

# How To Manage Your Life

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# DEDICATION

In this book i am giving some tips for living a stress less life. with some tips and some manner like key of success, etiquette , behaviour and leadership skills. I also suggest some exercises for mind for example. Once you stop exercising, you might be surprised to see, six months later, how much time have passed since your last exercise. Or take reading book. It's easy to let months pass by without finishing a single book.

So this is a simple book for readers to improve there skills.

# CONTENTS

	Acknowledgments	i
1	Why Measuring Works	5
2	How to Measure Your Life	6
3	33 Keys of Success	9
4	Etiquette	48
5	Are You Learning Everyday?	96
6	About The Author	99

## ACKNOWLEDGMENTS

Do you want to grow well? Life management is something you should not miss then. Good life management ensures that every aspect of your life grows as it should. Without good life management, it's easy to leave out some aspects of your personal growth while overemphasizing the others.

Take physical exercise for example. Once you stop exercising, you might be surprised to see, six months later, how much time have passed since your last exercise. Or take reading book. It's easy to let months pass by without finishing a single book.

How can we overcome this problem? How can we better manage our life? Peter Drucker gave us a great answer:

***What gets measured gets managed.***

While the statement is originally intended for companies, I believe it's equally true for individuals. If you want to get something managed in your life, you should measure it.

## **1. Why Measuring Works**

There are several reasons why what gets measured gets managed:

### **1. When you measure something, you bring your attention to it**

This is the first benefit you get by measuring something. How can you manage something if you don't even pay attention to it? By measuring something you direct your attention there.

### **2. When you measure something, you know where you are**

Sometimes we don't realize the severity of a problem we have until we see the facts. That's why measuring something is important. It helps you see the truth of where you actually are. In personal finance, for instance, it's easy to think that you already live wisely. Only after you see your income and expenses by numbers might you realize that you have a problem. This realization in turn gives you the motivation to do something about it.

### **3. When you measure something, you see your progress**

Not only can measuring help you know where you are, it also helps you see your progress. You will see whether or not you have done the right thing and – if you do – whether or not you have done enough. Seeing how far you've gone also motivates you to keep moving forward.

## **2. How to Measure Your Life**

We have seen the reasons why measuring something gets it managed. Now how should we measure our life? Here are some guidelines that I use:

### **1. Make it balanced**

If you want to have a balanced life, you should balance the aspects of life you manage. My favorite way of doing this is through the four facets of prosperity physical, spiritual, social, and financial. Measuring each of them ensures that your life gets managed in all four areas.

Of course, it may be too difficult to start on all four facets at once. In that case, you can start with just one facet and then add the others one by one as you become more comfortable with measuring your life.

### **2. Keep it simple**

Unlike companies who can afford to do complicated measurement, individuals are unlikely to stick with measurement if it's complicated. That's why you need to keep it as simple as possible. The simpler it is, the more likely you will stick with it in the long term.

### **3. Carefully choose what to measure**

You need to choose the right things to measure or you risk managing the wrong things. The four facets of prosperity gives you the areas of life to measure but you need to be more specific within each. For example, what kind of metrics do you think best represent your physical prosperity? Finding the right metrics is not easy and it requires experiments. Just start with something and keep refining it along the way.

#### **4. Carefully decide how to measure**

If you have chosen what to measure, you should then carefully decide how to measure it. As I wrote above, the simpler it is, the more likely you will stick with it. Here are three ways to measure something in your life:

##### *a. Habit checklist*

Make a list of things you want to do regularly – either daily, weekly, or other intervals – and put a check when you’ve done it. Of course, you need to be specific with the kind of activity you want to do. For example, you can make a habit checklist for rising at 6 am. Whenever you achieve it, you can put a tick on your checklist.

##### *b. Time-constrained goals*

Make a list of goals you want to achieve in certain period of time and write whether or not you achieve it. Also write down how much you actually achieve so you can compare your progress with your goal. For example, if your goal is reading four books in a month, you can write down how many books you have actually read and compare it with your goal.

##### *c. Activity record*

Record your activities in certain period of time to see where you are. For example, you may record all your income and expenses so that you can see your current financial position. You can then move further by creating a budget and thereby creating time-constrained goals.

#### **5. Keep experimenting**

Measuring your life is a process that needs to be refined over time. So keep experimenting. Assess the effectiveness of your measurement and improve those that can be improved. Keep finding the right things to measure and the right way to

measure them. The important thing is to start measuring aspects of your life. That's how you have good life management.

So that is the only way to manage your life here I give you some more tips to manage the life.



## 3. 33 Keys Of Success

### 1. Life

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"Be happy while you're living, for you're a long time dead." - Scottish Proverb

Everyone says, "How the time flies." The days go by and they are years, and the years finally become our whole life. Each daily portion can be wasted, or it can be a pleasure, before it is gone forever. If a bedtime review of the day concludes that we were too stressed, too busy, didn't accomplish anything, didn't have any fun, then it has been another lost piece of precious life.

Perhaps we are putting off our enjoyment until we have more time, or money, or some other improved condition. The trouble with that is that it might never happen, or it may be too long in coming. It's so important to accept this time, this very minute, as something of tremendous value that will very soon be gone forever. There are many ways to ensure that we make the best of our time here on earth.

In our daily routine let's include time to enjoy others and thus ourselves. Look and wonder at the trees, fields and mountains, smell the flowers, hear the birds, and watch the clouds in the sky.

"This world, after all our science and sciences, is still a

miracle; wonderful, magical and more, to whosoever will think of it." - Thomas Carlyle (1795-1881)

Face your problems bravely, confidently, and improve on your situation, no matter what state it be in. Be good to feel good. Be active and improve your mind. Laugh, relax, and sleep well.

**Life is mostly froth and bubble; Two things stand like stone: Kindness in another's trouble, Courage in our own.**

**- Adam Gordon (1833-1870)**

## 2. Worry

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The harm that worry causes in our lives has been well documented by health professionals and others. Worry can weaken and sicken us, and make our days unbearable. At the very least, it prevents us from living fully and happily the only life that we will ever have. At its worse, it can destroy us.

"A god, invisible but omnipotent. It steals the bloom from the cheek and lightness from the pulse; it takes away the appetite and turns the hair gray." - Benjamin Disraeli (1804-1881)

It does a lot more than that, Benjamin!

But the worry disease can be cured and it certainly can be reduced. Of course it requires a change in our thinking - how to view and react to situations. Worrying over things that 'might' happen can waste large portions of our lives,

considering that so often it is for nothing, and almost certainly does no good.

"If you can solve your problem, then what is the need of worrying? If you cannot solve it, then what is the use of worrying?" - Shantideva

Worrying about things that have happened will not turn back the hands of time to give you another try at doing it right. So that is a waste of time too. So many of our anxieties and fears are for nothing. Most of the rest can simply be discarded because worrying just isn't going to do any good. So let's spend our time thinking about the good and pleasant things in our lives, and move on in a peaceful and contented state of mind.

"I think these difficult times have helped me to understand better than before how infinitely rich and beautiful life is in every way and that so many things that one goes around worrying about are of no importance whatsoever." - Isak Dinesen

A program to become knowledgeable on the subject of worry, through reading and other instruction, can help in turning our lives around. A life filled with contentment and lacking stress and worry are the goals to be achieved.

It's never too late to start eliminating worry.

### 3. Attitude

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We all face situations in our lives that cannot be changed and that make us feel helpless and hopeless. Perhaps it is less serious than that, but we are stressed and worried. It might be an event that has happened, is happening, or will happen.

It should provide some immediate comfort to consider that these situations do not directly cause these awful feelings, but it is what we think of these situations. Changing our thoughts can have an enormous effect on how we are feeling. This has been stated by many great minds, over very many years.

"I had the blues because I had no shoes until upon the street, I met a man who had no feet." - Ancient Persian Saying

By reviewing some of the good things in our lives, past and present, we can feel good even in what appears to be a very disturbing situation. As long as there is nothing we can do to fix a problem, dwelling on the negative aspects of it will only make us feel worse and will do absolutely no good. Since it all depends on what is in our thoughts, we can control this.

"The mind is its own place, and in itself can make a heaven of hell, a hell of heaven." - John Milton (1608-1674)

So start listing the things in your life that make or have made you happy. Stuff your mind with other things that make you smile or laugh. Keep it up so as not to let the negative creep back in.

Study babies. They fall and get up and try again and again,

and then they walk. They are usually always ready to laugh, at the littlest things. They are constantly interested in new things to learn about, and normally sleep well. If they brood about a bad experience it's not for long.

"Things turn out best for the people who make the best out of the way things turn out." - Art Linkletter

#### **4. Anger**

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Most of us experience anger at one time or another. Others may get angry with us, justifiably or not. We may become angry at others, sometimes with very good reason, sometimes not. One thing is for sure, it is not a pleasant experience.

We cannot always reason with those that are bitter towards us and sometimes we may need to accept that it exists. To counteract this with retaliation is something that needs careful consideration.

"Consider how much more you often suffer from your anger and grief, than from those very things for which you are angry and grieved." - Marcus Antonius

Perhaps we are guilty of hostility more than we would like to be. Greater interaction with people should reduce these feelings. Less anger should result in more confidence and less stress.

Is a discussion possible and is it worthwhile? A few words and an exchange of viewpoints might result in one or both sides

having a change in attitude. Try to see another point of view no matter how unreasonable it appears.

Consider how you are feeling. It is common, perhaps good advice, to let anger be expressed, to not hold it inside. My personal experience is that sometimes I have regretted this because I was wrong or over reacted. Sometimes the anger still lingered. Avoiding anger in the first place, through conciliation or acceptance, can result in feeling better all around.

Hatred is a prolonged anger towards a fellow human. There are various forms of hatred, motivated in different ways, and mostly without cause. Prejudice, jealousy, gossip, bullying are hard to deal with. This is where friends can be a great help in trying to understand these harmful actions. They can offer comfort and foresight. Be a friend.

"Whatever is begun in anger, ends in shame." - Ben Franklin (1706-1790)

## 5. Thoughts

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Life is thought, and when we cease to think, we are not living. How we think, is the kind of life we live. Since we are able to control our thoughts, we can determine the course of our life and the way we feel during our time here.

"We are what we think." - Buddha (BC)

It is very important to establish good thinking guidelines and

follow them. Placing thoughts of peace and happiness in our minds will help to make our lives peaceful and happy. If we do not set our thoughts properly, we travel through life by way of places where we will wish we had not gone.

"It is the mind that maketh good or ill, that maketh wretch or happy, rich or poor." - Edmund Spenser (1552-1599)

Our daily life includes thoughts associated with responsibilities concerning work, other people, and handling problems. If possible, try not to think of too many different things during your day, and don't move or think too quickly. Start your morning with a plan to come through to bedtime relaxed, contented, and ready for a restful night's sleep.

"Your own mind is a sacred enclosure into which nothing harmful can enter except by your permission." - Arnold Bennett (1867-1932)

Reflect about things that can improve your feelings - learning, completing tasks and duties, pleasant and relaxing experiences, kind words. Think about your happiness, goals, life and its pleasures, your principles and your conduct. Think about enjoying the moment.

"Garner up pleasant thoughts in your mind, for pleasant thoughts make pleasant lives." - John Wilkins (1614-1672)

What are you thinking about?

## 6. Friendship

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Interacting amiably with family and friends is a super stress reducer. Instead of the mind working overtime on worries and problems, it is occupied with thoughts of other things and other people. There is less mental capacity left for anxieties and self-doubt.

"Friendship improves happiness and abates misery by the doubling of our joy and the dividing of our grief." - Marcus Cicero (BC)

Good friendship is healthy but it isn't easy for everyone. Getting people to like you is the starting point, and that should be fairly easy to do. People have a basic need to be liked themselves. Show interest, appreciation, and kindness. Smile. Praise given out sincerely is a great act of friendship. Be a good listener and try to see the good, not the bad qualities in people. These actions will usually be returned to you, sooner or later.

