



# INNER RENEWAL

Source Stephen Covey

## 1. BALANCE

Is the key to success in all things. Do neglect your mind, body or spirit. Invest time and energy in all of them equally – it will be the best investment you ever make, not just for your life but for whatever is to follow. Tanya Wheway

**What can you do to live a more balanced life?**

Everyone is a house with four rooms:

PHYSICAL

MENTAL

EMOTIONAL

SPIRITUAL

Unless we go into every room every day, even if only to keep it aired, we are not a complete person.-Rumer Godden

**If you could choose**

**5**

**things to do outside**

**of work that would**

**nourish your soul,**

**what would they be?**

Don't evaluate your life in terms of achievements, trivial or monumental, along the way. If you do, you will be destined to the frustration of always seeking out other destinations, and never allowing yourself actually to be fulfilled ... Instead, **WAKE UP** and appreciate everything you encounter along your path. Enjoy the flowers that

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are there for your pleasure. Tune in to the sunrise, the little children, the laughter, the rain and the birds. Drink it all in ... there is no way to happiness, happiness IS the way. Wayne W. Dyer

You must learn day by day, year by year, to broaden your horizons. The more things you love, the more you are interested in, the more you enjoy, the more you are indignant about, the more you have left when anything happens. Ethel Barrymore

**What is CLUTTERING your life?**

**What keeps you awake at night?**

Of all the judgements we pass in life, none is more important than the judgement we pass on ourselves. Nathaniel Brandon

**Walk, run, bike, jump, dance, swim, play.**

But don't stop there. Exercise your rights as a human being. Exercise your faith. Do it often, then do it again. Exercise your right to be treated with dignity, and help others to exercise theirs. Exercise your brain so it doesn't get flabby. Figure out a problem. Take a stab at a crossword puzzle, learn a new language. Better yet, learn an ancient language. Try to guess "whodunit" before the end of the show. Exercise your heart without ever getting on the stairs. Feel the burn when you love someone who seems not at all lovely. Stretch your heart muscles so it can open wider and stay open longer. Exercise your emotions by getting them in motion. Can you still cry when you see something tender? Are your lips toned enough to break into a broad smile at the sight of something sweet? Exercise your humanity: use it or lose it. Rachel Snyder

**What did you enjoy doing as a child?**

Your body will honour you with wellness if you honour it with awareness.

People who cannot find time for recreation are obliged sooner or later to find time for illness. John Wanamaker

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**Remember a time when you were truly happy. What did it feel like? How can you feel like that again?**

Most of us think we don't have enough time to exercise. Talk about a distorted perspective! We don't have time not to. When your car is running out of gas, do you just keep on driving and say, "I don't have time to fill up"?

Your body is your gift however imperfect it may be. Treat it with love.

It's not about weight, it's about caring for yourself on a daily basis. Renew! Renew! Renew! Oprah Winfrey

**What can you do today to express your love?**

The most important ingredient we put into any relationship, is not what we say or what we do, but what we are. -Stephen R. Covey

**How can you strengthen your relationship with a significant other?**

Being the one who always has to be "right" in your dealings with others can mean you have fewer meaningful relationships.

**The emotional bank account**

Meaningful relationships are not like the mold accumulating on the fontina in your fridge. They require conscious effort. Each relationship is like a bank account. The quality of the relationship depends upon what you put into it. Keeping promises, being courteous and kind, offering support, listening, and taking time for the other person are just a few ways to make deposits. Of course there are certain things that will make withdrawals, and you'll want to minimize those. Keep your Emotional Bank Accounts growing, and you'll see the dividends in deeper, more meaningful relationships.

**Where does your heart lead you?**

**What inspires you?**

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**What memories can you pass on to your children about your ancestors? What are you doing so that your family remembers you?**

**What makes life worth living?**

Kind words can be short and easy to speak, but their echoes are truly endless.

Mother Teresa

**What one act of kindness can you do every day?**

Three things in human life are important. The first is to be kind, the second is to be kind, and the third is to be kind. Henry James

Let us be grateful to people who make us happy; they are the charming gardeners who make our souls blossom. Marcel Proust

**When was the last time you really listened and took interest in another person?**

Hostility drains you. Kindness fills you up.

In the end, everyone is our teacher, our friends, our family, the stranger on the street. Every experience is a challenge; a teaching is always hidden in it. Every thought that bubbles up in our minds can teach us things about ourselves, if we are able to learn. David A. Cooper

**When was the last time you really checked in with yourself?**

**Keep learning about the world.**

Use your mind to the hilt. Life passes quickly and, towards the end, gathers speed like a freight train running downhill. The more you know, the more you enrich yourself and others. Susan Trott

**What gives your spirit, mind, heart, and body energy?**

Spoiling yourself every once in awhile is actually good for you. It triggers endorphins. It's satisfying. You don't have to throw down the self-discipline gauntlet, just relax a

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little. Indulging can help you control cravings so they don't turn into binge-fests. Balance is about enjoying bliss, not just cutting out the junk.

Inside myself is a place where I live all alone and that's where you renew your springs that never dry up. Pearl S. Buck

Renewal is the principle and the process that empowers us to move on an upward spiral of growth and change, of continuous improvement. Stephen R. Covey

### **A self-renewal plan**

Start small. Start your plan with an activity that you feel very motivated doing and is also easily accomplished.

Keep it going. Continue using any successful activity you're already doing for renewal.

Take your time. Play with different ideas and experiment until you find the combination of things that work for you.

Don't overwhelm yourself. If all of your renewal activities fill daily time slots, you could become overwhelmed rather than enlivened.

Continually adjust. Very rarely will a plan work forever. Plan to continually adjust and update your activities.

Be self-aware. Your likes, dislikes, and personal style will help you in planning activities, which yield your greatest restorative potential.

