

Discover How You Can  
Master The Essentials Of Leading  
A Balanced Life

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Master The Essentials Of Leading  
Discover How You Can

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# Foreword

Our 4 "quadrants of life", the spiritual, mental, emotional and physical, function as one permeating and co-operative scheme. These quadrants differ in vibration level, and most individuals may only realize the physical.

What bears on one-quadrant effects the others, and being cognizant of how this occurs will help a good deal in accomplishing a wholesome balance. On the physical level, viruses and microbes are still not the true cause, but the deficiency of suitable nutrition and exercise that enables our bodies to be resistant to them. Viruses and microbes are in and around us day in and day out, even in healthy individuals.

So how do we better treat this composite and intricate holistic system (body) in which we live? It apparently calls for more than a quick crash program. You're likely already doing a lot of things to help. The fact that you're reading this means that you're taking steps in being responsible for your own health and not forever waiting for something to go wrong and then expecting your physician to "repair" you.

This isn't to say that you shouldn't see a physician when you're not well. They supply a critical and merciful service most of the time, and attempting to do altogether without them may be a calamitous error. That being stated, much of "modernistic" Western medicine doesn't take a holistic approach to wellness but centers on symptomatic alleviation. To balance physical fitness with all the additional matters we have going in our lives, a lot of us favor getting away with the minimal possible to keep healthy. That sum may really be quite a bit less than many might think. But a nonchalant walk isn't going to do it.

Emotional maturity and emotional health are not your daily school subjects, but they're vital for personal welfare and the health of our communities, let alone world peace! Our damaging emotions are not simple to deal with once they've progressed. Positive emotions are crucial in being who we truly are, fantastic spiritual beings full of vim, passion and exuberance.

The spiritual path or activity you pursue is something only you ought to choose; regardless of what religion you were born or baptized into. A few individuals who have become disenchanted with orthodox religion discover that going fishing or walking in nature is the better way to have a spiritual experience.

The human mind is often looked upon as man's primary advantage or asset over the rest of the life figures on earth. But occasionally it may be our greatest hindrance. The thoughts that infiltrate our minds are not inevitably an integral part of our true identity. Just as your thoughts get out into the world like ripples on the water, so other people may inadvertently pick up on them.

### ***Balancing The 4 Quadrants Of Life***

***Discover how you can master the essentials of leading a balanced life.***

# Chapter 1:

## *Physical Wellness*

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### Synopsis

The definition of wellness is a spectrum. An individual becomes aware of, and makes sound choices toward the quest of physical, emotional, spiritual, social, and rational wholeness through an intricate process. Here are additional views on the spectrum of what is physical health:

- Cognizance of the body's real identity, depth of feelings, stress patterns, reactions, balance and harmony.
- Honoring your body's own singularity and diverseness.
- Engaging in patterns that move you toward a higher level of wellness.
- Bettered cardiovascular, flexibility, strength capacity.
- Bettered knowledge about functional nutrition.

Wellness is an interactive procedure of becoming cognizant of and exercising sound choices to produce a more successful and equilibrated lifestyle. Physical health isn't acquired overnight; it's cultivated over time. You must value and appreciate the relationship between good nutrition and the performance of the body. Physical health is a choice...Yours!

I personally trust that each person has the working capacity and duty to take the needed steps of bettering their physical wellness.

## **Our Bodies**

Physical health involves understanding that eating well, physical exertion, and healthy lifestyle selections are crucial; that arriving at healthy life-style choices now will bear upon how you feel tomorrow, how long you live, and maybe more significantly the quality of your life.

What would you believe to be your most treasured possession? Your house? Auto? Antique collection? What about ... your body? It's certainly your most treasured possession as without it, you would not be here.

How well do you treat your body? Do you work out daily, eat healthy foods, consume adequate water, and get enough rest? Don't fret; I'm not going to turn this into a big soapbox speech, as I've been just as guilty of not providing my body the care and tending it merits. The bulk of us are.

We live in a time of elevated tension, quick pace, and abundant fast foods. For those of us who simply need to walk a couple of steps from our desk to the kitchen, the enticement for snacking is even larger. Who has time to workout and fix balanced meals?

All the same, it's crucial to understand that disregarding our physical welfare may deeply affect us mentally and spiritually. The Mind/Body/Spirit/Emotions association is strong. If we disregard one area, the others will suffer likewise. The goal ought to be to accomplish a nice, even balance between all 4. I'm learning that it's not as difficult as it seems. It simply takes a bit of effort.

My greatest error over the past numerous years was trusting that suitable care of my body would take a monolithic amount of time. "I'm too engaged to workout. I don't have time to fix proper meals; I'll just pick up something fast. I've too much to do, so I can't catch a full night's rest."

But by dodging my physical welfare, I discovered myself unable to be as productive and effective in other areas. I had little vitality; I couldn't center, and normally felt rotten day in and day out.

Treating our bodies doesn't have to take much time. In fact, by centering more care on my physical health of late, I'd venture to say that I'm acquiring time, as my focus and vitality level are so much fuller, and I get a lot more done during the day. I likewise rest better at night, a different bonus!

