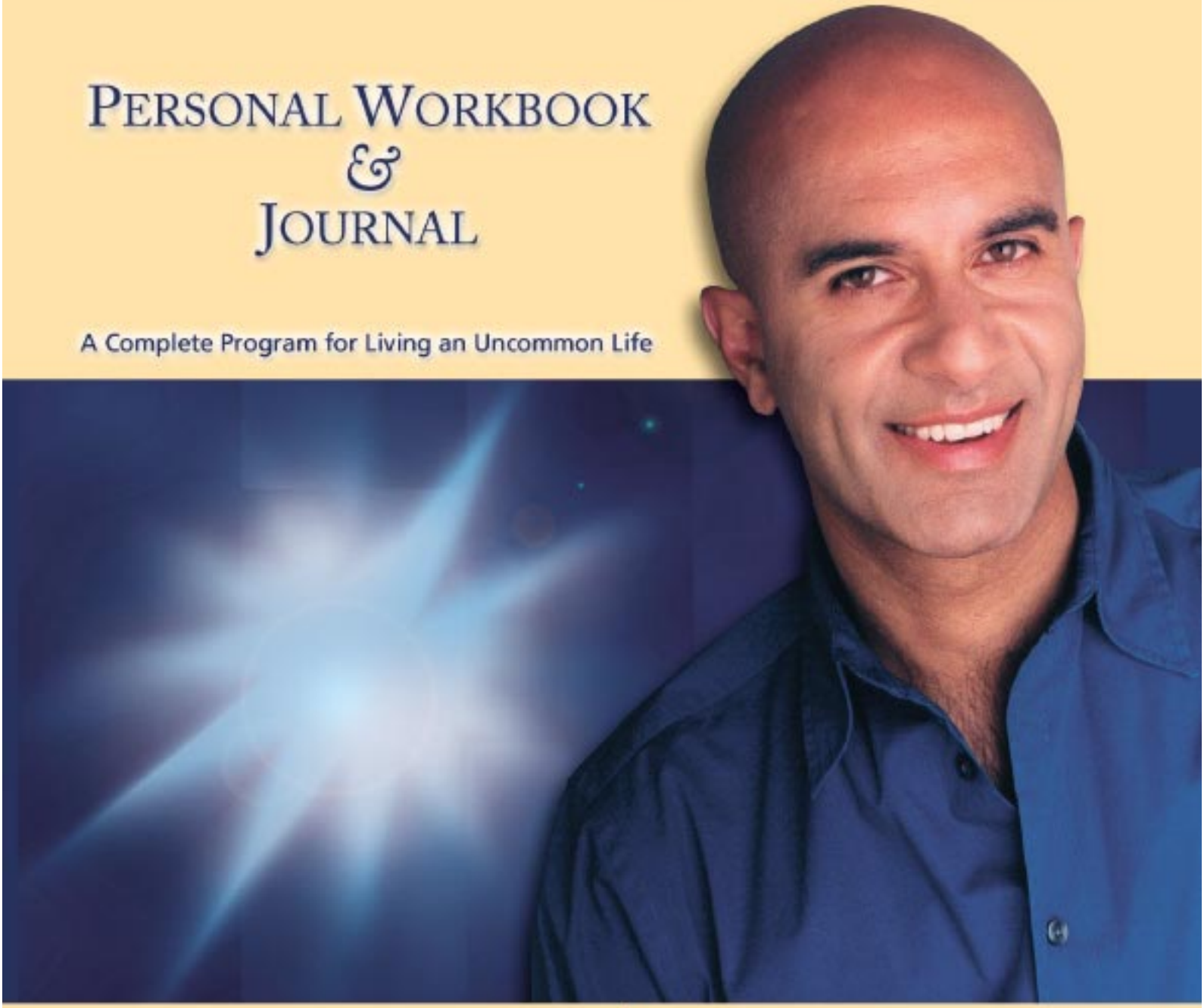
Shine in the World

Personal Workbook & Journal

A Complete Program for Living an Uncommon Life



ROBIN SHARMA

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SHINE IN THE WORLD™

Powerful Strategies for Personal Change and Spiritual Success

PURPOSE STATEMENT

This program has been precisely designed to offer you an integrated and dynamic system for personal mastery which blends the most effective strategies of the West for peak performance and high achievement with ancient wisdom of the East for care of the trilogy of human endowments: the Mind, the Body and the Soul. The overriding objective of this program is to offer a practical pathway that will provide you with high-impact, measurable results leading to inner harmony, enlightenment and personal, professional and spiritual success.

OVERVIEW OF THIS WORKBOOK/JOURNAL

SECTION A: WORKBOOK

This section has been designed to offer you a summary of the key principles for personal change featured on the audiocassettes. Through a series of creative exercises and action steps, it will also provide an opportunity to reinforce the wisdom, tools and techniques you have learned.

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SECTION B: PERSONAL JOURNAL

This section offers you a private sanctuary to chart your progress and record your thoughts, experiences and personal victories as you advance through this self-mastery system and liberate the fullness of your potential.

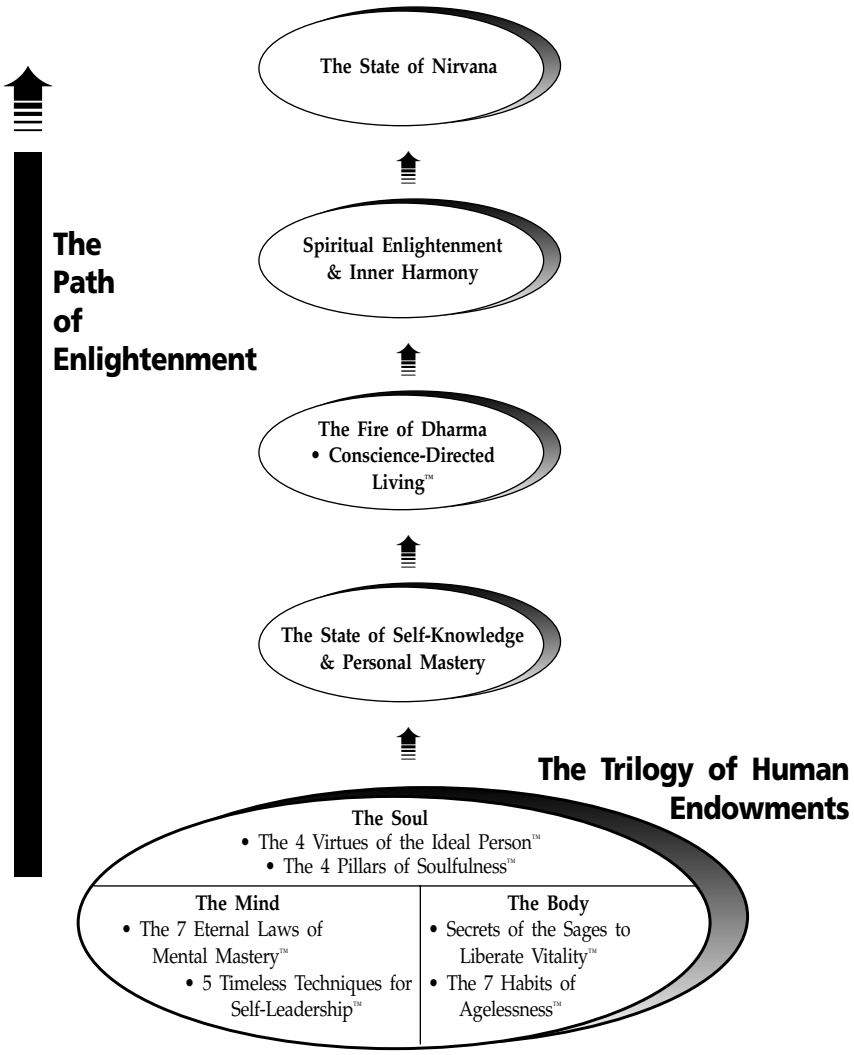
SECTION A: WORKBOOK

PART 1: THE MIND—LESSONS IN MENTAL MASTERY

An Ancient Paradigm for Self-Leadership™

I see no beginning or middle or end to you; only boundless strength in your endless arms;
The moon and sun in your eyes. Your own brilliance scorching the Universe.

Bhagavad Gita



Small victories lead to large victories. By taking small, daily steps along the path of self-mastery, you will create the momentum required to raise your life into the realm of its highest dimension. The illustration above will serve as your step-by-step pathway for personal expansion. Based on timeless wisdom for self-mastery and spiritual success, it will also serve as your torchlight as you take consistent steps toward creating the life you desire.

This ancient paradigm, or model, offers you a more enlightening way to view your world. It allows you to see your life and all its gifts in a more empowering way. At the base of the paradigm rests the trilogy of human endowments, your three

greatest resources: your Mind, Body and Soul. By exploring and fully actualizing these three frontiers, you raise your life to the next level along the path of enlightenment to the state of self-knowledge and personal mastery. You are bound to reach this stage by using the tools, techniques and strategies of this system on a consistent basis. It is at this level where you connect with the fullness of your inner power and resources and begin to liberate your potential for a life of greater achievement, meaning and fulfillment.

Personal change is the most noble goal you can set for yourself. Nature's greatest happiness is in change. Imagine if the bud never opened into the flower. Imagine if the winter never warmed into the summer. Imagine if the darkest night never dawned to the brightest day. Change is nature's way of manifesting her power. Personal change enhances you, empowers you and enlightens you. You are happiest and most fulfilled when you are expanding your emotional, physical and spiritual attributes. Change will get you there.

By reaching the state of self-knowledge and exploring the art of self-mastery, you become the influencer of the circumstances in your life rather than being a helpless passenger floating along in whatever direction the current is travelling. You become the servant of your imagination rather than the servant of your memory and you begin to see your life in a whole new light. You realize the only limits to your life are those you consciously set for yourself. And you begin to see the summer of opportunity amidst even the frostiest winter of difficulty.

As you come to know the full extent of your human capacity, the fire of Dharma will then be kindled. *Dharma* is Sanscrit for "life's purpose" and is based on the ancient Eastern philosophy which holds that each and every one of us has a special mission we are destined to carry out. By taking the time to know yourself and your many gifts, you will come to know your life's purpose.

Once you discover your main aim in life, whether this means to build the most dynamic business in the country which will contribute to the lives of thousands in some worthy way or to build a dynamic family culture which contributes to the lives of your children, your life shifts very profoundly. You move from the realm of the ordinary into the realm of the extraordinary. When you know your purpose and take steps to actualize and manifest it into reality, your life becomes energized and deeply fulfilling. You no longer spread your energy in many different directions. Instead, you will begin to focus only on those pursuits which are meaningful. By acting on your Dharma, you are doing what you love to do—and what you were meant to do. This liberates your inner power and fills you with a lasting sense of harmony and peacefulness because you have become aligned with your purpose.

Once you know your life's objective and theme, you will no longer experience the chaos and crisis which may dominate your days. Instead, you start developing the courage to do what your inner fire and conscience tells you is the right thing for you to do. You start living the life you deserve and not the life you might have drifted into. As you can see from the ancient paradigm/model, this is the essence of Conscience-Directed Living™. At this level of enlightenment, you have the ability to start realizing all of the blueprints and visions you have produced in your mind's eye and fully understand the truth of the timeless principle which holds that the purpose of life is a life of purpose.

Advancing confidently in the direction of your Dharma or life's purpose naturally brings spiritual harmony because you are now aligned with the life you were intended to live: you are using the full capacity of your human endowments as you work toward some worthy objective. Perhaps the great Indian philosopher Patanjali said it best:

When you are inspired by some great purpose, some extraordinary project, all of your thoughts break their bonds: your mind transcends limitations, your consciousness expands in every direction and you find yourself in a great new wonderful world. Dormant forces, faculties and talents become alive and you discover

yourself to be a greater person by far than you ever dreamed yourself to be.