"The only way to have a friend is to be one. . . A friend is a person with whom I may be sincere. Before him I may think aloud." - Ralph Waldo Emerson (1803-1882)

As a friend, try to let an unfavorable incident or remark fly right over the top of your head. We all blurt out something stupid or do something regrettable at times, and it's so nice when the other acts as if it never happened. This is a dear friend.

"The rule of friendship means there should be mutual sympathy between them, each supplying what the other lacks



and trying to benefit the other, always using friendly and sincere words." - Buddha (BC)

## 7. Today

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At the end of today, if it has been preoccupied with thoughts of enjoyment that might be coming, we will find that we have lost something valuable that will be gone forever. Today!

In hoping to be happy about something in the future, instead of being happy right now, we are missing out. We often want more time, more money for that new purchase, a better job, better health. The list may be long.

This is such a waste because there are probably many things to feel really good about each day. Unfortunately we are encouraged to dwell on things that we have yet to acquire. If we were bombarded with daily reminders of how lucky we are and how much we have to be happy about, we would retire at night with wonderful days behind us.

"No matter what looms ahead, if you can eat today, enjoy the sunlight today, mix good cheer with friends today, then enjoy it and bless God for it. Do not look back on happiness or dream of it in the future. You are only sure of today; do not let yourself be cheated of it." - Henry Ward Beecher (1813-1878)

Our day should be free of other stresses and worries. An analysis of a bad event that has happened, or may happen, can be worthwhile in determining a course of action. Beyond that, to continue worrying about it is a completely useless waste of time and is harmful to our health. Worry does not

help the future experience and could make it worse, and the past cannot be changed.

"Finish each day and be done with it. You have done what you could, some blunders and absurdities have crept in. Forget them as soon as you can. Tomorrow is a new day." - Ralph Waldo Emerson (1803-1882)

So enjoy yourself today because it is not coming back.

## **8. Happiness**

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"If you aren't happy, why aren't you?"

Chances are it is because you want something which you do not have, objects or conditions. This is probably not a good enough reason and a review of your situation and perceptions may be in order.

You may have seen video of children in very poor countries laughing and playing, unconcerned that they should have more to be happy about. They are happy because they are playing, because they have their friends and family, and some food to eat that day. Everyone has the right to be happy, and if they can be in their situation, shouldn't you?

"Happiness consists more in small conveniences of pleasures that occur every day, than in great pieces of good fortune that happen but seldom to a man in the course of his life." - Ben Franklin (1706-1790)

Happiness is inside us, in our minds, in our thinking. It is not external material things or experiences, but the enjoyment of

our thoughts and feelings. This is good because our thoughts, and therefore our happiness, are up to us.

Start by reviewing the things that you have to be happy about and dwell on these. Don't overlook the little or basic things that you take for granted.

Make a habit of substituting unhappy thoughts with happy thoughts. Whenever an unfavorable picture enters your mind, eject it and replace it with a pleasant one. We all have some nice experiences to recollect and there are usually little pleasures around us most of the time. You can even imagine enjoyable experiences, and it will have a similar positive effect.

"Happiness is like a butterfly which, when pursued, is always beyond our grasp, but, if you will sit down quietly, may alight upon you." - Nathaniel Hawthorne (1804-1864)

Establish good principles and conduct yourself according to these principles. Love, or at least be tolerant of, your fellow humans. Don't strive too hard for that which, in the end, will not make you happier.

## **9. Acceptance**

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When faced with a serious problem the first thing we can do is determine if there is a way to fix it. If there is a way then we can lay out a plan and go to it. If there is not a reasonable solution then we can resign ourselves to the fact that it isn't going to change and move on. Acceptance of the situation can

provide some immediate relief from the anger, anxiety and stress that might be burdening us.

Why wouldn't you accept it, if it does not have a solution? Rehashing it over and over in your mind will not make it disappear and is just self punishment. The Serenity Prayer as used by the Alcoholics Anonymous organization puts it in this way.

"God grant me the serenity to accept the things I cannot change, the courage to change the things I can, and the wisdom to know the difference."

Most of our worries are about something that has happened and is still with us, real or perhaps only as a memory. If it has already happened, what can be learned? It is the experience of struggling, surviving and carrying on, that makes us better humans.

How often have you worried intensely over something that turned out to be not as bad as you initially thought, or not a problem at all? Even some of our most serious personal problems often fade away in a month or year.

Acceptance is an important ingredient in the formula of life. It makes an irritating situation acceptable, a major problem minor. Acceptance should be waiting to take over whenever there is not a way out.

"There is only one way to happiness and that is to cease worrying about the things which are beyond the power of the will." - Epictetus (55-135)

## 10. Despair

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The feeling of despair and hopelessness may seem very appropriate and particular to your situation, but you should know that others have been there and have suffered similar or worse experiences. They have survived to enjoy life and so will you.

"We shall draw from the heart of suffering itself the means of inspiration and survival." - Winston Churchill

All things pass, have they not always before? To counteract the feeling of hopelessness, list those assets and pleasures which you have but seem to be ignoring. Perhaps some of these words will turn your thoughts: family, friends, health, job, home, nature, pets, garden, music, faith, books. Start thinking about the nice things in your life, things you value and make you happy. Leave the negatives behind.

"Who will tell whether one happy moment of love or the joy of breathing or walking on a bright morning and smelling the fresh air, is not worth all the suffering and effort which life implies." - Erich Fromm

The feeling of guilt often results in despair and depression. We should think about the wrong we have done, but just long enough to realize the full extent of what we did. If there is something that can be done about it, consider doing it. The only other thing that we can do is to assure ourselves that we will avoid that mistake in the future. Beyond this, stewing over it and rehashing the event endlessly, will do no good. It is a complete waste of time and makes us feel sick with worry.

Avoid experiences that result in guilt by not judging, blaming, or bringing down other people. Try to find their good points, and try to avoid anger. Be nice to yourself too, accept that you make mistakes, and don't hold a grudge.

One of the best ways to recover from despair, guilt, or sorrow, is to keep busy.

"When all else is lost the future still remains." - Christian Bovee (1820-1904)

## 11. Confidence

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Have you often admired the person who is friendly, relaxed and talks easily in a crowd? Most of us have wished that we had more of these outgoing attributes to help us in our work and daily lives.

Confidence comes easily and naturally for some, for many others it seems impossible. The good news is that it is a habit that can be learned to some degree by anyone. It will take some training and practice, but what a great way to be more successful and to feel better.

"The control of the thinking machine is perfectly possible. And since nothing whatever happens to us outside our own brain; since nothing hurts us or gives us pleasure except within the brain, the supreme importance of being able to control what goes on in that mysterious brain is patent. Without the power to dictate to the brain its task and to ensure obedience - true life is impossible." - Arnold Bennett (1867-1931)

A great source for learning self-confidence is of course books. You haven't been alone in the need for information on improving your ability to interact positively with people and there are numerous self-help books available to get you started. Just take an easy approach and read a variety of the best sellers that you feel will benefit you the most.

Using autosuggestion, by repeatedly filling the mind with thoughts of calmness and composure, can improve self-assurance. Picture in your mind, as vividly as possible, a scene in which you are performing very successfully. Picture this again and again so that your mind is totally occupied with your easy performance. This will push out doubt as there is not room for both trains of thought. Every time a negative thought pops up, immediately replace it with positive thoughts.

Affirmations are a similar technique that can work wonders. This is the repeating of positive words about yourself, concerning what you wish to do. The words cram the mind with confident thoughts that have a direct effect on how you feel and act. As an example, if you have to make a presentation - ' I have nothing to lose. They like me and I feel good and comfortable with these people. I am concentrating on them, not on myself. They are not here to be critical of me. I am doing everything slowly, calmly, surely. I am relaxed and breathing deeply and easily. I feel confident about this and am in control.'

"They can because they think they can." - Vergil (BC)

## 12. Relaxation

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Practicing relaxation techniques can help calm our days when they get too stressful. It's easy to miss out on enjoying a day in our life if our minds are filled with worrisome thoughts and our bodies are tense with stress. A day lived is not coming back and we should not lose it in this way.

For starters, eliminate some things. Avoid running around frantically trying to do too many things. Slow down and move with an easy manner.

If you cannot avoid problems and busy days, get in the habit of pausing to breathe slowly and deeply. Try to continue with easy breathing as you continue on with your tasks.

When tightening up, say at your desk, relax all your muscles. Let them go limp and loose like a soft towel. Don't try, just let it all go. Consciously let the muscles relax every time you feel them tighten, which might be all day long to start with. It is almost impossible to feel stressed if your muscles are relaxed.

If you can get a short break create a detailed peaceful retreat in your imagination and go there to calm your feelings. Picture it in vivid detail. Perhaps a comfortable room with soft music, a quiet place in the woods, a placid lake, a beautiful garden with flowers, trees, birds. Perhaps such a place already exists. While you are there, let go of everything except where you are.

Create a personal selection of calming words like serene, tranquil, peaceful and repeat them to yourself as you move through your day.



After work perhaps you can have a relaxing pastime such as walking or listening to music.

"There is however, a true music of nature - the song of the birds, the whisper of leaves, the ripple of waters upon a sandy shore, the wail of wind or sea." - John Lubbock (1834-1913)

### 13. Purpose

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Many of us at one time or another have wondered what we are doing here. This can be both at times when we are having hectic, stress filled days, or at a standstill in a fog of boredom. We have temporarily lost sight of our purpose.

On average, the hours we work constitute a relatively small portion of our life and should not control our well being. If you are too tired or do not have enough time to do anything after hours, then your daily routine may be out of balance and may need to be adjusted. Your work may be too difficult or unsuitable, or you may need to change your routine. Perhaps a simpler lifestyle would change your focus on your work and life in general.

To obtain a healthy purpose in our lives we need a good balance of our time for work, goals, recreation, and relaxation. The daily routine should be examined, a plan established, and then it should be followed.

We can make good use of our time away from work to increase our knowledge of things and life, to work at a hobby or project, and to just relax. There may not be much room to

maneuver, say if you are a working single parent, but perhaps a few hours can be found during your hectic week to do something that you want to do.

Most of us use only a small percentage of our capabilities and can do so much more. Learning new things gives us a feeling of achievement. Reading nonfiction books increases our knowledge and teaches us new skills, but it should be enjoyable. In undertaking a new after hours project do something different from what you do all day at work. Start with something small and complete it, so as not to get discouraged and to get a feeling of achievement when it is done.

If you are too busy and under a lot of stress, a more passive and relaxing undertaking might be in order, at least to start with. A day a week, or a few hours on certain days, should be set aside for your favorite enjoyment. Walking, listening to nice music, reading a novel, or leisurely working in the yard. Avoid news or entertainment that is saturated with disasters and violence. But whatever you do, don't sit and stew.

"When a man does not know what harbor he is making for, no wind is the right wind." - Seneca

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## 15. Past

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We all make mistakes. Sometimes they are very bad and cause ourselves and others much worry and suffering. We can be depressed and burdened with regret for many years, never forgiving ourselves, never forgetting our actions. Carrying on in this way is another big mistake, disturbing our lives in very unpleasant and painful ways.

It is not necessary. Worrying about something that has already happened is a complete waste of time if you just keep wishing that it hadn't happened. There is absolutely nothing you can do to change it.

"We ought not to look back unless it is to derive useful lessons from past errors, and for the purpose of profiting by dear-brought experience." - **George Washington (1732-1779)**

Perhaps there is some way to make amends and that should still be a consideration. If not then regard it as a learning experience. Review what has happened enough to draw conclusions about what to do, and what not do, in the future.

