along with the TO DO, TO PAY, TO FILE, and TO READ baskets, should virtually eliminate all of the paper and file clutter from the top of your desk.

4. Personal Items – Its good to keep a limited number of personal items out to contribute to your **good feelings**, however keep it proportional to the amount of space you have available. Personal items that accumulate on and in desks include photographs of children and pets, paperweights, aspirin, jewelry, cash, executive toys, keys, awards, tea bags, joke statues and plaques, ink-covered plastic forks, antacid tablets, nail polish, and plants. Set aside a small area in one of the drawers for personal items such as aspirin, change, and so forth, and limit yourself to that **area only** for those belongings. A photo or two and a plant can be acceptable on top of, or near the desk, but beyond that **you are** courting clutter. Unless you've got table and desktop space to spare, personal items are best kept to a minimum. Rotate "good feeling" items and keep them from being hidden in a pile of clutter.

5. Supplies -- Supplies that lurk around a desk run the gamut from stationary and envelopes to paper clips and pens (many of which don't work). Also mingled in the mess are rubber bands, stamps, note pads, business cards, and typing and computer supplies. Round up all of the supplies and get rid of everything that's outdated or doesn't work. Old address stickers, stamps, and stationary that you don't want or use should be tossed. Get a container of some kind and put a supply of working pens and pencils in it. Place this on top of the desk. Toss any pens or pencils that don't work or are broken. Get a container for paper clips as well. Some containers have a magnetic top, so that clips come out singly and won't spill all over the place. A spare box of clips in the desk drawer is fine, but if you've got twenty-four boxes that you bought on sale, they should go in a storage cabinet with other office supplies. Keep the basics at hand scissors, stapler, staple remover, tape, and, if you use it, hole puncher. Everything else should be pared down to just what you use on a daily basis. Typing, computer, and other paper supplies should be kept at hand, but a gross **of any one item in your** desk is not necessary. One box of anything if it's small such as (clips or rubber bands), and about a fourth of a box of anything if it's large (such as stationary or envelopes) is more than enough to keep in and around your desk.

You can buy a Stationary rack to hold paper and envelopes. Generally there are enough compartments to also accommodate forms that you use with regularity, and these metal holders sit easily on a dusk corner or credenza for easy access whenever you need stationary or forms.

Another solution is to keep forms and paper supplies in the desk file drawer in hanging file folders. You can put these files in back of your project files in the drawer, or, if you have no project files, you can use the drawer just for these paper supplies.

Inside smaller desk drawers, you might put divider trays to help keep the small, miscellaneous supplies in some kind of order. The next time you are on the phone with some long-winded bore, open one of those drawers. In the ten minutes that you have to spend listening to Mr. or Mrs. Boring, you can tidy up an entire supply drawer.

Once your desk is organized, you'll want to keep it that way. Resist the temptation to fall back into old habits by automatically spreading papers and files all over the desk. Only put in front of you what you are working on at that time. Put everything else in its proper basket or ongoing or project file. Every day, before you leave your desk, spend ten to fifteen minutes putting everything

away. Then put the most important piece of work in the centre of your desk. When you come back to your desk the **next day**, you won't be greeted with mountains of clutter, and your most important work will be right in front of you.

Remember that 80% of what we save is not what we need on a regular basis, if at all, and of the 80% half of that are items we don't even care about, so don't forget that all too useful item the "waste paper basket." Use it whenever possible.

Some people worry about inadvertently throwing out a "wanted item" that should not have ended up in the garbage can. If you are one of these, make sure you quickly inspect the basket before adding it to the irretrievable garbage pile. By doing this you will not fall victim of not wanting to use a garbage basket for fear of throwing away a "wanted item."

If you have a paper shredder it will cause you to be careful when disposing of any paper items. Or if you live in an apartment with a segregated garbage system of recycling, you can sort your garbage before disposing of it.

## Situations And Solutions

SITUATION = Messy office, what to do.

SOLUTION # 1. Remove absolutely everything from the room, desk drawers, everything. Bring back only the items you know you will use. Put these needed items in an appropriate home. Place questionable items in your aging box system. Do not use reminder notes. Use a daily planner; it's far more reliable. Write the "TO DO'S" on the date they are to be looked after. Do not leave files out as reminders of things that have to be done, time activate them in your daily planner so that you can plan the best time to do the work.

