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The Arete E-Zine

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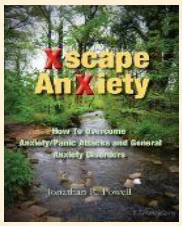
FROM THE EDITOR

Welcome to the **December** issue of **your Arete E-Zine**.

Well, the Christmas holidays are nearly upon us and here at Arête Towers, like many others, we have had a job to keep up with everything! We have **Eight New Self-Help Articles** for you, which are packed full of interesting information to help you on your life's journey.

With the alarming spread of the latest **Omicron** Covid variant, I sincerely hope that you are all able to stay safe and follow the recommended guidelines to protect yourselves, your loved ones and livelihoods.

Our **Special FREE Offer - 'TRAFFIC GENERATION'** For **Internet Marketing** is still available at this time and details can be found on **Page. 17.**



My New book **'Xscape AnXiety'** published by **Paragon** is now available at all good bookstores!, such as **AMAZON**, **Waterstones** & **The Book Depository** etc..
It Explores ways of overcoming Anxiety / Panics Attacks and General Anxiety Disorders, Offering Guidance, Strategies and Techniques to cope with the stresses that these conditions often present. It also provides the reader with an understanding of Common Medical terms used and Treatments such as **CBT** and **OCD.**

Peace & Goodwill to All



Until Next Time/....

Jonathan.



BUILD SELF-DISCIPLINE AND ACHIEVE YOUR GOALS

Self-discipline is essential to be successful in life. It's quite simple. To achieve your goals, you must take action. This requires you to have the ability to push forward and take the necessary steps to achieve your objectives.

Set yourself out from the crowd. Take personal control of your destination, never be reliant upon others to accomplish your goals or expect them to browbeat you into getting them done. It's not fair on them and certainly not in your best interests. It needs to come from within you, and only then will you be able unlock the key ingredient that ultimately will lead to your success.



Without proper self-discipline, you will find that you are constantly racing against the clock or even worse, wasting precious time wishing that you were in a different chapter or phase of your life. However, you need to **stop** wishing and hoping and learn how to increase and improve your self-discipline in order to live the life you really desire. **Nelson Mandela** once said **"May your choices reflect your hopes, not your fears"**

Do you have what it takes? – The answer has to be a resounding **"YES"**

Anyone, regardless of age, sex or class can master Self-discipline. You just need to learn how to unlock this often-hidden natural talent that we all possess.

The following Four strategies are designed to build your self-discipline and consequently help you achieve more in life:

Define and Understand Your 'Why'

Understanding why you want to achieve a particular goal or objective is really important to the final outcome. After all, if you don't think it through and focus on the detail, there may well be undesirable aspects that you had not considered or as you had originally envisaged.

Choose a specific time in advance to completely block out your normal schedule. Allow yourself adequate time to focus clearly on the detail of each 'why' to the goals and objectives that you want to achieve. You might think you already have some understanding, but if you don't take the time to fully flesh it out and visualize what your life would be like once you have accomplished them, you could well be missing a vital piece to the puzzle. This is particularly important if you are currently struggling to make progress towards your goals on a daily basis.

Failure to make headway towards your goals is often because your truth and your 'why' has not been completely understood, or the goal that you were trying to achieve actually had no relation to the true objective, even though you thought it had. This is why taking the time to write it down and making a clear plan is vitally important.

By far, the number one reason people struggle to accomplish their goals is actually due to the wrong reasons, not due to a lack of self-discipline. The perceived goal simply does not align with your true intentions and aspirations. You will soon discover that it won't be at all difficult to find the discipline or motivation once you have a clear understanding of your objectives and how they inevitably lead to achieving your ultimate goals.

Have A Word with Yourself! - Argue Your Excuses

Every time that you find yourself making an excuse for not doing something or a reason for not progressing towards your goals. Make a specific point of challenging that thought. Have a firm word (or two) with yourself, fully dissect and examine the excuse. Are you really incapable, or just can't be bothered? Whatever, the reason or excuse you should bear in mind that it is ultimately self-sabotage and will lead to failure and disappointment.

Avoid Immediate Gratification

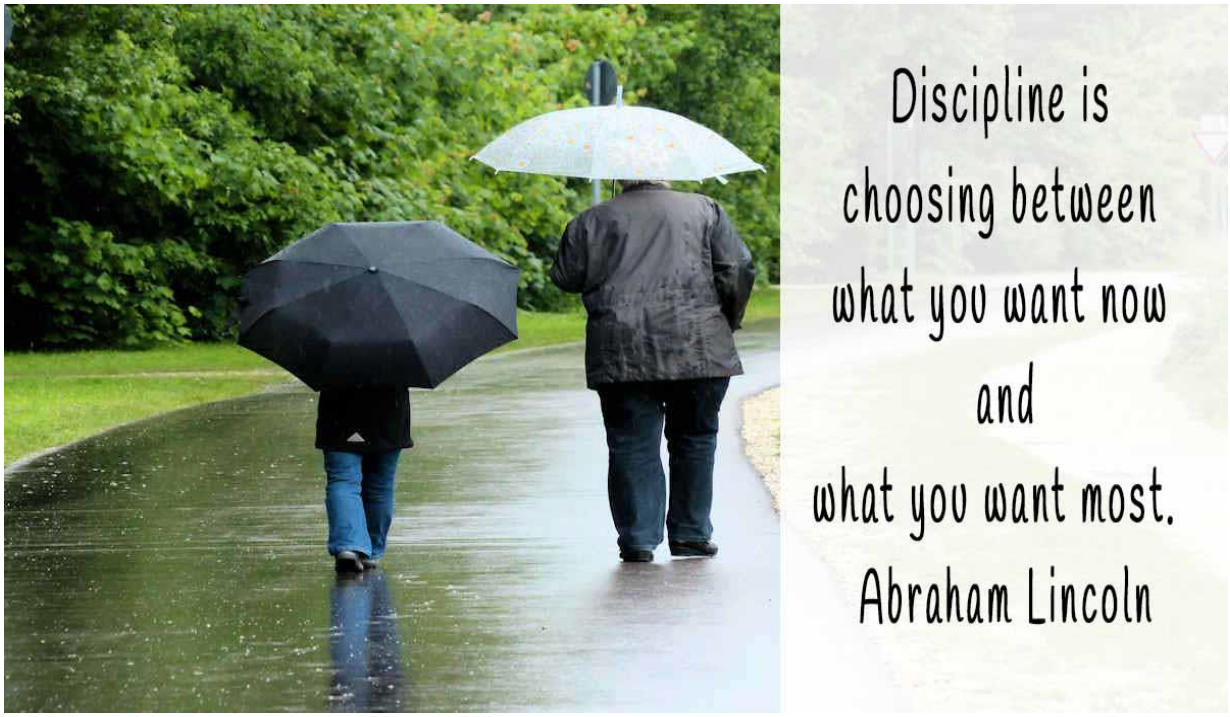
Long-term success rarely comes with immediate gratification. Plan to create a long-term and sustainable system in order to be successful. This means creating actionable steps consistently each day and pushing through any temporary discomfort. Immediate gratification is just that, not something that lasts a lifetime, so why use up all your precious and valuable time to go after something short-term?

