

“The Alphabetical Organizers of Life”

1. Awareness:



The first and foremost step in organizing your life and leading it to a powerful, purposeful and successful direction is to be aware of yourself. It is only when you are fully aware of yourself, you can learn to control your behavior and improve your way of living. You should try to observe, analyze and understand the changes taking place in your surroundings, be it your external environment (work place, relations, business etc) or the internal environment (feeling bore, lethargic or unhappy).

Develop goals and ambitions in your life and map out how to reach them. Once you have done it, your constant awareness will help you realize whenever you will be distracting away from your goals. Try to find the reasons for your uncertain behavior, some actions that you never wanted to take but impulsively did, be aware of things that make you feel bad and low in life.

Living the life just the way it is going is not going to bring you any positive results, you need to be aware of when you are not utilizing your time, not doing what you need to do in order to achieve your goals.

2. Balance:



A successful life is a balance between the four components and their requirements. These are (i) Mind, (ii) Body, (iii) Soul and (iv) Heart. If we are able to understand and fulfill the needs of these four components accordingly without neglecting anyone of it or over focusing on only particular aspects, we could lead and live a very happy life. The critical functions human mind need to perform is thinking, concentration, questioning and reasoning, analysis of everyday situations, planning and storing information in the form of memory. It is obvious that when anyone is depressed, the chemicals in the body can affect the mind functions and as a result, we seem to be less attentive and alert. The more we use our brain, the more we contribute towards its development. Research has shown that people who are involved in learning and acquiring new activities and skills tend to have increased brain power even in the senile age.

The body requirements are good diet which is balanced in all the essential nutrients, taking care of our body parts and improving our health by exercising. The third part is the soul and its nourishment if ignored can lead to severe imbalance in life, unfortunately this is the aspect which is ignored most of the times. The belief in God, faith, prayers, meditation, the ability to recognize and practice what is right and what is wrong, the kindness and humbleness to everyone around is what is needed by the soul. Fulfilling these can bring inner peace in your life.

Last but not the least is our heart which needs love and care, meaningful relations, the need to trust and share our emotions with people who respect those feelings, being empathetic and having a helping attitude towards people.

3. Contribute:



Life gives us everyday a new day to live, so why should not we contribute back something as well? When God Has given you so many blessings, it is our duty to lend helping hands to those who do not seem to have what we have. Contribution can be in any form, you can help someone cross a road, share a useful experience with others, donate something for some good

noble cause, lend your shoulder if someone wants to cry upon etc. By contributing something positive to the lives of other people, we actually are helping our own selves and it is only through contributing good things that people remember us in good words.

4. Discuss:



Overloading your mind, body, soul and heart with weary thoughts and the stress that comes along with it can be very devastating. Everything needs an outlet to maintain its balance, imagine if we keep increasing the input and there is no outlet, what will eventually happen? This is exactly what happens when we tend to assume that it is better to have things stored within ourselves, the level of stress increases and we are turned into chronic problem sufferers. Discussing things with either family members, faithful friends, spouse or professional has the benefit of viewing things from their angle and often realizing that their view is more practical and useful since we tend to think ourselves being engulfed by the problems; we tend to restrict our thinking, the feeling of understanding and the support that comes when someone takes interest in our matters.

5. Explore:



To enjoy and live life to its maximum, you need to incorporate something new in your life. If you just leave everything and stand still, you will realize that much of your talents and potentials will go wasted and unexplored. By taking new challenges in life, you will have the ability to explore the inner creative potential that is hidden inside you. Explore the world around yourself, think, ponder, analyze and reason. Try to learn something new everyday, be it on internet, some book, newspaper, from some friend or even if it's increasing your vocabulary as you will realize that the more vocabulary you have, not only your communication skills will improve but also your imagination.

6. Friendships:



A good friend is the asset and essence of life. There are numerous examples that exist in our surroundings that how unhealthy interactions can bring huge disasters in life. A good friend should be the one who helps and guides you towards a better path and encourages you to leave your wrong habits, honest, helping, supportive, trustworthy, forgiving and accommodative.