You may be enquiring just how much time and work is called for? Here are the things I've been executing for myself of late:

Work out - For me that was the greatest obstruction, as I tend to get lazy. When I sit down at my desk, I'm pasted to it all day. If I don't workout first thing in the day, I'll continue putting it off. So I began doing my exercise right away after I wake.

I spend approximately thirty minutes - hour on aerobic exercise, and some light weight routines. I had to force myself initially, but now that I'm getting in the habit, I'm feeling stronger and even beginning to look forward to my exercises each morning.



If you tend to stall about exercise as I did, attempt making it your 1st precedence when you wake, and then you've the rest of the day to accomplish whatever else requires doing.

Nutrients - I've always been a "fast food addict". It wasn't that I favored that sort of food, as it simply appeared handier. But, I ultimately recognized that raw veggies and fruit might be "fast foods" likewise! I also started wiping out sugar for the most part, and alternated to whole grains rather than white, highly refined foods.

I attempt to eat more whole foods, as who requires all those chemicals they place in processed foods? Rather than snacking on some chips, why not eat some nuts, seeds, fruit or veggies? They don't take any longer to fix.

H<sub>2</sub>O - I likewise started drinking more glasses of water throughout the day, and instantly started to feel better. Did you recognize that the most usual symptoms of dehydration are weariness, sluggishness, muscle weakness, headaches, lightheadedness and forgetfulness? That certainly described me, and it's no wonder, as I was drinking largely coffee and soda!

Upping my H<sub>2</sub>O intake made a big difference in my energy state and mental centering. You don't have to consume gallons of water, just a couple of tall glasses a day ought to be an improvement.

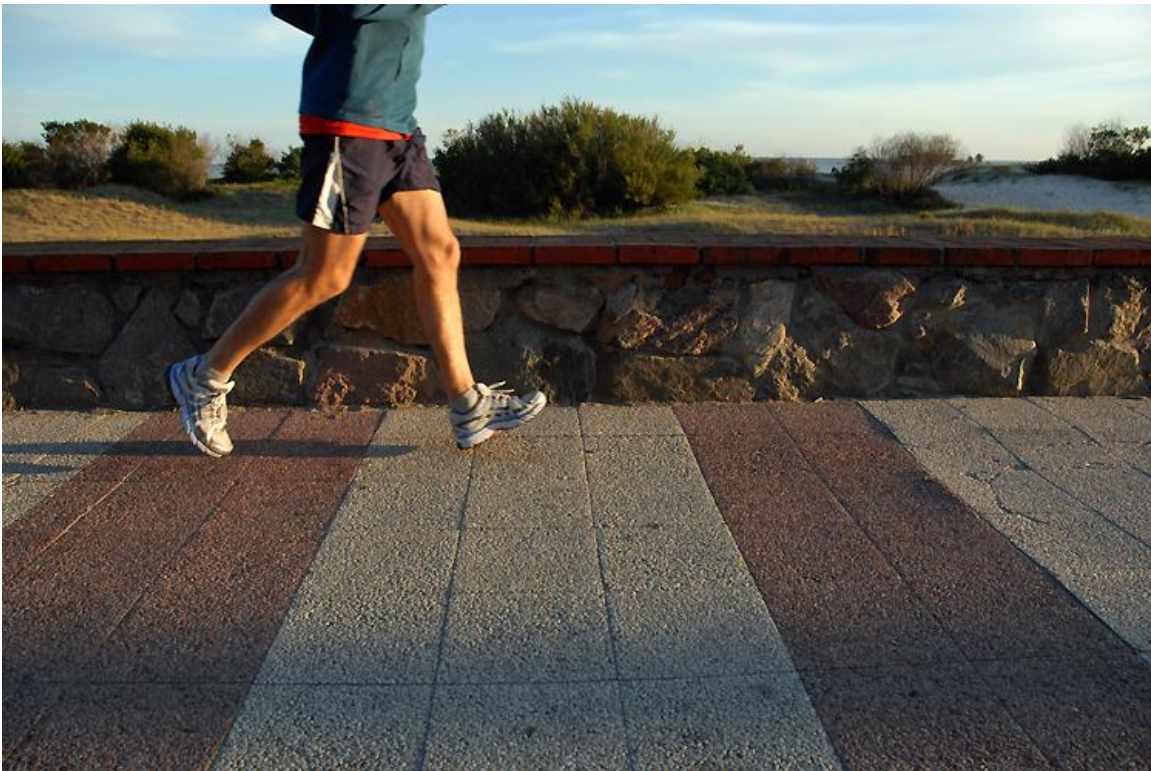
Sleep - I'm among those individuals who truly require a full 8 hours of sleep nightly or I get crabby. A few individuals may make out on less sleep, but most of us are still getting less than our bodies really require.

You might believe that getting less sleep will enable you to get more done, but consider it: if you don't get adequate rest, you'll be dragging yourself through the day and have to focus harder on your work, as your mind simply would like to rest.

But if you commit a full 8 hours (or however much you personally require) to sleep, you'll feel much more industrious and centered during the day, and be able to achieve even as much, if not more.

It's truly just an issue of producing new, fitter habits to substitute the old habits. Sure, exercise does take up some time, but once again, it may make such a big difference in your energy level. Establish time.