Always Plan Ahead and Revise

Create a habitual schedule of daily to-do tasks and stick to them avidly. Develop strict deadlines with real and obvious consequences to keep you motivated. The better your plan, the more control you will have over your life overall.

Remember - 'Daily Disciplines Determine Destiny'

To summarize, self-discipline is about pushing through those moments of discomfort in order for you to realize your dreams and ambitions. If your expectations are that your journey to success is going to be a smooth and comfortable ride, then you are already unprepared and need to seriously re-examine your 'why' and objectives in life. You have to do what it takes, for as long as it takes if you are determined to succeed.



"You Can't Change Your Life If You Don't Change Your Thinking!"

> "With self-discipline, most anything is possible."
> ~ Theodore Roosevelt ~



HOW TO AVOID COMMON UNCONSCIOUS BIAS

"Never Judge a Book by Its Cover", I am sure you would have heard this old saying by the English Novelist **George Eliot** at some point! It really can be relatable here. An unconscious bias is based on assumptions and opinions rather than on facts or evidence. In other words, it involves judging something or someone according to hearsay or someone else's opinions or beliefs. Unconscious biases are often wrong especially when it involves a group of people. Everything and everyone should be assessed on their own individual merits and actions.

> **Listening without bias or distraction is the greatest value you can pay another person.**
>
> **Denis Waitley**

It takes personal action and a real commitment to mindfulness in order to make real changes in attitude and thought processes. Always endeavour to get the facts before you assume that anything is either hurtful or harmful to you, or those that you care for. The first step is identifying the common biases, then actively shifting your perspective and actions to avoid them. There is no unconscious bias that ever benefits society; they only serve to mislead, confuse or destroy.

In order to better yourself and those around you, here are four common examples of unconscious bias and how you can best avoid them:

The Halo Effect

A very common bias found in the workplace, is the halo effect, which assumes that due to a physical or other unrelated quality that a person may possess, translates into a good performance or overall skills and qualities.

A classic example is someone going to work in a suit versus jeans and a t-shirt. Due to the halo effect, most people will conclude that the worker in the suit is more competent than the latter. However, their clothing obviously has nothing to do with how intelligent they are or how well they can perform at their job.

To avoid the halo effect, make sure the qualities you are using to assess someone correlates. In other words, someone that graduated at the top of their class, is a far better detail to determine their ability to perform a task, rather than the clothing they wear! A positive affirmation of "never judge a book by its cover."

The Confirmation Bias

This is when you search for facts simply to support your idea, whilst ignoring the obvious opposing facts. This is often noticeable when discussing politics, religion or science, or anything that involves another's beliefs. Remember Facts are facts. **Winston Churchill** sums it up best ***"The truth is incontrovertible. Malice may attack it, ignorance may deride it, but in the end, there it is."***

Don't ever be tempted to dismiss or ignore the facts, just because you can't or won't own up, to your mistaken ideas. After all, you are human, and all humans make mistakes. That is how we grow and learn to become better and more successful. Whenever possible, take the time broaden your knowledge and educate yourself and always challenge your thoughts if they are closed or resistant. Ignoring or avoiding facts provides no true benefit to anyone and certainly adds no value to your life or those around you.

The Age Bias

There is a generalized myth that age plays a factor in performance. The assumption that due to your age, you may not understand certain concepts or be able to perform as well as someone who is younger or alternatively older with more 'life experience', is of little or no consequence. Age hardly ever plays a factor in those subjects that are of a particular interest to you. For example, just because someone was born in this technological age or is glued to their smartphone does not necessarily mean they will perform any better than someone of a different age group. Age is not and should never be a barrier.



The Gender Bias

By far one of the most detrimental biases is to females in the workforce. The perception that women are "bossy" or "mean" when they exude confidence or manage their team assertively, as men would. The outdated idea that women are meant for the kitchen and men should be the "breadwinners." Is both outrageous and offensive.

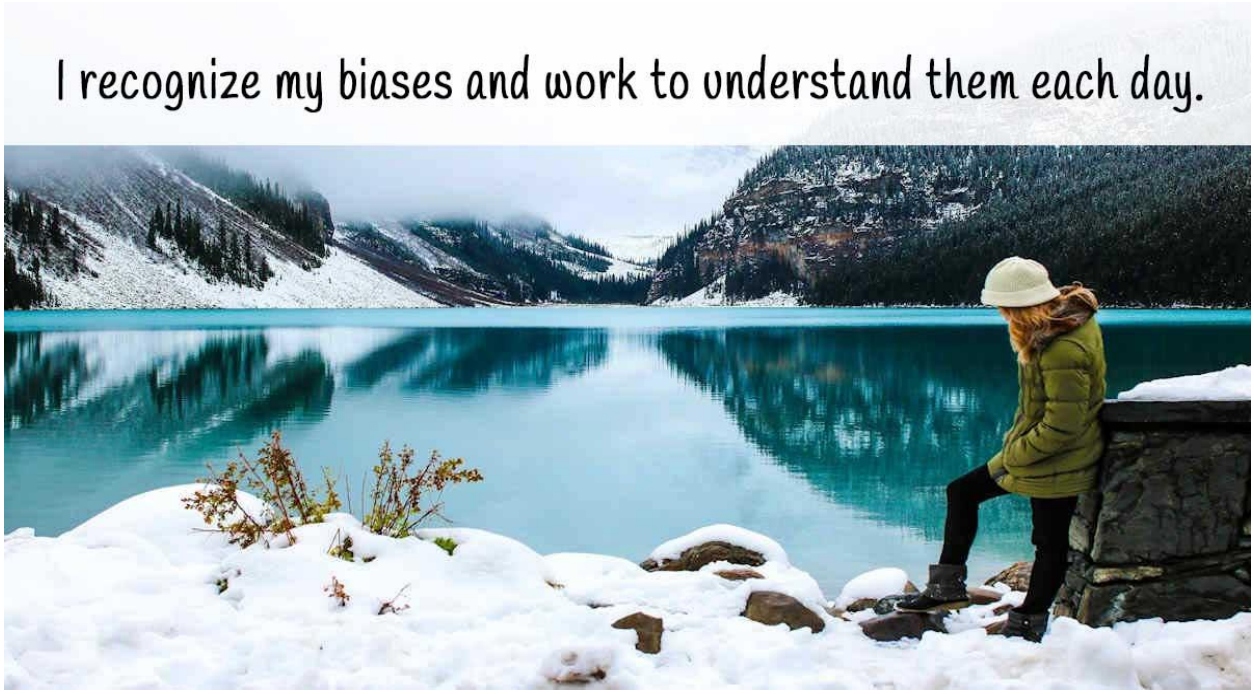
Whilst the greater Gender Bias is towards women, men can and do experience this undesirable bias. Labels such as sexist, slave driver and unsympathetic are often applied without due consideration to the potential consequences.