The sages believed that once you taste spiritual enlightenment, you will come to know a place called Nirvana, a sublime state where you connect with your highest self and the source of infinite wisdom. According to the Eastern thinkers, this is the place where you walk in the field of boundless possibility and know the meaning of bliss.

The Genius Inventory™

Over the ages, philosophers have said that we all possess exceptional talents and have the ability to create rich, rewarding lives if we only take the time to invest in ourselves and polish our personal talents. Recent research has confirmed that the average person uses only 1/100th of 1% of his or her mental abilities. Respected Russian scholar Ivan Yefremov has said that each and every one of us has the ability to learn 40 languages, memorize an entire set of encyclopedias from A to Z and master dozens of university courses. Most people, however, are so busy that they never take the time to explore their potential. What separates highly actualized people from others is that they make the time to do those things the others say they do not have the time to do, even though they might not have the time to do them either.

Take 2 minutes to create an inventory of your personal gifts. Write them down as fast as you can before your logical mind blocks the flow. Do not stop until you reach at least 12. Examples include your drive, creativity, compassion, energy and enthusiasm, positive and persistent attitude, refined communication skills and courage. Connect with who you really are and see that you are a genius in your own right.

A Menu for Change™

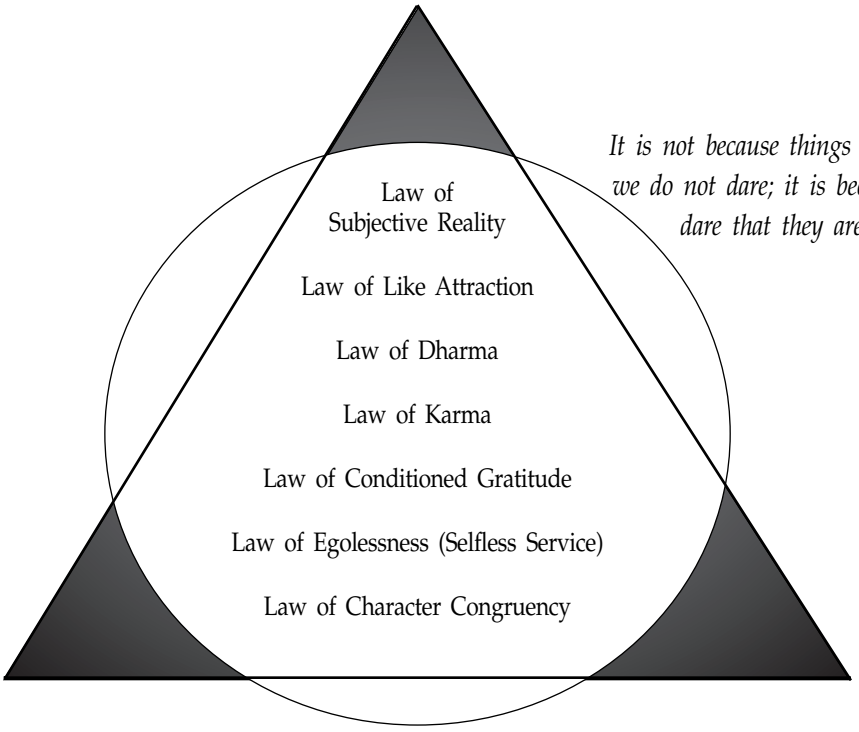
Before you can ever hope to change your life, you must change yourself. Success on the outside begins within. You cannot do good unless you feel good. Self-mastery is therefore the DNA of life mastery and the best investment you will ever make. Confucius said, "Good people strengthen themselves ceaselessly."

Step one for personal change is to know what you need to change, to identify your weaknesses. Just like a mechanic cannot fix your car before seeing the problem, you will not be in a position to raise your life to its highest level until you clearly see what is holding you back.

Take 4 minutes to create a list of all the things you are committed to improving in your personal, professional and spiritual life through the use of this personal mastery system. Examples could be erasing

the worry habit, unlocking your energy reserves, bringing material abundance into your life, living with greater balance and meaning and finding spiritual enlightenment.

The 7 Eternal Laws of Mental Mastery™



It is not because things are difficult that we do not dare; it is because we do not dare that they are difficult.

Seneca

William James, a founder of modern psychology, once said that "most people live—whether physically, intellectually or morally—in a very restricted circle of their potential being. We all have reservoirs of life to draw upon of which we do not dream." To expand this reservoir of personal potential, it is essential that you begin to condition your mind for peak performance and a high state of effectiveness. By learning how to run your mind at its highest level, you will quickly change all elements of your external reality because your thoughts form your world. If your relationships or your finances or your happiness levels are less than ideal, you can trace this lack back to the quality of

your thoughts. The ancient sages of the East were among the very first believers in the PMA (positive mental attitude) philosophy. They knew that *the quality of your life ultimately comes down to the quality of your thoughts.*

If you flood your mind with thoughts confirming that your life will be rich, rewarding, creative, fulfilling and spiritually successful, this prophecy will eventually become your reality. If you firmly believe that you can build a great business or a great community or a loving family, this flaming desire is bound to manifest itself into reality if you consistently act on it.

Based on the timeless wisdom and teachings of the Eastern sages, there are 7 Eternal Laws of Mental Mastery. By practicing these 7 laws on a daily basis and building them into the way you think, act and live, you will find that you gain an excellent sense of control over your mind and harness the true extent of its power. This will translate into greater personal effectiveness, significantly higher levels of achievement, confidence and positivity, enhanced creativity and a lasting sense of well-being.

The 1st Law: The Law of Subjective Reality

The nature of your world is determined by your nature. The way you see your job or your family or your friends is not determined by some objective standard—it is determined by the way you see yourself. The bottom line is that there is no objective world, only your personal world, a world that you shape and influence according to your social beliefs, attitudes, past conditioning and the set of lenses through which you choose to view it.

Think about it for a moment. Is any object naturally good or bad, or is it the way that you perceive it or interpret the object or event that makes it good or bad? The face of one person's best friend might be the face of another's worst enemy. In both cases, the face remains the same. The different responses come from two different people processing the same information in entirely different ways. A heavy rain will make a drought-plagued farmer dance for joy while annoying two lovers who had just sat down to enjoy a romantic picnic. Again, the same stimulus—the rain—elicits two entirely different responses depending on the thoughts of the perceiver.

The power of this law lies in the fact that if you want to change your response to any triggering event—and thereby change the nature of your reality—you have only to change the nature of your thoughts and the way you think about the object or event. The person who sees another's best friend as his worst enemy can start focusing on this individual's good points or on what a waste of energy it is to think of anyone in a negative light. Toxic thoughts drain the mind's vitality. More empowering alternatives liberate mental power and advance you along the road of mental mastery.

The 2nd Law: The Law of Like Attraction

You attract into your life what you think about all day long. What you get is determined by what you think, and as you sow, so shall you reap.

The mind is like a huge magnet, and the thoughts you run through it every minute of every day create powerful forces of emotional, material, physical and spiritual attraction. If there is any lack in your life, whether this means there is something missing in your professional life or in your social life or in your spiritual life, it can be traced directly to the thoughts you are running through your mind. The quality of your life is influenced by the quality of your thoughts. Your thoughts do form your world.

So if you want a more peaceful life, think more peaceful thoughts. If you want a richer world, flood your mind with richer, more illuminating thoughts. If you want a more creative life, focus on more creative thought patterns. To be more productive or joyful, stop paying attention to the negative distractions which might range from the state of the economy to the state of the environment. Start spending your days filling your mind only with good, empowering thoughts. The results will speak for themselves.

Please take a moment to answer these questions:

- What thought patterns/beliefs are holding you back in your personal life?

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- What habitual thoughts are limiting you professionally/financially?

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- What beliefs are blocking you from spiritual success and a greater sense of meaning?

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The 3rd Law: The Law of Dharma

The purpose of life is a life of purpose. The moment you discover your personal purpose and life's work and, more important, start taking consistent steps to actualize it, your life immediately transcends the ordinary. When you become aligned with your life's main aim, that pursuit which blends your personal genius and human gifts with some worthy objective, you kindle your inner fire and begin to live life with a new sense of meaning. Rather than spreading your energies in a hundred different directions, once you know your compelling purpose, you can concentrate your power in a single, highly rewarding direction. Your life instantly becomes much simpler.

Investing the time to find your purpose will be one of your most important and liberating acts. Your life's work could be to find a cure for cancer or to be the top salesperson in your division. One is not better than the other; they are just different. The key is that your main aim in life must fully engage your special talents, inspire you and contribute, in some positive way, to the lives of others. One of the finest strategies to improve your own life is to improve the lives of others. As the Chinese proverb says, "A little bit of fragrance always clings to the hand that gives you roses."

The 4th Law: The Law of Karma

For every action we take, we receive an equal and appropriate reaction. We get what we deserve, and those who have created richly rewarding lives have taken rich, rewarding actions to get them there. Peak performers are no different from weak performers—they just do different things. There is an ageless truth that says what separates fully actualized people from the ordinary ones is that the first group does those things that the second group does not like doing, even though they might also not enjoy doing them. They get up early and they follow their purpose and they persist in the face of adversity and they take care of their inner worlds, not because these things are easy to do, but because these are the right things to do.

Discovering your Dharma is not power—it is only potential power. It is like having an extraordinarily powerful computer with no software to run on it; you might as well not even have it. But when you add the fire of action to the flames of Dharma and have the courage to follow your destiny on a daily basis, your life improves in a profound way.

The 5th Law: The Law of Conditioned Gratitude

B*y concentrating your attention on those things in your life that are good, you cultivate the attitude of gratitude, an essential precondition to inner harmony and*

mental excellence. You start connecting to your highest self the moment you build the habit of taking some time every day to notice the sacredness of all things around you and the simple pleasures life has to offer.

Robert Louis Stevenson said, "The person who has stopped being thankful has fallen asleep in life." Dale Carnegie made the point even more powerfully:

One of the most tragic things I know about human nature is that we tend to put off living. We are all dreaming of some magical rose garden over the horizon instead of enjoying the roses that are blooming outside our windows.

The ancient sages said you could tell who had found enlightenment by the way a person responded to the wonders of nature. Those who were enlightened drank deeply from the well of nature. They took the time to connect with nature. They saw the magnificence of a sunrise and were touched by a moonlit sky. As Mahatma Ghandi said, "When I admire the wonder of a sunset or the beauty of the moon, my soul expands in worship of the Creator."

By taking the time to regularly consider all the things you have to be grateful for, no matter how small they are, you shift your consciousness off of what you do not have and on to all that you do have. You begin to fill your mind with empowering thoughts, ones that attract even greater abundance into your world. Even by taking a few minutes every morning to write and review a gratitude list, you will improve your attitude in a very important way. Your list might focus on the loving family and friends you are fortunate to have, your high levels of enthusiasm, the great country you live in, your good health or the fact that you have a roof over your head.

Application Exercise

Take 5 minutes to create your own gratitude list. This simple exercise will increase your awareness of the abundance already in your life, even though you might not currently be concentrating on it.

The Law of Conditioned Gratitude gets you away from the pull of familiarity, a state where we take everything we have for granted because we have grown accustomed to it over time.

The 6th Law: The Law of Egolessness

To experience true and lasting joy, one must stop asking "What's in it for me?" and start asking "Who can I serve?" The Law of Egolessness could also be called the Law of Selfless Service.

