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About the Author

Pattie Worthington has written her book to help her readers understand the effects which our emotions can have, both negative and positive in all areas of our lives.

Pattie said, "Most people have situations or experiences where they suffer stress or other negative outcomes because of someone's uncontrolled emotions."

"I hope that my book, based on my own experiences and research including conversations with a wide range of people, will help readers to better understand some of the reasons why people may act the way they do at times."

When we learn more about our own emotions and how we can have greater control of them, we will improve the interactions we have with other people in all areas of our lives."

"Emotional highs and lows are natural but I believe the book will help people deal with and reduce the number of those lows while enjoying their highs much more than before."

Pattie said that when she started to understand herself better, she learned to understand and interact much better with all the people in her life.

"I'm happier and more confident about all my dealings with people and that has helped me in my work and my personal life too."

Introduction

You should always consult your medical advisor to check whether you have symptoms or conditions which need professional diagnosis and treatment.

I hope that my experiences and the suggestions in this ebook will help each reader to control their emotions so they have better relationships in their personal and business lives and also to help them reach greater heights of success and fulfillment than they have ever done before.



Many people have high skill levels and natural ability which is never realized, at least in part, because their emotional state is negative.

This results in actions and words which hurt others and produce negative results within their own mind and body.

This can badly affect their health, relationships and every other part of their lives. Many people continue to suffer in this way because they are not aware that the effects can often be reduced or even changed completely over time.

But, when you improve your control of your emotions, you find that you:

- ✓ Have less problems with other people
- ✓ Understand why people act or speak as they do
- ✓ Avoid confrontations
- ✓ Are better understood by other people
- ✓ Get better responses from them
- ✓ Have more opportunities offered to you in social and business situations
- ✓ Feel less stress, even in highly pressured situations

- ✓ Get more done with less stress
- ✓ Build and maintain a better self-image

I will not suggest that this is always easy to do, but it will be easier for you when you have read and started to use the tips and strategies which I wrote about here.

They are based on personal experience and research.

I am very grateful to the many kind people who shared the problems which they had and the ways which they found to overcome them.

Some of the suggestions may be easier for you to use or more relevant to your situation than others. But, I hope you will find the material I give you here valuable in improving your emotional responses now and in the future.

Pattie Worthington

Suppression Causes More Problems

Many people get into situations where they try to hide their honest feelings and not express or act on the strong emotions which they feel.

This may be because they are worried about the effect their action might have on the other people involved or that the other people may avoid interaction with them in the future because they express their opinions or desires.



But, holding back on our emotions can have short-term and long-term negative effects on everyone involved.

If we don't express ourselves about things which are important to us, there will be a build-up of stress within us

that can affect our health and reduce our ability to deal with similar situations in the future.

It is also likely to give other people that are involved or witnesses to the situation a wrong impression of your attitude. This may cause you to have further misunderstandings with them in the future. That will cause more pressure on you and them.

When that pent-up pressure is released because we cannot hold it in any longer, the results may be more damaging than if we had spoken up at the time.

But, as you learn more about your own emotions, you will be able to control the effects on yourself as well as the people around you.

You will probably also find it easier to understand and even anticipate better how many people will react to certain situations.

Finding Happiness

Many people believe they lack happiness in their lives and they often feel that they will probably not find any in the future.

Many of these people only think of happiness as an enormous cloud which completely envelopes them like a bride on her wedding day – a rare event which some people miss out on altogether.



But, happiness can be found everyday.

Sometimes, there’s a lot of it but most of the time, it’s in small things like a smile from a stranger or a quick, unexpected hug from your partner or child.

If we look for it, we are likely to find much more than we thought we ever would. People that convince themselves that they won’t find

any, will probably get some sense of satisfaction by proving themselves right!

The Happiness Journal: A friend shared with me the idea of a happiness journal which becomes a record of the big and small pleasures which we get in our daily lives.

This idea has been very popular in the last few years because it costs almost nothing and works very well for most people. I hope you will try because the result could be good for your self-image and general well-being.