But then forget the stupid or bad thing you did and start thinking about something else.

Negative thoughts about the past will keep coming back again and again unless there are other thoughts occupying your mind. Begin feeding your brain with encouraging and fun ideas especially when that 'thing' from the past returns. Be generous, kind and forgiving to others and yourself.

"When one door closes another door opens; but we so often look so long and so regretfully upon the closed door, that we do not see the ones which open for us." - Alexander Graham Bell

You no longer have yesterday; you only have today and tomorrows.

## 16. Appreciation

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A better life has been achieved when we are no longer trying to achieve a better life. It means that we are content, as we should be, with ourselves and what we have. To be anxious for more or to envy someone else's life or possessions is self-defeating. We are then in a constant state of frustration, always hoping and waiting for more happiness.

So what is important? Enough, not more.

"Think of what you have rather than of what you lack. Of the things you have, select the best and then reflect how eagerly you would have sought them if you did not have them."

**- Marcus Aurelius (121-180)**

There is, here and now, much to appreciate. There is life itself with friends, family, and everything that is naturally before us. We just have to look around and take it in. Perhaps it is time to make a list of all the good things we have to grateful for.

Are there people in your life that you would miss dearly if they were not here? When you go for a walk don't you see, hear, and smell, many things to appreciate and feel nice about? Like the flowers, trees, birds, and the clouds in the sky. A caterpillar crossing the sidewalk or your neighbor waving. A cute pup or child enthusiastically enjoying that moment in life.

"Whether in favor or in humiliation, be not dismayed. Let your eyes leisurely look at the flowers blooming and falling in your courtyard. Whether you leave or retain your position, take no care. Let your mind wander with the clouds folding and unfolding beyond the horizon." - Hung Tzu-ch'eng (1593-1665)

It just makes good sense to be satisfied and at peace with yourself and others, and to enjoy life now.

## **17. Kindness**

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Kindness to others is usually a rewarding experience, both to the recipient and the giver. When we are kind to someone we do not need to be thanked since we are instantly rewarded.

"When you are good to others, you are best to yourself."

**- Benjamin Franklin (1706-1790)**

Doing a favor or showing understanding and compassion just feels good. To do so for praise or other benefit is more of a trade and does not have the same effect. To be kind without taking credit for it is a true unselfish act of goodness. Not only are we performing a kindness, but we are doing ourselves a big favor by reducing our stresses and improving our well being.

"The measure of a person's real character is what he would do if he knew he would never be found out." - Thomas Macaulay (1800-1859)

Many philosophers and others have stated this important relationship between our feelings toward others and the way we feel. By thinking of other people, we get our thoughts away from ourselves. This is particularly helpful if we find that we are too often occupied with self-pity, anger, or anxieties. It can work miracles.

Charity is more than a tax deduction.

"If you lend money, it is uncertain whether you shall be repaid; but if you bestow alms, although they may be small, your return will be a hundred fold." - **Saskya Pandita (1182-1251)**

So do yourself a favor and be kind every day.

## 18. Fear

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So much to fear - if we allow it.

There are common fears that can invade our lives, lessen our wellbeing, and rob us of happiness. A general fear of failing in life can be the result of fear in one or more areas such as with personal health or workplace conditions. A common fear is social anxiety.

There are many niche fears that are more confined such as fear of heights, closed spaces, mice, strangers, public speaking and more.

Fear tears at our insides and causes us to feel inadequate and panicky. It can be uncomfortable to horrifying and uncontrolled can lead to a lower quality of life. In our endeavor to be happier we should consider learning more about fear, its causes and possible ways of dealing with it. Fire up your search engine or head for the library and learn more about fear.

One suggestion offered through the ages is that it is not an event that causes fear, but it is the fear of that event. If it is in our thoughts then it is something that we might control by altering our ideas, attitudes, or actions.

"For it is not death or hardship that is a fearful thing, but the fear of death or hardship."

**- Epictetus (55-135)**

Try to free yourself from guilt or shame. If you have erred badly correct it or forget it. Talk it over with a friend. Look for good in yourself and in others. Avoid large doses of hyped bad news reporting and look for some good stories.

Criticism by peers at work or school is a real cause of fear yet it may indicate the attackers' emotional problems. They may



need to put others down in order to feel adequate. Bullying is harmful and unacceptable, and it should be discussed with friends, family, and others that can provide help or suggestions.

There is only one you, unique and deserving of a good life, so feel good about yourself just the way you are.

## **19. Responsibility**

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Our lives are only as good as we decide to make them. As with any worthwhile project we should make short and long range plans. We should follow them through, reviewing and altering them as we go. It is our design and determination that decide our destiny, and this is our responsibility.

When things go wrong we should not be quick to blame anyone. This can easily become a habit supplying us with ready excuses for our own mistakes and problems. Let's examine others' and our own actions and then decide how we should proceed with our own efforts.

"Be not angry that you cannot make others as you wish them to be, since you cannot make yourself as you wish to be."

**- Thomas Kempis (1380-1471)**

We should make a special effort to be what we want to be, giving consideration to what others might wish of us. We must do our duties, complete our tasks, be kind and honest. When

there is the temptation for an immediate pleasure that may be harmful to us or to others, we must resist. Where there are injustices we should speak up.

"It is not alone what we do, but also what we do not do, for which we are accountable."

**- Moliere (1622-1673)**

We are individuals and should do what we believe in, taking responsibility for our actions. A good critical look at ourselves is very helpful in determining what needs changing. It may also reveal much good to be proud of.

Not in the clamor of the crowded street,  
Not in the shouts and plaudits of the throng,  
But in ourselves, are triumph and defeat.

**- Henry Longfellow (1807-1882)**

## 20. Values

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Most of us go through life always wanting more and better. Being in this state of constant desire does not coexist with peace of mind.

It is normal to want better lives for ourselves and our families, but we have to balance our goals with the cost. How much does this promotion, vacation, new purchase, cost in terms of real life? How many extra hours of stress and anxiety, now and later, go into getting it?

With the fast paced living that surrounds us it's difficult to avoid being swept in. Too many of us are rushing through our daily lives to do more and to acquire more. We are becoming less interested in our fellow humans as friends and more as competitors as we try to keep up or to possess more material goods.

There is a big push in this social direction by corporations and their marketers. They are in business to make money for their managements and shareholders, so this will likely continue if there is not much resistance. Advertising is a powerful persuasion to buy things we may not need or maybe not even really want. The overall success of marketing has created a want addiction for many consumers.

As more and more we come to falsely regard material gains as success we are missing out on the true values of life. Money really is quite necessary in our lives, but its value should not be worshiped. The good things in life are free, life itself, friendship, nature. Whatever we do possess, in the end we must leave it all behind.

"The cost of a thing is the amount of what I call life, which is required to be exchanged for it immediately or in the long run."

**- Henry Thoreau (1817-1862)**

## **21. Stress**

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Stress is predominant in our society. Most of us are running here, running there, doing something at high speed, seldom relaxing. And they thought they were living busy lives a hundred years ago!

"This strange disease of modern life with its brisk hurry and divided aims." - **Matthew Arnold (1822-1888)**

To improve upon this stressful way of life we can reassess our values and routines. If possible, we can eliminate some of those things which are not necessary to a contented life, and we can slow down. Achieving a stress free way of life will help keep us healthier and living longer and make our time here a lot more fun.

You can often visualize your way out of tension by picturing yourself in a very calm, peaceful, serene setting, in complete easy control. Picture it clearly and hold on to it. You can use your imagination in many different ways to help siphon off tensions - when at the bathroom sink or in the shower, let all your worries, stresses, anxieties, run down the drain with the dirty soapy water.

When you start to feel stress coming on, immediately try relaxing the muscles and fill your mind with thoughts of peace, tranquility, confidence, strength, happiness. Repeat these and other calming words to yourself now and again. Take notice of, and enjoy your surroundings all through the day. Look at, listen to, smell the limitless variety of things natural everywhere.

Make a determined effort to please someone. Offer help, agree, smile. This is much easier than trying to impress others, or trying to be perfect. Thinking of, and interacting with others, can be very soothing on the nerves, particularly if you expect no credits.

"The American over-tension and jerkiness and breathlessness and intensity and agony of expression are primarily social, and

only secondarily physiological, phenomena. They are bad habits, nothing more or less, bred of custom or example, born of imitation of bad models and the cultivation of false personal ideals." - **William James (1842-1910)**

## 22. Future

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Our vision for the future might hold one of these two possibilities. We could be dreaming about some enjoyment that hopefully lies ahead, or worried about some looming hardship.

Often the enjoyment in our lives is put on hold, we just need more time and money. We just have to work a little harder. Too many things can go wrong with this and we may not be able to do it later for various reasons. If we put off our enjoyment of life until later, it may take longer than we think, or it may never happen the way that we envisioned it.

We should not throw away our precious todays in anticipation of good times, not when we can have days of enjoyment and satisfaction now. Perhaps it's time for an examination of our style of life and our wants and needs, now and for the future. It is good to imagine a happy future and make plans for it but we should not put off the happiness we can have today. So why not live each day as if the future plans may not materialize.

"We are never living, but only hoping to live; and, looking forward always to being happy, it is inevitable that we never are so." - **Blaise Pascal (1623-1662)**

Worrying over something that is going to happen will make our lives stressful and less happy.

After examining an upcoming difficult or seemingly disastrous situation, if there is something that can be done to improve on it, do it. If not, and the event cannot or should not be avoided, then accept the fact and start thinking about something else. Worrying about it will not only be a total waste of time but it will increase anxiety, and things will seem even worse than they really are.

"The secret of health for both mind and body is not to mourn for the past, not to worry about the future, not to anticipate troubles, but to live the present moment wisely and earnestly."

**Buddha (BC)**

## **23. Revenge**

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Each time that someone inflicts physical or emotional pain upon us there is usually a natural reaction to attack back. While this can give some much needed satisfaction, it is not an open and shut case.

There are different kinds of hurt - harsh or mild, intentional or accidental, apparently justified or not. Sometimes the perpetrator is emotionally ill or extremely stressed and unaware of the seriousness of the incident, perhaps feeling very much worse than you do. Imagine that the positions are switched for a different perspective on the situation.

"It's hard to have one's watch stolen, but one reflects that the thief of the watch became a thief from causes of heredity and environment which are as interesting as they are scientifically

comprehensible; and one buys another watch, if not with joy, at any rate with a philosophy that makes bitterness impossible." - **Arnold Bennett (1867-1931)**

It is worth considering the aftermath of revenge. How do you feel now, better or worse? How does the other person feel? Was your reaction too strong or harmful? Perhaps you feel bad and regret it altogether? Could a little discussion have avoided the incident?

"To be wronged or robbed is nothing unless you continue to remember it." - **Confucius (BC)**

It may seem very stupid to turn the other cheek when we have been hurt, and often it is. However, we should review the situation and consider the facts and effects. Who is being harmed by our anger and retaliation? If we cause ourselves more grief when we try to get even, isn't this another reason to at least review our actions?

"He who seeks revenge should remember to dig two graves."

- **Chinese proverb**

## 24. Problems

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We are all faced with problems throughout our lives, some are small, others huge. Depending on how we deal with them, they can be overwhelming and devastate our lives, or they can quickly fade into the past.

Attitude plays a big role. With a difficult personal or work undertaking, consider all viewpoints, even those you think you

don't like. It just might provide relief from your fearful analysis of the situation. Don't oversize the problem which is often a panic reaction. Discuss the actions that you could take with a friend or co-worker which can sometimes provide a good suggestion and some instant stress relief.

Lay out a procedure and slowly complete the first task. The next steps should be easier. Often we will keep on worrying after the decisions are made, which of course is of no help at all. If everything that can be done has been done then it's time to follow through.