When you are confidently advancing along the path of your Dharma and focusing on doing what is good and right, you will not only realize the full extent of your mental capacity, you will also energize every department of your life. We are happiest when we are growing and expanding. Complacency is a plague. By having the courage and discipline to follow a worthy pursuit, you build your dreams while helping others in the process. Selfless service is one of the most noble acts you can ever perform. Ironically, the more you give to others, the more you receive, both materially and spiritually.

Start thinking about how you want to be remembered: what contributions are you committed to making in your life? What legacy do you want to leave behind? Practice daily acts of kindness as you advance your goals and objectives. Develop a service mind-set. Start giving more of yourself to others. In the words of one father to his son, "Be ashamed to die until you have scored a victory for humankind."

The 7th Law: The Law of Character Congruency

High achievement, peace of mind, joy and a lasting sense of well-being can only come when what you do is consistent with who you are. To live life to the fullest, you must put off doing what is easy and do what is right. You are happiest, most effective and most inspired when all areas of your life are aligned with the values that are most meaningful to you. One must not only do things right—one must also do the right things.

Mahatma Ghandi said, "One cannot do right in one department of life whilst he is occupied in doing wrong in any other department. Life is one indivisible whole." When your home life is in a state of chaos, it profoundly affects your work life. When you have let your physical endowments fall apart through a lack of exercise and renewal, your mental talents are influenced. When you feel that you are not doing work you love, your spiritual dimension suffers as well. The Law of Character Congruency says that when you align the things you do every day with what your heart and conscience tells you to do every day, you liberate your greatest gifts, which come forth to help you advance your worthwhile aims. This law says that enlightened people walk their talk. When your outer world is fully aligned and congruent with your inner world and your most closely held beliefs, you will know true peace, power and happiness.

Think about this for a second. Most of us know what we should be doing to be more successful and healthy and dynamic and spiritually fulfilled. We know we should believe in ourselves and in our dreams. We know we should treat each other with respect and courtesy. We know we should never give up and should always work hard and focus on our priorities. Our conscience tells us to care for ourselves and spend regular time in self-renewal activities which might range from a daily walk to meditation and visualization. But too many people do not follow through on what they know to be right. They do not lead their lives according to the torchlight of who they are deep within. This is a recipe for failure.

These are the people who wind up at the end of their lives realizing what could have been. In their mind's eye, they see the rich relationships they could have built or the exciting adventures they could have had. They see the kids they could have spent more time with and the professional successes they could have enjoyed. And they are filled with deep regret because they did not have the bravery to act on what they always knew they wanted.

To start unlocking the power of your character, take a few minutes to think quietly about 4 or 5 people whose courage, conviction and commitment you admire. Your list might include Ghandi, Mother Teresa or Mandela. Perhaps your father or mother inspired you. Once you have the list, begin to concentrate on which of their virtues touched you. Ghandi's moral authority made him great. Mandela acted with courage. Other men and women of great character personify persistence or compassion. Every morning during the next week, pick one virtue and commit yourself to building on that strength that day.

Application Exercise

Mentor/model _____

Virtue: _____

Mentor/model _____

Virtue: _____

Mentor/model _____

Virtue: _____

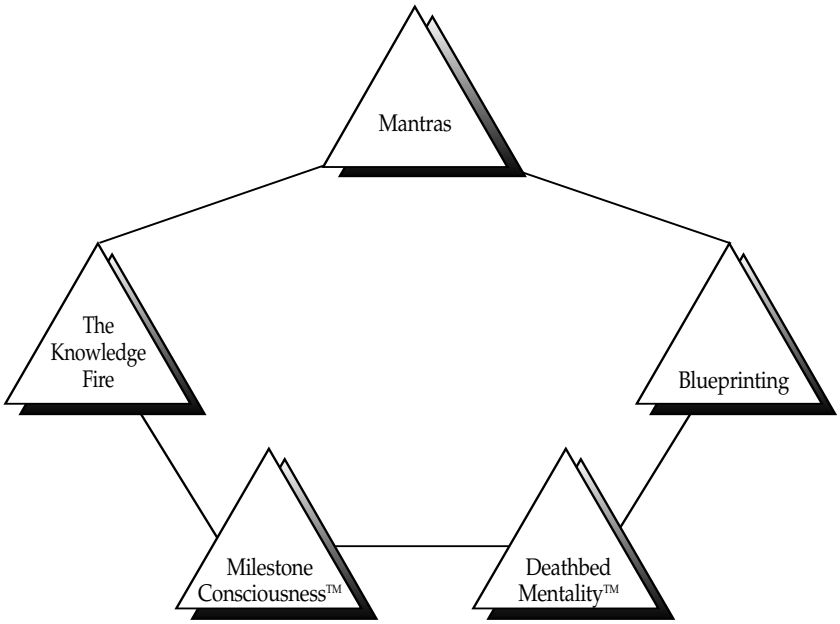
Mentor/model _____

Virtue: _____

Mentor/model _____

Virtue: _____

5 Timeless Techniques for Self-Leadership™



There are 5 particularly valuable techniques for effectively implementing the wisdom and principles you have learned so far. A number of these tools are thousands of years old and have been derived from the Eastern mystics. Sages have used these techniques through the ages to realize the full potential of their human capacity and to attain mental mastery. These extraordinary performers were masters of their selves. Some had even conditioned their minds to slow their heartbeats on command, go for weeks without food or sleep and endure tremendous pain. These sages were living models of the power within each and every one of us. By mastering their strategies, you liberate your personal gifts, leading to greater mental toughness, increased focus and mental clarity, better resilience to stress, greater creativity, more energy, confidence and higher levels of personal achievement.

The other techniques you will learn in this section have been developed and refined in the West based on the latest technologies for peak performance and human effectiveness. These are the tools—and the secrets—of elite athletes, wildly successful entrepreneurs and top performing men and women in the fields of business, science and the arts.

As you personally test each of the 5 strategies in the laboratory of your own life remember there is only one reliable way to judge the effectiveness of any set of skills: by results. These tools have been proven time and time again by thousands and thousands of achievers. Knowing this, give the 5 strategies a chance to work their wonders. William James said it takes about 21 days to install a new habit. Do not give up on the technology after only a few days. You are re-conditioning your mind to start working at its highest levels. It must shed the shackles of old thinking patterns and break its old habits. This takes time. But the investment of patience, time and energy will be well worth it as you start living more richly and fully, creating the kind of personal, professional and spiritual fulfillment that is your birthright. Remember, you are the author of your autobiography.

1. Mantras: The Verbal Embodiment of Power

One of the most effective self-mastery strategies of the ancient sages of the East was the daily use of mantras. Mantras are nothing more than positive, inspiring words or phrases designed to break limiting or self-sabotaging thinking patterns you might be running through your mind on a consistent basis.

In Sanscrit, *man* means "mind" and *tra* means "freeing." So *mantra* literally means "freeing of your mind," and this is precisely what it does. The spoken and written word is a profound influencer of your thoughts. By changing your thoughts, you change your self-concept. Your self-concept determines the actions you take, because a fundamental law of human nature is that you will never act in a way that is inconsistent with the way you see yourself. If your self-concept is that you are a confident person, you will act this way. The self-concept then is a self-fulfilling prophecy since the way you perceive yourself determines what you become.

Thus, by changing your thoughts, you can change your self-concept, which will then change the way you act and the steps you take on a daily basis. By changing your actions, you change the results in your life. By changing the results, you create a new, more enlightening reality.

Step one of the process then is to change the quality of your thoughts, and this can be done very effectively through the use of mantras. Start creating a series of motivating phrases to describe yourself and repeat them as often as possible. If you want to perform with high levels of confidence, start repeating "As I perform with confidence, I release my brilliance." If you want more willpower you might create a mantra which says "I am strong, inspired and disciplined."

These empowering phrases will sink deeply into your subconscious mind once you start flooding your consciousness with this positive influence. Negative thinking patterns which have been holding you back will be replaced by the positive. This is a manifestation of the ancient natural law that positive always overcomes the negative. Spring always follows winter. The bright rays of the dawn always follow the darkest parts of the night.

Application Exercise

Please take 5 minutes to create a series of personal mantras that will inspire you to attain personal, professional and spiritual success:

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2. Blueprinting: A Mental Pathway for Mastery

When building a house, a wise architect creates a blueprint for the construction before the first sod is turned. Similarly, highly actualized people understand the power of creating mental blueprints for every element of their lives before they manifest these neural pathways in their external reality.

The mind works through pictures, and by running pictures of your ideal outcomes (which might range from performing superbly at an upcoming sales presentation to responding with maturity and poise in a confrontational situation) through your mind's eye on a regular basis, you will condition your mind to give you the desired results. Your mind is encoded to give you exactly what you ask of it. Most people do not ask enough of their minds and their lives reflect it.

Why does blueprinting work? First, it influences and reshapes your self-concept. And as you have learned, by changing the way you perceive yourself, you change the quality of your life. Second,

blueprinting is a mental rehearsal method. Repeatedly conditioning your mind by passing images of peak performance through it creates a pathway. When the actual event occurs (e.g., the sales presentation or the confrontational situation) your mind shifts into autopilot because it has been trained in what it must do. This is no longer a foreign situation. Instead it is one you have consistently prepared for.

3. Adopt a Deathbed Mentality™

An Indian maharajah had a very special daily ritual. Every morning, he was in the habit of celebrating his own funeral, complete with flowers and music, all the while chanting "I have lived fully, I have lived fully, I have lived fully. . . ."

This leader knew one of the timeless secrets of self-leadership: *live every day as if it was your last.* Too many people live as if they have an unlimited supply of time. They put off their dreams until another time. They promise to spend more time with their loved ones or to expand their potential next month or next year.

The moment you commit yourself, from the deepest core of your heart, to living each and every day as if it was your last you undergo a profound paradigm shift. The way you see your life changes fundamentally. By waking up every morning and asking yourself the simple question "What would I do today if it was my last?" you bring a new sense of energy and enthusiasm and purpose to your life. You will start thinking different thoughts during your day and treating all those around you in a completely different manner. The important things in your life become more obvious. You no longer miss out on the simple pleasures of life because you are too busy chasing the complex ones.

Application Exercise

In the space following, take a couple of minutes to write 5 things you would do today if it was your last day on the planet.

4. Develop a Milestone Consciousness™

Milestones are benchmarks for your emotional, material, physical and spiritual progress. Milestones offer you a set of clearly defined objectives which give your life focus. Milestones are the rudder to your ship of life. They are the steering wheel to your personal vehicle. Milestones are targets, and since you will never hit a target you cannot see, you must come to know your milestones intimately.

All highly actualized, fully enlightened people know their milestones and the precise direction in which they are travelling. This gives their lives direction and simplicity. Rather than spending their days in the chaos of crisis, trying to do many different things at once, not really knowing what activity is more meaningful than the other, peak performers have already mapped out their action plans and the milestones against which they can measure their personal, professional and spiritual advancement. Their lives are then spent only on high-impact pursuits: those activities which get them where they want to go.

To breathe life into your milestones here are some practical tips:

- *Your objectives must be clearly defined.* "I plan to exercise this year" is far less effective than a milestone which says, "By April 7 of next year I will have completed 4 5-mile road races and

2 mini-triathlons while losing 27 pounds in the process."

• *Your objectives must be committed to paper and reviewed regularly.* By exposing your mind to your milestones every morning and every night, you will quickly develop a *milestone mentality*: a mind-set where you are centered on achieving your primary goals. And remember, we are happiest when we are growing and moving into the higher regions of our human potential. Actualizing your milestones is an exciting and inspiring process.