There is no reason to judge anyone's performance or create rules solely based on their gender or other body parts that have nothing to do with the individual or the job.

In summary.

Before knowingly or unwittingly contributing to unconscious bias think about the resulting outcomes if they are allowed to persist. Imagine yourself in their position or situation, are there other factors involved? Remember, the key to a successful community and happier life for everyone, is to include equity, diversity, and inclusion. Unconscious biases are the exact opposite and inevitably will always harm people, whether you see them or not. If you want the world to improve and to live in a harmonious society, be the example. Get actively involved with your community, be more open-minded, and always avoid making assumptions.

> **"Mental illness is nothing to be ashamed of, but stigma and bias shame us all.**
>
> *Bill Clinton*





HABITS THAT CAN HELP YOU TO TAKE CONTROL OF YOUR LIFE

Did you know that around 45% of the actions you take today and every day are automatic? These actions are due to a habit you have formed over a period of time, and this learned behavioral response is being cued or triggered. If nothing else, this should clarify to you, how habits can have a major impact upon the direction your life takes and just how important adopting the right habits are. Below are five daily habits to enable you to take control of your life and live a happier and more fulfilled life.

> **Let today be the day you give up who you've been for who you can become.**
>
> **Hal Elrod**



Start Each Day with A To-Do List

Do you find yourself getting to the end of the day and thinking ***"I didn't do that job again"*** or ***"Dam – Still haven't done…"***. We all make plans to do different tasks or complete particular projects, but our busy lives just seem to constantly get in the way. Although it might seem to be a chore in itself, a **'to-do'** list can provide our daily lives with much-needed structure and clarity. Despite all the distractions, noise or obstacles, a **'to-list'** that is strategically placed, can simplify the process, and make it easier to take advantage of each day. The result will be less stress and anxiety and allow order to replace the unwanted chaos into your daily routine.

Embrace and Invite Change

Accept that change is inevitable. You can't stop change, even if you think you can. Change is what allows us to achieve our goals and live a fulfilled life. Through addressing changes that we experience in life; we naturally grow and develop. When you embrace and expect change, you are actually taking control of your life by preparing for it and not finding yourself in a difficult or undesirable situation, just because you simply ignored it. This action of self-determination gives you peace of mind because you have covered all the bases and gained self-confidence in taking the necessary action.

Recognize the Yes Behind Every No

Whilst generosity is a healthy trait, too much of a good thing can have harmful or undesirable effects as well. It certainly can destroy precious relationships, careers, notwithstanding your own physical or mental health. Saying **'No'** a little more often to things or requests, that really do not align with your own desires or needs, is a definite healthy option for you.

Every time you say **'No'**, you are actually leaving yourself free to saying **'Yes'** to a different opportunity instead, even if it's not that apparent immediately. Keep aware of any potential opportunities before you devote your precious time to someone else's **wants** – as opposed to **needs**. The key here is to ask yourself ***"Does it provide value?"*** If it doesn't then, you are probably better off not helping, and politely declining their request.



Read and Question Things More Often

Whilst **'Going with the flow'** is often used as a reason to do something that you would not normally do, or indeed want to do, and is generally perceived as a positive attribute to display or to be around. However, it can have its dark side too, particularly if you are not paying close attention. You should always question those moments that make you feel uncomfortable or confused.

In fact, it is in these moments that you should strive to stay on the path that is right for you - and that you are comfortable with. The more you read and question, the better understanding you will have of the world around you and most importantly yourself. Meaning you can overcome obstacles and other challenges with more self-confidence and personal efficiency, without resorting to **'Going with the flow'.**

> **Don't Make Assumptions. Find the courage to ask questions and to express what you really want. Communicate with others as clearly as you can to avoid misunderstandings, sadness and drama. With just this one agreement, you can completely transform your life.**
>
> **~ Don Miguel Ruiz ~**

Let Go of Assumptions

Assumptions are the mother of all screw-ups! They take away precious time and space. They provide no real value whatever until you actually clear them up. For example, assuming that everyone will hate your performance before they even know who you are or, assuming a loved one hates you because they are busy with work.

> **We're living in a whole new social and economic order**
> **with a whole new set of problems and challenges.**
> **Old assumptions and old programs don't work in this new society**
> **and the more we try to stretch them to make them fit,**
> **the more we will be seen as running away from what is reality.**
>
> **Ann Richards**

These assumptions only cloud your judgment and foster negativity as well as impede your abilities. In other words, stop caring about what other people think so much. It is none of your business, and their opinion doesn't mean it is factual. Don't let bad habits get in your way of success. Add these top five habits to your daily routine to take back control of your life and live happier.

Remember the 4 D's - Daily Disciplines Determine Destiny!



SHIFT YOUR PERSPECTIVE TO LIVE A HAPPIER LIFE

Challenging situations and obstacles will always be a natural part of our daily lives. It is highly unlikely we can avoid them altogether, but it's useful to know that we can control how to limit the stressful effects they sometimes have over our lives.