SOLUTION # 2. Set aside a specific time period i.e. one hour per day. Attack the situation one bite at a time, or in "Baby steps." The parts are less formidable than the whole. Start with one small area like a quarter of your desktop, or a desk drawer. To clean a drawer, empty it's entire contents, and then only replace the items that should be in said drawer. The items that don't belong in the drawer, can either be given new homes, put in an aging box system, or put in a temporary home for orphan objects. But don't dump the remaining contents on the floor or bed, unless you are committed to completing this specific task on the same day that you started it. Sure you are in a rush, but things can and do get out of hand.

SITUATION = Kid's room is a disaster area.

SOLUTION;

Step # 1. Inform the culprit that he or she has a deadline date to have the room shipshape. They won't take action, they never did before, so why should they now?

Step # 2. Advise said child that the natural consequence to a messy room is that you will be forced to help. (Done right they will prefer not to enlist your aid.)

Step # 3. Help is defined, as "you will pile everything in the middle of the room, so it can be identified, categorized and placed in an appropriate home." By forcing the child to deal with the items rather than just putting the items in a box or a closet. The child will now identify and find homes and will avoid the items becoming lost in the out of sight world.

Step # 4. Follow through on # 3, and leave for about an hour.

Step # 5. Note the problem the child is having; it seems an impossible task to find homes for the less important items. Suggest you could offer boxes to put these less important items in (you just happen to have some handy) in pinch even green garbage bags will work. Suggest putting things they are not using on a regular basis in these boxes, and you will store them where they can retrieve any items they need as they need them, when they need them. This will teach them that rotating seasonal clothes into boxes frees up a lot of closet and drawer space.

Step # 6. Identify, time activate these boxes and store them in an out of the way spot. It's been my experience that most of these items get forgotten.

Step # 7. Repeat this process as frequently as is required, a few times taking this approach and they learn some basic skills they can use all their life.

SITUATION = Bills, greasy old records of paid and due, scattered all over the place, what shall I do?

SOLUTION;

Step # 1. Set up a file at home titled "UNPAID BILLS".

Step # 2. Make a file for each of your regular paid bills i.e. Visa, Master Card, Phone, Mortgage, Water, Taxes, etc.

Step # 3. Mark on your calendar when you plan to do your bills, they will get done a lot more regularly.

Step # 4. Remove one bill at a time and process.

Step # 5. Bills only partially paid, go back into the file for current bills.

Step # 6. At year-end place all bills in one large envelope, identify by date, use for tax purposes, and save for seven years.

Step # 7. Never mix unpaid bills with paid bills, and don't use a random piling method, it's an awful waste of time trying to sort out which is which.

Step # 8. Arrange automatic payments from your bank account. In some cases, where the amount varies each month, you may have to punch in the amount over the phone, or over the Internet.

## Tips And Ideas On Managing Clutter

1. Have National Geographic books bound, 75% of the magazines are advertisements. A Yearbook of National Geographic is indeed worthy of possessing.
2. Rearrange your bookshelves, put like height together to cut empty space. For bookcases without movable shelves, arrange categories in vertical order rather than horizontal. For paperback books, you can have a hidden shelf in the back to allow you to put a row of books on top, instead of behind your visual row.
3. Cut out the articles from books, papers, and magazines as you read, this saves saving the whole paper, going back to look for the article, and allows you to start a system of article archiving. You could consider removing items that you don't want from your magazines, rather than saving what you want.
4. You may want to consider donating your magazines or old software to a club. You can have the items displayed for free pickup by the members.
5. If you like having yard sales as I do, have one, you will be amazed at the money you can bring in. Otherwise just give it to a worthy cause.
6. Sell your excess valuables in a consignment store, such as The Elegant Garage Sale at 1558 Bayview Avenue, in Toronto, phone 1-416-322-9744.
7. Advertise in the \$99.00 section of your local newspaper, or in the appropriate classified section.
8. Donate items to a charity.
9. Trade clothes for tickets with your local theater group.
10. Donate items to a local amateur theater group.
11. Donate unwanted books to an organization like "The Friends of Library Trinity College, phone 1-416-978-6750 for pick up.
12. Make sure you have a specific area in your home for writing and filing.
13. Throw away as many papers, notes, magazines, etc. as possible.
14. Have treasure boxes for possessions i.e. pen or jewelry collections.
15. Don't agonize over throw away decisions, make them swift and final, if you are not comfortable then "time activate" the item.
16. Start earlier in the day i.e. get up 15 minutes earlier and devote the 15 minutes to organizing or planning.