"Our plans miscarry if they have no aim. When a man does not know what harbor he is making for, no wind is the right wind."  
**Lucius Seneca (3-65)**

Rejection can be an unpleasant experience, but it just lets us know that we aren't perfect. Who is? Consider it a lesson learned, then forget it and move on with your life in a positive constructive manner.

To help solve a difficult problem or to cut down on worrying about making a decision, analyze the situation, determine what must be done and carry it out. In writing or on your PC:

Get all the facts. Describe the problem in detail. List all the possible solutions. List the advantages and disadvantages of each. Detail what you will do. Follow through. You have detailed the planning and know that you will proceed in a certain way, but will review it as required. Later. Now it's time to think other thoughts.

"What we have to learn to do, we learn by doing." - **Aristotle (BC)**



## 25. Love

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There are various kinds of love with even more definitions of each. One popular version might be described as the desire for two people to spend their lives together, with a continuing compassion for each other through good and bad times.

Joseph Addison (1672-1719) puts it quite nicely this way: "Two persons who have chosen each other out of all the species with a design to be each other's mutual comfort and entertainment have, in that action, bound themselves to be good-humored, affable, discreet, forgiving, patient, and joyful, with respect to each other's frailties and perfections, to the end of their lives."

Of course it isn't always easy because conflicts about ideas, choices and habits arise. Some of these conflicting situations are easy to overlook while others can be very annoying, upsetting, and continual. Some personal mannerisms of one may never suit those of the other, and compromise cannot always be reached. Parting ways might seem inevitable, but often relaxing and rethinking the whole picture can result in a positive turn.

For example, many difficulties in a friendship, including marriage, can be put to the back by the simple act of resignation. By accepting certain personal conditions as permanent, they will somehow become more acceptable. Eventually the conflicting ideas may not be much of an issue, thanks to resignation. This leaves more room for mutual contentment and fondness.

Has the other's point of view been considered earnestly? How about a commitment to doing things that are basically unfavorable if it will improve the relationship? What are the other's favorable traits and conditions that are being overlooked? Nobody has to be perfect!

"If you wished to be loved, love." - **Lucius Seneca (3-65)**

## 26. Self-esteem

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Lack of self-esteem is a fairly common personal trait found in various segments of our society, with young and old. It can hold back our progress, put us under extreme stress, and make us feel generally bad about life.

It may have been building inside us for many years with the aid of bad thinking. Fortunately bad thinking can be replaced with good thinking. Whenever self-doubt creeps in, quickly replace your thoughts with a good image of yourself and your actions.

"A person who doubts himself is like a man who would enlist in the ranks of his enemies and bear arms against himself. He makes his failure certain by himself being the first person to be convinced of it." - **Alexandre Dumas (1802-1870)**

Be happy being yourself! It is much better to be you than to pretend to be someone else. We should accept that we are just human beings and forget trying to be perfect in the eyes of others. If those who are not superstars are cast out it will be a

very empty world.  
"The finest lives, in my opinion, are those who rank in the common model, and with the human race, but without miracle, without extravagance." - **Michel de Montaigne (1553-1592)**

Speaking out can be one of the most difficult things to do when bogged down with self-doubt. Some things to consider trying: Stop criticizing yourself. Don't be too careful about what you are going to say - just say it. Don't be too critical of others, and let people know that you feel friendly toward them. When you are stuck in a wordless situation don't worry about it. Relax, smile. Many others are in this boat with you, at other times and places.

Improving our lives in other ways will make it that much easier to improve our self-esteem. Try to eliminate worry, anger and stress by learning more about them. Work on positive enhancements to your life like friendship, relaxation, meditation, and purpose. As with any serious personal health problem consider consulting a health professional.

## **27. Cooperation**

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Cooperation is an essential ingredient in the plan for a successful and satisfying life.

At work a good balance of friendliness with superiors, peers, and subordinates is very important. It can provide new opportunities as well as an increase in self-confidence and enjoyment of the workday. Cooperation is equally rewarding after hours with casual encounters, friends and family.

By listening and making an effort to see others' viewpoints, there will be less pressure to perform and tasks at hand will be made easier. Good results will come more naturally. We can hardly learn anything when we are speaking but when we are listening there is a good chance that we will hear something that will broaden our outlook and improve our knowledge. The other person will appreciate your attention and will be friendlier and also more receptive. Everyone should benefit.

"He will succeed if he remains firm in principle and goes beyond selfish considerations to mingle freely with those who do not share his feelings, as well as those who do." - I Ching

Easy on the criticism! When we criticize others, we make ourselves look bad. When we gossip we imitate the snake and gain just that kind of reputation. Do you trust someone who makes a habit of gossiping? The next time you are ready to criticize, pause for a minute and begin to consider the positives of the person or situation. Perhaps you will change your mind.

"If we had no faults we should not take so much pleasure in noting those of others." - **Duc de Rochefoucauld (1613-1680)**

Be friendly and be interested to get ahead and to feel good about life.

## 28. Sleep

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"Sleep that knits up the raveled sleeve of care." Easy for you, Shakespeare!

It's distressing to be completely exhausted and unable to relax and have a good night's sleep. The more you toss around the more stressed you become and the more you toss around. There are various ways that can help in preventing sleepless nights and it is worth learning more about the problem.

Quietly relaxing in the latter part of the evening is most helpful in preparing for a restful sleep. Exercise is stimulating and if done approaching bedtime might put you in a wide awake state.

Trying to put yourself to sleep seems to have the opposite effect. Instead of clamping your eyes tight, try leaving them open to roam the room. Fixing them on an insignificant object can take even more pressure off. In many cases people don't need as much sleep as they think they do. If you consider that you could manage well with less, there will be less effort on trying to get to sleep. Removing the necessity will often relax you, make you feel better, and allow you to drift off.

When wide-eyed and thrashing about during the night, sometimes a change of scene and thoughts works. This can be helpful in salvaging a night's sleep: Get out of bed, have a wash, make a hot non-alcohol drink, and watch TV or read for awhile. Try to enjoy it and don't rush back. Often in a half to one hour drowsiness comes, with the mind cleared of whatever was buzzing in there. An hour lost from bed could

very well be followed with a short but restful night's sleep.

Alcohol may help you to relax and go to sleep, but it is usually only short term, and the net result is less sleep overall. Most people find that taking nightcaps results in waking up at two or three in the morning, and an alcohol induced sleep is not usually a relaxed sleep.

With a troublesome sleep disorder a very first step might be a visit to your family doctor. There are also a lot of good books that offer suggestions on the subject of relaxation and sleep.

Being free of constant stress and worry during the day and evening is pretty well a necessity for happy living, and for a good night's sleep. So try to establish a program to reduce your anxieties in life.

## 29. Faith

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Faith is defined as having complete confidence, trust and belief. For a strong and rewarding journey through life we should have a generous amount of faith. Faith in ourselves, our families and friends, our God.

"Have faith, hope, and charity. That's the way to live successfully." - 1950's song.

Believe in yourself, a unique individual having personal preferences and talents. Have a deep belief that your days will be completed as you wish and imagine they will. This has a very strong and positive influence on your actions. It is just the

opposite of feeling anxious and worried that you will fail. This is not a guarantee, but an excellent advantage working in your favor, available for every occasion and for life itself.

"It's faith in something and enthusiasm for something that makes life worth living."

**- Oliver Wendell Holmes (1809-1894)**

Believe in your fellow human beings. They are special people with special problems, different lives and backgrounds, different beliefs. Live by the golden rule, expressed in many different ways in other cultures and religions. That is basically - treat others the way you would like to be treated. A time proven way to feel better about our lives and the road ahead.

Religion has long been recognized as a comforting haven in a stormy environment. It can provide comfort for the harshness and hardships encountered in our modern hectic lives. Faith is of special importance to us when we are down. It picks us up and gives us confidence.

"Religion gives me a new zest for life, it gives me faith, hope, and courage. It banishes tensions, anxieties, fears, and worries. It gives purpose to my life - and direction."

**- William James (1842-1910)**

### **30. Cheerfulness**

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Cheerfulness is a state of mind in which we feel content and confident and are free of stress, anxieties and fear. A

prolonged state of being cheerful is happiness.

Cheerfulness is wearing a smile and therefore easy to distinguish. It is usually contagious and will often be returned, so that the positive feelings flow both ways.

"What sunshine is to flowers, smiles are to humanity. They are but trifles, to be sure, but, scattered along life's pathway,  
The good they do is inconceivable."

**- Joseph Addison (1672-1719)**

It is said that laughter is the best medicine. It is an excellent medicine. When you are low and perhaps feeling sorry for yourself, find something funny to laugh at. You can't feel really bad and laugh at the same time. Laughter just feels good. When things are a bit sour between friends, what better way to set things right, than to have a good laugh together.

"The most completely lost of all days is that on which one has not laughed." - **Nicolas Chamfort (1741-1794)**

We may not feel like smiling or laughing because we have too much upsetting us. This is a condition that we can usually do something about. Since we are happy when we have pleasant thoughts, we can change our thoughts to something that is enjoyable. Sometimes it is difficult when we are in a deep rut but it can be done with practice.

"Thus the sovereign voluntary path to cheerfulness, if your cheerfulness be lost, is to sit up cheerfully and to act and speak as if cheerfulness were already there." - **William James (1842-1910)**



## 31. Humility

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A certain amount of humility is helpful in moving on through the stages of life. It gives us a realistic approach to interacting with other people in our lives.

Sometimes competing with others or stressing ourselves to prove that we are better, can be a lot of fun and provide enjoyment and rewards. Friendly competition with friends, when all are participating with goodwill, is entertaining. There is a downside in trying to win or achieve more just for the sake of feeling superior to another person. The result can be a loss of much needed self-esteem in the long run.

"There is nothing noble in being superior to some other person. True nobility is being superior to your former self."

**- Hindu Proverb**

Accepting that we made a mistake puts it behind us, and we can then quit pretending or wishing that it hadn't happened. We should realize that we make mistakes just as others do, and we will make more in the future. So there's no need to be embarrassed or worried.

"A man should never be ashamed to own he has been in the wrong, which is by saying, in other words, that he is wiser today than he was yesterday." - **Alexander Pope (1688-1744)**

By not acting better or more important than other people we will receive respect and friendship that is so worthwhile. Over-confidence can get us into trouble as we will appear

conceited, and prospective friends will be wary. But have respect for yourself and take pride in doing good things.

"He that falls in love with himself will have no rivals."

- **Ben Franklin (1706-1790)**

A good balance of humility and self-confidence is an ideal way to exist.

## **32. Health**

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Professional medical advice should always be a first consideration with a physical or mental problem. There may be a solution to an ailment that could only be determined by a qualified professional.

There are also a wide variety of books written, many by doctors and specialists, that present ideas for self-improving our health. This vast amount of knowledge is worth checking out. A common thread in many self-help books seems to be the enormous effect that our thoughts and attitude have on our physical and mental well being.

"We ought to be more concerned about removing wrong thoughts from the mind than about removing tumors and abscesses from the body." - **Epictetus. (50-138)**

Some health problems are more receptive to an improved mental attitude than others. A dependency on street drugs, alcohol, or tobacco, robs most users of their best health. It can be extremely difficult to get rid of the habit disease, but

fortunately there is a lot of help. Read books on addiction and other self-help topics, go to support groups such as AA, and talk about it with someone.

You know you're getting old when people keep telling you you're looking good. Aging has its special problems, but that doesn't mean we shouldn't take pleasure in it. It can be a time when you are able to say "I don't care" about certain problems. So many of life's anxieties and troubles lessen or fade away in later years.

Every season hath its pleasures; Spring may boast her lowery prime, Yet the vineyard's ruby treasures Brighten Autumn's soberer time.