**What are you trying to accomplish?**

**Are you willing to change the way you play the game?**

**Five steps to inner renewal**

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**Remember**

Buried under the years and experiences of your life is a memory of a dream, a forgotten wanting, a simple whim. Capture the memory once again and make it a reality.

**Create**

Sometimes we are afraid to express ourselves in a way that leaves tangible evidence of our thoughts and feelings. Create something, even if you start by revisiting a box of Crayolas.

**Absorb**

Often what you have is what you've chosen to have. There must be something about your "now" that you can be fully glad is yours. Maybe it is a sunset, a flower garden, a favourite piece of music. Allow yourself to absorb one gift that's yours.

**Want**

If you never felt the discomfort of thirst, your body would dry up. The wanting inside of you should be honoured like thirst. What is it? What do you want? Drink it up. Find a way to put the wanting at peace. Then listen for the next want. Quenching wants nurtures your soul.

**Need**

We often neglect our needs as much as we do our wants. A need is deeper than a want. If you need rest, take it. If you need laughter, create it. If you need love, grow it.

Within you is a stillness and a sanctuary to which you can retreat at any time and be yourself. Herman Hesse

**If you could build your very own retreat what would it look like? How would you use it?**

**Can you come out and play?**

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### **Whatever happened to stopping and smelling the roses?**

Duke bounds out of bed at seven in the morning. "Gotta run," he says hurriedly kissing me goodbye. "I've got a breakfast meeting."

"Remember the good old days when we used to have breakfast meetings in bed?" I ask wistfully.

"I'll call you," Duke promises. And he does call. But I'm at the gym. And when I call back, he's in a meeting. And then I'm doing an interview. And then he's got an important call on the other line. And so it goes. Love in the Time of Telephone Tag. Margo Kaufman

### **4 Easy ways to simplify your life**

Schedule some downtime every day. Write in a journal or take a quiet bath before bed. Recognize that not doing it all is OK – even important.

Make a plan to pay off credit card balances. Yes, you can do it. Ditch all cards except two – one card for your business expenses and one for personal expenses.

Leave the TV off one evening a week. You'll be surprised at the extra time you have. Leaving it off may become a habit.

Don't be a slave to the phone. Let your machine pick up – if it's important, they'll leave you a message. When you get annoying solicitation calls, ask to have your name removed from the company's list.

### **What can you do less of? What should you do more of?**

### **What is complicating your life right now? How can you simplify it?**

I finally figured out the only reason to be alive is to enjoy it. Rita Mae Brown

The soul was never put in the body to stand still. John Webster

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**You are only as powerful as that for which you stand.**

Do you stand for more money in the bank and a bigger house? Do you stand for an attractive mate? Do you stand for imposing your way of thinking upon others?

These are stands of the personality seeking to satisfy its wants. Do you stand for perfection, for the beauty and compassion of the soul? Do you stand for forgiveness and humbleness? These are the stands of the position of a truly powerful personality. Gary Zukav

Even a thought, even a possibility, can shatter and transform us. Friedrich Nietzsche

**What are you committed to?**

Safety is the most unsafe spiritual path you can take. Safety keeps you numb and dead. People are caught by surprise when it is time to die. They have allowed themselves to live so little. Stephen Levine

**What is your unique purpose on this earth?**

**Check the items to which you can truthfully answer "yes".**

1	I have defined what I value and believe. I plan and live my life accordingly.
2	I have created my own mission statement. I rely on it to give vision to my purpose in life.
3	I find daily renewal through meditation, prayer, study, or reflection.
4	I frequently spend time in nature, a synagogue, a chapel, a temple, or someplace where I find spiritual renewal.
5	I keep my heart open to truth.
6	I am able to take a stand or tell the truth, even when opposed by others.
7	I frequently serve others with no expectations of any type of returned favour.
8	I can identify which things in life I can change and which things I cannot. I let go of the things I cannot change.
9	I can connect to inspirational guidance as needed.

The simple fact remains ... that the stronger and more radiant we are, the more we can serve as a positive influence in the world. The more happiness we bring into the