17. Don't store magazines, tear out or photocopy interesting and important articles, insert them in a file or a 3-ring binder, correctly tabbed and indexed. Keep a three hole punch handy. Binders are excellent topic organizers.
18. Put junk mail in a junk mail box and review them as you are watching TV, working your way down, one commercial at a time. If you do this for a one-hour TV show you will end your junk mail problem.
19. Set deadlines, time activate and stick to it. Put a reminder in your organizer.
20. To reduce wasted time watching TV, review the TV guide and time activate times to watch special TV programs, this eliminates that "what if I miss something I really wanted to see?" feeling.
21. Use a hi-lighter to flag important time activated events.
22. Make sure you have a self-storing luggage set, so you only store one large container instead of multiple sizes.
23. Keep a supply of key identification tags so you know whether each key has a current use.
24. Make 8 1/2" x 11" photocopies of all your credit cards, and store the copies in a file entitled "credit cards" in your personal information filing section. Don't put this list where any one may be able to access and use the information. (Also remember; never give out your credit card number over a cellular phone.)
25. Photocopy and file all important legal documents in their appropriate area. This includes personal documents like birth certificates and marriage licenses.
26. Use the box your business cards came in as a storage box for other people's business cards.
27. Clean up messes as they are generated. "Tidy as you go along."
28. Make your last office task of the day to tidy up and put away the files you are working on.
29. Don't leave files on your desk as reminders of things to do; this is what your time planner is for.
30. Use a high lighter as you read to identify important items that you may want to refer to later, this saves a lot of time for information intense people.
31. Make a habit of always carrying a daily planner with you. It will keep you organized.
32. Include your personal planning with your business time planning, that way you won't sacrifice one in favour of the other.

- 33.** Don't try to use an electronic organizer to keep you organized; they lack the visual perspective necessary to do effective time planning. I'm not saying not to use one, because you may be that rare person who can make it work for you. However, every person I deal with who uses one, either forgets to use it, has dead battery problems, gets it stolen (they are very attractive to thieves) or is in a situation where others control what and when they do things. (This may not be necessary.) Some new time management systems include one as an electronic name and address database. This makes sense if you don't have access to a real computer, which can do this for you faster, easier, and prints a hard copy to insert in your time management system.
- 34.** Don't fall victim to the "I want a small time management system because it is smaller to carry around." It may be smaller, however it does not allow for the versatility of a full system. Don't look at a system such as "*ABOS*" as a large time management system; rather look at it as a small office on a handle.
- 35.** Store unused clothes hangers in a handy designated area, do not mix with used hangers, too many closets have over a foot of closet hanger rod used up with empty hangers.
- 36.** Have a "UFO" (unidentified funny objects) box to store odds and sorts, time activate it for later action.
- 37.** Time activate purge dates for activated box system.
- 38.** Never keep little bits of paper, always carry the information in a time management system. These little bits of memos, notes, phone messages, reminders are messy and are time wasters.
- 39.** When throwing out paper don't crush it into a ball, it takes up more garbage space and wastes time when you have to smooth it out because you needed it after all.
- 40.** Set goals in writing for how you want to be organized, to help you visualize your success.
- 41.** Recognize signs; don't wait for chaos to engulf you before reorganizing. If chaos is already upon you, then start over in the process, go right back to the beginning fundamentals.
- 42.** Start small when organizing. Work your way up to big steps.
- 43.** When organizing, make sure you take breaks.
- 44.** Don't try to overcome mountains with a single blitz effort. Mount Everest required goals, planning, and climbing one step at time.
- 45.** Working in little steps forms the habit of growing your organization.

## **Files**

Whenever creating a file date it – After the name – e.g.: “John Doe Mktg. – June 30, 2000. In that way files have a phase out process. Always use a pencil to allow easy re-labeling of the files. Every year, remove all folders older than 12 months. Put them into file storage boxes. Make a list of all the files in the boxes. Review in seven years and purge the outdated files. By this time there is no legal value and little likelihood of any practical value.

Whenever you have a piece of paper requiring work, start a file. Keep a shelf or filing drawer to place it in a temporary location, for use or later filing. Keep this Temp File, alphabetically ordered. If the temp file becomes unwieldy, it is very easy to merge the temp into the standard filing system.