A change in perspective can be a great strategy in making your life easier to cope with, and help you to manage the dramas and pressures in life a little better. Mind you this often easier said than done, but it is definitely something worth aiming for.

> **Everything we hear is an opinion, not a fact. Everything we see is a perspective, not the truth.**
>
> Marcus Aurelius

The following are some common techniques and self-care ideas to help you to shift your perspective and ultimately live a happier and more content life:

Only Focus on What You Can Control

The notion of what you can and cannot control is by far the most important concept to understand and live by. Other people's actions, thoughts, and opinions will never be something you can or, ever should try to gain control of, the fundamental task here is to identify and control the undesirable effects that they have upon you. The ability to control your attitude, efforts, and emotions, is in your hands.

You may well be able to guide others and influence them for a while, but ultimately this will never be sustainable or achievable in all aspects of life that directly affect you.

Turn the Negativity into Positivity - Switch Dread Around.

Instead of focusing on the negative or harmful aspects of a situation, find ways to reverse it to a positive outlook and attitude. Instead of dreading it, find the areas that you can appreciate the positive aspects or learn from them. Highlight the lesson or knowledge you have learned from them, and put the information gained to good use.

For example, you may have failed doing a 'live' presentation that you had worked really hard on, and you're feeling gutted. Whilst it's okay and normal to feel a sense of disappointment, never allow those feelings to consume you, or take over your life completely. Instead, take the time to acknowledge the areas that went wrong and use the information gained to do better the next time. This is you taking control!

Ditch The "All or Nothing" Mindset

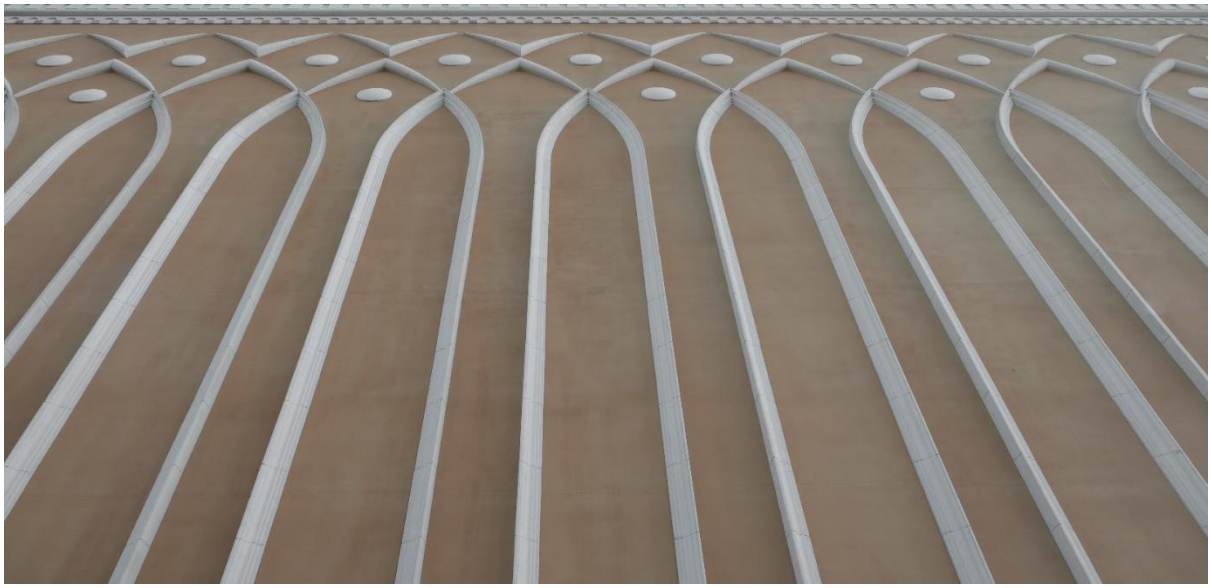
Stop expecting the worse or creating too high of expectations for yourself. Even if you don't achieve every single one of your goals doesn't mean you shouldn't be proud or happy with what you have already achieved.

The **'All or Nothing'** concept only serves to keep you discouraged as you inevitably focus on those things that you can't or won't have, as opposed to all the things you have achieved, and have worked hard to get, and add to at some future point.

> **"For every minute you are angry you lose sixty seconds of happiness."**
>
> **~ Ralph Waldo Emerson ~**

It's important to note that your happiness is personal to you and something that must be found from within you, everyone is different. Happiness, is a state of mind or well-being whereby we are required to work diligently towards achieving it, taking the necessary action to make the appropriate changes when and where they are needed in order to be successful. Happiness is the consequence of personal effort and living a life of purpose. Changing perspective means to take a long hard look at yourself and strive to improve your life's outlook. Get out and experiment more, be true to yourself, and always try to stay positive by acknowledging reality and where you fit into it.





SIMPLIFY YOUR LIFE TO LIVE MORE STRESS-FREE

Simplifying your life, is the process of eradicating the clutter life brings. It's about only focusing on what really matters to you in the most direct way possible, and to live as stress-free as possible.

Stress is a natural part of our daily lives, but if like most of us, you experience being overly stressed at least once every week, and crave to eliminate those unwanted stress factors; then simplifying your life or practicing simple living is a way of achieving just that.

> **"Owning less is better than organizing more.**
>
> **~ Joshua Becker ~**

Here are few ideas to simplify your life and live more stress-free:

Focus On One Big Goal at A Time

First and foremost, begin with lightening up your load. Think about your dreams and aspirations and write them down on a list and put them down in order of importance. Find the one that has the most meaning and value to your life right now and start there first.

Your journey along the road to success is about taking gradual, consistent, and quality steps along the way. You are far more likely to be successful if you take your time than to try and rush the process. If you find that the first step appears too much then break it down into smaller steps so that you can take the necessary actions to achieve each meaningful step. Remember to congratulate yourself or even treat yourself to a small reward on achieving each part of the process. Take pride in each of your achievements.

Declutter, Organize, Repeat

Do you ever feel the urge to clean up your space before you got to work and reorganize? It feels rewarding, relaxing and gives you the clarity you need to get started on your priorities, which is exactly the reason why you should be doing it consistently and even more often.