• *Your objectives must have timelines.* A milestone without a deadline is no milestone at all. There is no pressure behind it.

5. Kindle the Knowledge Fire

Your thoughts and actions are influenced by what you know. If your mind has not been awakened to a specific opportunity, you will never spot it. If you have never learned that worrying too much drains your physical vitality or that criticizing people harms your relationships, you are bound to keep repeating the same mistakes over and over again throughout your life. A timeless principle holds: If you keep doing the same things every day, you will get the same results every day. To improve the quality of your life, you must improve the quality of what you do.

One of the best strategies for personal change is to devote a period of time every day to learning. Peak performers are lifelong learners. By filling your mind with new, more empowering information, you have the impetus to take new actions based on this new information. New actions create better results, and better results create positive life changes.

You can change your life with the right bit of information. Bill Gates changed his life the moment he picked up an issue of *Popular Science* and read about the world's first personal computer. Author and former *Success Unlimited* editor Og Mandino went from being a down-and-out drifter to one of the best-selling self-help writers of our time the moment he stepped out of the rain one day and into a public library. He discovered the power of personal-development books and was exposed to new tools for personal success. All the answers to any challenges you might be facing are contained in some book out there—it is simply a matter of finding it. Every mistake you could possibly make in your lifetime has already been made and recorded in someone else's autobiography or in some business or self-mastery book. Is there really any reason for you to make the same mistakes again?

Hunger for knowledge. The most effective people in every field consistently expose themselves to new ideas. They are open to trying new techniques and judge only by results.

Here are 4 action steps to kindle the knowledge fire:

• *Read at least 40 minutes a day.* Miss a meal but do not miss your personal growth period.

• *Listen to audio cassettes on a daily basis.* If you are commuting 30 minutes to work each way every day, after one year this amounts to six weeks of eight-hour days. You simply cannot afford not to use this time productively. Make your car a mobile learning center.

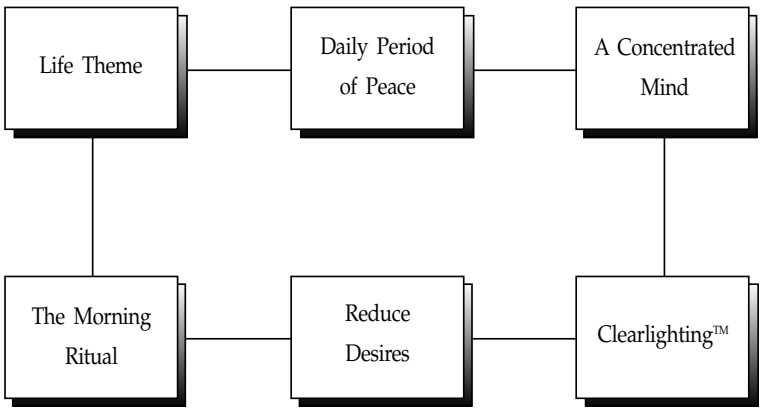
• *Attend as many seminars as you can, particularly in the personal mastery area.* This will keep you inspired and energized as you create a richer, more rewarding life.

• *Act on what you know.* Knowledge is not power. It is only potential power. Knowledge is transformed into actual power when it is acted on. The world is full of too many people who already know precisely what to do to achieve financial freedom or physical vitality or spiritual abundance. But they never act on what they know.

The Path to Inner Peace

When from our better selves we have too long been parted by the hurrying world, sick of its business, of its pleasures tired, how gracious, how benign is solitude.

William Wordsworth



Inner peace is your natural state. If you are currently seeking to live a more balanced, less stress-filled life, apply the strategies which follow to return yourself to your original state of harmony and serenity. You are programmed for a peaceful life, one over which you have control and live the way you want to live. But all too often, we lose sight of our priorities and get caught up in the thick of thin things, those daily activities that appear to be so pressing and important at the time but contribute little to the quality of our lives over the long run. Goethe said, "Things which matter most must never be at the mercy of things which matter the least." And Thoreau added, "It is not enough to be busy, so are the ants. The question is what are you busy about?"

What follows are 6 practical, result-oriented solutions to the challenge of a tense, chaotic, less than satisfying lifestyle.

1. Develop a Life Theme

So many pundits these days are saying the ultimate goal in life is to be happy. Yet the ultimate goal in life is not to be happy; our essential purpose is to actualize our Dharma. This is your special life's work that you alone can fulfill more fully than anyone else. Happiness is the inevitable by-product.

Here is an analogy. Not every key will fit into the ignition of your car. But when the right key is inserted, your engine fires to life. Similarly, when you match that worthy pursuit that allows you to fulfill your compelling purpose (the ignition) with your special talents and loves (the key) you fire up your own life and enhance it in a dramatic way. When you spend your days doing what you were meant to do, a deep sense of ease and peace fills your days. Rather than rushing around trying to be all things to all people, you do only those high-impact things that count. When you are on purpose, you get off chaos. When you are on purpose, the inevitable by-product is always happiness.

Application Exercise

To help you discover your life's work, please answer the following questions:

- How do you want to be remembered?

- What are you happiest doing? What would you do if you could not fail?

- What legacy do you hope to leave for future generations?

2. The Daily Period of Peace

Knowing your life theme and the legacy you are dedicated to leaving for generations to follow is a liberating state to be in. To maintain that sense of freedom and calm, one of the finest techniques you can build into your routine is the daily period of peace. This is nothing more than a time for self-renewal. The sages of the East understood that silence is a powerful antidote to the effects of today's fast paced and increasingly complex world. By taking even 10 minutes every day to sit quietly in a silent place—to simply be—you will notice that you are calmer, less tense, more creative, focused and much happier.

3. The Power of a Concentrated Mind

Do you squander your focus? When you drive to work, is your mind jumping to a hundred different things like an unchained puppy? When you go for a walk, are you thinking about what you will have for dinner and about challenges at the office and about the economy and about your childrens' future, rather than concentrating on the beauty of your surroundings and feeling the sunbeams warming your face? When was the last time you were fully in the moment? When was the last time every ounce of your attention was in what you were doing? For too many people, this was a long, long time ago. Most people have lost the ability to concentrate the full extent of their mental powers on a single activity. They dissipate their mental capacity among many little things and neglect the big things.

"The mind is a wonderful servant but a tyrannical master" goes the old saying. High performing, enlightened men and women are in total control of their minds. When they are reading, they think about nothing but the words in front of them. When they walk, their attention is on their footsteps and on the richness of their surroundings. Their minds are not filled with endless chatter and worry. Instead, their minds are focused only on what they are doing at that moment and, therefore, the full capacity of their mental gifts is being used.

Just like a child concentrates the rays of the sun through a magnifying glass to ignite a piece of paper, you can start tapping into your mind's deep potential when you start concentrating it on what you are doing in the moment. Remember, the mind is like a muscle: the more you push it into action, the stronger it will grow.

4. Clearlighting™

Meditation is an excellent tool to still a mind full of inner turbulence and mental chatter. This technique has been around in the East for more than 5,000 years and its longevity comes from one reason alone: it works. Clearlighting is a meditative practice which will allow you to see every element of your life in a much clearer, more empowering light.

This tool will unlock your mind/body/soul potential and allow you to live more fully. The ancient philosophers said that "as a lamp placed in a windless spot does not flicker, a person who has trained the mind knows deep calm and peace." Clearlighting conditions your mind for serenity and

will serve as an anchor to link you to the wellspring of tranquility which is your natural state.

One of the most effective tools for Clearlighting is the Heart of the Rose technique. Simply take some quiet time to stare deeply into the center of a rose. Immerse your attention into the rose. Do not think of anything else. Every time your mind wanders off the heart of the rose, gently guide it back to this object in front of you. Within a few weeks, the improvements will astonish you. You will have trained your mind to do exactly what you have told it to do. How can you control your life if you have not learned to control your mind? This technique will return the control.

5. Reduce Desires

Much of the wisdom of the East focuses on simplifying your life and curbing desires as a way to advance along the path of enlightenment and mastery. The Chinese have a proverb: "Peace in a thatched hut—that is happiness."

If you attach your happiness to a fast car or a big house or any other material thing, the moment it is gone, you lose your peace of mind. Happiness is an inside game. Happiness must come from within. Success with others begins with success with self. And there is a big difference between making a lot of money and making a lot of life. This world is full of unhappy multi-millionaires.

Today, start to simplify your life. See the big picture. Figure out what things are most meaningful to you. On their deathbeds, most people wish they had spent more time with their families and friends. The exotic vacations and material toys count for little.

List 10 steps you will take this week to simplify your life:

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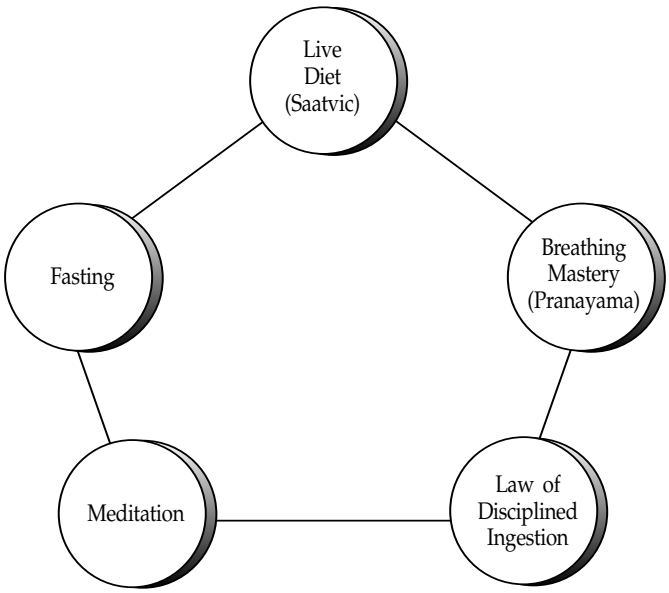
6. The Morning Ritual

Most successful people have taken the time to develop a morning ritual that transfers them into the Peak Performance State so they begin the day in a high energy, high confidence frame of mind. Just as the elite athlete creates a pregame ritual to tap into athletic gifts and raise the level of functioning, you should create your own morning routine to prepare you for bringing excellence, energy and a sense of excitement to the coming day.

The thoughts you think and the actions you take during the first 10 minutes after you wake up are profoundly influential on the way the rest of your day unfolds. Too many people hit the ground running and begin their days in the winds of the tornado, in the chaos of crisis. To regain mastery over your day, get up a little earlier. Your ritual might involve sitting out on your front porch watching the sun rise. It might involve meditation or creating a mental blueprint of the kind of day your are committed to living. Your ritual might involve asking yourself the deathbed question you learned earlier or taking 10 minutes for a period of renewal and silence. Simply remember that the way you start your day determines the way you live your day.

PART 2: THE BODY—LESSONS IN PHYSICAL MASTERY

Secrets of the Sages to Liberate Vitality™



In previous sections, you learned the wisdom of mental mastery and a full range of practical ways to put this wisdom into use to create measurable improvements in the quality of your life. Now you will explore the full capacity of the second of your trilogy of human endowments: the Body. We will explore ancient skills of the East to unlock your physical vitality. You will learn how to liberate your reserves of energy, how to stay younger longer, how to increase your levels of fitness and stamina and how to program your body for ideal health. You will then learn the latest technologies of the West for health excellence.

1. The Saatvic Diet: The Wonders of Live Foods

As you care for your body, so do you care for your mind. The quality of your food has a profound influence on the quality of your thoughts. The purer the food, the purer the mind. The sages understood that some foods were ideal to keep the mind still, focused and poised while other foods reduced mental clarity and sent ripples through the waters of the mind, increasing its restlessness.