You can buy a specially prepared diary as the basis of your personal happiness journal, and there’s nothing wrong with that.

But, you may feel a greater sense of personal satisfaction if you just adapt a plain diary or even a notebook for the purpose.

This lets you set up sections with labels that have particular meaning for you. You will need to invest a little time but you will also save some money.

You start your Happiness Journal by recording anything which gives you some good feelings each day.

This might be:

- ✓ An achievement of a goal
- ✓ Someone expressing their appreciation of your efforts or achievements
- ✓ The enjoyment you get sharing some quality time with your partner, family or friends.

An important side-effect of using these Journals is that you begin to notice more of the positive aspects of your daily life. When you realize and acknowledge these bright spots each day, your whole outlook tends to be brighter. This can make a positive difference in how you respond to people and situations which will increase your social interactions.

When you begin to emphasize the upbeat moments, you will find that other people respond to you better.

The Hard Truth about “Easy”

The world of advertising uses “easy” a lot because it has a powerful effect on people.

Everybody loves “easy”, whether it is applied to food, exercise, money or anything else.

One thing that we learn but tend to ignore is that what we like is not always the best thing for us.

“Easy” food does not need a lot of work to prepare or to eat but it probably costs us more than if we bought the unprocessed ingredients and put everything together ourselves.



Easy food can be less sustaining and healthy because the processors may take out some of the most nutritious parts. Some processed milk has less cream than when it left the cow. They let us buy that cream separately or as part of other processed food products.

So, we end up paying more than if we bought the whole milk and got less benefit from it.

Think about the actual nutrition in breakfast cereals which are produced from grain which is milled and the parts separated. Then, some parts are replaced with air.

After that, vitamins or other good chemicals are added in. Sometimes, they may not be as good for us because they come in a form which our bodies cannot make full use of.

These products can be easier to digest but some lack the important ingredients which our bodies need. So, we eat more while trying to get enough nutrition and suffer health problems because our diet is lacking.

It’s probable that we know this subconsciously. When cake mixes were first produced, sales were slow.

Then, someone suggested that an egg be added to the mix and sales of that particular brand soared. I think that the buyers felt the mix was more natural and nutritious than the other mixes which were available at the time and people didn’t mind the extra bit of preparation at all.

But, we are often encouraged to look for an easy way and can become upset if we have to do more than a minimum of effort.

Some parents try to give their children a much happier and comfortable



childhood than they had. That is understandable but sometimes causes the children to assume that everything they want to do or have should be easy to get or even provided for them with minimum effort.

The effect on them and those close to them when they are denied special treatment can cause lasting problems.

Sometimes, people find that they have difficulty with a task and they see other people get better results with much less effort. This can cause us to fill our minds with negativity and start to set false limits on what we believe and aspire to achieve.

This is particularly common when some of our early adult carers were not encouraging of our early and enthusiastic but imperfect attempts to ride a bike, mix with other children of our own age or take part in sports.

Their negative comments might have been meant to be funny but they could influence our own self-belief and limit our expectations of what we could achieve, even years later.

This can have a strong effect on our emotional well-being which carries into our later years.

But, most of us realize that nobody is perfect in everything we do and everybody should not be judged or limited by the results of their earliest efforts.

We can't all be world champions, but we can all continue to improve. But, we must not let anyone, even ourselves, hold us back from our deepest desires in our personal and business lives.

How to Handle Habits

Habits are linked to our emotional state for better or worse. If we have habits which cause negative effects, then we can expect to have to work much harder to cause positive changes in our emotions.

Some habits may need professional help. A good first step is to ask your



regular doctor for advice and any necessary referrals.

You may not realize the power which habits can exert on us. It may seem that you can change your behavior without a lot of effort if you find it is likely to have some ill effect on you or those around you.

But, it can be quite difficult or even nearly impossible.

The greatest amount of research into our habits and emotions is produced with funding from commercial organizations who want to improve the amount of money which we spend with them and also by governments who want to influence our choices in policies and elections.

Influencing our buying habits is very important with all kinds of advertising and promotion. Some studies appear to show that getting people to change their preferred brand of a particular product is harder than previously thought.