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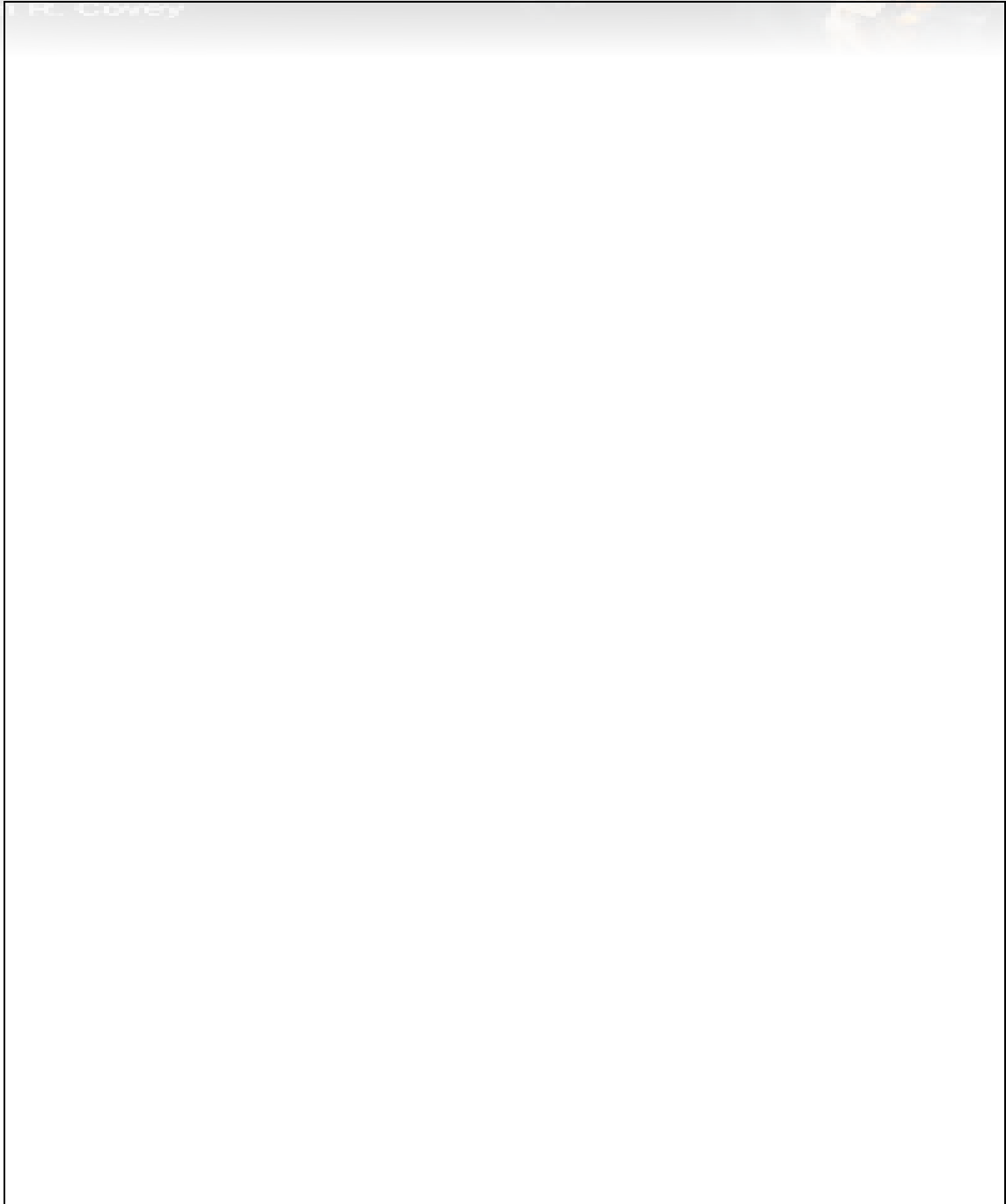
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world, the better it is for everyone. Happiness (or love) serves as a master key to open every doorway to social progress.

Happy people create happiness; it's the most contagious energy on Earth. Dan Millman

**Reflect and answers the questions above**

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## 2. CHOICE

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Let the world know you as you are, not as you think you should be – because sooner or later, if you are posing, you will forget the pose and then where are you? Fanny Brice

Follow your heart. Any other path leads to someone else's dream.

Before we can care for other, we must learn to love the self. This is true, as well, for another reason: Without self-acceptance, we're like empty vessels always seeking to be filled from another's cup. Even when we do good, there will be a hidden agenda based more on getting than on giving – "see how good I am, think well of me, love me please. "Yet no approval seems quite enough to fill the cup. It's always leaking from a hole in the center. Healthy self-regard plugs that hole and fills us from within. Drew Leder

### **What you resist, persists**

Your truth will find you no matter where you hide. Ignoring your inner voice or closing yourself off to your inner truth only invites it to show up in other, more negative ways, such as depression, addictive behaviours, or simply discontent. The sooner you open to your truth, the quicker and farther you can advance along your path. Life flows more smoothly when we heed our inner message.

Live out of your imagination not your history. Stephen R. Covey

Focus on what you are moving toward rather than what you are leaving behind. Alan Cohen

Do you have your own set of happy words? Sometimes a good word can make tough changes easier. Try using, "I am facing this challenge," in place of "I have this problem."

If you don't take control of your life, don't complain when others do. Beth Mende Conny

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Every exit is an entry somewhere else. Tom Stoppard

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It takes courage to uncover your pain and to touch all of your feelings with compassion. But it is one of the most important habits you'll ever learn. Susan Santucci

What would it take to get out of your comfort zone?

Who said you can't colour outside the lines?

I have to remember to tell the negative committee that meets in my head to sit down and shut up. Kathy Kendall

When you plant a seed, don't continually dig up the soil to see how the roots are doing. With patience and determination your dreams will come to fruition.

Reach high, for stars lie hidden in your soul. Dream deep, for every dream precedes the goal. Pamela Vaull Starr

A bad habit may give you temporary pleasure. But in the end, it creates more misery than it's worth. What bad habit would you like to get rid of once and for all?

### **You have control over three things**

- what you think
- what you say
- and how you behave

To make a change in your life, you must recognize these gifts are the most powerful tools you possess in shaping the form of your life. Sonya Friedman

**People are like stained-glass windows.** They sparkle and shine when the sun is out but when darkness sets in, their true beauty is revealed only if there is a light from within. Elizabeth Kubler-Ross

Trust is the highest of human motivation. Stephen R. Covey

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When I stand before God at the end of my life, I would hope that I would not have a single bit of talent left and could say, "I used everything you gave me." Erma Bombeck

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

- Stephen R. Covey

A wise woman who was travelling in the mountains found a precious stone in a stream. The next day she met another traveller who was hungry, and the wise woman opened her bag to share her food. The hungry traveller saw the precious stone and asked the woman to give it to him. She did so without hesitation. The traveller left, rejoicing in his good fortune. He knew the stone was worth enough to give him security for a lifetime. But a few days later, he came back to return the stone to the wise woman. "I've been thinking,," he said, "I know how valuable the stone is, but I give it back in the hope that you can give me something even more precious. Give me what you have within you that enabled you to give me the stone."  
Unknown

Everyone needs recognition for his accomplishments but few people make the need known quite as clearly as the little boy who said to his father: "Let's play darts. I'll throw and you say 'Wonderful!' The best of bits and pieces

Is someone was going to name something after you, what would it be?

**Reflect on the statements and add your comments below**

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### 3. PURPOSE

The purpose of our lives is to give birth to the best which is within us. Marianne Williamson

- Stephen Covey What little issues are blocking your energy?