**- Thomas Moore (1779-1852)**

So don't just sit around watching TV. Get up and about, but relax and don't rush. Be positive and friendly. Read and learn to improve your wellbeing. Develop and follow healthy eating habits. Sleep well!

### **33. Meditation**

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Meditation has long been known in Eastern religions as a way to reduce tension and attain peace of mind. There are variations some of which might not be suitable to everyone or if practiced in the extreme. This topic is worth studying if you are having trouble breaking the anxiety and stress habits.

Some basic meditating might easily replace stress and tenseness with peace of mind and relaxation.

An over simplified effort might be:

Find a quiet place by yourself. Get in a relaxed position. Rest your eyes downward, almost closed, not tight. Breathe slowly and naturally. Do not think about anything else except what you are doing. Do this for 15-20 minutes.

When lying wide awake in bed, or taking a calming break, try fixing your eyes and thoughts on an insignificant mark on the wall, a small glittery area, or perhaps a shadow. Keep staring at this and think of nothing else. As your eyes wander off bring them back to the object. With practice this will often send you off to a dreamy, peaceful state. (This is not advised while on the job or in the classroom.)

"Meditation has been defined as the cessation of active eternal thought" - Helena Blavatsky (1831-1891) After this you should keep manner in your life like manage you attitude of working in various places. Here important attitude we discuss for manage your life.

## 4. Etiquette

### 1. Answering Machine & Voice Mail

Answering Machine and Voice Mail Etiquette simply requires the application of some **common sense** when using these devices.

A little **forethought** will avoid misunderstandings and frustration. 🗣️

#### **Your Outgoing Message:**

Keep your outgoing message on your device **short** yet polite

There should be **no** background music or other noise recorded

#### **Look at it from the caller's perspective:**

What would they need to know if you are **not available** to talk to them?

When would you be **back**?

Who else could **help** them?

**Check** for messages immediately on your return

Return the call the **same day**; immediately if possible

#### **Leaving Voice Mail Replies:**

Don't ask to be called back if you are merely conveying a **simple message** that does not require discussion. Leave your **FULL** name and a short message **clearly**. If you need to leave your number, do so slowly **and** clearly. **Repeat** it once

## 2.Cell Phone Etiquette

More cell phone etiquette is needed than for **any other** type of communication device.

Cell phones, being mobile, are often used in situations where the **phone user** and the conversation are **not welcome**.

Their use in some venues may be considered rude and even downright **offensive**.

Almost all the tips on telephone etiquette apply to cell phones with the addition of one very important one – don't contribute to **noise pollution**.

There is no doubt that cell phones have a permanent and **essential** role in modern society.

But when cell phones interrupt important proceedings and are used in the **wrong place** at the **wrong time**, it is unacceptable and makes us grind our teeth in despair at the users' rudeness and blatant lack of care **and** consideration for the people around them.

The following are some of the places and events where cell phones should be **switched off** or the ring tone muted.

If it is vitally important to be reached in such places then the call should be kept brief **and** the voice low:

- On public transport in proximity to other commuters
- In hospitals, restaurants and shopping centres
- At checkouts, cinemas and theatres
- Train stations, bus stops and air ports

- Doctors' surgeries, churches and conventions
- Waiting rooms, libraries and lecture rooms
- At christenings, weddings and funerals
- And at a dozen other places that you can think of without my help

It's **not the use** of cell phones that is the problem; it's the loud and annoying ring tone.

It's the **shouting** into the cell phone; it's the airing of one's **private life** on the cell phone in the presence of strangers.

It's the endless **verbal diarrhoea** and ear bashing that one and all are subjected to without fear or favour that is the problem.

Driving **or** walking on the street while talking on the mobile phone delays the reflexes and can shorten someone's life.

That life could be yours. So **be safe** or be sorry.

It is bad cell phone etiquette to make a call whilst **in the company** of another person.

In fact, it is downright **rude**.

If you absolutely must make that call, **apologise** first, then make the call.

Keep it very **brief**.

Sending **text messages** in company is even worse.

Once again, if you must, **excuse** yourself first and then be very brief.

**Share the message** with those present as a courtesy to let them know that they are not the subject of the message.

It is **unforgiveable** to talk on a mobile phone while 'dealing' with another person such as a checkout in a shop or bank-teller or greeting or farewelling someone.

Lastly, **camera** cell phones. These are so useful and handy.

Be aware of privacy laws, the **rights** of others and charges of voyeurism if used inappropriately in the wrong places.

Practicing good cell phone etiquette will **not** improve your popularity but it will certainly not make you **unpopular**.



### 3. Dating Etiquette

**By the end of this page** you will have practical knowledge of good dating etiquette to enable you to make a **positively good impression**

You will **not bumble along in ignorance** causing your prospect to roll their eyes in despair



It will **change** your world for the better

Dating etiquette comes **naturally** to people who already have good manners and show consideration for others at all times

It is second nature to them; they are **not self-centered** and are respected by people of either sex

When people date they usually share a **common objective** – they hope to win over the object of their affection

They therefore want to give a **favourable impression** of themselves

Hopefully, they will **also** bring out the best in their date

The fact that you have read this far indicates that **you want to know** how to behave properly on your date so that you can practice good dating etiquette; a good start!

#### **Dating Etiquette - General**

The **rules** are basically the **same** for teens, the middle aged and seniors, first date or last date, girls or guys

Primary rule – girls and guys, treat your date with **dignity and respect**; this applies to online dating as well

Don't know what dignity and respect are? **Read on** to find out:

**No swearing.** Broaden your vocabulary beyond a few repetitive expletives

**No drunkenness.** Being stoned or wasted only gets a laugh from your jobbo mates at your expense

**Act** like a lady or gentleman. You will **feel better** for it

Be **genuine**. It must come from the **heart**

Be that way during your **first** date right until your **last** and see what a difference it will make to you, your date's and your life

### **Dating Etiquette - Before the date**

Do not expect your prospect to be available for a date at **short notice**

Ask a few days **in advance** of the proposed date

Set a **meeting time** and if possible an **ending time**

If the person cannot or will not be available for a date at the second request – they are **not interested**

Don't push the issue. **Move on**

Guys usually **initiate** the first date or two (it is OK for the girl to initiate it if they are already good friends) after that **either** may do so

Whoever initiates it – plan to have at least one **alternative place** to go to or of what to do

Give the other person **time** to think about it and perhaps come up with other options

Discuss it with **dignity**. This is a good opportunity to agree on **who pays** for what?

**Guys, be prepared** to pay for the date (especially the first one)

**Subsequent** ones can be worked out in due course when you know a bit more about each other

**Never spring it** on her to 'cough up'

If you pay, understand that there must be **no strings attached**

**Girls, be considerate** - offer to pay half OR to buy the drinks or something to show that you are not a freeloader. It'll blow the socks off them!!

Then there can be no strings attached and you can maintain your **independence**

But **don't sweat** the issue - you could talk about it on the way to the venue so that you are prepared

You could offer to **cook a meal** or bring a picnic basket to the next date if there is the possibility of a follow up date

Be prepared ahead of time to have a few **topics** for light hearted conversation; nothing too controversial

**No** strong opinions please

Remember that the objective of a date is generally to **assess the potential** of coming together to be a couple in a close permanent relationship in so far as permanency goes

**Never stand up your date**

**Postpone** rather than cancel

Do not just **fail** to show up. That would be **despicable**

### **Dating Etiquette - During the Date**

**Be on time.** It shows respect for your date's time. **If** you are running **late** ring and give a new ETA

**Dress appropriately** for the occasion. Clean hair, clothes and person. Lightly perfumed or with deodoriser/after shave

Guys – **open**, hold open and **close** doors for your date (even if she is driving)

It shows that you are prepared to go out of your way to **be courteous to her**

Girls - let him, but **don't expect it**

Either way, **be gracious** about it; smile or thank him

This is **not** the time to push your liberated female views

Some other time...maybe

Girls usually **precede guys** in the theatre, church, movies, to the table at a restaurant and most other places and guys help her to be seated - this is sophisticated dating etiquette

Guys on the other hand **lead the way** through crowds and traffic

On sidewalks, guys should walk nearest the street to **'protect'** the girl - you get the idea

**Compliment each other**

**Neither** one of you is perfect, there has to be something to compliment with sincerity

**Look** for it. Hair; clothes; smile; car; jewellery?

If you can't find something to compliment, **why** are you dating this person?

**Blind date?** Practice being gracious right to the end

Next time start with a cup of **coffee first** – just to test the water

Do not **abandon** your date at the venue

Be close **and** attentive or it may become your last date with that person

Being **attentive** to your date does not mean totally excluding all others in the group or at the party

Be **pleasant** to your date

Talking down to your date or being **patronising** is not good etiquette

Remember your **manners**. Say – please, thank you, after you, you're welcome, etc

**Acknowledge** each others' courtesies with a smile and/or 'thank you'

Show a **keen interest** in your date

Make frequent **eye** contact (do not leer)

Use their **name** – frequently. To them it is the sweetest word in any language

Never **feign affection**. This is cruel and **deceitful** and could lead to problems

If this is a first date **enquire delicately** to elicit information about likes and dislikes; values and expectations; interests, dreams and aspirations

At each subsequent date **widen the field** of your enquiry in a casual conversational manner while also imparting more information about yourself

Avoid bragging and talking too much about anything, **especially yourself**

Turn the conversation around to get your **date's views** and contribution to the subject

Keep the **conversation light** and try to have fun together

Use **humour**, but don't overdo it

Keep it **clean**

Don't **lie** to your date

Ask before you **smoke**

Non-smokers sometimes cannot abide **smokers breath** or are **allergic** to cigarette smoke

Definitely don't smoke **during** the meal

It is bad etiquette to enforce your own rights over the **comfort** of others. Don't do it

Do not have **unreasonable expectations** of your date

Remember – **dignity and respect**

Do what is **expected** of you and not what you want to do

Do not **force intimacy**. If it happens it happens

If not it's **probably too soon**

Avoid sharing **confidences**. It puts your date in an awkward position

Guys, see her to **her door** after the date

It's for her **safety**

A **friendly hug** in greeting or to say good bye may be OK or perhaps a kiss on the cheek. Play it by ear

### **Dating Etiquette - After the Date**

If you promise to ring or contact your date again, you **must do it** – within a reasonable time frame or do not make the offer

Try no more than **twice**

It's OK to date others until you have clearly come to **an understanding** or are going steady


It is best to discuss **your intentions** with sensitivity and patience

Keep **practicing** good manners

Remember – **dignity and respect**

## 4. E-mail Etiquette

E-mail etiquette is just a small part of **Netiquette** - no, that's not a typo! Netiquette is Internet Etiquette for all aspects of the internet, including e-mailing.

The most important and most used and abused is the e-mailing part of the net. Here are some **rules to follow** for forwarding E-mails. These rules are for those who are being truly considerate and thoughtful 

**E-mail Etiquette Rule 1.** Don't forward anything without **editing out** all the forwarding >>>>, other e-mail addresses, headers, and commentary from all the other forwarders.

People really don't want to look amongst all the gobbly-gook to see what it is you thought was worth forwarding. If you must forward, only forward the actual **'guts' or content** of the e-mail that you are of the opinion is valuable.

**E-mail Etiquette Rule 2.** If you cannot take the time to write a **personal comment** at the top of your forwarded e-mail to the person you are sending to – then you shouldn't forward it at all.

**E-mail Etiquette Rule 3.** Think carefully about if the e-mail you are forwarding will be of **value** (accurate information - check for hoaxes at Snopes.com), will it be appreciated (is it something the recipient is interested in or needs), if it is humorous (do they have the same sense of humor as you do).

If you cannot think of **why** the person you are forwarding to would like to receive the e-mail - then simply don't forward it.