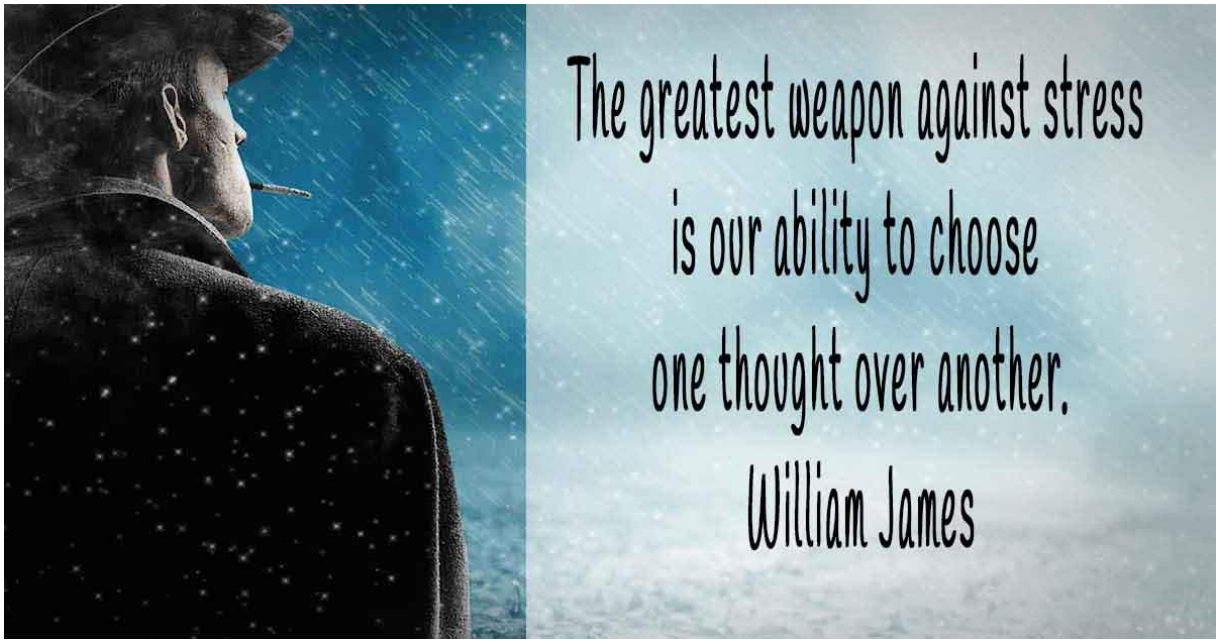
Science has proven that having fewer materials and keeping them well organized with easy access, releases endorphins. Endorphins are chemicals produced naturally by the nervous system to cope with pain or stress. They are often called "feel-good" chemicals because they can act as a pain reliever and happiness booster. They help you feel relaxed and calm, which consequently allows you to progress through your day with less stress or frustration.

Want Less – Purchase Less!

Buying less is one of those things that is "easier said than done" -- however, it is definitely possible to do. Your aim should be to make a mental note to challenge or question the things you buy or want (As opposed to need) more often.

Before buying anything ask yourself, "What kind of **meaningful value** does this really provide?" and importantly "Does all the effort to get it, **really warrant** it's purchase and possibly cause me even more **undeserved stress** at a later date?"

In other words, "Am I just putting more on my to-do list than is really necessary?" It is reasonable to conclude that the less baggage you have, the easier it will be to navigate your journey to happiness.

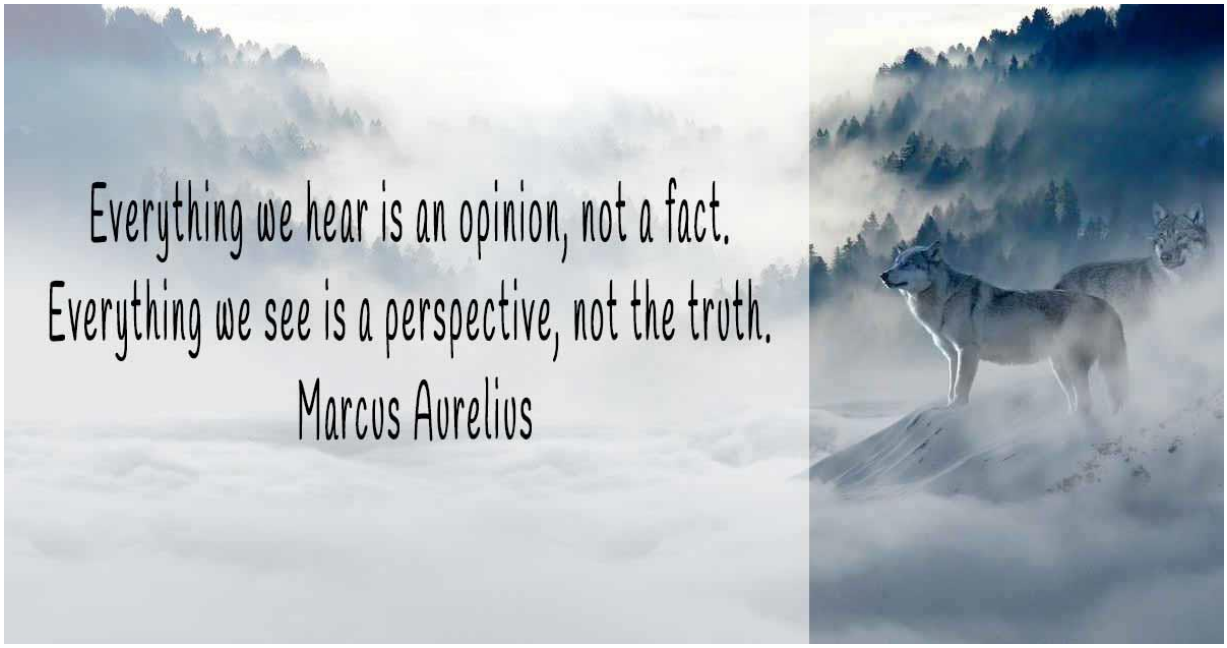


" Every Increased Possession Loads us with New Weariness ~ John Ruskin ~

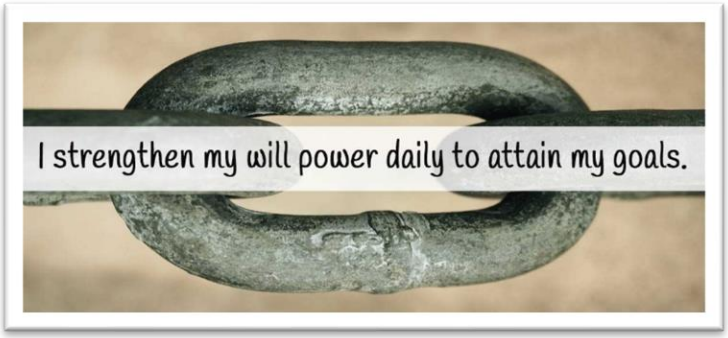
Pursue Positivity and Ditch the Negativity and Toxicity.