What is essential to realize here is that sometimes people whom we meet in life may not be bad but our interaction level tends to be disturbed with them which can be cause of stress and tension in our life. For instance, if your friend does not respects your privacy and intrudes in your personal space when you do not want them to, then you need to take a step back, stop and discuss the issue with your friend. If your friend improves this habit, then there is nothing wrong with the person but only with the interaction level. Maintain the balance even in your relations. Being overly possessive and curious about your friends can also be troublesome for both the people as everyone does need their personal space to breathe.

7. Gratitude:



Everyday begin your day by counting and imagining the blessings of God and His mercy on you. It's very easy to complaint and yell about the problems in life but imagine things could always go even more wrong. Being thankful to God will bring out positivity in your behavior and nature and you would feel more composed, fresh and strong. As discussed earlier, the soul needs to connect to something higher, praying and being respectful towards God is certainly going to make you feel better.

8. Hard ways:



The more hardships you face, the more strong you would be. Remember quitting or giving up is never the same as winning and for winning, you may need to be much patient, try different

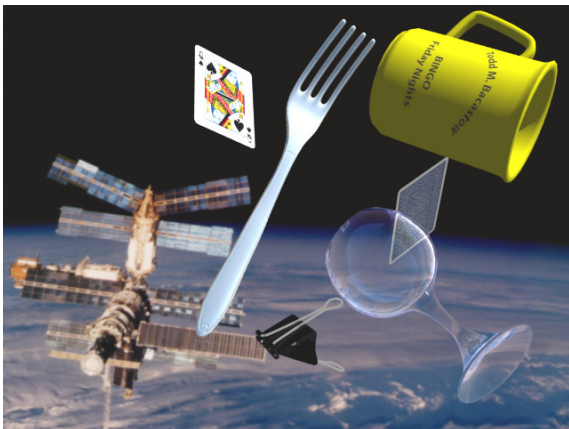
possibilities, learn new skills and once you will be done with all this, you will realize that travelling the hard ways is in fact the easier and the better way. If you would keep imagining that by avoiding hard and difficult times, your life would be easier and simpler, you will keep rolling down the mountain hill. Once you patiently and persistently learn to try and try again, you would find that you would no longer be needing to quit or give up next time any hard situation comes across you as you have mastered a greater skill. Remember everything needs effort and tries, so keep trying, that is the only way to reach higher and be self sufficient.

9. Investigate:



No matter how much you trust anyone but whenever you are told of some news, some event, instead of trusting everything as cent percent true, take your time to investigate and analyze before you abruptly take any action. It might be possible that the person conveying the news to you may have heard it from someone else, may have perceived it differently and in the latter case, it will be the perception of the other person that will be conveyed to you instead of the real news so investigate thoroughly and then come to any decision.

10. Junk:



Learn to identify whatever 'junk' exists in your life that tends to be detrimental for your time, money, mood and energy. This could include keeping childhood or past memories so close to

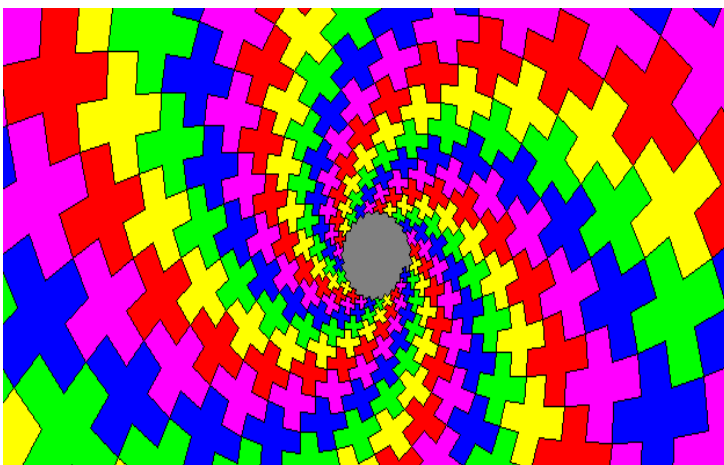
heart that it stops you from moving ahead in life, the well known habit of eating junk food which is poor in nutrition and serves to bring only obesity and other diseases with itself, some friends which always keep creating problems in your life, unnecessary work and tasks that bring nothing good in your life. Once you have identified the list of junk in your life and surroundings, plan wisely and discard them away.