We need to make an attempt to treasure our beautiful bodies, as we only get one! They genuinely are our most treasured possession, and if we don't cherish them, who else will?



# Chapter 2:

## *Emotional Wellness*

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### Synopsis

How you meet the challenges of today, will to some extent, influence your future life. Acquiring the skills required to address emotional wellness will provide you a basis of mental and emotional health.

Emotional wellness has many facets. Put plainly, it's based on self-esteem-how you feel about yourself-and behavior that's appropriate and sound. Somebody who's emotionally fit:

- Comprehends and adjusts to change
- Manages stress
- Has a confident self-concept
- Has the power to love and treasure others
- Can act independently to meet his or her own requirements

Everybody, including individuals who are emotionally fit, have troubles. Emotionally fit individuals are able to adapt to and solve issues, and in doing so they help other people as well as themselves to acquire gratification out of life.

## **Our Emotions**

What is stress?

Stress is a mental, emotional, physical, and often behavioral reaction to a broad assortment of stimuli. Different from popular belief, stress isn't inevitably induced by an acutely troubling event. The term really refers to requirements placed on you by day-to-day experiences that result in your body's energizing itself physiologically to meet those requirements.

Stress isn't innately negative or positive. What ascertains whether an event (stressor) is negative or positive is your rendition. The meaning of this point is that you are able to command your view of events, though not inevitably the events themselves, and thereby control tension. Stress demands, whatever their value, start an arousal of the brain and body. That rousing, if drawn-out, may tire out and hurt a person to the point of distress, dysfunction, and disease.

Consider an analogy from physics and engineering. Stress in these fields entails strain or pressure put on a system. With some tension, the system adapts or alters somewhat, occasionally getting stronger. With more stress, the system gets to the point where it will break. Humankind reacts likewise.

Tension is an unavoidable component of living. To be alive is to go through the joys and thwarting of stress. Some stress is beneficial for us, the alleged spice of life. Other stress, like a poor grade on a test, may be either adverse, if you see it in a purely negative way, or of value, if it serves as a motivator for you to acquire more beneficial

study habits. Since tension is unavoidable, it's crucial to learn to live with it and make it work for you.

A lot of individuals erroneously believe it's a sign of weakness or failure to accept that they experience stress. Issues arise when we don't realize that tension is inducing common difficulties and that it may successfully be handled.

Does everybody respond to tension the same way?

There are big individual fluctuations in how individuals comprehend and react to stress. A few individuals seem to flourish on deadlines; other people get nervous. How the body and brain respond to a given stressor is different for each individual. A bit much stress, however, understandably results in too much stimulation and eventual dysfunction.

Tension is more than an obscure incident. It's the product of a lot of facets of your life-style and surroundings. To cut down or handle stress and its possibly damaging effects, you are able to alter numerous aspects of your life-style. You are able to do this by acquiring methods to reduce external stress, to handle your own inner causes of stress, and to manage acute stress.

What are the perils of not curbing stress?

Persistent stress puts a weight on the body and the brain that may result in your not doing your best. If the tension goes unrecognized and dissonant, it may wear you out and induce assorted physical and emotional symptoms that you might blame on other origins. It may

result in your getting physically ill or even suffering an emotional breakdown.

As your body's ability to live with stress isn't inexhaustible, there's a point at which you get to exhaustion. If your body can't do away with stress or handle it in a favorable way, the system is overcharged and exhaustion is inevitable.

If you go through a stressor, whether it's the physical stress of being stuck in a snowstorm or the emotional tension of breaking up with a close acquaintance, your body unconsciously starts an involved set of physiological reactions called the fight-or-flight response.

Our physiology hasn't changed much since prehistoric times, so the body's nervous system and hormones mechanically gear up to combat or take flight the nearing peril, although combat or taking flight isn't a valuable reaction to most sorts of stress encountered nowadays. If the body isn't able to dismiss the energy developed by this, or if tension carries on past the initial stage, you move into the resistance stage. Your brain and body stay energized by stress.

At this stage, you might distinguish stress and its consequent emotional and physical stimulation, but you might not associate it to physical sickness or emotional shifts. We adjust and get used to the state of stimulation to the extent that it no more feels strange. As our minds and bodies are so adaptable, hyper-arousal isn't acknowledged as a likely problem. We have lost the power to distinguish imbalance and restore balance until there's some distinguished issue at the exhaustion stage, when the body sends off a message of distress.

To cut down physiological tension, be cognizant of your own biorhythms-for instance, what hour you're most alert, interested, and active. Most of us recognize instinctively whether we're night individuals or morning individuals. Assign your hardest tasks to your high-power times and your repetitious chores or relaxation to your low-energy periods.

You might not have recognized that there are substances in what you regularly consume and drink that bring about dietary stress. Caffeine, a stimulant, mimics adrenaline, the main neurotransmitter of the stress reaction. No-Doz and additional stimulants like decongestants and diet pills excite the nervous system and contribute cumulatively to stimulation.