**E-mail Etiquette Rule 4.** It should go without saying that forwarding of e-mail **chain letters**; regardless how noble the topic may seem, virus warnings or anything that says 'forward



to everyone you know', simply should not be forwarded because in most cases it is plain old garbage.

Remember, e-mail is only e-mail; it **does not have** any magical powers that can bring you bad luck or whatever else the chain letter threatens. By the same token it cannot bring you fame and fortune as they promise.

**E-mail Etiquette Rule 5.** If you must forward an e-mail to more than one person, put your e-mail address in the To: field and all the others you are sending to in the Bcc: field to **protect** their e-mail address from being published to those they do not know.

This is a serious **privacy** issue! Do not perpetuate a breach of privacy started by other forwarders who included their contact's addresses in the To: or Cc: field by continuing to forward those visible addresses to your contacts.

**Remove** any e-mail addresses in the body of the e-mail that have been forwarded by those who disregard the privacy of their friends and associates.

**Rule 6.** Keep in mind that if you are forwarding a private e-mail that was sent to you, you must get the **sender's permission** to forward it on to others (or to post it publicly).

E-mails are **copyright protected** by their authors. Not only that, common courtesy dictates that you should ask the author first if the e-mail sent for your eyes only can be forwarded to strangers or others for which it was not originally intended.

**Rule 7.** Use the **Subject field** to enter a clear concise indication of what the e-mail is about. This is a very useful field and can be helpful to the recipient if used judiciously, so make it informative.

**Rule 8.** Type in capitals **only if** you mean to SHOUT. Now, it is ill-mannered to shout, so, **type in lower case** and remember your punctuation.

You do not want to give the impression of **sloppiness**. Save multi-coloured text for love letters and kindergarten kids to express their creativity.

**Rule 9.** It is alright to **intersperse your replies** between a whole bunch of questions; just be sure to reply in a **different coloured text** so that your replies stand out.

It would help to **start the reply** with the customary greeting and then refer the recipient to the answers written below each question.


**Rule 10.** Keep your attachments to **less than one MB** (if possible). It will transmit faster and avoid 'time-outs.'

**Rule 11.** With all the above "rules" to consider would it be more friendly, personal and enjoyable to simply **telephone them?** Ahh, then you would do well to brush up on your Tips on Telephone Etiquette

If one cannot make these **extra efforts**, then you really have no excuse for feeling hurt when asked to stop sending this unwanted mail.

If you are **asked to stop** forwarding, don't get mad; just realize the person on the other side is not interested or too busy to have to cope with a whole bunch of **unwanted e-mail**.

Also, they have **every right** to make that request. At the end of the day, when it comes to receiving unwanted forwarded e-mails, if you **fear hurting someone's feelings** by asking them to stop forwarding you e-mails, just keep in mind they probably meant well, they were **thinking of you** and were trying to make a point ..... ummmmmmm in that case, just hit the delete button.

On the other hand you can always **send them** this web page on E-mail Etiquette. 

## **Business E-mails**

Businesses are being **swamped** with email to such an extent that **productivity** is being affected.

A lot can be done to avoid propagating **email stress** and **corporate spam** by observing the following points:

- avoid sending an email unless it is **absolutely necessary**
- avoid sending copies or forwarding emails to persons **not directly involved** in the subject matter
- if you must forward an email, **delete the parts** that are irrelevant to the recipient
- think carefully before you decide to click "**reply to all**"
- do not request a **delivery receipt** or that the email has been read unless such information is vital
- if you reply **just to say "thanks"** you are contributing to corporate spam. It's courteous, but is it necessary?
- use the Subject field to concisely and accurately **describe the contents**
- **avoid ambiguity** to stop a further exchange of emails seeking clarification
- keep the contents clear and **to the point**
- does your email really require a reply? If not just end with **NRN (no reply necessary)**

## 5. Employee Etiquette

Employee Etiquette is how you conduct yourself in your capacity as an employee to your **employer** and your **co-workers** 🤝

**NEVER arrive** at work drunk, smelling of alcohol or under the influence of drugs

Be **on time** for your job. Better still, be early

Be **respectful** to your employer

It's ill-mannered to wear **iPod buds** in your ears at work

Respect the **business goals** and help to achieve them

Respect the firm's **confidentiality** of information

Respect the firm's **clients'** confidentiality of information

Provide your boss with **information** as required

Keep your boss **well informed** in a timely fashion

Brush up on your **computer skills**. Your employer would gladly invest \$24.99 (Aust) to add this magnificent 500 page manual of **Step-by-Step Computer Lessons** to its reference library to improve staff efficiency.

Respect all other **employees**

**Cooperate** with your employer

**Cooperate** with all employees

Do not 'big note' yourself, there is no place for **arrogance** in this world

Wear **appropriate office attire**, for example correct footwear, not thongs (flip flops) - they are strictly casual or beachwear. No exposed midriff to display tattoos and body piercing. Be neat, clean and as conservative as the business requires

It is **extremely rude to arrive late** for a meeting. It is ruder still to not attend at all. Having a good excuse does not exonerate you

Do not dominate the meeting. All **communication** must take place through the chairperson

Do not **interrupt** another speaker

Pay **attention** to the proceedings quietly

Do not leave the meeting until it is **closed** by the chairperson

Answer your phone **pleasantly** even if you are having a bad day

Always **return** telephone calls and do so as soon as possible.


Show **consideration** for other people's feelings

**Apologise** if you are clearly in the wrong. If in doubt, apologise anyway. It's no big deal and **brings closure** to a fruitless event

Accept an apology **graciously** and with compassion

If there is **conflict**, do not get personal in your remarks

Keep **interruptions** to a minimum and always apologise if your intrusion is an interruption of a discussion, concentration or other activity

***If you have found this information helpful,*** please feel free to forward an email to your friends and business associates using our 

with a link to this page.

You are welcome to **link** your web site to our page "Employee Etiquette" if it helps to spell out **expected employee attitudes** (smile).

**Together** we can build better harmony and cooperation in the workplace.

## 6. Employer Etiquette

Employer Etiquette is how you conduct yourself in your capacity as an **employer** to your **employees** 🙅🙅🙅

Be **respectful** to your employees. Do not play favourites with any of them or you will quickly lose the respect of the rest of them

If an employee disagrees with you, **hear them out**. Give them your full attention. You may learn something useful from them. You will certainly get a different perspective on the subject.

This is an excellent opportunity to test your skill at handling the disagreement with **tact and sensitivity**. Never be dismissive or invalidate your employee's point of view. Do not **trivialise** their opinion

Get to **know your employees**; remember what they tell you about themselves. Keep notes to help your memory if necessary

Be sure to know their **names**

Respect what is told to you **in confidence**

**Introduce new employees** to their co-workers and have proper **indoctrination** procedures in place to make them feel welcome and useful from the start

Tell them what you **expect** of them

Let them **get on** with it

**Help** them when they need it

**Tell** them how they are doing

**Reward** and encourage them

Give them **adequate training**. To brush up on their computer skills and improve staff efficiency add this magnificent 500 page manual of **Step-by-Step Computer Lessons** to your reference library. It's only \$24.99 (Aust) and your employees would love you for it.

Give them **credit** for their contribution

Do not take them for **granted**

Don't '**snoopervise**' (snooping supervision)

Deal with employee **grievances** promptly and fairly. Do NOT trivialise them

Even though you pay your employees, show them that they are **appreciated**

Even though you are the boss, good etiquette requires that you keep your **interruptions** to a minimum and always apologise if your intrusion is an interruption to their concentration, a discussion or other activity

**Dress** smartly as an example to your employees

**NEVER** arrive at work drunk, smelling of alcohol on under the influence of drugs



## 7. Engagement Party Etiquette

Engagement Party Etiquette requires the **bride's family to host** the first social gathering to share the good news with family members and close friends. 🍷

If the **groom's family** resides in a distant hometown, they may also host an engagement party for the couple.

It is **not** traditional engagement etiquette to throw an engagement party. Nor is it part of the tradition to give engagement gifts.

However, if you do decide you want a party, then there are some important engagement party etiquette **rules and guidelines** to follow:

1. **No one** should be invited to the engagement party that is not invited to the wedding.
2. Guests are not expected to bring **gifts** to an engagement party, but if they do, **open them in private** or after the party. Don't forget to send **thank you** notes.
3. The **bride's father** is the first to invite the guests to raise their glass in honor of the bride-and-groom-to-be. The guests will drink a toast to the happy couple. The couple do not drink at this time.

The groom-to-be says a few words, then offers a **toast** to honor his bride-to-be and her family.

After his short speech, **other guests** may propose toasts to the couple and their parents.

4. While the bride-to-be has her new engagement ring to flash around, it may be a **nice gesture** on her part to present her

husband-to-be with a long-lasting gift as a memento of this occasion.

It is **not a rule** of engagement party etiquette, however, a popular gift of choice is a watch engraved with the date, his initials or a special message.

5. **Traditionally**, the parents of the bride host the engagement party, but there aren't hard and fast rules.

**Alternatively**, the bride and groom can host it themselves, or a friend or other family member can undertake the hosting duties.

It is **not good** engagement party etiquette to ask your bestman or matron of honor to host the engagement as they will have other parties to host, don't forget the Bridal Shower and the Bachelor Party.

6. The **style and size of the party** depends on your budget and what you prefer. It can be a formal affair with printed invitations and reply cards, a casual backyard barbecue, or anything in between.

Typically, engagement parties are a **cocktail event or casual** in nature since you want the happy couple to be able to mix and mingle throughout the evening with family and/or friends.

7. For those with especially **long engagements**, engagement parties are held one to three months after the engagement, and/or about a year before the wedding.

For **others** it can be held any time more than six months before the wedding.

## **Planning the Wedding**

If your wedding is to be a large or formal affair, if you have the budget, you may want to hire a wedding planner. **It is entirely up to you.** You may be perfectly capable of planning the wedding together and with the help of your family and friends.

Knowing the proper wedding and engagement party etiquette can help to alleviate some of the issues that may arise. **Careful planning** can make this a fun and stress free time.

A **date should be set as soon as possible** so you, your families, members of the bridal party and invited guests can also make the appropriate preparations.

## 8. Flag Etiquette

Flag etiquette and flags have been a **symbol** of human achievement since ancient times. Flags have been used to lead armies to victory and to **claim ownership** of vast territories.

Flags stir up emotions in us that few other symbols can. Flags have always played an **important role** in general and maritime signaling and identification.

That piece of cloth with its own exclusive design and colors of your nation, your country, that piece of cloth we simply call a flag is a **symbol** of who we are, what we believe in and where we belong.

It is an accepted fact that people **respect** the symbolism of the flag, whether it is your country's flag or another country's flag.

The international protocol and flag etiquette is the same or very similar in **all** countries throughout the world.

Let us begin with the **United Nations Flag**. Not only is it a beautiful and appropriate design, its symbolism is what makes it meaningful:

*“Olive branches to symbolize peace. The world map depicts the area of concern to the United Nations in achieving its main purpose, **peace and security.**”*

Flag etiquette is **very strict** and it is essential that flag protocols and rules are followed correctly. The following basic flag etiquette applies to **all** nations:

### **Etiquette relating to the order of precedence for the flag**



#### **1. National flag of the country**

2. State flag of the country
3. Military flag of the country (in order of creation date)
4. Other flags of the country

The United Nations uses alphabetical order when presenting a national flag. The United Nations flag etiquette ensures that no one country's flag has precedence **over** another country's flag.