The ancient thinkers believed that the surest way to radiant health and vitality was through what they called a saatvic or pure diet, that is, one based on natural elements such as fresh fruits, vegetables and grains. They said this was the diet nature intended as these foods come purely from a blend of the sun, air, soil and water. With a natural diet, you get the goodness of the food firsthand, while it is live. When you eat meat, on the other hand, you are essentially getting the goodness of a live diet secondhand, after the animal has processed the natural foods it has ingested.

A highly effective way to achieve a higher level of physical vibrancy is to cut back on the amount of meat you eat and start eating more of nature's finest foods. Shifting to a live diet is not difficult.

Simply add a salad to every meal. Have fruit in between meals and practice the habit of juicing. The results will speak for themselves.

APPLICATION EXERCISE

List 5 changes you are committed to making during the next 3 weeks in the quality of the food you eat and why you will make these changes:

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2. The Power of Breath Control

If you want to have an abundance of energy, one of the most efficient things you can do is to learn to breathe. Effective breathing practice is a thousand-year-old energy activator that modern scientists are now beginning to understand fully. While everyone knows how to breathe, most people do not know how to breathe for maximum benefit. The sages have a saying: "To breathe properly is to live properly."

Too many people are like a car chugging along using only half of its cylinders. Too many of us are using only the top portion of our lungs when we breathe rather than oxygenating the full surface of our lungs. By bringing in oxygen more efficiently, you will detect significant changes in your energy levels, in your mental clarity and in your overall health. Start taking deep diaphragmatic breaths 3 times a day, 10 repetitions each time. Breathe in through your nose and let the air pass deeply into your lungs. Then exhale fully through the mouth. The effects of this practical strategy will be immediately obvious to you.

3. The Law of Disciplined Ingestion

Through the ages, the longest living, most dynamic men and women have known one thing: there is a big difference between hunger and appetite. In the East, the pundits have observed, "We should eat to live. Instead we eat to die." To attain physical mastery, it is essential to feed your hunger but not satisfy your appetite.

Hunger reflects a physical need. Your body needs food to stay strong and healthy. Appetite is something very different and is less about how much you need and more about how much you want. By satisfying your appetite every time it calls, you are getting into the habit of eating more than you need to eat, thereby overtaxing the body and reducing your vitality.

To put this timeless principle into practice, here are 2 powerful action steps:

- *Chew more fully*. By chewing more, you will get more nourishment from less food. You can then cut back on the quantity of your intake while enhancing its quality. Chewing more fully also greatly improves your energy levels because your digestive system, one of the body's most energy consuming processes, will have less work to do, thereby freeing up more energy for other pursuits.
- *Push your plate away when you have had enough to eat rather than when you are full*. This strategy not only promotes excellent health, it builds willpower because you are curbing the impulses that tell you to keep eating, and you are doing what you know is right to do.

4. Meditation

Meditation is a wonderful technique to unlock your physical vitality. Meditation clears, stills and renews the mind. A mind full of inner turbulence and tension is a drain on your energy reservoirs. The mind is like a 1,000 volt battery. You wake up in the morning and you are full of energy. But every time you worry about the bills, you lose 100 volts. Every time you worry about your relationships, you lose another 100 volts. Every time you worry about

your health, you lose another 100 volts. Pretty soon you find yourself feeling exhausted, even though you have not done anything physical that day.

A clear mind is a tremendous asset for physical mastery and spiritual success. It will take you into the highest dimensions of your life and offer you the full extent of your mental potential whenever you need it, whether to explore an exciting business opportunity in your professional world or to explore the frontiers of your spiritual world.

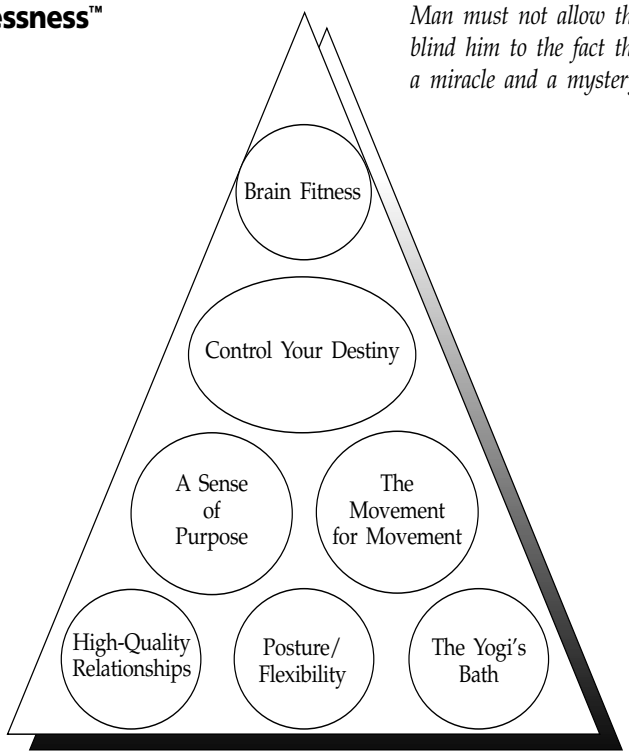
5. Fasting

The Native Americans fasted to invoke the powers of the Great Spirit. The ancient yogis fasted for spiritual expansion, saying that the energy saved by not having to digest food for a certain period could be used to explore their highest selves. Fasting for one day every 2 weeks promotes good health and is a timeless tool to stay younger longer.

The 7 Habits of Agelessness™

Man must not allow the clock and the calendar to blind him to the fact that each moment of his life is a miracle and a mystery.

H. G. Wells



Here are 7 habits to add not only years to your life but life to your years:

1. Brain Fitness

Western researchers are learning that by consistently stretching and flexing your mind as you age, whether through learning new languages or performing challenging mental aerobics such as crossword puzzles, you can actually grow more intelligent and alert. Thinking that your memory and clarity will be reduced as you grow older is a self-fulfilling prophecy: the more you believe it, the more your actions will be aligned with that belief and, therefore, the more the results you generate will manifest that belief. So strive to constantly work your mind. Try new things, meet new people, think new thoughts and expand your comfort zone.

Too many people are slaves to complacency. They live their lives according to the rituals of routine. They think the same thoughts every day, eat

the same foods every day and perform the same actions every day. Fear is one of the reasons people fail to live up to their human potential for personal, professional and spiritual success. But fear is a straw man you alone have created within the workshop of your own mind. Fear is an illusion. Fear is nothing more than a negative stream of consciousness you have allowed into your mind by failing to keep a close watch on its gates. The most effective way to banish fear from your life is to attack it head on and do the thing you fear, over and over again until you have conquered it. People who live longer and better than others are constantly expanding themselves and the quality of their lives by mastering their fears and moving farther into the Zone of the Unknown.

APPLICATION EXERCISE

- Why do you want to stay younger longer?

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- What does longevity mean to you?

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- What actions will you take this week to start enhancing your level of mental fitness?

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2. Control Your Destiny

The tiny island community of Okinawa in the East China Sea contains the world's highest concentration of people more than 100 years of age. Their habits? They eat a primarily natural diet, consuming meat only on special occasions, they maintain an active lifestyle and they have strong spiritual beliefs which allow them to connect with their destiny. By knowing their role in the larger scheme of things and understanding that they have the power to create the kind of life they want to create, their lives are filled with meaning and hope. This is an important longevity factor.

3. A Sense of Purpose

As you have already learned, the purpose of life is a life of purpose. When you discover a rich mission that allows you to manifest your talents and strengths with a worthy aim, your life becomes vital and satisfying because you are doing what you were meant to do. Doing what you love brings mental peace and physical vibrancy. As the late Malcolm Forbes said, "Whatever you like to do just find a way to do it. The biggest mistake people make in life is not trying to make a living at what they most enjoy. . . . Success follows doing what you love to do."

4. Join the Movement for Movement

One of the best ways to stay younger longer and inject far more living into your life is to exercise regularly. Your body was made to be moved. Exercise is an important peak performance technology. If you are feeling low, take a brisk walk in natural surroundings—you will receive instant benefits from this simple strategy. Moving your body through exercise increases circulation which enhances oxygenation of your tissues. This provides you with more energy and vitality. Exercising allows for efficient waste removal which raises your overall health levels. A regular fitness program will also enhance your creativity and mental crispness and keep you positive and feeling inspired.

5. High-Quality Relationships

One of the golden threads of youthful, long-living people is that they work hard to build loving relationships. One of the greatest of all human needs is the need to be cherished. Start dedicating yourself to creating better relationships on both a personal and professional level. They will be a constant source of strength, support and satisfaction.

The Social Inventory™

When relationships are taken for granted and the Law of Familiar Focus takes over, they become less rich and their bonds start to unravel. Take 5 minutes to create a social inventory or list of your key relationships and connect with why they are so important in your life. What action steps will you take to improve them? By taking the time to do this, you will start renovating the way you see those you surround yourself with and begin the renewal process.

6. Posture/Flexibility

As you act, so you become. If you move your body like a tired, old person, you will produce the feelings a tired, old person produces. Eventually you will become tired and old. The way you hold yourself and move your physical body has a profound effect on your emotions. This is the Promotion of Emotion through Motion principle. When your posture is poor and you slouch, you generate a whole host of physiological responses. You put pressure on your lower back and you restrict the full circulatory flow. This, in turn, restricts the amount of oxygen your body can assume, which in turn affects everything from your energy levels to your moods. By simply standing up straight, you will quickly notice you feel more alert, confident and energetic. This is because you have altered your chemistry and offered your physiology a more empowering alternative.

A second strategy to maintain youthfulness and vitality through physical movement is to keep your body flexible. The ancient sages developed the discipline of yoga to keep their minds, bodies and spirits in ideal shape. They understood that when the body is tense the mind is tense, and through a series of scientific postures, they could relax the body and, therefore, still the mind. This is a key stress reduction principle: ease the body and you will immediately ease the mind. Start stretching your body before a stressful or challenging situation like you see athletes doing before the big race or game. And remember, to stay young, refuse to let an old person move into your body.

7. The Yogi's Bath

The yogis of the East believed the daily ritual of a cool bath promoted longevity and vitality. By bathing in cool but not cold water for no more than a couple of minutes as early as possible in the morning, these people found that the layer of dead skin than rests on our surfaces was quickly removed, leading to a healthier body. They also found the cool bath invigorating and, by giving themselves a brisk rubdown with their hands after it, they promoted circulation and the many benefits this would bring. This ancient tool will bring you significant benefits. As always, judge by results.

The Ancient Art of Physical Culture™

Cultivate your physical temple for a more radiant life. There are 168 hours in a week. Surely you can find even 4 or 5 hours during this period to nourish your physical endowments. By taking the time for physical fitness, every other department of your life will be nourished.