11. Keen:



Once you take any task to accomplish, give it full attention and do it with your keen interest. Even if you have to do anything that does not please you much, try to bring your interest either by keeping a reward for yourself when once you complete the task or by discussing it with people around you, once you get to understand something, it is unlikely that you would tend to avoid it. Giving your best at things you do will save you much time for future in the sense that you would not have to go back to correct the deficiencies, improve your skills and self confidence. A best tip is to focus on one thing only when you are working and keep separate time for other thoughts so that they don't interfere with your work. Everyone can do everything, it is just a matter of attention and concentration that we are willing to give.

12. Lead:



Wherever you are, try to figure out ways to improve your current situation, have a strong vision and work to bring a positive change. Be sincere and honest to your work as it will inspire other people to adapt your way. Be open to discuss and view things from other person's view and incorporate good ideas in your way to achieve your goal, your vision instead of being a dictator. Explaining the purpose and advantage of actions, simplifying things to be understood by people will help you cooperation from people working under and with you to accomplish the fulfillment of the vision. Remember if you talk in the terms of what interests people, how they can be benefited, if you can make them 'own' the vision, make them believe that everything will eventually turn good in the interests of everyone involved, people will offer unlimited support to you.

13. Move ahead:



Although many times in life there will be instances when you will feel that nothing good will ever come again your way, as if everything that used to be special has lost its essence and life has come to a stop, at that time you need to remember that if you still have life, it only gives you a message to keep trying, gather up energy and try again. Moving ahead and leaving past and associated memories and thoughts where you collected from is the actual way to progress ahead in life. No one is asking you or rewarding you to stagnate your life be it for any reason, you need to keep moving ahead and stop finding logics and explanations for things that are now part of the past. What has to happen, it happened, now it's role is over so what's the purpose of wasting the present time in the memory of past when even after getting the explanations and logics, nothing from the past can ever change.

14. Neutrality:



One huge favor that we can do to ourselves is to lose the biasness we have about ourselves or other people. The best thing in life is to have a neutral mind and accept things either way they come. If we keep our mind away from neutral line, we will tend to miss out the real facts that complete the picture, instead we will only observe and accept those points that were either preformed in our brain or which tend to satisfy and reinforce our thinking about people, things etc. Be prepared for either of the possibilities. Having a neutral mind also means to accept that human nature is dynamic, sometimes some people can be good while at the other times, the same people may not be good but in either situation, we should not label them permanently bad or good, rather accept them in a neutral way.

Do not only accept or advocate what you perceive is right or are inclined towards but speak and advocate what is really right and for that you need to have a neutral attitude, open and receptive. Stop making conclusions about people and situations just on the basis of your few experiences.

15. Own it:



A wisest and mature quality is to own your things, your success and more importantly your failures. You can easily put the blame on any other person, your circumstances or any other thing for things not going that way and may save yourself from getting listed as someone who couldn't manage things properly. But if you take responsibility for your actions and failures, you will have greater learning and more knowledge because in many instances, people will be there who will be there either to guide you or make you identify and then help you correct what went wrong but only if you own the responsibility. If you will keep passing the responsibilities to other's shoulders, no one is going to care to explain to you because they may perceive that since you are not responsible so there's no purpose of explaining anything to you. Hence whatever happens in your life, consider yourself importantly responsible for it and own everything in your life.