Make every effort to ditch any emotional baggage that is actively preventing you from reaching your goals. Where necessary, change your perspective and switch any negative thoughts into positive affirmations every day. Avoid allowing the personal views and opinions of others, to cloud or interfere with your judgment, especially when relating to those things that you genuinely enjoy and that make you happy.

Choose your friends wisely, it is human nature to adapt and fit in with others, but beware, you don't need just anyone in your life. Pay close attention to your circle of friends, particularly to their attitudes, their outlook and demeanor, if they are generally negative in their outlook then it will almost certainly have an adverse effect upon you. It is of the utmost importance to surround yourself with positive people with similar interests and outlooks, that truly care for you and have a genuine respect for your well-being.



Overall, simplifying your life, is a process that requires a deep understanding of your innermost desires and consequently learn about who you are as a person. It is about using your valuable time, focus, and energy to your benefit, whereby the values of honesty and personal integrity will help you to pursue a stress-free and happy life.





TRAIN YOURSELF TO STAY MORE FOCUSED

Are you struggling to stay focused in a world that seems full of constant digital notifications, increasing demands on your valuable time and other seemingly never-ending distractions? On the surface avoiding them seems nigh on impossible. However, mastering this particular skill is essential, if you ever want to be in a position that allows you to achieve your goals and to live a more fulfilling life. You will be pleased to know that this can be done using the right tools and information.

> **Focus more on your desire than on your doubt, and the dream will take care of itself.**
>
> **Mark Twain**

Here are few training methods and strategies to learn how to become more focused and help you to achieve your goals:

Create the Right Environments

First and foremost, take steps to eliminate all possible distractions, set up and fine tune your environment to the conducive conditions that are required in relation to the goals that you want to achieve and stay focused upon. Be sure that you are in a quiet space, turn off the television or radio, put your phone in a different room or on **'Silent'** (If it's that important they'll leave a message!).

If you need to focus on work assignments, then it's more beneficial to work in an environment that is free of other people and technology, beyond that which is actually required in order to accomplish the task.

For example, if your focus is on health or diet, then you'll want to avoid areas which are near to the refrigerator or nearby junk food outlets. Make the time to pre-prepare and schedule your healthy meals in advance, so that the temptation to stop work and snack is eliminated. Obviously quite apart from the potential of bad nutrition, you are losing your valuable time and effort that you have invested in, towards your goal.

Always Take Some Action Towards Your Goal!

Maintaining focus requires concentrated effort on your part. Accomplishing your goals and dreams naturally demands sustained effort. All and any success, requires continued and repeated actions to be able to flourish. Having accepted the fundamental requirements, you should endeavour to start each day with a top priority and then break it down into three or five smaller achievable steps. Then even on **'down days'**, you can be confident that you have moved forward, even it was only a few minutes at a time, that is better than achieving nothing at all and importantly reminds you that you have moved closer to your objective.

Stay Hydrated and Eat the Right Foods!

Fatigue, anxiety, and depression can all take a toll on how well we focus. The choice of foods and drinks, that we choose to hydrate or nourish our bodies are quite often the culprit behind such debilitating symptoms like fatigue or headaches. Do try to drink plenty of water, it has been scientifically proven to significantly promote energy levels and benefit brain function, it also helps maximize physical performance as well as aiding weight loss. Try to avoid drinking too much Caffeine, which is found in some coffee and energy drinks. Caffeine is known to temporarily increase alertness but can also lead to anxiety, Fatigue and Insomnia. Eat at the right times, i.e., never skip breakfast, and don't eat a heavy meal before going to bed. It's generally accepted that it is better to eat little and often rather than gorging on a single meal. Try to match the intake of calories to that which you expend – i.e. A small chocolate bar is not going to meet with your bodies needs if you are doing extended periods of physical exercise or several hours of heavy manual labour whilst conversely a double steak burger with all the trimmings is far more than is required for a couple of hours sat at the computer. All it takes is just a few healthy choices and repeated daily habits to eradicate the fatigue and brain fog that can keep you from performing at your best. Paying strict attention to what, when and where we eat and drink is a key factor in our performance levels.

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Highlight Your Natural Resistance Processes.

In other words, figure out and examine in detail what it is that is draining you or preventing your ability to focus. Maybe it is your diet or lack of exercise plans, or possibly other issues that you have yet to take into consideration.

Procrastination, fear of failure, having little or no confidence in your abilities or just simply not wanting to do whatever is required. These are all examples of resistance or reasons that keep you from staying focused. Write down your excuses and apprehensions, then set about creating a plan of action to overcome them. You may consider seeking the help of a friend or coach to assist you in forming a structured personal plan that you can then follow more productively.

Make More Time for Your Dreams and Aspirations.

Most of us from time to time, briefly think about our dreams ambitions and aspirations and wonder what our lives would like be if we actually managed to attain them. Unfortunately, those moments are often just that – a brief moment in time that quickly passes us by with no real consequence, because we have little or no true belief that we can actually achieve our dreams, and that the fulfilment of our aspirations is actually possible.

However, it is more than possible to achieve your dreams and doesn't require a divine miracle or that you have to wait for a big win on the lottery. The key is to make more quality time available to consider your life's journey and where you want it to lead to. To put it simply, it is so much easier to stay focused on those things that you really want and enjoy doing, when you are determined to accomplish them. Start by putting a specific time aside to dream big and focus on those goals, that you really would like to achieve. Visualise in your minds eye how you are going to get them. Before you realise it, you will be giving serious consideration to your dreams and begin to focus on exactly how you are going to achieve it.



In Summary.

It goes without saying that making time and staying focused is a lot easier said than done. This is true no matter what it is in life that you're talking about. **Taking Action** is a fundamental requirement to achieve anything in life. Without making the effort and personal commitment to changing or doing what needs to be done, our life's expectations are rarely if ever, going to be easy or fulfilling.