The best time to influence our buying habits is when we are expecting, or going through a significant change in our circumstances. This might be a change of location, a change in our employment, a new relationship or when we get a new child.

Any change which we make at those times is likely to become habitual until there is another equally significant change.

That shows the level of influence which our habits have on us almost all the time.

So, we need to make significant efforts over a period of time if we expect to change any habit.

That suggests that reading this book can give you some ideas which you can use to change some negative behaviors, but that sustained effort will be needed to gain any lasting effect.

It's the same with information from a seminar. We feel inspired and energized immediately after the event, especially when we are in the company of other attendees and the presenters.

But, if we let our enthusiasm slip afterward and don't use the information we obtained, then our results are likely to be less than we hoped and our old ways will reassert themselves.

When we change our habitual behavior, we need to do the new preferred behavior consistently and fairly often.

Recent research suggests that we don't overwrite our previous pattern of behavior with the new actions like we could overwrite a file on a disc with a new version.

Perhaps because of the huge capacity of our subconscious, the new pattern makes a different path in the subconscious.

The new pattern will establish a deep track over time, but the previous one remains and can become habitual again if, for any reason, the new pattern is not used at an appropriate time!

While we like to think that our actions are almost always controlled by our judgment of the factors involved and the possible consequences, researchers say that about half of most people's actions is habitual behavior.

We usually act out some of this behavior when we see or feel a trigger.

For instance, we might buy an iced donut every morning on our way to work, even when we aren't very hungry.

Then, we'll eat the donut and drink some coffee while chatting with one or more colleagues before actually starting to work.

There is no considered thought in this action. The trigger is the place where we buy the donut, not a feeling of hunger.

The reward is probably the social interaction with our work friends rather than the taste of the donut.

To change that behavior in a sustainable way, we need to reduce the effect of the trigger or eliminate it, or find an alternative action which can also result in us getting the reward – conversation and a feeling of inclusiveness.

If we decide to reduce our donut consumption, perhaps because we want to lose some weight, we might pass the store without buying.

But, if everyone else in the group is eating while chatting and drinking, we’ll probably revert to getting our donut before very long.

This is a very simple example which I hope will help you to analyze any habits which you feel may be having a negative effect on you.

It is important that you accept that changing any habit is like a marathon instead of a sprint and that, if your first attempts are unsuccessful, that’s no reason to believe you cannot achieve your goal or to feel that you have failed.

Dealing with Negative Emotions

I hope that these tips can be helpful for you in learning to recognize the negative effects of emotions in ourselves and other people whom we interact with, when they are out of balance.

Not everyone acts or thinks exactly alike so I hope you will get some idea of how to cope with other people’s emotions as well as keeping good control of your own.



When a situation is almost overwhelming, try to get some time to relax and avoid thinking consciously about the problem. Your subconscious will still be reviewing possibilities and the break will mean your conscious mind and your

body will be refreshed and better prepared to deal with it.

If you find that you will have to accept a negative outcome, review the effect it will have on you over a period and how you can best deal with it. But, never think that there is no possibility of improvement. Just think of the people in the London Blitz in World War II or people that have lost everything in any number of natural or man-made disasters.

If your spirit is strong, you can overcome almost anything in time.

Anger

Anger is as natural as any other emotion but it can be a source of serious trouble for you and the people close to you.

The best time to think about what causes you to become angry and how you act when you are angry is when you are not angry.

You will not prevent yourself becoming angry but you can perhaps find ways to deal with your anger or, more importantly, the causes and actions you take.



Sometimes we become angry because we feel that we, or someone we care about, have been wronged. At that time, we may react impulsively in a way which will aggravate the situation and make it less likely that we will get the outcome that we want.

That, of course, will cause the problem to become worse. If we have to accept less than we feel we deserve, that will probably cause us

problems in the future.

So, it is worth considering how we can act on future occasions which may help to get a resolution which is better for us.

The best advice is to take some deep breaths. I accept that this is not always achievable if the situation is already heated.