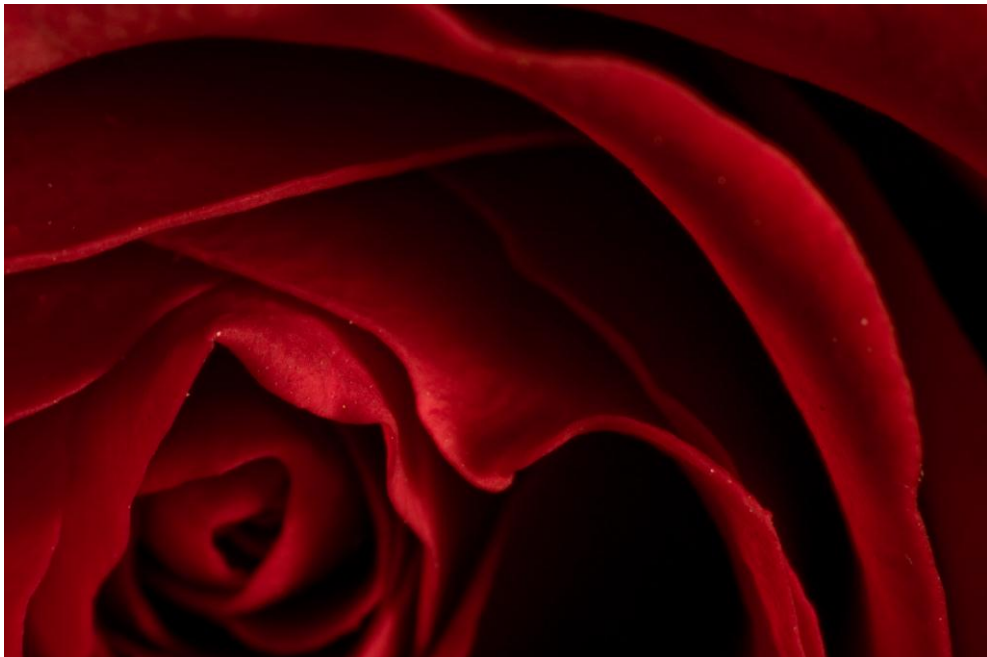
There's likewise some evidence that high sugar ingestion might step-up stress, putting you on a blood glucose roller coaster-a fast surge of vigor accompanied by an evenly sudden drop in energy and a jumpy, over stimulated sensation. Habitual dieting and fasting may likewise add to dietary stress by putting additional demands on your hormonal system to sustain body fuel levels in the face of poor food consumption.

A few researchers think that you need additional vitamins, especially B vitamins, if you're going through increased stress-therefore the plethora of "stress" vitamins presently on the market. It's improbable that with a fit normal diet including grains, fruits, and veggies, you'd become lacking in vitamins. But, as insurance against vitamin deficiency, you might want to take a vitamin supplement - one that doesn't surpass 100 % of the advocated daily allowance.

Exercising is an effective way of bringing out the energy generated by stress, which is far better than letting it develop inside and produce uncomfortable pressure. Exercise of any sort releases the extra adrenalin rendered by the stress reaction. Exercise likewise produces endorphins, natural pain relievers and euphoric chemicals that help you feel at ease and energized after a workout.

A lot of individuals utilize exercise as their principal stress reducer. Aerobics for twenty or more minutes a day seems to be the most helpful in clearing the stress response. Dancing, weight lifting, and walking may likewise work if you like them.

Breathing processes and exercises have been utilized for centuries to quiet and center the body. When you're under stress, your breathing tends to get shallow and your muscles tighten up. At such times, you frequently utilize only the upper one-third of the chest muscles and a few neck muscles to breathe with. By breathing deep from your diaphragm, you lessen muscle tension and reduce body stimulation.





# Chapter 3:

## *Spiritual Wellness*

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### Synopsis

Spiritual wellness refers to mixing our beliefs and values with our actions. A purposefulness, direction, and awareness are crucial. Realizing what values, rights, and obligations take some thought and discussion.

The 1st step in developing values and spiritual wellness is to analyze your own values: respect, honesty, human life, loved ones, education, religion, health, riches, community service, and diverseness. Talk over values with other people, spend time and act in a way congruent with your values and the values of the community/society.

Everybody feels anxious, uneasy, or uncomfortably jittery some of the time. Here are a few hints of things you are able to do to help alleviate emotional disturbances and better your spiritual health.

Having a calm spirit may be accomplished by discovering the imbalances in your body and mind and bringing them back into balance through altering your thoughts and actions.



## **Our Spirit**

Keep an eye on alterations in your breathing - if you're feeling at all anxious or uneasy try to take note of any alterations in your breathing. Stress may cause hyperventilation (over-breathing). Calm any rapid paced breaths by substituting them with constant and slow breaths. A daily meditation recitation is helpful for sustaining healthy breathing and is likewise a great preventative measure for reducing anxieties.

A mantra you can use is this: After every deep cleansing breath, I expel negative thoughts and sadness. With each following inhale, I accept positive views and happiness to fill the entirety of my body and spirit. I'm filled with optimism and happiness.

Clean your mind of disquieting views - Any time you're feeling uneasy or suffering mentally, it's helpful to temporarily clean your mind of all ideas that are disturbing you. It's plainly not healthy to center on your troubles 24/7. Guided visualizations are first-class mental escapes that may help you to flip your focus away from anything that's disturbing you. See yourself in a special dream episode where you are able to unwind and recover your coping skills. Pick an ocean scene, desert oasis, or garden.