> **"Start by doing what's necessary;**
> **then do what's possible;**
> **and suddenly you are doing the impossible.**
>
> **~ Francis of Assisi ~**

Whilst achieving everything we want or desire in life is not always possible, the very act of **Taking Action** can and should be used and viewed as a motivating factor to get us through any obstacles or limitations, and provide us with a sense of inner-pride and self-fulfillment. Enabling us to carry on trying, thereby allowing us to enjoy those things that we have actually managed to achieve, whilst spurring us on to try again for the next objective. I am sure you will have heard the old saying ***"If at first you don't succeed then try, try again"*** - persistence inevitably pays off in the end!





HOW TO STAY ENERGETIC DURING BUSY TIMES

Do you find yourself struggling to keep up your energy levels throughout the day? Well, you are not alone, amazingly a recent study across 13 countries found that the British appear to suffer the most. More than a 1/3rd of Britons (37%) feels exhausted and regularly complain of chronic fatigue. The U.S.A. came 4th (31%) on the list with nearly 76% of Americans reporting feeling tired at work, and 44% have trouble focusing.

> **The world belongs to the energetic.**
>
> **Ralph Waldo Emerson**

Fatigue can be a serious issue for your personal safety as well as those around you. This means managing energy levels should be a top priority for all of us.

Here are 6 Useful Tips & Strategies to help you to stay energized!

Create a Pre-Work Daily Ritual.

Get into the habit of pumping yourself up before setting out for work. Taking care not to over-exert yourself, perform a few short simple exercises that stretch your muscles and get your heart rate up. Drink some water about 30 minutes before you exercise, the Sports Council recommends about 8oz / 237ml as the ideal. Water helps fuel your muscles, so drinking before, during and after exercise will boost your energy levels, and may also help to prevent cramp. Not only will this gentle exercise wake you up, but you will gain a little boost of energy to carry you through at your work.

Focus On Your Top Priority Only

During busy and hectic days, it's often a good idea to take a step back for a moment and re-evaluate those tasks which are your top priority. Everything else can normally be done later, i.e., when things are a little less chaotic. By taking the time to refocus, the less overwhelmed & anxious you will feel. Thus, allowing you to conserve and maintain your energy levels better by being more productive and not stressing out with your workload.

Add Movement Throughout Your Day

Fatigue can be described as, overwhelming feelings of tiredness and exhaustion that can have significant and detrimental effects on people, often leaving them unable to cope with normal daily life. One of the ways that we can offset these effects is to make a conscious effort to ensure that we add physical movement throughout the working day. Try to schedule breaks that require you to get moving. In fact, any time you start to feel lethargic, take a short five-minute break and where possible go for a walk. If you really are in the position that you can't sacrifice any of your time, take the work with you or do a few simple exercises right at your desk.

> **"You have to exercise, or at some point you'll just break down."**
> **~ Barack Obama ~**

Pay attention to your work environment. Is there an elevator / lift? – if so, make a habit of using the stairs when and where possible. If you use a car to get to work, make a point of parking at a distance so that you have to walk into work for a couple of minutes. Better still, cycle into work! Your desk should be ergonomically designed to suit your physique. An ergonomic desk is designed to lessen the amount of time (During a working day) that you actually spend sitting down. Rather than remaining seated for several hours at a time, you can raise the level of the desk so you can work at standing height. This is why these types of adjustable desks are often known as "sit stand" desks. Investing in an ergonomic desk is both in your and your companies interests. If your company has a Sports & Social Club then join it, this will not only help you to bond with work colleagues but allow you to build your energy in a positive way.



Hydrate, Hydrate, Hydrate

If you have a dry mouth, and find you are frequently thirsty, you may well be suffering from Dehydration. This condition can result in you feeling tired or light-headed or dizzy. Other symptoms include dark coloured urine and dry skin. You can quickly check for dehydration by taking a small area of skin on the back of the hand, then gently pinch it together, if the skin doesn't 'bounce back' to its normal or original position then you are probably dehydrated. Losing as little as 2% of your body's water content can significantly impair your physical performance.

As previously mentioned, apart from ensuring that you drink water during your pre-work 'pump up' session, make sure that you drink enough water throughout the course of the day. A good tip is to prepare a bottle of water for use later in the day, perhaps whilst you are making a coffee (De-caffeinated) or cup of tea. It is all too easy to forget about it when you are busy.

Pure water is the only source that hydrates your body. Improving your daily hydration is one of the easiest habits to form, it improves your energy and requires barely any effort.

Use Food for Fuel

Your body is just like a car engine, it needs the right fuel and demands regular maintenance. No one likes to hear it, but nevertheless, we must understand that our diet will always play a vital role when it comes to maintaining our energy levels. Don't allow yourself to eat poorly while you are working. Leave any treats for dinner time, so that you don't have to worry about the mid-afternoon fatigue kicking in and ruining your plans and hard work.

It's All About You So Make It Personal!

Give consideration to those personal things that are really going to motivate you and see you through to the end of each day. Reward yourself with the things you really enjoy, such as going after work to spend some quality time at a friend's house, going shopping for some new clothes or simply just leaving work earlier than normal. Awake the child in you and give yourself something to look forward to, so you can push through each day. You will soon discover that when you're motivated and really want something, you will give it your all anyway, regardless of how you feel.

Don't let fatigue block your path to a vibrant life or get in the way of your success. Hydrate, eat the right foods, and find those things personal to you to stay healthy and motivated and allow you conquer each and every busy day.





TAPPING INTO YOUR INTUITION TO LIVE A HAPPIER LIFE

Have you ever had a hunch or experienced one of those moments where you have thought, "I have a bad feeling about this!" and immediately regretted your initial decision?

> **Good instincts usually tell you what to do long before your head has figured it out.**
>
> **~ Michael Burke ~**

Well, that is your gut instinct or intuition, a part of your brains decision making process, that is trying to warn you and is something you should listen to and take note of, more often. Recent research has shown that intuition can be not only faster than considered reflection but perhaps surprisingly, it is often more accurate! As long as you don't think about it too much. Many well-known celebrities, often point to their gut instincts as being responsible for their success.

Intuition is the act of having firm trust in yourself along with a strong belief that you are capable of assessing information in order to make a correct decision for the benefit of your own well-being. Your intuition is more than capable of steering you away from unhealthy relationships or unsafe situations and is often instinctual and quite personal. Consequently, this means that you are able to tap into it and use it to your advantage, allowing you to live a happier and more rewarding life.