But, your judgment and effectiveness will be better if you have more oxygen flowing through your system and you can give yourself even one minute to review the situation before saying or doing anything.

Are you angry about something which you cannot do anything about? This can be very hard to accept, but anger is likely to only make your situation worse. If you are angry, you will be unable to express yourself well and people will pay less attention to what you say and be focused on your anger and preparing to react to any aggressive action you take.

Are you with the other person or people involved? If they are somewhere else, you should give yourself a few minutes to compose yourself, then consider what are your best options.

If they are in the same room, say that you want a few minutes to think before discussing the situation.

What is the base cause of your anger? Is it one thing, a combination of things or perhaps you are worried that you will not be able to get a good resolution to the matter.

When you have worked out your answer to this question, you will be better able to decide on your best path forward.

Examine all the possible outcomes from the situation. Sometimes, we become focused on just the worst-case outcome. Review the time available to deal with the situation, whether you can get help easily, what will be the worst-case outcome and what other possibilities are there?

Reducing the Effects of Fear

Fear is a natural reaction which helped our primitive ancestors survive in more dangerous times.

It is not something to be avoided at all costs. It is part of our basic survival kit.

When we feel fear, the “fight or flight” response is engaged.

Our body automatically prepares our defenses and changes in our breathing and blood flow occur which will help if we decide to flee instead.



Our reaction can sometimes be out of proportion to the threat we believe that we face.

The first step, as with anger, is to give yourself more oxygen with a few deep breaths.

Then, carefully examine the situation.

Do you have all the information which you really need to deal with the threat?

Irrational fear is often the main problem. That brings worry which saps our energy and may also cause us to not be able to reason as clearly as we can normally.

Here are some common situations which many people become fearful about.

A Job Interview

Many people become very tense and even fearful when they have to put themselves forward for a new job. If they are doing similar work to a high standard or have completed the appropriate training with good results, then fear is an over-reaction, but it is very common.

Making a Speech

This is supposed to be the most common fear among adults except for a visit to the dentist. Yet, there is really nothing to fear. The audience is not going to harm you or even throw rotten tomatoes in your direction.

Even if you give a poor speech, it is not likely to cause you to lose your job or all your friends.

Every professional speaker I know can remember at least one of their speeches which could be described as, at best, an example not to be followed. But, they have all learned from the experience and most of them have probably spoken to those same audiences later on with much better results.



The late Bob Hope, internationally celebrated comedian, said that the worst thing about the closure of many live venues was that it meant that inexperienced performers had nowhere to be bad. He explained that no-one could become a really good performer, comedian or public speaker without making a few poor speeches in their early days.

Asking Someone for a Date

This is another situation which all of us go through and which many feel greatly fearful about.

But, if the answer was, “No”, it probably didn’t cause major damage to you or your life and even your ego recovered quickly enough.

All of these situations illustrate that that our reactions to new situations can be out of proportion to the potential effects of what we are confronted with.

Even the proverbial visit to the dentist is likely to be less unpleasant than it might have been a few years ago, except for the pain we feel when we get the bill.

Even when we are confronted with a potentially serious outcome, the effects can be minimized by following the same suggestions.

Preparing for Pressure Situations

The world may seem to be moving faster all the time and the pressure to achieve more in less time and with fewer resources can seem overwhelming.

That is the daily experience of many people. Then, we all have to face unexpected pressures which put extra demands on our physical and emotional resources.

Find out all you can about the situation. This will probably take time when you feel you don't have the time to spare. But, the better the information you have the more effective you can be. Working with inadequate or incorrect information is a way to almost guarantee your actions will only lead to disaster.

Don't be confused or frightened by information which is not accurate. Remember that as well as those people who offer information which promotes their own personal agenda rather than a genuine desire to help you, there are many that have your best interests as their main concern.

When you have the best information you can get, review all possible outcomes.

What is the worst possible result and what is the likelihood of that?

How would that affect you and your family immediately and also in six months or farther into the future?

Are there other alternative ways to deal with the problem and, if so, what is their level of reliability?

What help is available to you at this point?