If you place files on the floor, that usually means that your filing system is either full or awkward to use.

Always be purging, looking for paper to throw out. You will be amazed by how much useless paper we accumulate.

Ask two questions: “What’s the worst that will happen if I throw these things out” and “will I remember that I saved this.” **IMPORTANT!**

Don’t worry if you have duplicate file names. When you merge files, they can be put in one folder or remain separated by dates.

## **Kitchen Tips**

1. Hang frequently used objects where you can reach them.
2. Add more shelves into your cupboards; establish the shelf height based on the height of the objects you want to store. This will more than double your available storage area.
3. Add shelves or wire baskets to open wall space to store items you frequently use.
4. Use square containers, square is more space efficient than other shapes.
5. Liqueur bottle containers make good spaghetti containers.
6. Use the inside of your cupboard doors to hang storage containers for frequently used items.
7. The under sink area of vanities and cupboards is the most space inefficient area of your cupboards add shelves or wire racking. Canadian Tire has the best prices; Space Age shelving has the best service and the most components. Space Age will help you in the design and even install it for you.
8. Keep a shoebox to store shoe maintenance items like polish, brushes and cloths.
9. Keep emergency items in a handy spot, near the stove: fire extinguishers and burn ointment (I've been told that Vaseline is the best burn ointment, I learned this the hard way when the doctor had to take off the "burn ointment" from my son's second degree burns, that I had put on him thinking it was the right thing to do. These are vital kitchen items.

## **Living Room Tips**

- 1.** Keep all your books on shelves. They don't have to be vertical; often horizontal is better because they don't fall over and maximize your storage area.
- 2.** Bookshelves make good area dividers.
- 3.** Flower store boxes make great under bed or sofa storage containers.
- 4.** Group your home entertainment so that it provides maximum storage area for the items you use in that area. The areas hidden by doors are great for storing newspapers prior to recycling.
- 5.** Use storage boxes and cases for tapes, cassettes, disks and records.
- 6.** Label and date all video and audio recordings as soon as they are made to avoid wasting time figuring out what each is.
- 7.** Fasten a list of the TV shows you like to tape to the inside of a wall unit door, or put the list in your time organizer.
- 8.** Organize your photographs in albums, date and label them.

## **Bedroom Tips**

- 1.** Look for areas that are now vacant or empty. Under the bed is a good place to start, buy some roll away drawers to put items in. These drawers are easy to use and are very space effective.
- 2.** Liqueur Bottle boxes make great shoe storage boxes.
- 3.** The closet is usually a terrible space waster; the best thing to do is start completely over. Wire racking is great. Don't use the handy dandy one-size fits all type. They are better than nothing, but not as good as a design based on the actual size. If you are not a good designer, go to one of the shelving stores, they will be more than happy to do the design for you at no charge.
- 4.** Put like items together, one basket appropriately sized for each item, find a home for orphan socks, a hanging spot for belts, sweaters stack well on shelves, shirts store well hung. Hang dry-cleaning and shirt bags on the inside or your closet door.
- 5.** Shoes demand their own storage spot, either a shoe stacker box or wire rack. Keep your frequently used shoes more accessible than the others.
- 6.** Make sure your closet is adequately illuminated to avoid not seeing what you are looking for, or mismatching colours.

## **Bathroom Tips**

- 1.** The vanity is the first place to start - under the sink. It's mostly empty space above all those items piled on top of one another. Add racking and shelves.
- 2.** Place a wicker or your choice of style of shelving unit above the water closet (throne).
- 3.** Look for any nook or cranny that will accept a box, cupboard, cabinet, basket, trunk, or other container that could make a home for those scattered items that lie around your bathroom.
- 4.** Look at your walls, where can you hang shelves or cabinets?

## Halls

1. Key racks are great for homes for keys; they are also great for burglars to steal your car when they are done stealing your other valuables. Keep your keys in the same pocket or purse always.
2. Wardrobes, coat hooks, and custom closets are wonderful for the entrance to your home.
3. If you have a laundry room, make places for the kids to put their stuff away as soon as they arrive home. Then make a rule...."only use the side door" which diverts them past their own storage area. We build cupboards with the kid's names on their own spots, sort of like the lockers they use at school.