Baby your mind, body and spirit - withdraw yourself from the bedlam and give yourself some quality solitary time. Lock yourself in the bath and take that much-required soak in the tub. A bubble bath is your ticket to peace of mind. Savoring a regenerating soak is merely one of a lot of ways you are able to baby yourself. Attempt taking a walk in the park, or getting comfy on the sofa and enjoying an entertaining book.

Get your head together prior to reacting - everybody has made the error of being extraordinarily reactive at one time or another. We intensify our struggles by reacting without acquiring all the facts first off. When it appears that the whole world is against you and you feel like going off the deep end right away... Hold off! The situation impending likely does call for a reaction of some sort, but please relax your reaction. You'll address a stressful situation in a less agitated state, and come to a solution earlier if you take time to amply assess the situation. Get your head together before you decide on a reaction.

Maintain your distance from other people - You might need to step backwards and get a little distance between yourself and anybody who's making you feel uneasy. It's crucial to back away from other people when you're feeling deluged so that you're able to reserve your energies. Holding protective boundaries in place may likewise give you another perspective in order to assist you to more fully comprehend and better meet difficult spots.

Stay a concerned parent to your inner child - frequently when we, as grownups, are going through situations that make us feel uneasy or weak our thoughts will address memories from our childhoods when we underwent fear or solitude. When youngsters feel little and lost, they look to their parents or protector for security. Take a minute to be a warm and loving parent to your inner youngster. Let her (or him) know that you'll get the 2 of you through this rocky period. Give yourself an embrace. Don't feel goofy. You know you wish to, go on, simply do it.

Quiet that damaging voice within your head - woefully, we may be our own worst foes. Don't chew out yourself for not being able to meet your goals or coming up short in some manner. You're doing the most

you are able to. Just loosen up. Reject listening to that damaging voice within your head that states you're not great enough. Decide to transform any shrewish words into kudos for those matters that you've achieved. You're doing simply very well. Affirm yourself each day. You're great!

It's all right to invite help - attempting to attend to everything all alone may make anybody feel nervous, let alone worn-out. It may be more of a battle never seeking a hand than you may have realized. Seek out that cushy shoulder to rest on and give yourself a break.

Take a spiritual retreat - Taking a couple of moments out of your feverish day for a mental hiatus or taking a 30 minutes bubble bath every evening are great stress relievers. But they're probably simply not going to be sufficient for relieving those bigger anxieties that are slowly consuming you. Everybody requires a change to help add balance to his or her lives.

You might need to take an long holiday from work, or feel you need run off by yourself away from loved ones for a couple of days to get solace. Whereas an average holiday may give its own tensions, a spiritual retreat helps the spirit. You'll return home invigorated and more readily able to confront your day-do-day tensions.



# Chapter 4:

## *Mind Wellness*

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### Synopsis

Happiness is still for the most part an uncharted domain for neu-ro-science. It sounds like a concealed, evasive mystery. All the same, once one abides by pos-i-tive psychological science research advice, “The ques-tion shouldn't be whether you're happy but what you are able to do to get hap-pier”, the hap-pi-ness pursuit begins to become more real and executable accord-ing to cutting-edge neuroscience research.

The mind and the body are in reality a single system. We're constantly discovering more about how our mental health bears upon our physical health.

Over fifty percent of deaths in the U.S. May be attributed to behavioral and social elements. Moreover, recent research furnishes evidence that stresses that impact the brain may hurt the body at the cellular and molecular level and decrease a person's health and caliber of life. But, the research likewise states that maintaining a favorable state of mind may help an individual defeat some of these stress effects, fight disease better and in the final analysis delay demise.

## **Brain Wellness**

According to cutting-edge scientific intellect, what we experience as “mind”, our Frontal Lobe cognizance comes from the physical brain. Therefore, whenever we wish to fine-tune our minds, we ought to begin by comprehending and training our brains.

A really crucial fact to value: every brain is unparalleled, as it reflects our singular lifetime experiences. Men of science have already shown how even grownup brains hold a significant ability to continually bring forth fresh neurons and virtually rewire themselves.

So, each of us is unparalleled, with our own ambitions, emotional druthers, capabilities, and each of us in continually in flux. A potent concept to remind ourselves: “you” may become happier means that “you” are the only individual who may take action and assess what works for “you”. And “you” implies the mind that comes forth from your own, really personal, unparalleled, and perpetually evolving, brain. Which solely “you” may train.

Each man may, if he so wants, becomes the sculptor of his own mind. Each of us has vast potential. But, just like Michelangelo’s David didn’t spontaneously come along unexpectedly one day, getting happier calls for attention, aim, and literal practice.