What help is available to you later on to assist in dealing with the outcome if it is one of the less desirable ones?

List the parts of your life which are likely to be affected and then write down how you will deal with those factors?

Keep your family in the picture. They cannot be expected to give full support if they are excluded from the information loop. Without information, they

cannot give good advice or deal with any consequences which directly affect them.



Some people find it hard to talk with their closest family members about matters that are causing them stress. They may want to spare the other family members the sort of stress which they are feeling.

But, the result can be to cause more stress for everyone concerned. Keeping your own stress locked in is almost guaranteed to have a negative effect on your health if you let it continue.

Excluding the other family members from knowing about the problems you face can cause deep fractures in your relationship and may also cause them greater stress as they imagine what your problems are. They are likely to imagine worse scenarios than what is actually happening.

Make the effort to talk problems through. You will find a problem which is shared can be much easier to deal with.

Mentors and Role Models

Mentors

You may be able to reduce the effort and time required to make significant improvements in your emotional make-up and personal accomplishment by tapping into the experience and knowledge of successful people that have trod a similar path to the one which you are on.

That can be done through reading, listening to their recorded experiences and attending live presentations.



But, you may also be able to find a mentor in your local community. Many successful business people are willing to advise and motivate people who are making a genuine effort to improve their lives.

The mentors see this as a way to give back to the community which supported

their own rise to success.

In some areas there are formal programs where you can connect with a mentor. But, where there is no formal program, you can make a personal approach to someone that you admire and believe that you can learn from.

You may find the person you approach is too busy with their current activities (which may already include mentoring other people), but don't take that personally. Just look for another person to approach.

When you do approach someone, be respectful of their time. Have some relevant questions prepared and also a short fact-filled summary of why their advice would be of particular value to you.

There is an important difference between mentors and professional advisers.

Mentors aren't in your daily activities and don't give funds for your business. They give you valuable advice from their own experience and knowledge and may act as a sounding board for your ideas and plans.

Role Models

Role models display qualities which we believe would help us to be more successful. They may be family members, people we know or people that we admire but have never met.

We can learn from watching or even reading about them and how they have dealt with challenges and problems similar to those we face ourselves.

By studying how they have met and overcome some of their difficulties, we can gain confidence which will help us a lot.

One of my personal role models was Thomas Alva Edison, the inventor who developed an incandescent light bulb which could burn for about forty hours. He continued experimenting until his bulb would last much longer.

Despite his poor health when young and losing most of his hearing early in his working life, Thomas Edison became a telegraph operator and made several improvements to the machines used at that time.

His persistence and will to succeed despite many failed experiments (he said they were good because they showed him what would not work), is something I have tried to copy with my sport and business activities.

It is useful if you can find some role models whom you can see live as well as those you watch or read about.

I know many athletes who watch videos of champions repeatedly for technical insights but also for inspiration. They also try to see them live in action whenever there is an opportunity.

Don't forget that you may also be a role model for people around you.

If you are trying to improve yourself and do your work to the best standard you can, you may be helping others to improve themselves without even knowing about it!

Asking for Help

What do you do in a challenging situation?

Do you tell someone that you need help?

Do you explore what help might be available?



Some people try to handle problems, especially deeply personal ones, all by themselves. They may not want to cause worry for their family or close friends. However, it is likely that the other people will be greatly worried by the visible effects of the problem on your actions or appearance.

Another possibility is that they will feel you don't want their friendship or help because you become more closed off from them as you are impacted by your fear and other effects of the problem.

You should ask for help. People usually want to help and they also want to know that you value them as friends as well as family members or colleagues.

It's not a sign of weakness to ask for help when you have need.

Your parents or other early role models may have expected you to deal with all your own problems, but we all like to be asked when a friend or family member is hurting.

Knowledge Really is Power

Knowledge is at least a partial defense against irrational fear and other emotional problems, so you should gather the best information about the problem as you can.

Always carefully qualify the sources of your information.