Your country's flag should never be flown **above** another national flag on the same staff as this would suggest superiority or conversely, inferiority of one flag, or Nation over another

A country's flag should never be allowed to **drag** along the ground

If a country's flag becomes tattered or faded, it should be removed and **replaced** with a new flag


Due care and consideration must be taken to ensure that the flag is always flown the **correct way up**

If a country's flag is in such a condition that it is no longer a fitting emblem of display, it should be destroyed in a **dignified way**, preferably by burning in private with all due care and respect

## **Terminology & Flag Etiquette in Flag Display**

1. **Hoist** - the act or function of raising the flag, as on a rope
2. **Half Staff or Half Mast** – the flag is hoisted to half of the potential height of the flag pole to denote grief and mourning. This is performed by first raising the flag to the top, then lowering it halfway

3. **Distress** - denoted by flying the flag upside-down
4. **Manner of Hoisting** - the flag should be hoisted briskly and lowered ceremoniously
5. **Disrespect** - no disrespect should ever be shown to the flag
6. **Storage & Care** - the flag should never be fastened, displayed, used, or stored in such a manner as to permit the flag to be easily torn, soiled, or damaged
7. **Defacement** - the flag should never have placed upon it, nor on any part of it, nor attached to it any mark, insignia, letter, word, figure, design, picture, or drawing of any nature
8. **Order of Priority** - your country's flag should be hoisted first and lowered last
9. **Placement** - international flag usage forbids the display of the flag of one nation above that of another nation in time of peace.

If you have found this information **helpful** please 

it for future reference or to **share** with your friends and associates.

On that final note of flag etiquette, **please browse** the rest of A - Z of Manners and Etiquette, including International Etiquette plus Polish and Indian Etiquette

## 9. Indian Etiquette

Indian etiquette is quite formal, a mix of both Western and Asian culture. India was part of the British Commonwealth for many years and as a result of that connection a considerable volume of the Indian population have been influenced by the British style of etiquette - formal and somewhat conservative. But that is where the British influence ends in India - (other than the cricket of course!). Indian etiquette is quite unique!



India has a majority Hindu population, approximately 80%, about 14% Muslim, 2.4% Christian, 2% Sikh, 0.7% Buddhist, 0.5% Jains and 0.4% other. Of course we are aware of the enormous impact religion has in influencing the customs, etiquette and eating habits of its followers. For example, Hindus offer food to God first before consuming it themselves. Hindus believe that the food can have a profound impact on one's life, and appropriate diet can help in pursuing one's chosen lifestyle. The Hindu compassion for all living beings, leads Hindus to vegetarian practices.

## 10. Dining Etiquette

Dining etiquette in India is quite different to Western countries. There it is considered proper Indian etiquette to eat with your hands; this is how the majority of the Indian people eat. It is tradition and part of the Indian culture, it is also an accepted part of Indian etiquette. Although very few people practice this part of Indian etiquette when dining in the 5 star Westernized hotels and restaurants - but try to remember, it is good etiquette to fit in with the culture wherever you may find yourself. If dining with Indian people who do not use cutlery, at least try to eat in the traditional Indian way and fit in with Indian etiquette.

However, if you really cannot participate, even the simplest restaurants will be able to provide a spoon for you to use.

Indian etiquette and good manners vary from region to region. For instance, in North India it is impolite to dirty more than the first two segments of your fingers. Since North Indians eat mostly rotis and drier curries, this isn't too difficult. Whereas in the South, where they eat lots more rice, and enjoy very wet curries, it is permitted to use your whole hand. As you can see Indian etiquette differs from region to region, so if you are not sure what to do, just observe or ask.

If you do join in and eat with your hands, try not to use your left hand. In Indian etiquette this is usually considered 'unclean' and quite offensive.

Part of the traditional Indian etiquette and culture is to share food. Especially on long train journeys, Indian families will be carrying heaps of food and will invite you to have some. Even when only 2 people are dining in a restaurant it is customary to order two different dishes and in keeping with Indian etiquette, share the dishes between you.

While sharing is an important part of Indian etiquette, it is poor and offensive etiquette to share a fork or spoon or to drink from someone's glass. This also applies to taking a bite of someone else's sandwich, ice cream or chocolate too. Also, never, ever 'double dip'!

**It is not difficult to eat with your fingers, but there are a few rules of Indian etiquette that have to be observed:**

1. The left hand is not used for eating, (even if you are left-handed,) this is considered offensive and unclean.
2. Wait to be served. Remember you are eating with your hands and your right hand will be messy, therefore you will leave the serving spoon all sticky and messy too. Don't be



tempted to use your left hand as it is bad Indian etiquette and considered offensive.

### **3. The hygiene of *jootha*:**

While sharing is good Indian etiquette and manners, sharing a glass, spoon, drinking bottle etc., coming into contact with another's spit is called *jootha* and is considered offensive in many parts of India.

4. In Indian etiquette never offer anyone food from your thali, even if it is in one of the little bowls and you haven't touched it. All the food that is placed on your *thali* becomes *jootha*. There is no precise English equivalent of *jootha*. I suppose 'contaminated' comes closest in meaning.

**Mostly Indian etiquette has the same basic rules as Western etiquette, for example:**

5. Wash your hands before and after a meal.
6. Ask for whatever you want instead of reaching out directly or pointing at dishes.
7. Don't make too much noise; don't talk with food in your mouth.
8. Wait until everyone else is sitting down before starting to eat.
9. Help clear the dishes, unless it is not acceptable in that particular custom.
10. Don't talk on your cell phone during the meal and if you must get up in-between, ask to be excused.

## **11. Gift Etiquette**

When invited to an Indian family home for dinner, it is considered good Indian etiquette to give a gift, such as a box of chocolates or flowers. If your host has children, a gift for the child [a toy or a book] is a good gesture and totally acceptable.

If you are visiting during a festival, it is customary to carry a box of sweets.

Flower etiquette is a little complex. Different flowers have different connotations across India. If you are planning to give flowers, check with the florist as to what would be appropriate Indian etiquette.

Drinking alcohol is culturally not accepted in most parts of India. Many Indian families do not keep alcohol in the home.

However, if your host drinks and keeps drinks at home, a bottle of whisky or wine is an acceptable gift.

Be cautious in giving a leather item as a gift. Since many Hindus are vegetarians, and part of a dead animal would definitely be an unsuitable gift.

## **12. Social & Family Etiquette**

Before entering an Indian family home, take off your shoes/sandals and leave them outside.

It is considered good manners to arrive 15 to 30 minutes late.

In many Indian homes, women remain mostly in the kitchen. They see their contribution to be - making the guest feel at home in terms of the food they cook [or cooked under their supervision]. Appreciating and praising the food are considered proper etiquette, since it is a compliment to the lady of the house.

It is not good manners to say 'thank you' at the end of the meal. This is considered as an inappropriate and impersonal gesture. However, it is good etiquette to show appreciation and invite your hosts out to dinner in the future.

If you are hosting a social event in India for mainly Indian people, it would be good etiquette to contact every person by phone personally, even if you have already sent a printed invitation. Indian people do not normally 'R.S.V.P.

Invitations should be sent out early, and follow up phone calls should be made close to the day of the event.

In Western etiquette this would be considered extremely bad mannered, but be prepared for the fact that your guests will more than likely be late, since arriving punctually for a social invitation is considered bad manners in India. Don't be surprised if some of your guests do not turn up at all, even after promising they will be there.

Here's another surprise, it is good etiquette if some of your Indian guests bring their own guests. Such behavior is considered as a sign of their close informal relationship with the host, and not bad manners. In such situations, the host is expected to remain warm, gracious and welcoming.

This surprising etiquette can make catering a nightmare! It is sensible to make arrangements for a buffet rather than a formal 'sit-down' meal and make sure there is plenty to go around.

### **13 Introduction Etiquette.**

Indian etiquette considers it important to use a person's title wherever it is possible, titles such as doctor or professor etc. Use courtesy titles such as "Mr", "Mrs", or "Miss" for those without professional titles and wait to be invited to use first names. Try 'Sir/ Ma'am' for strangers and 'Uncle/ Aunty' (or Chachaji, Mausiji etc) for familiar people. For a stranger who is

not so old, it is better to suffix the name with 'ji', as a mark of respect.

Status is often determined by a person's age, university education, caste, and profession. Be aware that government employment is considered to be more prestigious than private business.

Traditional Hindus do not have family surnames.

Muslim names are usually derived from Arabic. A Muslim woman is known by her given name plus "binti" ("daughter of") plus her father's name.

Indian Sikhs will have their given name followed by either "Singh" for men or "Kaur" for women.

Some Westernized Indians drop the "bin" or "binti" from their name.

### **Some general rules of good manners and etiquette in India:**

1. Indians of all ethnic groups disapprove of public displays of affection between men and women.
2. Most Hindus avoid public contact between men and women.
3. Other religions such as Sikhs and Christians, will also avoid public contact between the sexes.
4. In larger cities, men and Westernized Indian women may offer to shake hands with foreign men and sometimes with foreign women.
5. Never keep your purse or wallet in your back pocket.

- 6.** Standing tall with your hands on your hips is perceived as aggressive.
- 7.** Pointing with your finger is considered bad manners and rude.
- 8.** Whistling in public is very bad etiquette and is not acceptable.
- 9.** Never point your feet at another person as feet are considered unclean.
- 10.** Stand up when an elder or a guest enters the room and don't sit until you've offered them a seat.
- 11.** Offer a glass of water (and preferably a cup of tea) to anyone who steps into your home/office.
- 12.** Stand when the national anthem (of any country) is playing. Show respect to all flags and all religious symbols.
- 13.** Do not comment on personal appearances or clothes in a negative way; if you cannot say something complimentary, do not say anything at all.

Touching - Public physical contact between men and women is far less acceptable in India than in other parts of the world.

Some Indians - particularly those who live in the larger cities and have traveled - understand that Western men and women may shake hands (or even kiss) as expressions of social friendship, but you should be cautious of casually touching an Indian woman, especially in small towns and villages. Even the slightest touch can have a sexual connotation.

Traditionally, Indian people use the left hand as part of their toilet routine. Consequently, the left hand is considered

unclean, and you should only offer your right hand when greeting someone.

Don't touch a religious object with your feet or left hand.

## **14 Business Etiquette**

When confronted with bureaucracy and IST (Indian "Stretchable" Time), maintain your cool. Schedules are bound to go awry and government offices are notoriously inefficient, so there's simply no point in losing your temper. You'd be well advised to adopt a similar attitude with wealthy and "important" Indian men who, as a matter of course, jump the line. Rather than fly into a rage, point out the lack of consideration firmly and earnestly, or better still, smile beatifically and practice a meditation technique.

## **15 Appointments Etiquette**

Indian etiquette can be seen as a bit erratic when it comes to keeping appointments. But that would only be on Western etiquette standards. However, the Indian people do appreciate punctuality and keeping one's commitments. However, many visitors to India find it very disconcerting that often the Indian people themselves are quite casual in keeping their time commitments. One of the reasons for this is that in their mind, time is generally not considered as the objective yardstick for planning and scheduling one's activities. Rather, for most, the plans and schedules are contingent on other people and events, and therefore can-and do-get changed and you won't be kept informed.

In Indian business etiquette there is a distinct difference in the cultures of the government departments and business organizations. Compared to a business organization, it is normally more difficult to get an appointment with officials in a government department. Also, in the government departments, there is a greater likelihood that your

appointment may be rescheduled or that you may be kept waiting for many hours before you are actually seen.

Normal office hours are 10:00 a.m. to 5:00 p.m. However, in some large cities [e.g., Mumbai], some places of business start working earlier to avoid congested traffic while commuting. Increasingly, among the business organizations, there is also a trend towards a longer working day, which can start as early as 7:30 a.m. and last till 8:00 p.m.

## **16. Business Card Etiquette**

Presenting and exchanging business cards are a necessary part of Indian etiquette when doing business in India. You must bring plenty since people exchange business cards even in non-business situations.