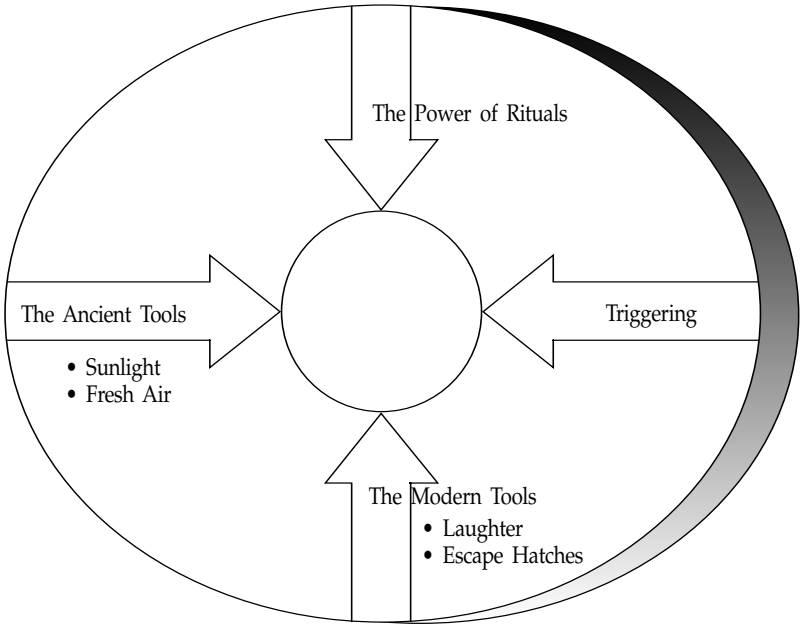
By taking the time to swim or run or practice yoga or mountain climb or play golf or work out in any way, you improve your effectiveness on the job. By exercising regularly, you will be more giving, patient and loving in your social relations. You will be a better father or mother or friend. You will be calmer, more focused, balanced and happier. And you will be more spiritually satisfied and have a closer connection to the things that are most meaningful to you rather than living your days in a constant state of frenzy, in the eye of the tornado.

If you say you are so busy that you cannot afford to exercise, then you are a person who truly cannot afford not to exercise given your schedule and your challenging pace. Failure to exercise always catches up with you. It is like that old oil filter commercial with the mechanic leaning over the engine telling you to buy his filter as a preventive measure: "You can pay me now or you can pay me later." This is precisely the same principle at work with exercise, what the ancients called the art of physical culture. It's been said that those who can't make time for exercise must make time for illness.

The Tao of Radiant Health™

Adopt a new paradigm. Your natural state is one of boundless energy and abundant health. To unlock this wellspring of vitality, cultivate your physical endowments daily and expand the capacity of your body's potential.

Robin S. Sharma



The *tao* means "the way" in Eastern philosophy. All things unfold and happen according to the tao. The tao of radiant health explains the way peak physical health can be programmed or installed into your life so that you start living with the energy and vibrancy that you deserve.

1. Rituals

An excellent way to incorporate a new tool or skill into your life so it becomes a lifelong habit and provides you with the full rewards of its power is to create a ritual around the tool then build that ritual into your daily routine.

Observe most elite athletes and you will see that they have taken the time to create a series of performance rituals to transfer themselves into the Peak Performance State. Some professional hockey players lace up their skates in a certain order before the big game. Some football stars have a little prayer and visualization routine that they go through before the big event to stay focused, relaxed and energized. Even comedian Steve Martin says that he laughs for five minutes in the mirror every morning to get his creative juices flowing.

By creating a ritual of self-mastery tools such as blueprinting, deep breathing, mantras or even exercising, you will make it as much a part of your daily routine as brushing your teeth. It will be just another thing you do for the care and nurture of your body. Here is an example: say you want to start using mantras on a daily basis to think more positively and build more confidence. To create a ritual around this tool, you might simply decide that you will wake up 30 minutes earlier every morning, go into the same quiet spot at the same time and recite the same 3 or 4 mantras you have developed. When you do this day after day, your mind eventually reaches the stage where it goes into autopilot as soon as you reach that same spot every morning. You will start to feel the positive effects of the mantras taking hold.

A ritual is a precise pathway to performance and allows you to create positive habits so you consistently apply the techniques and strategies you have learned in this self-mastery system to see the results that will raise the quality of your life. It is a powerful way to program radiant health.

Application Exercise

- What are your personal change priorities?
(e.g, less stress, greater focus, enhanced energy)

- What strategies, tools and techniques of this system are you committed to applying immediately to make these changes?

- What rituals will you build around these tools so that they form part of your daily routine?

2. Triggering

In the late nineteenth century, Russian scientist Ivan Pavlov conducted a series of groundbreaking experiments on the subject of conditioned responses.

By pairing the stimulus of food (which caused the dog to salivate) with the ringing of a bell on a consistent basis, he found that over time the dog became conditioned to salivate when he hit the bell, even without the presence of food.

Human beings are equally subject to the conditioned response. Here are some examples:

- When you hear a particular song it reminds you of a summer vacation many years back.
- When you enter your home every evening, you put your coat in the same place or sit in the same chair or do the same things, such as go through your mail or flip on the television.
- When you walk into your office every Monday morning, you trigger the same feelings and emotions.

These scenarios are examples of the conditioned response and reflect the phenomenon of triggering, where a particular object, action or environment (the trigger) consistently produces the same outcome (response). To install excellent health into your life, you can apply this phenomenon to your advantage. Let's say you want more energy. You wake up feeling tired every morning and never seem to have enough energy to do what is most meaningful to you.

By developing a verbal cue or trigger and conditioning it with the state of energy you want to be able to liberate on a regular basis through practice sessions, a time will quickly come when you can trigger the high energy mind-set on command. Using this technology, you now have the power to program your mind for exceptional performance and radiant health.

3. The Modern Tools

To renovate your physical life and begin to cultivate physical mastery, there are a host of modern tools at your disposal. Laughter training, restful sleep and escape hatches are among the very best.

William James once said, "We don't laugh because we are happy. We are happy because we laugh." Laughter is a wonderful tonic for life's stresses and strains. It is also a powerful tonic for physical renewal. The average 4-year-old laughs 300 times a day. The average adult laughs 15 times a day. Rekindle your vitality and creativity and sense of playfulness by searching for ways to laugh more, even when you might not feel like it. You will promote a series of important changes within your physiology that enhance your feelings of well-being.

Application Exercise

- Explain why you do not laugh as much as you used to as a kid.

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- Create your personal laughter list: an inventory of activities you are committed to doing during the next 4 weeks to laugh more (e.g., watch a *3 Stooges* movie, read a funny book, or spend more time with your kids).

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Another area to focus on is sleep. With all the noise and artificial environments we expose ourselves to every day, deep, refreshing sleep is a thing of the past for many people. Yet sleep is nature's sweet restorer and deep sleep is essential

for physical repair and renewal. By placing a premium on high quality sleep and taking simple steps to sleep more effectively, such as not over-stimulating your mind with negative influences before you sleep and not eating after 8 p.m. as eating late kindles your digestive fire, you will bring more vibrancy and physical richness to your days.

A final modern tool for renewal of your physical endowments is the "escape hatch." The most healthy, dynamic and spirited people are those who make some time, each and every day, perhaps only for a few minutes, to savor the simple and sacred pleasures. Enlightened people see the extraordinary in the ordinary. They plan escape hatches or mini-vacations during their busy days to ground them and keep them centered. For you, practical escape strategies might involve taking the time to watch a snowfall or listen to your favorite music for 5 minutes with full attention or work in your garden after a busy day. These simple pleasures have a very significant effect on your inner world and pay great dividends in terms of your levels of performance, effectiveness and well-being.

APPLICATION EXERCISE

- What were the happiest moments of your childhood? What things did you love to do? Have you neglected the simple pleasures of life?

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- What will you do to start seeing the extraordinary in the ordinary?

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4. The Ancient Tools

Two of the most valuable physical mastery strategies are also two of the simplest: regularly expose yourself to moderate amounts of sunlight and spend a few minutes each day breathing in fresh air.

The pundits in Asia believed the sun held mystical powers which would not only revitalize one's physical world but also one's spiritual world. Western scientists have found that over half your body's sense receptors lie in your eyes and that by seeing natural sights such as a sun rising, neurological responses are triggered which positively influence your brain chemistry. A moderate dose of sunlight will raise your spirits and maintain peak health.

The Himalayan Sherpas understood the importance of fresh air as a high performance tool. They would spend time inhaling crisp air deeply into their lungs, thereby fully oxygenating the body and stimulating the movement of lymph which enhanced the body's removal of waste products. Even something as practical as opening the windows in your workspace or bedroom will bring noticeable improvements in your overall health and vitality levels.

PART 3: THE SOUL—LESSONS IN SPIRITUAL SUCCESS

Kindle the Fire of Willpower

The timeless Eastern book of wisdom, the *Bhagavad Gita* says:

Without discipline he has no understanding of inner power;
Without inner power, he has no peace;
and without peace, where is joy?

There is one trait which shines through the lives of all highly actualized individuals: discipline. Having discipline allows you to realize the full capacity of your mind/body/soul potential and to take daily steps in the direction of your life's purpose. Discipline allows you to move out of the eye of the tornado and get off that 9 to 5 treadmill and start concentrating your energies on the high-impact activities that will really make a difference in the quality of your life.

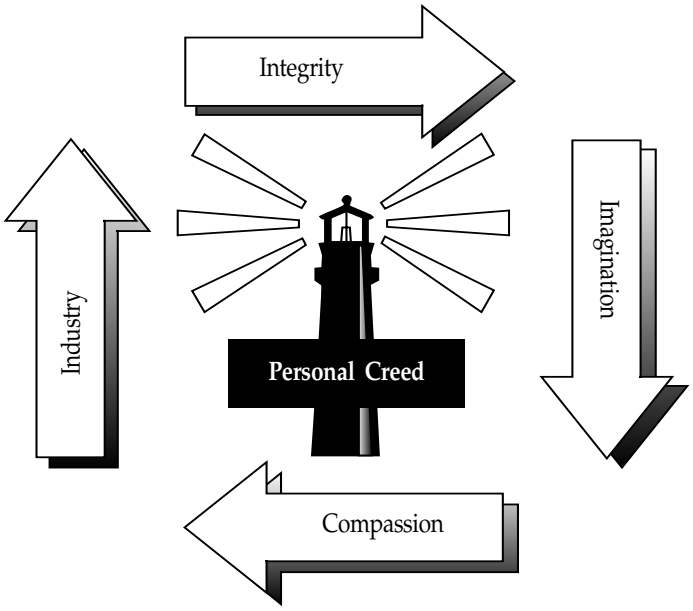
What is discipline? It is the virtue that gives you the courage and inner power to do what you said you would do—when you promised you would do it. Discipline is all about keeping promises. It is about keeping promises to others like spending some time with your partner when you planned to even though there are hundreds of tiny brush fires raging at the office. It is about taking your child to the zoo when you promised you would even though your favorite movie is on television. It is about sending your new client a thank you note even though your "in" basket is 2 feet high.

Perhaps more important, discipline is about keeping promises to yourself. It is about taking the time to watch a starry sky or read an important personal-development book you know will improve your effectiveness even when you feel tired after a whirlwind day. It is about taking the time every morning to review and imprint your personal, professional and spiritual milestones on your consciousness even though the office is calling and the faxes are flying. Discipline is all about responsibility and self-trust.

It is easy to live a loosely managed lifestyle, one where you act according to every impulse that floats through your mind. When you feel hungry you eat, even though you were working on an essential project. When your friend invites you out, you run out, even though this was the night you had set aside to start blueprinting or meditating. It is easy to do that which is fun as opposed to that which is right.

But exerting your discipline muscles and doing the things you know to be right is a liberating experience. Doing precisely what you told someone you would do when you said you would do it or keeping those little but paramount promises you have made to yourself is a noble act. It is brave to run your own race and listen to your heart. And your discipline muscles respond. The more you use them, the stronger they grow. Discipline is your friend, your ally. Discipline elevates you along the path of enlightenment to the stage of self-knowledge. It allows you to know what self-mastery is all about. The courage it creates also allows you to follow the torchlight of your Dharma, your life's work, and it assists you in manifesting the full extent of your human capacity. Without discipline and courage, you will remain within your comfort zone, a prisoner of complacency, doing the same things each and every day—always getting the same results.