## **Basements**

- 1.** Dressers are one of the best and least expensive ways of storing items. Used dressers can be purchased for \$15.00 and up. Each drawer becomes a home for a multitude of items.
- 2.** The mechanics tool chest is a fabulous way of storing your tools. The wall is fine if you don't have many tools or if you like people borrowing your stuff. I prefer my tools to be handy and out of other's sight and mind.
- 3.** The standard industrial shelving units can be purchased used and are like a giant "Mechano Set" that can be custom designed to fit your space and needs.
- 4.** Look above your head for places to store items: the basement is full of nooks and crannies.

## **Living With A Clutter Bug Requires Negotiating Skills**

Living with a clutter bug has its challenges. If you want to make a change, it takes a lot more than just fighting about it. Fighting usually does not work, negotiating does. Whether you are a clutter bug, work, or live with one, the only way to harmonious living is to negotiate an acceptable standard of depth of organization and an acceptable quantity of collections.

Life is comprised of the constant and never-ending process of negotiating. In everything we do in association with other people we are constantly struggling to get things our way. One of the strongest human urges is to conform everyone to our way of thinking. This urge is dramatically illustrated by religions. Throughout history most religions have placed an enormous amount of energy in getting people to conform (convert) to their beliefs. Just as in religion, if we want others to do what we want, we have to give them just cause to change their behavior. The number one driving urge above Maslov's hierarchy of needs is the desire to feel good. Find out what makes someone feel good, and you know what to offer them in exchange for them giving you what you want.

Negotiating is really the art of selling. Life requires an ability to sell our ideas and ourselves. The following comprises some components that apply to both negotiating and selling:

## **Preparation To Negotiate**

Make sure you have all the information. What you want, what you think they want, what you are prepared to give to get what you want, and a plan of action of how to keep it positive.

1. Prepare for negotiations more effectively. Have a plan of action of how you are going to start, stay on track, and how you will respond to any negatives.
2. Focus on issues and problems, not on personalities. If someone makes a negative personal remark, address it immediately, neutralize the comment and steer the conversation to the issues
3. Negotiate Win/Win situations. If one person clearly gets the better of the deal, future negotiating will be very difficult.
4. Introduce new options; always look to other right answers.
5. Influence the behavior on the other side.
6. Keeping it positive.

### **CONTENT** (Major Points)

1. Determine objectives, theirs and yours.
2. Strategize.
3. Separating people from the problem.
4. Identify individual interests and goals.
5. Fairness is vital.
6. Handle anger. It's OK to be angry about the clutter, but it's not OK to be mad at the person.
7. Establish trust. Let the other person know you are going to keep things non-personal and fair.
8. Get mutual agreement to come to a fair arrangement before beginning negotiations.
9. Keep power in reserve; don't ever threaten what you will do if negotiating fails. If you threaten, they will start thinking non-productive, negative thoughts.

## **Creating Favorable Attention**

### **Use Active Listening Skills**

1. Keep the right attitude and be positive.
2. We are not our behavior, but we are responsible for monitoring it.
3. Use active listening and remember, “the other person owns their problem.” It is not your responsibility to solve everyone’s problems in life. They may be feeling rejected, angry, overloaded with work, or inadequate, when they get mixed or confusing messages.
4. Remove “I” and “You” as used in judgement statements. Avoid adjectives and nouns that describe a person.
5. A good “I” conveys inner feelings.
6. Use feelings. Facts are disputable but feelings are not.
7. Say what you believe you heard.
8. Say what you think they mean versus what they said.
9. Do not attack.
10. Do not dump.
11. Offer solutions, not criticisms.
12. Don’t take ownership of other peoples’ problems.
13. Be assertive rather than aggressive

## Active Listening Starters

When negotiating, *there are a variety of ways to start an active listening response to help you sound less stilted and repetitive.*

1. I see, you mean that...
2. That sounds to me like you're...
3. I guess you want / wish / feel...
4. You mean you're...
5. You sound like you feel...
6. I'm not sure I understand. Do you mean you're...
7. You look (worried) about...
8. I think I understand. (Active listening, paraphrase.) Is that it?
9. I get the idea; you want to...
10. I hear you saying you're...
11. Wow! (Use with care, it can be confused and appear rude.)
12. When that happens, you're...

## **Keeping The Right Attitude While Negotiating**

Make statements like:

1. You have a right to feel the way you do.
2. I respect you as a person.
3. I really want to hear your point of view.
4. I am not judging you - neither do I necessarily agree or disagree.
5. Your feelings belong to you.
7. I trust you to handle your feelings - to solve your own problems.