#### Get clear about your life purpose

- Ask yourself if you really want to pursue and follow your purpose.
- Listen to your inner voice to guide you along the path.
- Figure out what is working and what isn't working in your life.
- Look at what you want to change about your life.
- Make small changes instead of trying to take on everything at once.
- Create realistic goals and strategies.
- Forget about what others think of your desire to change.
- Believe that anything is possible when you're on purpose.
- Realize everything happens for a reason when it is supposed to happen.
- Create accountability for your progress toward your life's purpose.
- Always remember it is up to you to make it or break it.

If you seek what is honourable what is good, what is the truth of your life, all the other things you could not imagine come as a matter of course. Oprah Winfrey

There are many things in life that will catch your eye, but only a few will catch your heart. Pursue them. Anonymous

Without taking a lot of time, answer the following questions and think about what comes to mind. Explore any recurring theme. What values are most important to you? What **interests** you most? What do you feel **passionate** about? What is **important** to you? What do you want to **accomplish**? What do you want to **contribute**? What do you **believe** in? What is your **potential**? What are your **strengths**? What do you **stand** for?

Values are tapes we play on the Walkman of the mind: any tune we choose so long as it does not disturb others. Jonathan Sacks

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The trouble with many of us is that we just slide along in life. If we would only give, just once, the same amount of reflection to what we want out of life that we give to the question of what to do with a two weeks' vacation, we would be startled at our false standards and the aimless procession of our busy days. Dorothy Canfield Fisher

Do you live what you believe?

I am not the victim of the world I see. I have invented the world I see. A course in miracles

When your heart is in your dream, no request is too extreme. Jiminy Cricket

What is your top five priorities that need the most attention?

I tried to teach my child with books. He gave me only puzzled looks. I tried to teach my child with words. They passed him by often unheard. Despairingly, I turned aside, "How shall I teach this child?" I cried. "Come," he said, "Play with me!" Anonymous

Opportunities are never lost; they're just found by someone else.

When we are capable of stopping, we begin to see. Thich Nhat Nanh

What have you been ignoring that is calling for your attention?

It's great to be a big time thinker as long as you're a big time doer.

The greatest thing in this world is not so much where we stand as in what direction we are moving. Johann Wolfgang van Goethe

What you will do is what matters, not what you can do.

Sometimes ... when you hold out for everything, you walk away with nothing. Ally McBeal

You'll end up where you're headed if you don't watch out.

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If you have no plan for your life it won't go according to plan.

Right now, this minute what can you do to live a less hectic life?

It's the start that stops most people.

Due to a major emergency, you've been told you must leave your home immediately. You can only take what you can fit in your car. You have 5 minutes. What will you take?

Most urgencies are simply other people's priorities.

Time management is really a misnomer – the challenge is not to manage time, but to manage ourselves. Stephen R. Covey

Stress is an ignorant state. It believes that everything is an emergency. Natalie Goldberg

If you are willing to learn your lessons gently, they patiently await you in countless ways. Today, try to listen to the wisdom of children; accept the loving kindness of a friend; reach out to those in need; ask a colleague for advice; act on your intuition; laugh at your foibles and frailties and accept them with love; rediscover the surprising healing power of spontaneity; expect the best of every day; realize what a wonderful life you're living – sooner rather than later. Sarah Ban Breathnach

What indications are you receiving that your life is out of balance?

## **6 Secrets for an incredibly balanced life**

Build a super-efficient support network. Delegate what you can, and get help where needed. You can't do everything by yourself so why even try? The overextended trap is deadly.

Define your relationships pronto. Which ones are your priorities? Which ones can withstand being on the backburner? Start easing out of relationships or obligations which are not mutually supportive and add more stress to your life.

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Jump into life big time. That doesn't mean rushing around from one thing to the next. Take a yoga class. Learn to spin. Take up qigong or tae-bo. Find an activity you love to maintain a healthy sense of balance. The perks will pay off.

Learn how to go with the flow. Stuff happens so be resilient and roll with the changes. There's no use being hard on yourself over things out of your control.

Realize it and move on.

Make time for yourself a priority. Create some alone time to help you develop a stronger, deeper more precious relationship with yourself. Meditate, read, listen to music, take a long bath. Just remember to leave the guilt behind and bliss out.

Work is work. Play is play. Both are necessary but keep them separate. Don't take work with you on vacation. Or worse, don't forgo time off because you're too busy. Remember the old "I wish I had spent more time at the office" epitaph. Enough said.

Live your life so that your children can tell their children that you not only stand for something wonderful – you acted upon it. Dan Zadra

An idea not coupled with action will never get any bigger than the brain cell it occupied. Arnold Glasgow

Never confuse movement with action. Ernest Hemingway

Warning: Dates in calendars are closer than they appear.

Eat like you've just had a heart attack.

Work like your job description is under consideration.

Talk like everyone can overhear what you say.

Live like you're going to have a face-to-face with your Creator every day.

- Stephen Covey

Knowing others is intelligence. Knowing yourself is true wisdom. Mastering others is strength. Mastering yourself is true power. Tao Te Ching

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## 4. ABUNDANCE

The more you try to be interested in other people, the more you find out about yourself. Thea Astley Go ahead. Make someone else's day.

Real friends are those who when you've made an absolute fool of yourself, don't feel that you've done a permanent job. Your true religion is the life you live, not the creed you profess. Unknown

Integrity is never painless. M. Scott Peck. Take care of your character and your reputation will take care of itself. Big people are those who make us feel bigger when we're around them.