Cultivating the virtue of discipline which currently lies inside of you trains you to become persistent and to take calculated risks, venturing further into the Zone of the Unknown where you can continue to expand and improve. You cannot reach third base if one foot is always on second. And you can never become the architect of your future if you remain a prisoner of your past. Building discipline builds the character power you need to raise your life into its highest dimensions. It is one of the best investments you will ever make,



and as you build discipline, remember the truth in the words of Goethe: "Whatever you can do, or dream you can do, begin it. Boldness has genius, power and magic."

The 4 Virtues of the Ideal Person™

Enlightened, high-functioning individuals are led by their consciences rather than by the puppet strings of societal pressure. They act according to their own values, beliefs and sense of what is right. They have kindled the courage to run their own races and never get swept into the whirlpool of other peoples' expectations of them or other peoples' agendas. They realize that life is too short to get caught up in the current of popular opinion. They lead their days in a very simple and clear way. They have taken the time to discover their Dharma and focus their attention on this compelling, high-impact purpose which fills their lives with achievement, meaning and satisfaction.

Robert Frost's famous poem "The Road Not Taken" says it all:

I shall be telling this with a sigh
Somewhere ages and ages hence:
Two roads diverged in a wood and I—
I took the one less travelled by,
And that has made all the difference.

Start running your own race. Do what is most vital to you. Be guided by your milestones which will advance you along the path of your burning desire and your destiny. This is the surest route to happiness and personal and spiritual success.

Your conscience is your moral lighthouse. Listening to what your conscience tells you is meaningful, and the right thing to do in a particular moment is the essence of Conscience-Directed Living.™ You will never do wrong when you act according to your inner voice of reason since this is your connection to the universal source of all wisdom and creativity.

There are 4 primary virtues which liberate your character power and allow you to live under the lighthouse of your conscience. By refining and polishing these human gifts, you will notice that you easily achieve your milestones and goals, you feel a remarkable sense of confidence, peacefulness and see balance returning to your life. These 4 virtues lead to self-mastery and place you on the express train to enlightenment.

A. Integrity

Ben Franklin, Abraham Lincoln and Jonas Salk

were all models of integrity. These were individuals who exercised the bravery and strength of character to walk their talk. They acted on what their hearts told them was right and just and good rather than simply following the herd and doing that which was socially pleasing. Each one of these individuals, who raised their lives from the ordinary into the realm of the extraordinary through their efforts, lived under a higher standard, a strict moral code. And they never moved off this course.

Integrity is all about wholeness. Ghandi hit the nail on the head: "One cannot do right in one department of life whilst he is occupied in doing wrong in any other department. Life is one indivisible whole." This is the essence of integrity and an integrated life: making sure that you consistently do what your conscience tells you is correct in not just one department, but in all departments of your life. The different areas of your life are like rivers flowing together to form an ocean. The emotional influences the physical and together they influence the social and together these affect the spiritual elements of your world. Neglecting any department of your life, whether this means relationship neglect or physical neglect or spiritual neglect, profoundly touches all of the other areas. Raise each to its highest level of functioning, however, and you create a highly satisfying, enlightened, fully integrated life.

2. Imagination

Imagination is more important than knowledge.
Albert Einstein

According to the timeless wisdom of the sages, the second virtue of the ideal person is an abundant and vivid imagination. All high achieving, spiritually fulfilled people are lead by their imaginations, not their memories. They are servants only to what they dream and have shed the shackles of their history or past setbacks. Remember, you are far more than the sum of your current circumstances, and it is not what you are that is holding you back—it is what you think you are not.

Emerson said, "What lies behind us and what lies in front of us pales in comparison to what lies within us." Study the lives of Edison, Ghandi, Curie or Onassis and you will see these individuals as models of creative thinking and big dreaming. They realized that the imagination knows no bounds. When you paint empowering pictures on your mind's eye of the life you are dedicated to building, you set unseen forces into play which steadily manifest your vision into reality.

3. Compassion/Contribution

One of the most important of all the timeless principles for successful living can be simply stated: *the richness of your life can be measured by the richness of your service. The one who serves the best profits the most, not just materially but emotionally and, perhaps more important, spiritually.*

If you want to quickly improve your own life, start taking immediate action to improve the lives of others. The universe is in a dynamic state of flow. When you give out compassion, it flows back to you in a river. This is one of the oldest laws of nature: as you give so shall you receive. Practice daily acts of kindness and respect. Give to charity. Spend a weekly period giving something back to your community and awaken your mind to ways to assist those in need.

Application Exercise

Create a "Service Inventory" of 52 acts of selfless service you will perform this year, then plan to perform one every week. The results in terms of your levels of happiness, satisfaction, balance and commitment will be remarkable.

4. Industry

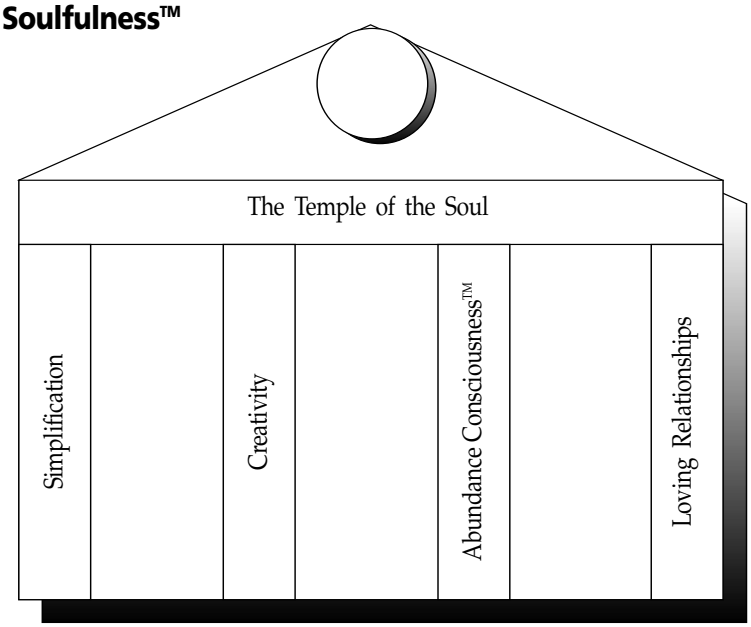
Media visionary Ted Turner was asked the secret of his extraordinary success. He replied: "Early to bed, early to rise, work like hell and advertise." One of the shared traits of the most effective, productive, high-achieving individuals is their understanding of the paramount importance of

hard work to advance their dreams and their Dharma. Without hard work, your vision for the future is impotent.

Thomas Edison worked 18-hour days even when he became a millionaire. Bill Gates still works 6 days a week even though he is a multi-billionaire. Mother Teresa still rises at 5 every morning to start her good work for the disadvantaged. Why? Because they love what they do. They have found their Dharma, their life's purpose, and by acting on it each day they advance it. They are doing what they were meant to do and this gives their days—and their lives—an immense sense of meaning and direction.

In this complex age where too many people face too much stress and strain, some people are sick of work. This is because they have not discovered work that is right for them, work which beautifully blends their unique talents and passions with some worthy pursuit. Once you take the time to find your life's aim, things will never be the same. You will be filled with a sense of flaming desire and hope for the future. You will be filled with energy and enthusiasm. You will look forward to getting out of bed every morning to advance your life's work and do what your heart is telling you to do. And you will enjoy working hard because it will not be work at all.

The 4 Pillars of Soulfulness™



George Bernard Shaw wrote:

I rejoice in life for its own sake. Life is no brief candle for me. It is a sort of splendid torch which I have got hold of for the moment; and I want to make it burn as brightly as possible before handing it on to future generations.

There is a real movement taking place all around us. People are seeing that material success alone does not bring spiritual fulfillment or a deep sense of meaning. Too many people have put off happiness for the sake of achievement. Now they want to change and live with more balance and

satisfaction. Ask yourself this question: "If I was to die today, would I leave feeling that I have lived my life to the fullest and burned its torch as brightly as possible?" If your answer is no, you need to start connecting to the more meaningful elements of your life and taking some giant steps to connect to those high-impact activities that will rekindle your inner fire.

There is nothing wrong with achievement. You will find that you are at your best when you feel you are expanding and moving ahead in your personal and professional life—so long as you do not sacrifice well-being for being well off. The real key is to remember that success is a journey, not a destination, and to enjoy every step along the path. Do not be so focused on achieving the big pleasures of life that you miss out on the little ones.

Live in the moment and savor the now. Enjoy a solitary walk in the woods or the laugh of your child. Write your partner a love letter or pick up the phone and call that old friend you have not heard from in years. Say a prayer of thanks before you sleep. Life is all about choices. If you fail to act on it, it will act on you. Before you know it, you will wake up one day and wonder, What happened? Where did all that time go? Time is deceptive: it lulls you into a false sense of security until it is too late and your time is up. By taking daily steps to savor the sacred pleasures of life, you fill it with balance, energy and spiritual richness.

Real happiness comes from knowing who you are. It comes from linking yourself with your source and realizing that you are part of a larger creation. It comes by reaching the point where you see that you are not in this world; it is in you.

There are 4 fundamental steps you can take to live with more balance and satisfaction. These 4 strategies concentrate on nourishing your inner world and cultivating your spiritual link to your highest self. Think about them often and make the decision to build them into your daily routine so that they become habits, habits that lead to measurable results that, in turn, lead you to your destiny.

1. Simplification

By looking for and enjoying life's simpler pleasures you will renew yourself and connect to your spiritual source. Take just 10 minutes a day to *simply be*. Do not listen to music or answer the phone or worry about the past. Concentrate every ounce of your attention in the moment. When was the last time you felt your heart beat? When was the last time you turned your attention to your breathing? Sit quietly and in pure silence. As the *Bhagavad Gita* says, "The soul that moves in the world of senses and yet keeps the senses in harmony . . . finds rest in quietness."

You can simplify your life by reducing your social commitments and not trying to be all things to all people. You can simplify your life and return to a more balanced lifestyle by working at home or riding your bicycle to work or selling your television. Even cultivating a little garden in your backyard or adopting a natural diet will do wonders for your personal simplification program and nourish your spiritual endowments. A superb strategy to simplify is to plan a weekly retreat every Saturday or Sunday morning. This is nothing more than a solitary renewal period where you can recharge your batteries. One week you might spend a few hours in your favorite bookstore. Another week you might watch kids playing for an hour at a playground. By consistently feeding your spirit, every other department of your life is nourished.

Application Exercise

- Describe when you will take your weekly retreats.

- What less important activities will you give up in order to implement this strategy?

_____

_____

_____

_____

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- What have you planned to do on your next 3 weekly retreats?

_____

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2. Creativity

You have been designed to create. Whether you are a lawyer, an athlete, a salesperson, a homemaker or a CEO, you have an inner need to be creative. When you create, you liberate your power and manifest your dreams. However, with the tensions of modern living, your creative reservoir might be blocked. By slowing down to do the things you love to do, you unlock your creativity and bring this special resource into every element of your life.

Invest in a regular period of introspection. Think about what you loved to do as a child when your creativity knew no bounds. Refine your awareness and start paying attention to the blue sky above or the way a spider's web looks after it has rained. Look to nature for inspiration. Be playful again. Recharge your creative fire; it is one of your essential links to the universal source of all creation and wisdom.

3. Abundance Consciousness

In China, the philosophers have said, "The sage does not care to hoard. The more he uses for the benefit of others, the more he possesses himself. The more he gives to others, the more he has of his own."