There are many people who give advice which is suspect on the Internet and elsewhere:

- ? Some have particular beliefs which they are promoting along with their suggestions
- ? Some hope to influence you to buy particular products
- ? Some are actually offering information which is outdated or just plain wrong.

If you have a question or a problem which needs professional advice, go to a professional. Your doctor is a good start for any problems affecting your mind as well as your body.

They have special knowledge of your health and background and connections with all sorts of organizations. Many services are available at low cost or free in some countries, especially when you are referred by your medical practitioner.

There are many groups set up by people who are affected by different conditions or their families or support providers. Visit any of these groups which may be able to help you.

At the least, you may be able to be reassured by talking with other people who have faced the same sort of problems which you have.

Get Involved

One problem which many people have if their emotions are out of balance is that they start to cut down on their social interactions.

This is understandable but it is likely to be counter-productive. Their attempts to repair their emotional balance will take longer and be harder to accomplish.

Dealing with doubts and fears which occur when they are in crowds may need professional help, but many people can reduce the discomfort and other effects through practice in situations where they feel they have some measure of control about how much interaction they engage in.

Some people are introverts whose natural preference is to like being alone or just with close friends and people they know well.

Other people may develop a high level of discomfort in crowds because of situations in their past where they have been embarrassed or otherwise belittled.

Some have made since attempts to follow advice such as, “look people straight in the eye.”, and “smile a lot.”, but these suggestions aren’t always effective and the person can become more withdrawn if they don’t make a meaningful connection.

A lot of the trouble we have with social interaction is caused by focusing on what could go wrong rather than having any expectation of actually having a good time.

If you want to ensure that your first few encounters are good, prepare some things to say in advance. Decide how you will answer the most likely questions. Keep your answers short and interesting, even for someone that doesn’t know anything about the sort of work you do.

Focus on the person you are speaking with. That is important for making that connection and it will also help you to calm any nervousness you may be feeling.

Repeat their name in the first thing you say to them after you hear it. The interest you show them will be returned to you.

People respond best when they feel comfortable.

Avoid negative comments or attitudes. Sending negative signals is likely to repel most people and may cause offense. Forget the old saying that opposites attract.

People that spread negativity and gossip only attract people that like those things. Do you want to spend your time with them?

If you focus on building people up and responding positively to them, you will attract more enthusiastic people like yourself.

Being with them will help you to conquer any emotional blocks that you have.

Common Interests Create Connections

If you want a quick way to meet new people and reduce any problems you have interacting with people, I suggest that you look for groups in your local community which are focused on topics which interest you.

They might be community groups which are committed to improving or preserving important features or amenities in the area, sporting clubs, hobby groups, business groups or adult education courses.

All these types of organizations attract people with a particular interest in common and the desire and energy to do something about it.

When you join this sort of group, you have something to talk about; the reason for the group getting together, so you will have no problem starting a conversation with anyone who is there.

Over time, you will make new friends and even perhaps business connections by being involved in a common purpose and helping other people in the group.

You can ask for help too. Most people are usually willing to help anyone that they see is making a genuine effort to contribute.

As well as the new friends and knowledge you gain, you will also find your self-confidence will improve.

Simple Steps to Better Health

Improving your health and emotional well-being is often easier than you may think.

While you may find it hard to set aside the time to have a routine check-up with your doctor, it is essential that you do it.

You know that you have to have your car checked at regular intervals. If you put that off, it is more likely that a major fault will develop causing greater expense and other problems which could have been avoided.

Even if we are lucky enough to avoid major problems, any car which is out of tune will start costing you more just to keep running.

It's the same with our own body's internal systems. If we don't maintain them, we cannot expect to get maximum performance.

That will mean that we fail to get the enjoyment or achievement level which we could.

Over time, we will become less able to avoid minor illnesses which spread every year through our communities and that will impact on the quality of our personal and business interactions.

When we become stressed, we often start to sacrifice our personal time and activities to put more effort into our work. This may help for a short while but the effect over time is to cause us to become depressed as the quality of the work we do falls away.

Relaxing with our friends and family is essential for us to maintain our emotional balance and also to let our bodies recharge and rebuild after the stressors of the day.