Who am I to think I'm so special that I'm not allowed to make mistakes? When did I come up with that? I'm fully and totally culpable for all of my errors, but ... I am also fully responsible for all the wonderful successes of my life. And that's a huge thing. Julia Roberts

If someone listens, or stretches out a hand, or whispers a kind word of encouragement, or attempts to understand a lonely person, extraordinary things begin to happen. Loretta Girzartis

**Infinite riches** are all around you if you will open your mental eyes and behold the treasure house of infinity within you. There is a gold mine within you from which you can extract everything you need to live life gloriously, joyously, and abundantly. Joseph Murphy

The heart is happiest when it best for others.

### How to get into an abundance mentality

1. Start giving regularly. And this doesn't mean giving your opinion or a piece of your mind. It doesn't have to be much – give what you can.
2. Do something generous for others without expecting them to drop to their knees and kiss your feet profusely.
3. Appreciate and feel the richness of life. Learn to be in awe of the little things. Being stoked about big things is fun, but there's nothing wrong with starting small and moving up.

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4. Quit saying those three little words: "I can't afford." Stop pleading poverty and acting like a don't-have-won't-have. Attitude is everything. Appreciate what you have first before you ask for more.
5. Write a list of those things that you would like to be more abundant in your life. Then go out and make it happen.

Things are temporary, relationships last forever. Nothing can replace the time we spend investing in the life of another. Roy Lessin

We are not here to see through one another. We are here to see one another through. Carol Matthau

Your companions in life are like the buttons on an elevator. They will either take you up or take you down. A good friend is a connection to life, a tie to the past, a road to the future, the key to sanity in a totally insane world. Lois Wyse

"Who's winning in your marriage?" is a ridiculous question. If both people aren't winning, both are losing. Stephen R. Covey

The one hand trying to wash itself is a pitiful spectacle, but when one hand washes the other, power is increased, and it becomes a force to be reckoned with. Maya Angelou

Her little girl was late arriving home from school so the mother began to scold her daughter, but stopped and asked, "Why are you so late?" "I had to help another girl. She was in trouble," replied the daughter. "What did you do to help her?" "Oh, I sat down and helped her cry." Unknown

If someone can stand on my shoulders and take their dream to a higher level, maybe that's success, too. Steve Potter

Success comes in cans. Failure comes in can'ts.

Trust yourself. Create the kind of self that you will be happy to live with all your life. Make the most of yourself by fanning the tiny, inner sparks of possibility into flames of achievement. Foster C. McClellan

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It's true that we don't know what we've got until we lose it, but it's also true that we don't know what we've been missing until it arrives. Unknown

Authentic success is knowing that if you left the world today, you'd leave with no regrets.

- Stephen R. Covey

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## 5. VISION

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### What resonates in your soul?

Start each day by seeing it the way you would want it to be. See yourself handling every responsibility peacefully and effectively. Trust that even when the results you desire do not show up immediately, they will eventually show up. See yourself moving through the day with a smile on your face and joy in your heart. Iyanla Vanzant

Start where you are, visualize it, make a map, write it down, plan it out, clear out the baggage, look for meaning, walk the talk, act "as if", focus on it, pay attention, create it, see it happen, affirm it, believe and you'll achieve.

Life is a mystery to be explored, not a problem to be solved. Anonymous

You can't just dream about success. You have to wake up and do something about it.

Learn from other's mistakes because you will not live long enough to make them all yourself. Anonymous

You can't understand others until you understand yourself.

I will tell you that there have been no failures in my life. I don't want to sound like some metaphysical queen, but there have been no failures. There have been some tremendous lessons. Oprah Winfrey

Think about something that you want but you believe is impossible to attain. Challenge your negative thinking for the next 30 days by acting as if you've already attained it. Prepare to be amazed.

### What would make you deliriously happy?

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**Get focused**

1. Give up the woulda-shoulda-coulda- routine.
2. Forget the past. It won't matter next week.
3. Stop being crazy busy. It's an energy drain.
4. Take time for yourself. You deserve it.
5. Assume there's a reason for what's going on.
6. Eliminate unneeded distractions.
7. Forget about what other people think.
8. Quit beating yourself up over small things.
9. Forget the no-margin-for-error mindset.
10. Breathe.

**Keep a journal of your hopes, dreams, goals, and accomplishments. If your life is worth living, it's worth writing down.**

**The creative thinker's sweet sixteen**

1. Choose to live a creative life.
2. Make creativity a daily habit.
3. Capture your ideas.
4. Take intelligent risks.
5. Have fun with your ideas.
6. Be yourself.
7. Act on your creative urges.
8. Keep feeding your mind.
9. Stimulate your senses.
10. Create from your passion.
11. Take a daily step toward your dream.

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12. Have an idea-friendly place to create.
13. Keep creative resources nearby.
14. Have creative companions.
15. learn from your mistakes.
16. never give up.

- Harold R. McAlindon

Never stop feeding your brain. The first step to being creative is to get rid of your own unwritten rules. Mary M. Byers

If creative thought processes are blocked, open-mind surgery is needed.

The "what if" question begs for completion: "What if we tried.. ?" Dale Dauten

### Life's defining moments

1. Find your passion. What do you care about most? Create an overview of what drives you and what you could do without. Allow your passion to take more priority in your life.
2. Follow the big picture of your life. Don't waste time on things that aren't important or that don't become part of the big picture. Allocate your time more efficiently.
3. Spell out to yourself a dream version of your passion. How does it feel? What does it look like? Where would it take you?
4. Get a move on. Don't wait until a better time to move toward what you want. There is no better time. The time is now.
5. Stay open to changes. Just because things aren't going exactly to plan doesn't mean they are not in alignment. Trust the process.

May the road rise up to meet you. May the wind be at your back. May your mission in life feed your passion like no other.

### How to write a working mission statement

Write down a list of things you love to do. Make a second list of positive attributes about yourself. Start with the words "I am ...". Make a third list of things that you want most in your life. Here are some additional list ideas:

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- What do I keep gravitating to?
- What did I like to do as a child?
- If I could change anything what would it be?
- What interests me most right now?
- What do I like most about myself?
- What fills my soul?
- What can I do well?
- What are my most unique traits?