Each moment, you decide what to pay attention to. You are able to center on the negative and thereby discipline your brain to center on the negative. You are able to decide to watch television 5 hours in a row, thereby grooming your brain to become an inactive watcher of events. Or you are able to do the reverse. Attention works outwards

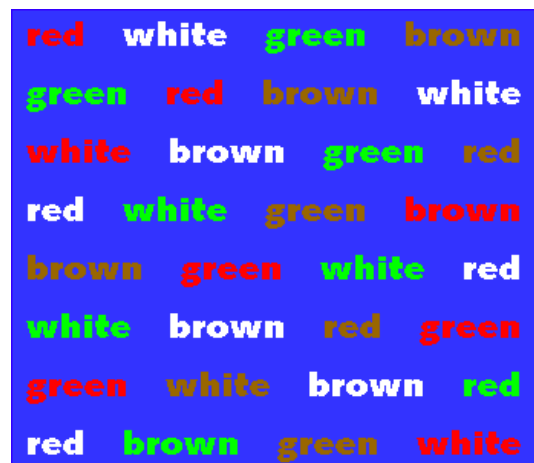
and inwards: you are able to pay attention to your own meaningful emotions or attempt to dismiss them. A lot of times, we're not cognizant of the selections we're truly making and their significances, so practices like mindfulness meditation may help.

Our frontal lobes help us to: comprehend our surroundings, arrange goals and define techniques to achieve our goals, perform those techniques well. Getting happier is as noble an endeavor as our training and professional careers, or our efforts to be healthy and thin by exercising our bodies.

Our brains are compiled of billions of neurons, each of which may have thousands of connections to additional neurons. Any thing you accomplish in life is going to trigger a particular configuration of neurons.

Envision one million neurons discharging at the same time once you order your next coffee. Now, the more coffee you order, the more those neurons will fire collectively, and consequently the more they'll wire together (signifying that the associations between them get, literally, stronger), which then produces automatic-like behaviors.

For instance, attempt this experiment: quickly! Say aloud the color you see in each word in the image on the right. Do not merely read the word. Hard, isn't it? Well, that's because, for a lot of years, you've disciplined your brain to read words. You are able to likewise decide to train your brain to state



the color-with attention, aim and practice. This point has a tremendous significance: whatever we do in life is, in application, training our minds. How do you wish to train your mind next? Being “pleased” is subjective.

No scientist may look at you, read some machine, and take a happiness measurement. However, there are means to assess, and train being “more pleased”. For instance, tension and anxiousness are key obstructions to felicity. Treasuring the nice things about life frequently, and formulating positive emotions, are cardinal allies.

Captivating research is indicating how emotional self-regulation occurs, helping all of us distinguish those states as they occur (tension, anxiousness, gratitude & favorable emotions) and let us step in and “influence” our reaction, as we want. A few of the brightest applications are biofeedback plans (that evaluate body variables affording you good visual feedback instantly on your level of tension), meditation, and cognitive therapy.

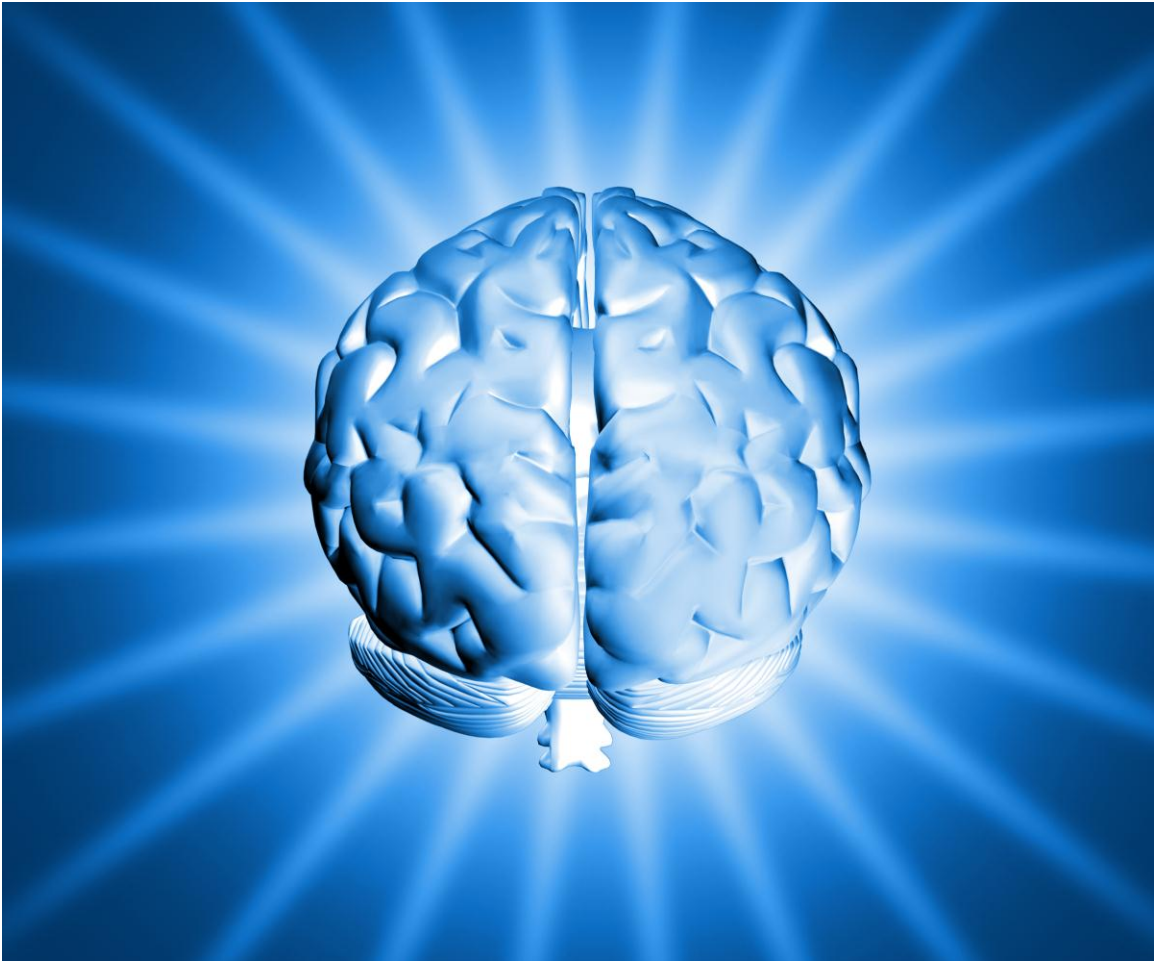
Consider an extreme illustration: we likely all would agree that, if you happened to have non-rational fear of bugs, abruptly facing a bug wouldn't be among the happiest instants in your life. Scientists have noted how the fright induced by watching film clips portraying bugs was correlated with substantial activating of specific brain regions. Once tripped, these trigger particular body responses (like the “fight or flight” reaction).