16. Patient:



Good things come to those who are persistent and who wait for good things to come. You can never achieve anything higher if you do not have the virtue of patience. If you are not patient, you would be the one who would take hasty decisions without completely analyzing the situation and as the famous proverb reads 'haste makes waste' so imagine that by being impatient you are not going to make some gold or fortune in life. Take your time, adapt patience and tolerance and see how things change although it will take time but then all the permanent changes in life take time. Also when you come across the hard times in your life, instead of yelling and making complaints, patiently evaluate your situation and try figuring out ways to solve and resolve your situation. A patient attitude will also help you in your personal life as well as professional life, do learn to 'let it go' instead of having dissections and post-mortem over every little thing in life.

17. Question:



Learning begins with questioning. It is the only questioning power, the queries people had in their minds that made them quest huge journeys which have helped millions of people. Imagine if there was no reasoning involved, would there be any inventions, any solutions, and any simplifications? Question what you do not understand and get yourself clear instead of carrying a misunderstood concept, practicing it and making yourself and others suffer as well. Question your own thoughts, your actions time and again, it will increase your self awareness. Before taking any action, question and reason yourself that do you really need to do it? What impact would your life will have if you do or do not do a certain act? If you have a justification, then go ahead and if you cannot find one, then consider yourself lucky that you have been saved from wasting your time, energy or money on something which is not going to change your life significantly.

18. Regrets:



Believe in fate and have faith in fate. There is nothing such as 'if you had not done that, you wouldn't be facing all this'. What is meant to happen does happen in life either sooner or later.

Everyone makes mistake, wrong decisions and actions are no rarity so once you have analyzed the situation, grab the lesson and experience and promise yourself not to do similar actions again but regretting and wishing for life to give you a second chance to undo things will serve you no purpose. Regrets will only erode your self confidence and discourage you from facing head on to challenges in life. When things go wrong, we not only gain experience but also learn to manage things in a better way.

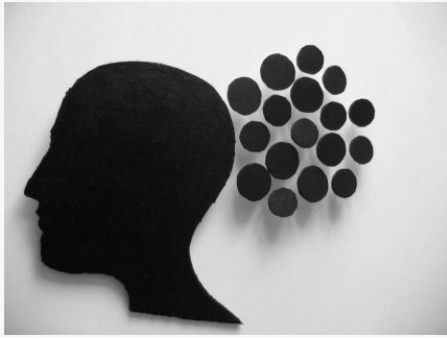
I always have this example that if you can go back to certain time and not do or change anything which is not pleasant, then you would lose the experience that you have brought along with yourself and this way you would never know what you know now.

19. Save & Stock:



Always save and stock things for hard times as anything may come up at any time. Be prepared for the worst and have essential savings stocked with yourself. The famous story of the ant and the grasshopper is known to us that the ants kept saving bit by bit of food for the winters while the grasshopper only lived for the moment, sang songs and enjoyed and saved nothing, as the winter season approached, the grasshopper had nothing to eat and starved to death. The moral of the story excellently explains the reality as it states that prepare for want before it comes. Even if you keep saving a small amount of money every week, at the end of six months you will have essential savings and in time of need, you would not have to depend on anyone else. Similarly every thing you think you need or might need in times of crisis should always be stocked with you e.g. medicines.

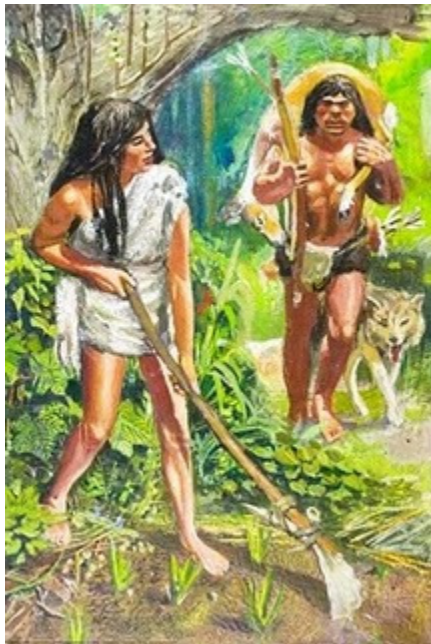
20. Thoughts:



If you can purify your thoughts, you can purify your life and improve the way you feel because thoughts give rise to feelings. Having healthy, clean and positive thoughts will help you feel light, fresh and energetic and it is no lie that what we think greatly influences everything in our life be it our interactions with people, our work, our decisions and everything else. Do not magnify or let bad or negative thoughts linger long in your mind. If you will concentrate and grab such thoughts for long in your mind, it is very likely that you would frequently feel drowsy and lousy, alternatively when any of such energy draining thought comes to your mind, learn to let it go and tell yourself 'I don't need to think about it' or focus on anything else.

“Take care of your thoughts because they become words. Take care of your words because they become actions. Take care of your actions because they become habits. Take care of your habits because they will form your character. Take care of your character because it will form your destiny and your destiny will be your life” - Dalai Lama.

21. Utilize:



Having all the resources available at hands is a blessing but what is even more important is to explore and find alternate means. Instead of relying on other people to provide you with necessities needed, try utilizing resources available at hand. You can do more good if you learn to recognize the local resources and use them effectively. If you believe that everything created

or existing has a purpose, you can very well use it for your purpose. It can be very cost effective and economical. So next time before discarding anything, think wisely if you can use or reuse you discard it.

22. Visualize:



One of the techniques athletes use is creative visualization to boost their performance. It incorporates visualizing one's self achieving the set goal in your mind. Visualizing success is a vital step towards formulating a plan to achieve success. This concept is used in sports psychology and it has been studied that visualization improves muscular performance as well. You can use it in your daily life to help reach your goals, just concentrate on your goal and imagine yourself what it would take to complete your goal, imagine now that you are doing every bit that it takes to accomplish the task and having completed it, feel how you feel like, use this technique on daily basis. Not only this will improve your self confidence, reduce your stress level and also accelerate your efforts towards working your plan to success.

23. Wittiness:



Include wit as a permanent habit in your life, it will help you stay relax and fresh after all stress only will help to drain energy that can be utilized elsewhere effectively and just taking tension and keeping your spirits down is not going to solve your problems either so why not take some time and have a laughter? People with optimistic approach have been known to have lesser number of diseases and long life compared to the ones who are pessimists. No other quality will be liked as much as your ability to make people feel light and better. Finding joy and being a source of joy to people is a great achievement in life but only remember to refrain away from damaging or humiliating anyone for the pleasure of wittiness.

24. Xenodochial:



Be friendly and accommodative to the people around you. Have love and affection towards people and whenever possible try to help them as much as you can do. For instance if someone asks you for direction, instead of saying go right, then left and then skip the first right and then enter into the third left leaving the wanderer only confused, it is better depending if you have time to walk the way with the person and lead the person to proper destination. Remember when you do good, it would come either equally or in greater form. Hospitality should not be directed towards only those people whom we know but it should be generalized to everyone we meet as you may not know that the other person might be in severe trouble and your few gestures of kindness can relieve and release the other person from tension.

25. Your shoes:



Before criticizing or objecting on anyone or their behavior, it is far times better to take time to listen to other person's story and understand the circumstances. It is always wiser to imagine yourself standing in other person's shoes and then think of doing anything differently than the one what you have been objecting. Many times we are not at that position or under those circumstances and so imagine that the decisions and actions that are being taken are wrong and inappropriate but no wonder if someone else is put under those circumstances, we may find that the results may not be significantly different.

26. Zest:



And finally remember to keep zest alive in your everyday walk of life. It will only be your zest that will help you stand up even after a hundred falls and will keep you pushing forth towards your goals. You can achieve anything in your life depending upon your interest and zest for it. So be zealous and show life by living it with full energy and enthusiasm.

Good luck.

Written by Dr.Muhammad Wasif Haq, 2010

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