Compare and contrast all your answers. Combine them in ways you never considered. Somewhere in there is your true mission in life. Use these words to write a personal mission statement. If the words feel flat and unexciting, you're on the wrong track. If they overwhelm you with emotion or excitement, you're on to something!

Here is the test to find whether your mission on earth is finished. If you're alive, it isn't. Richard Bach

Each day I examine myself on three counts: whether or not I am loyal to those in whose behalf I act; whether or not I am trustworthy in my dealings with friends; whether or not I practice what is imparted. Tseng Tzu

### **I know I am centred when ...**

I am balanced and stable. I am breathing deeply from my belly. I am relaxed, calm, and focused. I am aware, internally and externally. I am appreciative of myself and others. I am feeling my emotions – and learning from them. I am compassionate and connected to others and to my environment. I am able to receive and give sincere acknowledgement. I am energized by purpose. I am bigger than my challenges. I am unattached to the outcome of a situation. I am having fun and laughing often. Thomas Crum

Do not be concerned about others not appreciating you. Be concerned about your not appreciating others. Confucius

"Nobody grows old merely by living a number of years. We grow old by deserting our ideals. Years may wrinkle the skin, but to give to enthusiasm wrinkles the soul."  
Samuel Ullman

- Stephen R. Covey

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A finished person is a boring person. Anna Quindlen

Criticism is just someone else's opinion.

Destiny isn't a matter of chance. It's a matter of choice.

When dreams die, life is a broken-winged bird that cannot fly. Langston Hughes

I believe that when all the dreams are dead, you're left only with yourself. You'd better like yourself a lot. Rita Mae Brown

Once a king built a great highway and invited his people to see who could travel the highway best. On the first day, people who travelled the new road complained to the king that a large pile of rocks and debris had been left and the mess hindered their travel. One lone traveller, tired and dirty, handed the king a bag of gold, explaining that he had stopped to clear a pile of rocks that blocked the road and found the gold. The king gave the money to the man, saying, "You've earned this gold. He who travels the road best is he who makes the road smoother for those who will follow." Unknown

If you're climbing the ladder, make sure you know what wall it's leaning against.

The most important words we'll ever utter are those words we say to ourselves, about ourselves, when we're by ourselves. Al Walker

Directions: One affirmation in mirror each morning. Repeat affirmation as necessary. Use daily for best results to relieve symptoms of negativity and doubt.

I will meet someone new today.	I can do this.
My world is full of new experience.	I am lovable.
I am strong and healthy.	I am a success.
I will not be stressed today.	I can achieve my goals.
Whatever happens, I can deal with it.	I am happy and free.
I will help others today.	I am loved.

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I will overcome this. It's just an obstacle in my path.

Say good-bye to your inner critic.

Well, here's another clue for you all: The walrus was an affirmation. What? I mean is that even the best medicine in the world won't work if you don't take it. And as a nation, we don't like to take our medication. We are all naughty Randall McMurphys, slipping our pills under our tongues, thinking we are beating Nurse Ratchet. Talk about shooting yourself in the psychological foot. Ben Stiller

Our deepest fear is not that we are inadequate. Our deepest fear is that we are powerful beyond measure. It is our Light, not our darkness, that most frightens us. We ask ourselves, who am I to be brilliant, gorgeous, talented, fabulous? Actually who are you not to be? Marianne Williamson

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## 6. TRUST

Although the tongue weighs very little, few people are able hold it. Unknown

- Stephen Covey  
It was hard to communicate with you. You were always communicating with yourself.  
The line was busy. Mary, Mary

Two may talk together under the same roof for many years, yet never really meet.  
Mary Catherwood

I feel that if a person has problems communicating, the very least they could do is  
shut up. Tom Lehrer

Mirror, Mirror

Try these conversation starters with your partner or a friend. Have the person repeat  
back to you what was said. When what was said is understood by both people, say  
"thank you for understanding" and go on to the next sentence. If what was said is a  
particularly problematic area of your relationship, stick with one idea at a time and  
explore it further using this mirror technique.

Lately I've noticed .....  
I am puzzled by .....  
I would appreciate it if .....  
When you (behaviour), I feel .....  
What I want is .....  
How can we .....  
What can I do to .....  
I appreciate your .....  
What scares me is .....  
I am at peace when .....

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impulses, when they dominate we hardly listen to what is being said ... One listens and therefore learns, only in a state of silence. Krishnamurti

The best way to get the last word is to apologize.

Why do people with closed minds always open their mouths?

Empathy is walking with another person into the deeper chambers of his self – while still maintaining some separateness. It involves experiencing the feelings of another without losing one's own identity ... When a person loses the ability to separate his own feelings from the feelings of the other person, he is no longer empathic. Robert Bolton

### How to become an empathic listener

1. Practice saying, "Take your time, I'm listening," and really mean it.
2. Set aside your own agenda.
3. Be available and receptive emotionally as well as through body language.
4. Try to appreciate the other person's point of view.
5. Listen without being in a hurry to take over.
6. Try to imagine yourself in the other's place; feel what the speaker feels.
7. Help draw out thoughts and feelings by asking questions.
8. have the speaker elaborate for further understanding.
9. Say, "Let me make sure I understand ..." and then restate the issue.
10. Be sensitive to the speaker's feelings.

You have the right to remain silent, so please feel free to do so while I'm talking.

The opposite of talking isn't listening. The opposite of talking is waiting. Fran Leibowitz

### Guidelines for influential listening

1. Listen with a head-heart connection – pause.
2. Listen with the intent of understanding.
3. Listen for the message and the message behind the message.
4. Listen for both content and feelings.
5. Listen with your eyes – your hearing will be improved.