One area where many people cut corners is to reduce the amount of rest they allow themselves. They are probably unaware that we need at least seven hours of sleep a day.

If we don't have periods of uninterrupted sleep on a regular basis, we don't get the full benefit of our natural sleep cycle.

There are three parts to that and missing out on any of them can cause ongoing problems, both mental and physical.

Some people believe that short naps during the day can replace the sleeping time which they are missing out on each night.

While “power naps” can be refreshing, they are not long enough or deep enough to be as beneficial as several uninterrupted hours of sleep. They don’t allow our internal systems to do whatever repairs might be needed to our bodies.

It is also important to get some exercise on a regular basis. You can use basic equipment like a skipping rope and weights to add some resistance to your routine, but simple walking is also a proven way to help maintain your well-being.

It doesn’t need any special equipment and can be done almost anywhere. It is more pleasant when you do it with someone you like and can be a good time to talk without anyone else hearing what you say.

I suggest that you turn off your MP3 player or other device while you walk or jog. There can be much to enjoy in the sounds and sights of your community, especially when you do your walking in a park or near a river.

It can also be much safer. People often are involved in accidents because the earphones they were wearing blocked out the noise of approaching vehicles or other hazards.

Connecting with You Subconscious Power

Some readers may feel uncomfortable about some of the content of this section. I talk with people regularly who don't think that visualization and other techniques would ever be useful for them.

I just want to put these suggestions up for your consideration because I know that they have helped me and many people that I know personally as well as many business leaders, sportsmen and others whose endorsements are part of the public record.

The suggestions I make are simple and straight-forward. I don't give any guarantees about instant success with your career or your personal life and know that the techniques will at best only show results which compare with the effort and time which you invest in them.



The main reason for my interest in and use of some of these techniques was the realization that our subconscious mind has a powerful effect on all that we do and we may be able to improve the effect by using some of these techniques. It is affecting our actions and our mental outlook all the time and

may be causing artificial but very strong limitations to be put on our capacity to achieve success in whatever we do.

I believe that these techniques may help some people to influence the subconscious and the effect it has on their lives in a positive way.

These suggestions are just that. They are not professional advice, just suggestions based on experience. Your results will vary from mine because everyone is different and has different background and circumstances.

Please **don't** try any of these suggestions if you have any medical conditions unless you first ask your doctor or medical advisor about their suitability and safety for you.

Meditation

This is much simpler than many systems. It is claimed to be very relaxing and may help you to deal with the various pressures in an average day much better.

But, it will probably take a few sessions before you see any results because there is likely to be a continuous stream of mental chatter in our mind which gets in the way of relaxing until we have some practise at stopping the chatter.

Start by setting aside about ten to twenty minutes when you will not be disturbed by people, noises or pets. Reduce the light in the room to a safe minimum and close any curtains or blinds.

You may want to use a cloth eyeshade like those used by travelers on planes when they want to get some sleep.

Some of these tactics can be reduced or eliminated after you become more experienced and comfortable with your meditating.

Sit in a comfortable chair. Don't curl yourself up because that may make your feel stiff and awkward when you get up after your meditation session.

Put your feet flat on the floor. Ideally, your knees should be bent at a right-angle for minimum pressure on your body. If you have any problems with the blood circulation to and from your lower legs, you may want to elevate your feet.

Close your eyes and relax as much as you can.

It is usually suggested that you find something within yourself to focus on so that your mind can switch off thinking much about your day to day concerns.

Some people say a meaningless sound, such as "Om".

My preference is to focus on my breathing. Mentally follow each breath in through your nose and down to your lungs.

Pause for a couple of seconds before you exhale and then follow the path of the air back out through your throat and your mouth.

You may find this harder to do at first than you thought it would be. That’s no different than when you start to use any other new action. Don’t beat yourself up because you think you are doing poorly. The whole aim is to relax. You might want to take a short break and try again. But, don’t make more than two attempts at any of these tactics in one day.

Get on with whatever else you need to do and wait till the next day. It will become easier if you give it some time.