## **Creating The Right Atmosphere**

1. You are not trying to change them, just resolve issues.
2. Encourage the other person to continue communicating, to say more, to share feelings.
3. Encourage the person to go deeper.
4. Facilitate self-direction, self-responsibility and independence.
5. Help the other person to express and release their feelings.
6. Promote a relationship of warmth and closeness.
7. Facilitate problem-solving in the other person, it produces insights and new understanding.
8. Influence the other person to be more open to your thoughts and ideas.
9. Help the other person shift focus from them to the problem.

Anger is usually pointing blame. Anger is not an emotion; it follows an emotional reaction to a negative situation. Identify what the emotion is based on and then deal with the issues.

## **Common Listening Errors While Negotiating**

1. Using ACTIVE LISTENING when the person is a problem to you.
2. Using ACTIVE LISTENING to manipulate the person into feeling the way you think they should feel.
3. Using ACTIVE LISTENING to get information after which you move in and then clobber them.
4. Using hit and run ACTIVE LISTENING - not staying to hear them out.
5. Feeding back with no empathy.
6. Lagging behind - two messages back.
7. Going too deep - interpreting.
8. Undershooting or overshooting the intensity of feelings heard.
9. Parroting the words Versus ACTIVE LISTENING to the meaning of the feelings.
10. Using ACTIVE LISTENING when the person obviously needs some other kind of help.
11. Not being asked or invited to help, and failing to recognize that; the person will be less willing to comply.

## Hints for Active Listening Successes

### INITIAL CONCEPT OF ACTIVE LISTENING; HOW TO PARAPHRASE

You feel (emotion) about (partial description of the event)

#### STEPS:

1. First decide what emotion has been sent, and then put it into a sentence.
2. The “you feel” above is to help the receiver phrase the sentence in such a way as to give credit to the sender for the emotion. (See Active Listening starters)
3. Clichés or codes may be used in place of specific emotions such as “scared” or “worried” e.g.  
Sender: “They and I have a good relationship up to now... like father and son. Maybe they'll be as considerate of me as I have been of him.”  
Receiver: “They might scratch your back now.”
4. When two opposing viewpoints are expressed in the sender's message, both sides of the ambivalence should be picked up, for example:  
Sender: “I know it would be a nasty thing to do, but they didn't seem to have any trouble giving me the raw end of the deal.”  
Receiver: “Yes. You wouldn't feel good in doing that, but you think you'd be dishing out what they gave you.”
5. It is important to stress that an accurate use of listening skills, talking about the issue with someone who could add a different perspective will take a person to the heart of their problem. As they define and redefine it, it becomes clearer to them, feelings are dissipated and solutions begin to form in their mind. However, if the listener fails to include emotion in the messages they send back, the process is inhibited. Listening on content alone can go on at length without the person effectively working on their problem.
6. There is a place in active listening for the listener's experience and input, however, this is only when the problem has been thoroughly aired and the listener's experience is, in some way, asked for. At this point, the listener should inquire about solutions the other party is considering before bringing in any of their own.
7. Also, unfinished sentences are helpful to use. E.g.:  
"You're really feeling discriminated against and, ...  
"The pressure is getting to you and.  
(*The other person will finish the sentence for you and continue on.*)

## Communicating The Right Message

We conceal and camouflage our true being before others to foster a sense of safety, to protect ourselves against unwanted but expected criticism, hurt, or rejection. This protection is purchased at a steep price. When we are not truly known by the other people in our lives, we are misunderstood. When we succeed too well in hiding our being from others, we tend to lose touch with our real selves.

A good “I feel” message conveys inner feelings without judgement. Avoid using labelling words -- - adjectives and nouns that describe a person --- are the ones that cause trouble. Words like “procrastinator,” “rude,” “good,” “bad,” “messy,” “shameful,” and so on are Judgmental by nature.

In general, using “You,” and following it by a noun or adjective describing the person, sends a judgment. Ordinarily, “I”, followed by what is going on inside you, sends a reaction toward behavior.