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6. Listen for others' interests, not just their position.
  7. Listen for what they are saying and not saying.
  8. Listen with empathy and acceptance.
  9. Listen for the areas where they are afraid and hurt.
  10. Listen as you would like to be listened to.
- Eric Allenbaugh

A sympathetic ear is a terrible thing to waste.

The biggest jump in the world is jumping to conclusion.

Without good communication, a relationship is merely a hollow vessel carrying you along on a frustrating journey fraught with the perils of confusion, projection, and misunderstanding. Chèrie Carter-Scott

Let go of your attachment to being right, and suddenly your mind is more open. You're able to benefit from the unique viewpoints of others, without being crippled by your own judgement. Ralph Marston

When you measure someone's worth, put the tape around the heart instead of the head.

#### **Top ten lies of all time**

10. I'll call you.
9. I'm working late tonight.
8. I'm (insert age – usually five years younger)
7. I weigh ( insert weight – usually ten pounds less).
6. Sure, I'll take care of it.
5. It's not you. It's me.
4. I promise I won't tell anyone.
3. I got caught in traffic.
2. Let's do lunch sometime.
1. TRUST ME.

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When you break your word, you break the one thing that cannot be mended.

Unknown

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Increasing credibility requires openness. Hidden agendas will destroy trust. Judith M. Bardwick

### **Are you a dirt devil or an antigossip angel?**

You don't need to become a black hole of information to get friends and coworkers to trust you with their secrets. In fact, there are times in your life when mum is not the word. If you hold back information that could help someone, they won't be in your life for long. You've got to know when to be up-front and when to zip your lip. On the other hand, if you're a chronic dirt disher and cannot keep a secret to save your life, imagine the person you're talking about standing behind you overhearing every word. Now, a little dirt dishing is normal as long as you're not using a backhoe. In fact, that just may bury your important relationships.

The bridge you burn now may be the one you later have to cross.

A person who talks fast often says things she hasn't thought of yet. Caron Warner Lieber

Never let a problem to be solved become more important than a person to be loved. Barbara Johnson

Don't look over other people's shoulders. Look into their eyes. Don't talk at your children. Take their faces in your hands and talk to them. Don't make love to a body, make love to a person. Leo Buscaglia

### **Putting up with put-downs**

The next time you're hit by an unsolicited opinion or insult, thank him or her for the opinion and move on. It's no fun for put-down artists if they don't get a mortified response from you. The last thing you want to do is trade barbs. Remind yourself how sad it is when someone resorts to cruelty to feel better. Plus, a thank you puts you in the power position and the insult loses its impact.

What you see and hear depends a good deal on where you are standing; it also depends on what kind of a person you are. C.S. Lewis

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If we are to have the courage to be ourselves, to stand squarely on our own two feet, then we must accept and acknowledge that other people are themselves and entitled

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to their own unique points of view. The idea is not to distance ourselves from others but to let them be themselves while we continue to be ourselves ... Trying harder to understand the other person's perspective takes effort, but it isn't just a skill to be studied and practiced. Hearing someone out is an expression of caring enough to listen. Michael P. Nichols

How you express criticism is important. Let the other person know that you want to talk at an appointed time rather than starting a fight. Be sensitive and calm. Talk about your feelings not the other person's shortcomings. Remind yourself what you have in common, instead of what separates you.

The early bird may get the worm, but the second mouse gets the cheese.

You simply cannot communicate enough. Experts say that you have to tell the average adults something six times before it is internalised. The challenge becomes communicating a message in such a creative way that it only has to be told once. Barbara A. Ganz

### **What the best talkers have in common**

- They look at things from a new angle, taking unexpected points of view on familiar subjects.
- They have broad horizons. They think about, and talk about, a wide range of issues and experiences beyond their own daily lives.
- They are enthusiastic, displaying a passion for what they're doing with their lives and an interest in what you're saying to them at that moment.
- They don't talk about themselves all the time.
- They are curious. They ask, "Why?" They want to know more about what you're telling them.
- They empathize. They try to put themselves in your place, to relate to what you're saying.
- They have a sense of humour. And they don't mind using it on themselves. In fact, the best conversationalists frequently tell stories on themselves.
- They have their own style of talking. Larry King

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## 7. SYNERGY

When you learn to live for others, they will learn to live for you. Paramahansa Yogananda

**Are you aware?**

- Stephen R. Covey

- Become more aware of how other people live.  
Look at it as a learning experience. Don't let someone else's lifestyle or way of doing things bother you just because it's not how you would do it.
- Be yourself at all times.  
You can't be phony if you want to work well with others. They'll see through you like you're wearing cellophane.
- Control negativity.  
Try to see another point of view. Not every problem is actually a problem. Most are really an opportunity in disguise. So keep your eyes open.
- Stay in the present.  
Forget about what others may have done to you in the past. Let go of any blame or resentment. It's not worth hanging on to if you want to establish any kind of synergy in the present.
- When someone makes you angry, don't respond with a personal attack.  
The worst thing you can do is attack someone else in front of a group. Either talk to the person privately later when you're calmer or chalk it up to his or her own problem.
- Work on your awareness every day.  
You have to constantly work at being aware. Be more accepting of people's contributions. You don't have all the answers so don't expect others to have them.

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Hating people is like burning down your own house to get rid of a rat.

- Harry Emerson Fosdick

- Stephen R. Covey

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I was doing a show on victims confronting their criminals. A 17-year-old girl was on the air speaking to the man who, four years earlier, had beaten her beyond recognition and left her for dead. She's had 17 surgeries and complete facial reconstruction. She said to him, "I don't hate you. I hate what you did to me. And I have had to learn to forgive you so I could go on with my own life." To this day it is the most powerful thing I've ever seen. In that moment, she expressed why we're here – to learn to live in spite of the human condition, to transcend the human condition of being fearful. We get so bogged down in worldly things we don't understand that we're here for a spiritual quest. Understanding that this is a journey is the most exciting part of being human. It has revolutionized my life. Oprah Winfrey

Greetings I am pleased to see that we are different. May we together become greater than the sum of both of us. Mr. Spock

Everything that irritates us about others can lead us to an understanding of ourselves. Always put yourself in others' shoes.