When you form the habit of noticing the abundance of blessings which surround you, your life takes on a new sense of joy and purity. Too often, people spend their days focusing on all that is wrong in their lives rather than looking for all that is right. And this becomes a self-fulfilling prophecy according to the Law of Like Attraction: *your life attracts, and becomes, that which you think about all day long.*

When you start conditioning your mind to hunt out the positive elements, the goodness in your world grows. This is a fundamental law of nature, one as eternal as spring always following winter or the sun always rising in the East. Every one of us is governed by these laws of nature and by understanding them, we move giant steps forward in our ability to influence and improve our lives.

You develop an abundance mentality when you train your mind on the good things in your life where other, less actualized people might see the bad. You do not succumb to the Law of Familiar Focus which causes you to take for granted that which you are consistently exposed to, whether this means having a roof over your head or a family that deeply loves you. Instead, people with an abundance consciousness wake up every morning and ask, "What can I be grateful for today?" They appreciate having good health and living in a great country and the divinity of the sunbeams dancing through their windows. They realize that this world is full of opportunity, it is nothing but opportunity; and the more you give, the more you get.

The opposite of an abundance mentality is a Midas Mentality. By failing to love the good things in his life, like his daughter's smile, and focusing on what he lacked, King Midas brought ruin upon himself. Count your blessings every day. Condition an attitude of gratitude. A river of emotional, material and spiritual abundance will flow into your life.

4. Loving Relationships

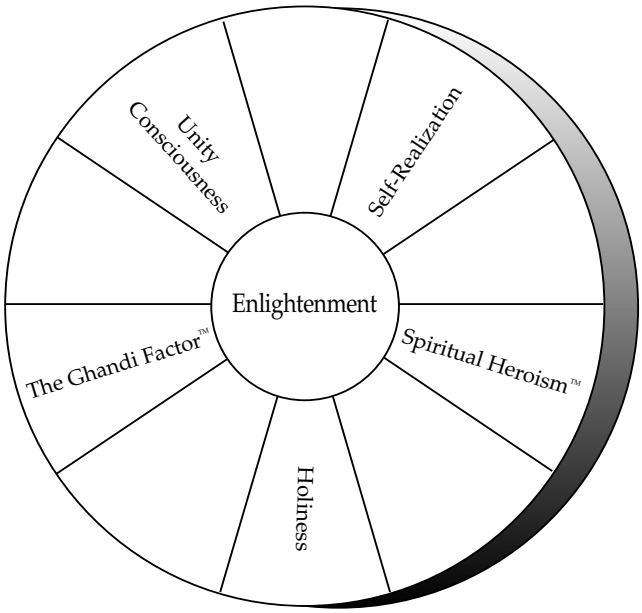
Few gifts are more important to spiritual renewal than fostering rich relationships built on trust and mutual respect. Connecting to others on the deepest level allows you to experience the oneness at the center of the universe and shows you we are all part of the same source. By building better relationships, you connect to your spirituality and flood your life with the warmth these sacred opportunities provide.

The key to more intimate and more rewarding relationships is to start embracing the differences. The one thing we all have in common is that we are all different. We all see things through a different set of social lenses based on our differing past experiences. The moment you stop asking "Why isn't she more like me?" and start saying "isn't it great that she is not exactly like me?" you begin to see how important it is to value the distinctiveness that every one of us brings to the bouquet of life. Think about how boring it would be if every flower was always the same. Respect the differences rather than trying to constantly mold others to your ways and preferences. Then watch the massive changes in the quality of your relationships and the sense of spiritual harmony that a life filled with closely connected social bonds brings.

The Way to Spiritual Enlightenment

We are not human beings having a spiritual experience.
We are spiritual beings having a human experience.

Pierre Teilhard de Chardin



Every individual is a mere blip on the canvas of eternity. Life is but a brief pit stop on this spiritual expedition we are all journeying upon.

You are not separate from everyone else. Instead, you are part of the energy flow which is the universal source of all light and wisdom and

creativity. Gaugin said, "I shut my eyes in order to see." When you take the time to start connecting to your essence and meditating on the sacred being you naturally are, you begin to perceive your world in a very different way. You realize that a part of you is in everything. The same source of wisdom that pulses through your humanity pulses through the bird which soars above you and the moon which beams down on you. As was beautifully said in the *Bhagavad Gita*:

I see no beginning or middle or end to you;
Only boundless strength in your endless arms,
The moon and sun in your eyes,
Your own brilliance scorching the universe.

For thousands and thousands of years, the great thinkers of both the East and West have known every man and woman who ever walks the Earth is a part of one ocean of intelligence and power. No person is an island. Lose the shackles of self and see yourself as part of everything around you. This is the source of spiritual success: seeing your unity with the rest of nature and with the life force that has created it.

Here are 5 timeless ways to create spiritual harmony and fulfillment in your daily life:

1. Unity Consciousness

You are more than flesh and bones. You are part of this universe's highest power. You are an integral part of the sacred flow that has also cut the cloth of all of nature. So when you are kind to others, you are being kind to yourself. When you give to others, you nourish yourself. When you love another, you are clipping the strings of separateness which the artificial world has tied between us.

2. Self-Realization

Self-mastery is the DNA of life mastery. By kindling your inner fire and your personal genius, you realize you are boundless in strength. You see that the only limits, whether personal or spiritual, are those you consciously choose to set up in your life through poor mental programming and self-sabotage.

By cultivating the full extent of your human endowments and gifts through self-mastery, you come to know yourself. This is a key stage of enlightenment where you start acting on life rather than letting it act on you.

3. Spiritual Heroism™

It is easy to spend your entire life within the Zone of the Known, within the realm of the ordinary. The paradox of life is that if you do not muster the courage to act on it, it will act on you and create the illusion that you are living the way nature intended.

Spiritual success comes when you move into the Zone of the Unknown and start doing things differently. Remember a timeless truth: do the same things every day and you are certain to get the same results every day. Enlightenment comes though pushing the envelope of your life and raising it to ever-increasing levels. Start doing ordinary things in an extraordinary way. See the wonders of living every day as if it was your last. Seize every moment. Follow your purpose. Renew your spirit and nurture your inner world. This is the source of effective living.

4. Holiness

Holy comes from Greek *holos,* "complete." By living with character power and integrity, you enrich your spiritual life. Being holy is all about being led by your conscience and doing what you know to be right rather than what is socially pleasing and popular.

By being compassionate in your home life and effective in your professional life, you affect every other department of your life. By treating others with respect and courtesy, you empower yourself to live in a more satisfying way. Integrity is the mother of enlightenment.

5. The Ghandi Factor™

Discover your destiny. Find your purpose and then have the strength of will and bravery to follow it. This is the source of lifelong happiness. See

yourself as a force for good in this world. Realize you have special talents unique to you. These talents are not free, however. They bring a sense of duty. You are bound to actualize these talents and perform your Dharma. The purpose of life is not to be happy. It is to manifest your human gifts and breathe life into your dreams and into your life's work. Happiness is the inevitable by-product when you are on purpose and off of reward. *Give yourself permission to follow your mission.*

Just like Ghandi, see yourself as a divine instrument here for some heroic objective. This might be to raise a bright, caring child who will contribute in a meaningful way to the world as an adult. This might be to grow a dynamic business which will serve the needs of your community or your country. This might mean to follow your passion and become an extraordinary jazz musician or a poet or a doctor or a chef. Only you can discover your compelling—and worthy—life's purpose. But when you do, then act on it consistently, you raise the quality of your personal, professional and spiritual life into its highest dimension. You start to soar.

Spiritual success comes through disciplined efforts to connect to your highest self. This state is highly rewarding and deeply fulfilling. Start to discover that you are much more than who you presently are. See the extraordinary in the ordinary, in the little pleasures of daily life, whether a child giggling or the snow falling. Savor the symphony of life and see it for what it really is: a divine dance filled with endless wonder.

SECTION B: Personal Journal

Beautiful thoughts of all kinds crystallize into habits of grace and kindliness, which solidify into genial and sunny circumstances: pure thoughts crystallize into habits of temperance and self-control.

James Allen

The last of the human freedoms is to choose one's attitude in any given set of circumstances, to choose one's own way.

Victor Frankl

All souls are like islands in an ocean. We are all connected to a source, a universal power that offers us the energy and wisdom to manifest our dreams into reality for a greater good.

Robin S. Sharma

The sage does not care to hoard. The more he uses for the benefit of others, the more he possesses himself. The more he gives to others, the more he has of his own.

Chinese Proverb

The genesis of change is self-knowledge—knowing the full extent of your capacity allows you to kindle the fire of your personal genius. This leads to self-mastery. And self-mastery is the DNA of mental, physical and spiritual enlightenment.

Robin S. Sharma

I rejoice in life for its own sake. Life is no brief candle for me. It is sort of a splendid torch, which I have got hold of for the moment; and I want to make it burn as brightly as possible before handing it on to future generations.

George Bernard Shaw

A timeless secret of personal mastery and radiant living is to recognize the power of continual expansion. The more you ask of your mind and body, the more you will receive. Peak performers continually push the envelope of their inner reserves, and in doing so, liberate the full reservoir of their personal gifts.

Robin S. Sharma

Mankind's common instinct for reality has always held the world to be essentially a theatre for heroism.

William James

Know yourself. Know your strengths and your weaknesses. Then have the courage to refine your strengths and eliminate your weaknesses. You rise above the mundane into the magical dimensions of your life when you expand on the good and reduce the bad.

Robin S. Sharma

Happiness is the offspring of concentrated action. Excellence is achieved through the progressive realization of incremental goals along the path of your life's mission.

Robin S. Sharma

When I admire the wonder of a sunset or the beauty of the moon my soul expands in worship of the Creator.

Mahatma Ghandi

Sure I am that this day we are masters of our fate, that the task which has been set before us is not above our strengths; that its pangs and toils are not beyond my endurance. As long as we have faith in our own cause and an unconquerable will to win, victory will not be denied us.

Winston Churchill

In the middle of the winter of difficulty you will find a summer of opportunity.

Robin S. Sharma

You should exercise total discipline over your thought patterns. Cultivate only productive attitudes . . . You are ultimately the product of everything you put into your mind and body.

I Ching

There is purity in purpose. Purpose produces power, peak performance and passion. The purpose of life is ultimately a life of purpose.

Robin S. Sharma

Courage is resistance to fear, mastery of fear—not absence of fear.

Mark Twain

Be the master of your will but the servant of your conscience.

Robin S. Sharma

Most people live—whether physically, intellectually or morally—in a very restricted circle of their potential being. We all have reservoirs of life to draw upon, of which we do not dream.

William James

People who are doing good today are ensuring their happiness for tomorrow.

Robin S. Sharma

If you conquer your mind, you conquer the world.

Indian Proverb

Without self-mastery he has no understanding of inner power; without inner power, he has no peace; and without peace, where is joy?

Bhagavad Gita

Cherish your vision and your dreams as they are the children of your soul—the blueprints of your ultimate achievement.

Napoleon Hill

About the Author

Robin S. Sharma, LL.B., LL.M. is an internationally recognized expert on leadership. The author of 6 national bestsellers including *The Monk Who Sold His Ferarri; The Saint, The Surfer and the CEO; Family Wisdom from The Monk Who Sold His Ferarri; Leadership Wisdom from The Monk Who Sold His Ferarri; Who Will Cry When You Die and MegaLiving!* is also a sought-after speaker to organizations worldwide. Robin is a frequent guest in the national media ranging from NBC to Success Radio.

To schedule a keynote speech or seminar for your organization or to obtain more information on Robin S. Sharma's public speaking dates, other audio products and books, please visit robinsharma.com or call us at 1-888-RSHARMA.

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