***When the other person owns the problem:***

I'm the listener  
 I'm a counselor  
 I want to help the person  
 I'm a sounding board  
 I facilitate the other finding  
     Their own solution  
 I can accept the others' solution  
 I don't need to be satisfied  
 I'm primarily interested in the  
     others needs  
 I'm more passive

***When I own the problem:***

I'm a sender  
 I'm an influencer  
 I want to help myself  
 I want to sound off  
 I need a solution myself  
 I must be satisfied with the  
     solution  
 I'm primarily interested in  
     my needs  
 I'm more aggressive

ANGER is not a primary emotion. The real emotion precedes the anger. It can also be your own recognition of your contribution to the problem. E.g. for not having made a situation or your position clear at the outset. Anger is related to placing blame “out there,” and it is often directed at someone else.

## ERRORS IN COMMUNICATING

1. Using THINK instead of FEEL is a set up for an argument, for, i.e. “I feel, after thinking about it, I shouldn't go to the party.” “I feel we should do something else instead.” When you express your feelings, they are less likely to be challenged.
2. Undershooting or overshooting your feelings. (Not matching the inside with the outside expression of your feelings.) E.g. expressing deep hurt with a straight face.
3. Harboring the intention of punishment or revenge, or intention to train.
4. Forgetting to shift gears into active listening. (Talking when you should be listening.)
5. Sending a solution with the “I” message. E.g. If I were in your position, I would ...
6. Sending “I” messages on predictable or reoccurring behavior.
7. Taking the other person's responsibility away from them, (giving them, rather than suggesting a solution).

**ACTIVE LISTENING TIPS:**

1. Mirror the other person's body language and gestures.
2. Look directly at the other person.
3. Nod - smile - frown.
4. Lean towards the other person.
5. Use sincere compliments, especially as conversation openers.
6. Ask leading questions e.g. "what happened next?"
7. Don't interrupt ... if you do, apologize and let them continue.
8. Listen patiently, show genuine interest and concern.
9. Never criticize anyone in public.
10. When criticizing, criticize the problem, not the person.
11. Praise is more effective than contempt, criticism, ridicule, or withdrawal. (The Four Dark Horsemen that tell you your relationship is in deep trouble.
12. Remember; when you get your needs met, you are more willing to help the other person meet their needs.
13. If a relationship is important to you, it's important to follow through with your feelings. It is also important to provide co-operation, when or after you receive co-operation. Draw attention to this in a positive manner, otherwise it may go unnoticed.

## **Beware Of The Dirty Dozen**

1. Ordering, commanding, and directing: “Give them a piece of your mind,” “Telling them to take a running jump.”
2. Warning, threatening, “If you don’t...” “I warn you ...”, “You’ll be sorry if ...”
3. Moralizing, preaching: “should,” “ought” “I don’t think that’s the right thing to do,” “You should...” “You ought to know better”
4. Advising, offering unrequested solutions and suggestions.
5. Teaching, lecturing, logical arguments: “If you look at it this way, "It’s perfectly clear that...”
6. Judging, criticizing, and blaming: “It’s wrong of you to.” “I think you are going about it the wrong way." “She was wrong to do...”
7. Stereotyping, name-calling: “What a rat!”
8. Interpreting, diagnosing, and analyzing: “Maybe you could...” “If you had said ...”, “What you need to look at here is ...”
9. Praising, agreeing, true evaluation: “You were really smart...” “Definitely!”, “That’s just the way it seems to me too.”
10. Reassuring, sympathizing, supporting: “You’re doing well,” “Poor you,” “I agree with you.”
11. Questioning, probing, and interrogating: "What happened next?" "Why did you do that?" "Why?"
12. Withdrawing, distracting, diverting, humoring “Maybe it’s not so bad,” “You may be imagining things,” “It’s all in your mind.”

# INSTRUCTIONS

## How To Use The 28 Day Plan

There are 28 pages of daily goal sheets for you to use, one for each day of the week. Your first 28 days of using this book is designed to get you in the habit of becoming organized, to do the things that will bring you closer to an organized life, one step at a time. The first four weeks of getting organized are usually the hardest. The reason we use 28 days is because that is the amount of time it takes of doing something on a daily basis for it to become a habit. If you can make it faithfully through each of the next 28 days, then you will have it made for life. After 28 days of enjoying the rewards of the good feelings stemming from continuous improvement, you will become addicted to the feeling of organization and freedom.