Share the similarities celebrate the differences. M. Scott Peck

### **The turtle test**

One of the most important people for you to observe and know inside out is you. Most of us experience moments of "turtle behaviour." When we're confronted with an opportunity to learn information that challenges what we think we know, we choose to pull back into our self-satisfied shells. Take the quiz below and see what your "turtle rating" is. Rate each statement from 1 to 5, according to how true it is of you (1 = almost never, 3 = sometimes, 5 = almost always).

- ..... When someone contradicts me, my first reaction is to argue.
- ..... I tend to make up my mind quickly.
- ..... When someone asks me a question, I often sound more sure of the answers than I actually am.
- ..... I'd rather win than be right.
- ..... I know as much or more than most people I hang around with.
- ..... Once I've made up my mind about something, I rarely change it.
- ..... When I know I'm mistaken, I find it difficult to admit it.
- ..... I spend as little time as possible with people who are smarter than me.
- ..... I like talking better than listening.

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..... I consider my education complete.

Add up your score. If you rated 10 to 15, you're on the right track. Keep doing. If you scored 16 to 35, you need to pay more attention to your "turtle" habits and find ways to change them. If you're in the 36 to 50 range, you're about to be inducted into the "Know-It-All Club" of boors and bullies. Time for some humility, soul-searching, and a major overhaul of your learning style. Become one of the ones who gets it! Phillip C. McGraw

We will have to repent in this generation not merely for the hateful words and actions of the bad people but for the appalling silence of the good people. Martin Luther King Jr.

You cannot see eye to eye with those you look down upon.

The ultimate measure of a man is not where he stands in moments of comfort, but where he stands at times of challenge and controversy. Martin Luther King Jr.

### **Can you relate?**

Answer the following questions true or false. Think about specific instances in your life before answering.

..... I demand perfection from myself and everyone around me.

..... I am surprised when others don't like me or my ideas.

..... People continually make promises to me without following through.

..... I don't have many friends who I really like to trust.

..... I get tired of all this political correctness. I don't have to like everyone.

..... I don't appreciate other people's opinions of me.

..... I don't like change.

..... I work better alone than in groups.

..... I tend to be more negative than positive.

..... I'm afraid people will find out that I'm not what I appear.

If the majority of your answers are true, it's time to turn off the negativity tapes and rid yourself of your limited beliefs. In order to know yourself, you have to understand the lives and actions of others. Be a student of human nature and appreciate what everyone can bring to the party. If the majority of your answers are false, you're

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comfortable with yourself and how you relate to people of all kinds. You're a student of life and know learning from others helps you in your own life.

I've learned ... that sometimes the people you expect to kick you when you're down will be the ones to help you get back up. Unknown

If you judge others you will have no time to love them. Mother Teresa

Never look down on anybody unless you're helping him up. Jesse Jackson

Beginning today, treat everyone you meet as if they were going to be dead by midnight. Extend to them all the care, kindness, and understanding you can muster, and do it with no thought of any reward. Your life will never be the same again. Og Mandino

Cooperation can be spelled with two letters: WE.

People who upset us the most are our best teachers.

Curious people ask questions. Determined people find the answers.

Everyone's entitled to opinions. But don't abuse your privilege.

Don't ask, "What if it doesn't work?" Ask instead, "What if it does?"

Innovation is the best way to short-circuit the status quo.

### **Teamwork: More than a few good ideas**

- A good idea can come from anywhere and anyone at any time.
- To be brilliant don't worry about feeling stupid along the way.
- Allow diversity to stimulate creativity.
- Most great ideas are combined and worked with before they're successful.
- Forget the rules. There are no rules in innovation.
- Don't get too stuck on your own ideas. Allow them to grow through input.
- Group-think. Let everyone throw their ideas into the mix.
- Be a piece to the puzzle not the entire solution.

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- Trust your team and their feedback.
- Remember, teams can accomplish what an individual cannot.

When you blame others you give up a perfect opportunity to change.

#### **Synergy's a-list**

- Stephen R. Covey

- Have a healthy respect for diversity. Everyone is unique and original just like you.
- Be able to relax around others. Being wound too tight is for watches.
- Value opinions whether you agree or not. Leave "My Way" to Frank.
- Create balance. The idea is to give and take without being piggy about it.
- Be responsive to new ideas. No mind-closure allowed.
- Develop trust. Tough right out of the chute but worth it in the end.
- Discover and share common interests. Go out of your way to mind-meld often.
- Humour. Never leave home without it.
- Don't stereotype. You'll be wrong 100% of the time.
- Be real. Enough said.

The man who follows the crowd will usually get no further than the crowd. The man who walks alone is likely to find himself in places no one has ever been. Alan Ashley-Pitts

The people with whom we have contact are the chisels and hammers that craft what we will become. Our life's journey is an ever-unfolding work of art that tells the story of where we have been and with whom we have travelled. Iyanla van Zant

I've learned ... that our background and circumstances may have influenced who we are, but we are responsible for who we become. Unknown

It's easy to make a buck. It's a lot tougher to make a difference. Tom Brokaw

Just when the caterpillar thought the world was over, it became a butterfly. Unknown

Kindness is the oil that takes the friction out of life.

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I am no the same, having seen the moon shine on the other side of the world.

Maryanne Radmacher-Hershey

So often we think we have got to make a difference and be a big dog. Let us just try to be little fleas biting. Enough fleas biting strategically can make a very big dog very uncomfortable. Marian Wright Edelman

**Reflect on the statements and add your comments below**



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