After re-training was done, however, watching the same bug movies didn't fire activation of those regions. Those people were able to “train their minds” and managed to cut down the brain reaction that



commonly sparks automatic stress reactions. And we're discussing grownups with extreme phobias.

The question shouldn't be whether you're happy but what you are able to do to get happier, and each man may, if he so wants, become the sculptor his own brain. In short, you are able to sculpt (train) your mind to get happier. Which brings us back around to “you”, what are you executing now to train your “more pleased” muscle?



# Chapter 5:

## *How Are You Spending Your Time*

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### Synopsis

I experienced a glaring flash of the obvious the other day: I recognized how come I'd been lagging on my commitments and feeling more stressed. I had fallen for the enticement of the pressing important and been giving chase to bright baubles of fake productivity. And it was not because I didn't have adequate time, though that would have been a commodious – and irresponsible – excuse. It was because rather than directing my schedule, I'd let myself be directed by it.



## What's Really Important

Do you ever feel like you are caught up in doing, but not certain if you're doing what you ought to be doing? It's chilling to think we may be throwing all our time and vitality into going up a ladder, simply to discover at the top it's been leaning against the wrong wall.

As luck would have it for me, I have a technique I've utilized throughout the years to help me figure out what I should be doing – quickly.

The pressing is not all of the time crucial:

If you discover your life whirling out of control, you have to understand four crucial areas and why they're crucial.

	Pressing	Not Pressing
Crucial	1 Crisis	2 Planning
Not Crucial	3 Distractions	4 Time Wasters

Area 1: are the matters in your life that are both pressing and crucial. Things like deadline-driven jobs and crises. We all have Area1 activities in our lives, However if you're feeling burned-out, chances are you dwell here.

Area 2: is full of matters that are not pressing but crucial which may range from spending quality time with your loved ones to regular work outs. They won't force urgency on you like a deadline but they are the cornerstones a quality life is built upon.

The more time you spend in Area 2, planning, ramping up your strength, organizing, the less time you spend and the more effective you get in Area 1.

Area 3: is where the pressing but not crucial things dwell. A few calls, meetings, eleventh hour appointments that appear pressing but are really not crucial fall into Area 3.

Area 4: is where the frivolous not pressing and not crucial stuff is. Vegging out in front of the television set, not learning or doing anything is an Area 4 activity.

It's obvious we ought to be spending most of our time in Area 1 & 2. Spending overmuch time in Area 3 and 4 soaks up your time, gives you tension and exhausts your ability to perform in real Area 1 and 3 activities.

Which Area do you believe you're spending most of your time today?

# Chapter 6:

## *Steps To Getting Into A Flow*

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### Synopsis

In the last chapter, we found out a mighty way to find out if the matters we spend our time on are truly that pressing and crucial.

Now, here is a different mighty technique to get you into a good pattern and get your life on track.



## **Take A Good Look**

What Roles Are You Responsible For?

We all play a lot of roles in our lives. I may be a sibling, employee, author, martial artist, manager, acquaintance, mate, artist, son, depending upon where I am, what I am doing and whom I am with.

What are the roles presently in your life?

Write them all down. Now, considering every role, ask yourself; what is the most crucial thing you may be doing for this role?

And ask yourself are you doing it?

Considering your roles, trim them down to a manageable three to seven if you find more than that, for the following seven days ahead. Considering every role, ask yourself what the most crucial thing you may do for the week ahead is.

Break up that goal into actionable measures. Measures easy enough that you are able to take, and schedule them into the week ahead so they get to be real.

This will get you to switch from Area 3 and Area 4 into the Area 2 activities that have substance, and defeat the totalitarianism of the fake pressing to do what is really crucial for you.

Executing these easy steps will likewise get you feeling more at ease and better your flow. However if you still feel distressed from the daily grind, in the following chapter I outline a way for you to discharge your anxiousness.

# Chapter 7:

## *Ease The Stress*

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### Synopsis

If you are still feeling stressed out and swamped, here are three easy steps to discharge your overload and cut down the anxiousness you feel in your life.