Once you begin your 28 day plan, you have to commit to stay at it each day without fail. If you miss doing your 15 minutes of organizing in any day, then you have to start over again at day one. As you get closer and closer to the end of your 28 days the commitment gets stronger and stronger each day. Before you skip a day, you have to make a decision by answering the question “am I prepared to give up my goal?” Or, am I prepared to start counting from day 1 again? If you are prepared to skip a day, then you have to accept that the goal of becoming more organized is not all that important to you. If that is the case, that’s OK, but then your assignment changes to becoming at peace with where you are in this whole picture. It’s OK to be cluttered. This process is for people who truly desire with a passion to become more organized and productive.

Take 15 minutes every morning to plan your day. Sit down over a cup of coffee, take out your journal and define one problem that you would like to solve today. Then write out 3 possible solutions, and then schedule a time to do it today. Do this every day and you will be amazed at the results. Plan your solutions to one new problem every day.

Schedule time to say all your affirmations. Write your basic affirmation down in your journal, then turn to page 24 and read the current affirmations that you are working on. Turn to page 30 and read the Action Statements in groups 1 to 10. Take the time to say your affirmations, and say them like you mean them.

Schedule your 15 minutes for “Peak Productivity”, and work on solving today’s problems. Make sure you put an “AA” priority on getting this done every day. Plan it, break it down into bite size pieces, and do it.

We can instill a sense of urgency by saying the following affirmation: “I am in a hurry, I have to accomplish \_\_\_\_\_ in the next 15 minutes. I am going into high gear productivity. I am putting aside all my interests other than accomplishing my immediate task at hand, until I have finished my peak productivity period.” Look at your watch, feel the urgency and begin ... like this is the last 15 minutes you have in the day. (If it weren’t for the last minute, much less would be done in our lives, so this is your chance to have 15 of them.) It is important that you do not stop to enjoy any items you find, allow any distractions, or slow down for any reason during this process.

Working at peak productivity will allow you to work at about ten times your normal speed. You may not be able to measure ten times the speed, however you cannot deny four times the

productivity. Using that as a base, what this means is that you can accomplish one hour's normal work in these 15-minute periods. When you consider this, answer the question. "If I were to spend an hour every day, for 28 days how organized would I be?" The answer is obvious. This is worth doing!

As you are doing your daily plan, schedule time for each phone call so that you identify with how much time you have to spend in this activity. You should be scheduling 2 and 5-minute calls. When you schedule appointments, ask yourself, "could this meeting be done in 5 minutes?"

When you set priorities, assign priority of task first, time second, but do the highest time priorities first. For task priorities, "A" = Critical, "B" = Important, "C" = Optional. For time priorities, "A" = Urgent, "B" = Has to be done today, and "C" = Can be done later. Start with your "AA's" first and work down the list of priorities. Never do your tasks in order of how long you expect them to take. That is a recipe for low productivity, and will take you longer to achieve your daily goals.

As you accomplish your daily tasks, check them off under the "Done" column. Every day as you complete your 15-minute organizational task, circle the day in your monthly calendar for each day you succeed in meeting your 28 day goal. As you circle each day, add the day number to the circle to show which day you are on.

These Daily To Do and Daily Journal pages become a written record of your 28 days of accomplishments. I personally use these pages every day of my working life. It frees my mind for more important tasks than trying to remember what I have to do each day. I can focus on the tasks at hand, and dramatically improve my productivity. Because of using this system I am able to accomplish incredible amounts of work. Try this system; I am sure you will love the results.

If you go electronically, I believe that the program written by Microsoft called Outlook for Office 2000 is the best over-all contact management, calendar, to-do list and journal system that there is. The Palm Pilots are a wonderful addition to the convenience of computerization. You can keep both your PC and the Palm Pilots identical by up or down-loading data.

## **Days 1 to 28**

Today's challenge - What obstacles present you from achieving today's goals?

Today's solutions. - What are the best solutions for today's challenges?

Today's commitment. – What are you committed to today?

What you achieved today. – At day's end, what did we achieve?

Am I happy with my achievements?

If you did not achieve the desired results, what are you going to change?

(A) Your actions

or

(B) Your goals

Failure to do either requires you to make the decision to stay the same

And

(A) To Be happy

(B) To Be unhappy

You owe it to yourself to be happy. It is to be, it is up to you, and you alone. You must remove all "ifs."

Where our talents take us, and the world's needs cross paths,  
therein lie our respective destinations.

By improving our skills and talents we are in affect choosing to  
enhance our life's journey and we are bound to improve the quality  
of our accomplishments.

*Dan White*