> **Follow your instincts. That's where true wisdom manifests itself.**
>
> **~ Oprah Winfrey ~**

Try some of the following Tips & Strategies to help improve your intuition

Practice Mindfulness

The first step to harnessing your intuition requires you to be mindful of your surroundings and importantly, the associated experience or sensations you feel at that moment. These sensations can range from hot flushes to chills when you sense danger or hot, tingly, and tight when you feel anger. A great practice is to mentally label these sensations the moment you recognize them. This way, you can recall and use the information more correctly in the future and trust your gut feeling.

Don't Ignore Your Emotions.

Clear your mind and effectively, acknowledge and accept your emotions, (both the good and the bad), they are a normal and natural part of you. However, this doesn't mean they have to take over your life and overwhelm you. It just means being more self-aware and taking note of why you are experiencing them in the first place, allowing you to take whatever steps are needed in order to solve any issues and cope more productively. The more control and understanding you have of your emotions, the more likely you are to trust your gut instinct or intuition, the next time you feel it.

Self-Development and Education is Key.

Whilst intuition doesn't require you to be well educated in order to evaluate the experience, it can only benefit you to understand the concepts and perspectives to deal with it effectively. For example, developing certain practices such as listening intently to both your inner voice and/or focusing on what others are saying to you, allows you to trust your intuition to verify and validate your life's decisions. You will undoubtedly become more aware of the undesirable influence that certain people may have over you and determine to be free of bad feelings and unwanted emotional pressures. Gut instinct and intuition are like any other subject, the more you read and the more you connect with people, then the more you are likely to learn.

Spend Time Alone with Yourself – Understand what makes you Tick.

The object of the exercise is to really get to know yourself. Taking quality time to discover, on a deep and personal level, what it is that really makes you tick. What is it is that you really like or enjoy, and what are those things that you don't like or make you feel uncomfortable?

> "
>
> **Trust your instincts; they tend to see you right.**
>
> **~ Sophie Ellis-Bextor ~**

Ask yourself what was it that that you really wanted to do when you were younger? What was it that you really enjoyed doing, was it listening to music, dancing with friends, sports or perhaps travelling to exciting places?

We all have dreams and aspirations, but sadly others priorities take hold as we travel on our life's journey. Careers, Marriage, Parenting, all present obstacles to who we originally aspired to be and became willingly responsible for the welfare of others.

The talented young singer becomes a Doctor / Team Leader, Wife and dedicated Mother. The gifted young sports athlete becomes a Company Executive / Reputable Tradesman, Husband and loving Father. Obviously, these are just examples, but the point is that by necessity we become what is expected and demanded of us.

Our dreams and aspirations are put away until 'tomorrow', and along the way we tend to forget and put aside who we really are! Losing sight of our own needs. It's no wonder that we lose touch with ourselves and distrust our intuition and basic instincts.

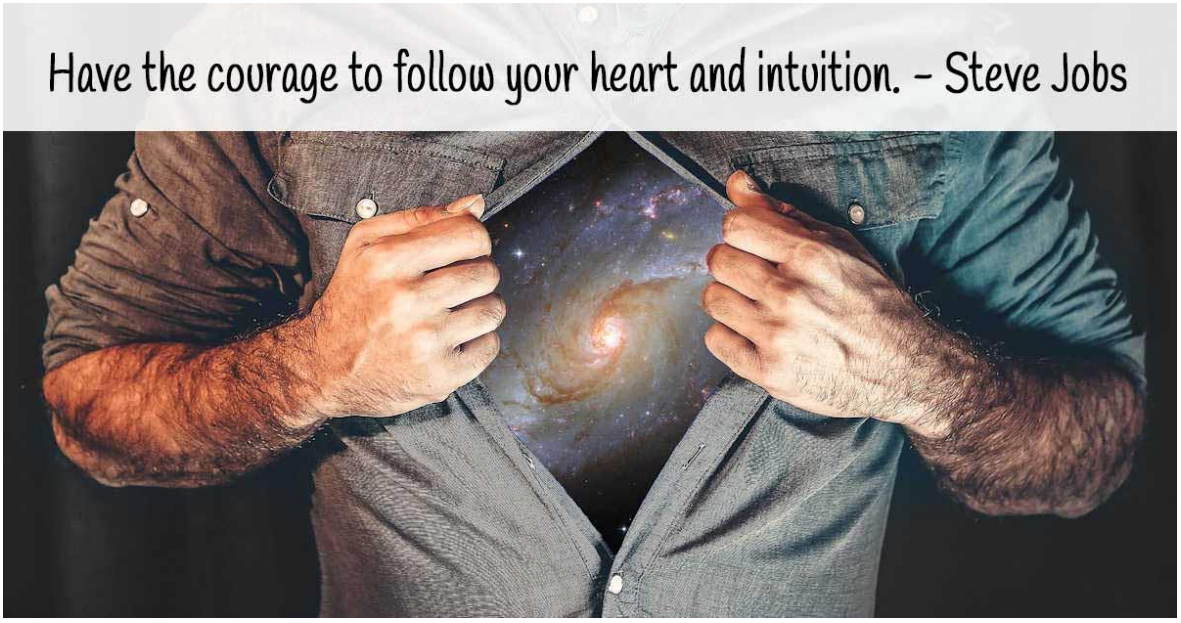
> **"**
>
> **I rely far more on gut instinct than researching huge amounts of statistics.**
>
> **~ Richard Branson ~**

When others are consistently around you, then you are almost certainly missing out on some key details that make you unique as an individual. Just like your finger prints your intuition is personal to you and can't be learned from others. The sensations and feelings that you experience are completely unique to you.

It can be quite enlightening to rediscover yourself and remember exactly who you really are! Increasing the importance of 'me time' allows you to fully understand and appreciate what your true needs are and consequently why you do the things you do and feel the way you do.

Recognise and Avoid Negative Emotions.

Fear, anger, depression, and other forms of emotional negativity, can inevitably cloud and misdirect your personal intuition. You must strive to identify and eradicate these feelings, immediately upon recognising that they don't provide any meaningful value to your life. Tapping into your intuition takes mindfulness and a deep understanding of your unique personality. Scientific Studies have repeatedly shown that the more positive and confident a person's attitude is towards themselves, the more likely they are to make good decisions and lead a successful life and fulfilling life.



RESOURCES & INFORMATION

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