## **De-Stress**

### **Ditch It**

Do a mental ditch. Get everything that you believe you ought to, wish and have to do, out of your brain and into something else: a sheet of paper or a text file in your computer. Write all of it out.

### **Shove It**

If we had our way, we would accomplish everything on our lists. But if you are already suffering from overburden chances are you don't have adequate time to accomplish everything you wish. Considering the list, what do you wish to keep there and what do you wish to get rid of?

Sort it out into two lists: Actionable for those you wish to hold on to and follow up on, and someday/perhaps for those you do not. And then, be as choosy as you are able to. Which are the high-leverage, crucial and worthwhile undertakings you wish to keep in your life?

### **Do It**

Considering the actionable list, which are the most crucial and worthwhile tasks to follow up on in the coming week? Schedule them in and make them tangible.

### **Ditch, Shove and Do It.**



Getting incomplete commitments out of your brain and onto a list, which you then sort and then follow up on and this will help you let go of unneeded worries and relieve the tension in your life.

But surely, you may ask yourself, it works, I'm feeling better already, but how may I keep my life on track like this day in and day out rather than making it simply a one-time deal? The answer is simple, but not always easy, and I'll explain it in my next chapter.



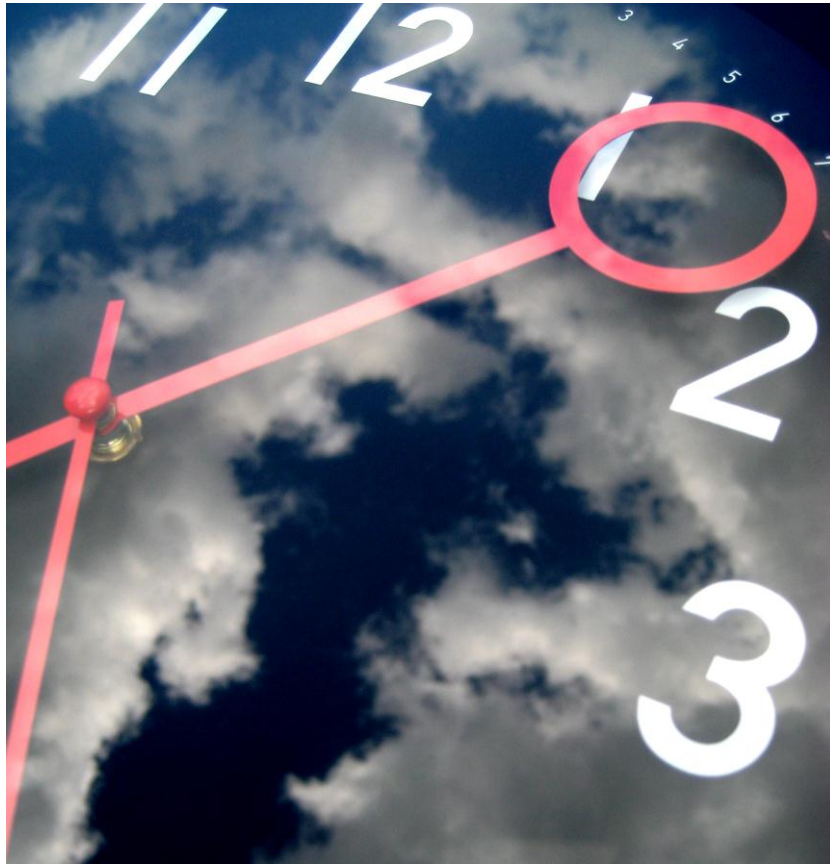
# Chapter 8:

## *Stay On Track*

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### Synopsis

We discovered a way to find out if the matters we spend our time on are truly that pressing and crucial. We discovered how you may utilize that understanding to formulate clear and crucial goals for yourself, so you would always know you are doing what you may best be doing. We discovered how ditching it, shoving it and doing it may help you discharge your overburden and reduce the anxiousness you feel in your life. But how to you stay the course?



## **Stay On Track**

It may be really tension -relieving to clear your head, and motivating to arrange significant goals for your roles. However how do you make certain you live in the flow perpetually, rather than having it be simply a different productivity tool that doesn't last?

Here are two techniques; they are simple, but not all of the time easy.

### **Review Daily**

Keep your goals and daily activities in a place where you are able to see them on a daily basis. I keep them in my cellular phone and on my personal computer desktop.

In addition to that, keep your steps easy and actionable. The difference between 'bring in more cash' and 'glance through the classifieds for new possibilities' is that one is accomplishable.

### **Review Weekly**

Each week, do a critical review of your roles and goals – are they still the most crucial or have your priorities switched? If you feel like you have a lot weighing on your brain, ditch, shove and do it.

These two steps are simple, but not always easy, as they call for consistent action. The only tangible peace of mind is in recognizing that day-to-day, you are taking steps toward what's crucial to you, and that takes a steady review of where you are and where you wish to go.

# Wrapping Up

Total well-being involves balancing your mind, body emotions and spirit. This won't only supercharge your mood, but it may likewise help your body heal itself. Just making sure to take a few moments throughout the day to unite these 4 areas may provide peace and happiness to all facets of our lives.