## **17. Dress Etiquette**

Indian dress etiquette for women: your attire will often signal your status, and casual dress will make it more difficult for you to elicit respect. Loose, cool clothing that covers up as much as possible. Exposed flesh suggests that you're too poor to dress properly, or that you're shameless about flaunting your body.

Tight clothes are also considered shameless in Indian etiquette and culture; the more you can disguise your shape, the better.

Women visiting public beaches should be as discreet as possible and avoid sunbathing on empty beaches. In mosques you need to make sure your shoulders are covered -- it's worth purchasing a scarf for this and keeping it in your bag at all times -- and in Sikh gurudwaras you need to keep your head covered. To avoid offending people who are of a totally different culture to yours it is wise to do a quick study of Eastern and Asian culture if you are visiting or doing business in their country. In this case, a brief study of Indian etiquette

will certainly save you a lot of time and embarrassment. It is wise to be informed and prepared. Men should avoid shorts, which are considered quite bizarre in Indian etiquette and culture.

In certain Hindu temples - particularly in South India a man may be required to wear a lungi (a long piece of cloth worn like a kilt) and remove his shirt. Always check what is appropriate in Indian etiquette, check what others are wearing before venturing in, and approach slowly so that someone can intervene before you offend the sanctity of the holy sanctuary.

Shoes are never worn in places of worship - you are even required to remove your shoes when entering certain churches.

Some museums and historical monuments may also require you to remove your shoes, and you should extend a similar courtesy when entering someone's home - this is a normal way of life in Indian etiquette.

In Sikh gurudwaras you are expected to wash your feet after removing your shoes.

Normal business dress for men is a suit and tie. However, since India has a warm climate, often just a full-sleeved shirt with a tie is also acceptable. It is also important to select neutral colors, which are subdued and not very bright.

In most companies, particularly in the IT sector, however, the dress code is much more casual. It is not unusual to find people wearing T-shirts and jeans with sneakers.

However, as a visitor, conservative, though not formal, dress is advisable.

For foreign women, pant-suits or long skirts, which cover the knees, are more acceptable to wear. The neckline of the blouse or the top should be high.



For women, a salwar-suit is also acceptable for business dress. Jeans with a T-shirt or short-sleeved shirt are acceptable as casual wear in informal situations for both men and women.

You can wear casual dress if invited to a social gathering. However, if a foreigner wears an Indian costume [kurta-pajama for men, and sari or salwar-suit for women], this kind of dress is also appreciated, and often seen as a gesture of friendship.

It is good manners and etiquette, to observe the hierarchy in business and social situations. It can also prove to be time-saving! As a sign of respect, the subordinates will stand up when the boss enters the meeting room. Your best option is to follow suit and greet the boss personally. Generally there is a great respect for age, loyalty to one's family, community or group. The practice of certain religious rituals are still observed in some Indian work places.

In a business meeting it is considered rude and poor etiquette to just jump in with work related conversation. Meetings usually start with small talk about non-work related topics. Personal questions about your family, children, trip etc., are not considered rude and prying, it is just part of the friendly, Indian social etiquette.

Hospitality is a key value in Indian etiquette and the guest is always considered first. The host normally goes out of his or her way to accommodate the requirements of the guests. Any breach of etiquette by the guest is normally ignored and never brought to his or her attention.

Even though Indian etiquette is somewhat formal in a lot of areas, the social etiquette can be quite casual. When they say 'drop in any time,' they mean just that. Don't be surprised if they just pop in to visit without letting you know first. Try to remember that Indian people are very sensitive to refusals of their hospitality; it will be good manners and etiquette to let

them down gently with a promise to accept any future invitation.

## 18. Office Etiquette (Office Manners)

Office Etiquette or Office Manners is about conducting yourself **respectfully and courteously** in the office or workplace

**First impressions** are important! *You are the ambassador/s of the business* 🙏🙏

Always act with honesty and **dignity**

Chewing **gum** and popping bubble gum in the presence of co-workers is neither cool nor dignified

**Never** do it whilst attending customers

Wear appropriate office **attire**, for example correct footwear, not thongs (flip flops) - they are strictly casual or beachwear

No exposed midriff to **display** tattoos and body piercing.

Be neat, clean and as **conservative** as the business requires you to be

We are put off by **smelly people**. So, be sure to shower regularly and use a suitable deodorant

Do not **cough or sneeze** in anyone's direction. Use a tissue, if possible, to contain the germs and then say "Excuse me"

The **essence** of good manners and etiquette is to be respectful and courteous at all times and with everybody

Therefore, treat your co-workers, cleaners, maintenance people and others with **respect and courtesy**

Good office etiquette is **easily achieved** by using common courtesy as a matter of course

Keep your **interruptions** of others to a minimum and always apologise if your intrusion is an interruption of a discussion, someone's concentration or other activity

Show respect for each others workspace. **Knock** before entering

Show **appreciation** for the slightest courtesies extended to you

Be **helpful and co-operative** with each other

**Brush up** on your computer skills so that you can help others

Your employer would gladly invest \$24.99 (Aust) to add this magnificent 500 page manual of **Step-by-Step Computer Lessons** to its reference library to improve staff efficiency



Aim to **improve** your other workplace skills and attributes too

You will find **help** from some of the sponsors listed at the top or right side of this page.

**Check** them out as well

Speak clearly without shouting. **Loud** people are a vexation

Say, "**Please; Thank you; You're welcome**", as part of your everyday courtesy

Be discreet and compassionate in your **criticism** of a co-worker

Don't **gossip** about any co-worker's private life

Do not try to **sell things** to your colleagues

Don't **hover around** while waiting for a co-worker to get off the phone. Leave a note for them to call you **or** return later

It's not a good idea to take your **iPod** to your office. It hinders communication

Avoid **sexist** comments about a co-worker's dress or appearance

Surveys show that the office **know-it-all** proved to be the biggest gripe amongst co-workers. Don't be a know-all

Take **responsibility** for your mistakes, apologise and go about correcting the mistakes

**Apologise** if you are clearly in the wrong. If in doubt, apologise anyway. It's no big deal

Never **blame** someone else if it is your mistake 🙅🙅

If your boss criticises your work, enquire about what precisely is wrong with it. Consider the comments, discuss them amiably if you disagree with the comments but **defer** to the boss's opinion if he/she is adamant

The **boss** always gets the benefit of the doubt. Don't argue with the boss (however, there are standards of etiquette for employers too).

Make new employees feel **welcome** and comfortable around you. Don't be a busy-body

Office etiquette means being **thoughtful** when interacting with your peers

Keep your work area **tidy**. Try not to be messy

Show consideration for other people's **feelings**

If there is **conflict**, do not get personal in your remarks

It is extremely rude to arrive **late** for a meeting

It is ruder still to **not attend** at all. Having a good excuse does not exonerate you

Do not **dominate** the meeting. All communication must take place through the **chairperson**

Do not **interrupt** another speaker

Pay attention to the proceedings **quietly**. Don't shuffle your papers

Do not leave the meeting until it is **closed** by the chairperson

Never be **petty** or small minded in your behaviour

Always be particularly respectful to those **older** than yourself even if they are junior to you in position

Your elders are generally more **mature in judgement** and life's experiences and this deserves your respect even in the workplace

**Practice** good manners and office etiquette at every opportunity; even in the toilet

'Mute' your **cell phone** in the office. No fancy ring tones

### **Office Kitchen Etiquette**

Office Etiquette extends to the Office Kitchen which may be cleaned only once a day. If so, **clean up** after yourself so that

the office kitchen remains clean, tidy and hygienic for those using the facilities after you

If we do not clean up our **own mess** we will collectively add to the mess and attract **cockroaches and mice** to crawl over the cutlery and crockery in the dead of night

Who knows what **unspeakable bug** we may pick up as a consequence

So here we discuss about etiquette now we discuss about Personal development without personal development we can't judge ourself and not manage ourself

## **Personal Development**

The focus of the Library is on resources for personal, professional and organizational development. At the core of these is personal development. Without personal development, it's difficult to sustain professional and organizational development.

## 5. Are You Learning Everyday?

It's up to you to make sure you are continually improving, growing, and learning every day. It's up to you to make sure you never go out of style! It's up to you to take charge of your professional development. Here's how.

### 1. Have a learning perspective.

Be on the lookout for teachable moments. Approach each learning experience, whether you want to be there or not, with the questions: What can I learn? What one or two things can I take away that I can use immediately? Who else would find value in this learning?

### 2. Benchmark your skills periodically.

Do it at least once a year. For those in a fast moving profession or industry every three months may be required. In other words, what's in your work portfolio? Is it filled with skills or competencies that are up-to-date and sought after? Or, is it filled with skills which are obsolete and not very portable?

### 3. Create a learning plan.

Pinpoint specific skills and knowledge that you need to acquire or up-grade. Then identify the professional development activities that are available to you. They can include mentor relationships, special assignments at work, in-house and public seminars, professional conferences, on-line courses, university education, books, journals, blogs, etc.

Are you learning every day?

I hope so. If not, you may find yourself a professional dinosaur...out of touch, out of skills and out of work. Just as a company invests in its own research and development, you need to invest in your own career growth and development.



Remember, as you never outgrow your need for milk, you never outgrow your need for professional development.

## **Learn, Grow, Lead: Stand Out In the Crowd**

### **Is Experience the Best Teacher?**

Yes, says The Center for Creative Leadership. Their research found that a variety of challenging assignments contribute greatly to the building and seasoning of new and emerging leaders.

However, not all challenges are equal. The ones that will enhance leadership skills are those that:

Require working with new people or high variety or time pressures.

Call for influencing people with no or limited direct authority or control.

Involve building a team, starting something from scratch or solving a problem.

Demand a “take charge” attitude, quick learning, coping with uncertain situations.

### **Choose Your Challenges Wisely**

It's not necessary to change one's job to build leadership capabilities. Rather be on the lookout for or request these kinds of assignments, projects or tasks. They are developmental. In other words, they will help you learn, grow and lead more effectively.

1. Be part of a task force on a pressing business problem
2. Handle a negotiation with a customer
3. Present proposal report to top management
4. Work short periods in other units or departments
5. Plan an off site, meeting or conference
6. Serve on a new project / product review committee
7. Manage the visit of a VIP

8. Go off-site to troubleshoot problems
9. Take a board position at a community organization
10. Be part of the company's trade show booth team
11. Redesign a work process with another function
12. Resolve conflict among warring subordinates
13. Take over a troubled project and get it back on track
14. Manage projects requiring coordination across the organization
15. Supervise assigned office space in a new building
16. Spend a day with customers and write report
17. Do postmortem on a failed project
18. Evaluate the impact of training
19. Write a proposal for a new system, product, etc.
20. Interview outsiders on their view of the organization

Pick one or two of the above professional development assignments that would help you develop your leadership capabilities now.

### **Career Success Tip**

You learn on the job every day. But are you learning what you really need to learn to develop your leadership and advance your career? It's up to you to make sure you're continually improving, growing and learning. It's up to you to take charge of your professional development.

## **At the end**

Finally we discuss about many manners in our life so if we follows these rules in our life then our life is being quite simple and we live without stress so follow these rules and

**LIVE HAPPY AND ENJOYABLE LIFE**

**Thanks**

## ABOUT THE AUTHOR

My Name is Vishal tatwavedi and have 12 year experience in IT field and i write this book for only give best to students and readers. Here is some text about me I developed CD Catalogues (Catalogues For Handicrafts & Jewellery Firms)

Animations : IT Tutor, MIS Tutor, 4GL IT Tutor, Many Softwares Demo, yellow page, Animation Projects for Kids, Women, Handicraft, Currently working on Travel web site & Digital Magazine in Hindi. Recently i publish many books on travel and personality development.

Recently I Published many travel books written on Indian Tourism so take a look to it India In my view is my special book on Indian travel. If you want to contact with me please mail me at **vtatwavedi@gmail.com**