This doesn’t take very long and many people report they feel better through much of the rest of their day or that it helps them to get to sleep more easily if they do their meditation in the early evening.

I suggest that you only do this for about ten minutes at first and that twenty minutes is probably as long a session as you need when you have some experience.

Self Talk

Even the most practical and down-to-earth person you know is constantly talking to themselves through their waking hours.

That’s because every has a constant flow of information and opinion from their conscious mind to their subconscious.

Unfortunately, many people fill this channel with negativity about themselves, their situation, health, abilities, achievements and prospects.

You probably know someone that is always excusing their cluttered desk with a comment like, “I’m just a packrat and can’t bear to throw anything away” or their failure at sport with, “I just haven’t got that ability in my D.N.A.!”.

This constant talking down of their capacity to improve themselves and their circumstances is taken by their subconscious as fact, even though it’s just opinion and they have never really tried to do better.

Over time, their subconscious starts to impose limits on the ability of the body’s automatic systems to conform to the negative but false limitations which the person has been feeding it.

This is almost impossible to detect because it happens slowly. But, the effects can be stressful and damaging to our level of achievement in personal and business activities.

But, we can change the results we are getting. We just need to pay attention to the statements we make and stop being unnecessarily critical about our abilities and accomplishments.

When we stop expecting to fail and start planning and taking positive action, we will soon notice improvements in our emotional state as well. Everything is connected and each area affects the others either positively or negatively.

The Happiness Journal which I explained earlier in the ebook could also be a positive reinforcement for your self-image.

When you have a few minutes, dip into it and revisit some of your small or large victories.

That will help you to realize that an occasional slip from your usual high standards is just a blip on the screen, not a groove which you must follow unless you make it one.

Affirmations

This is a technique which many people find useful in helping to create a mind-set which improves your self-confidence and reduces the effects of any emotional challenges which you face.

Affirmations are statements like the classic, “Every day in every way, I am getting better and better”.

Just saying that will not help much unless you also learn how to deal with any issues which you have and take action.

But, the affirmation is part of the armory of tactics which can help you be more in control.

Visualization

This is a technique which some people find hard to implement because they think it's just daydreaming with a fancier name.

It is worth trying and the results can be very beneficial.

It is much more than day-dreaming because you need to have knowledge about how to best do the actions you visualize and only use the process of visualization as a prelude to performing the action which will bring you the success you planned for.

Many top sports champions routinely use visualizations of themselves playing each segment of their game in the best way they know or their coach advises. This apparently helps them to start their subconscious building tracks for these techniques in their mind which make their performance easier on the big occasions.

The essential difference between visualization and daydreaming is that the dream is focused on getting the rewards, the visualization is a step by step tour through the well-rehearsed actions, perfectly performed, which leads to the desired result.

You can use this technique to help overcome some of your emotional fear of making a speech. Visualize yourself going through the whole speech and using the techniques you have already learned and practiced.

You can run those mind movies as many times as you like. While you are doing that, your subconscious is making the tracks deeper, provided that you have the actions and thought processes already rehearsed.

Practised but Never Perfect

I hope that you have gained a clearer understanding of the forces which are putting most of the pressure on you now and some ways which you can help yourself to start improving your life almost right away.

I have learned from the words and actions of many fine people. Some of the lessons took me a long time to learn. I am grateful that they were so patient and especially to those who believed in me even when I started to doubt that I could achieve what they said I could.

These are some of the words which they shared with me. I hope they will help you too. Please remember that:

Everybody makes mistakes. We can keep blaming ourselves or we can focus on learning from them, accepting our responsibility, if any, to make any reparations and move on with our lives.

We realize we are not perfect but we know we have the ability and the desire to improve in almost every area.

We are not defeated when someone else gets something we desire.

We are only defeated when we give up.

We never give up on anything which is really important to us.

Goals are dreams with a timeline and the magic ingredient, **ACTION**

A small step is all it takes to begin to succeed.

It is four times easier when two people share the work and the rewards.

Your opinion of yourself should never depend on what anybody else says or thinks about you.

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