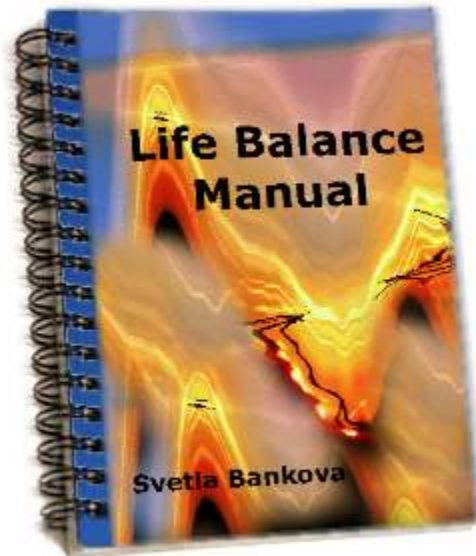


LIFE BALANCE MANUAL

(LIFE BALANCING STRATEGIES included to change your Life Style for Good)



"If you know the point of balance, You can settle the details. If you can settle the details, You can stop running around. Your mind will become calm. If your mind becomes calm, You can think in front of a tiger. If you can think in front of a tiger, You will surely succeed."

Mencius

Author: Svetla Bankova



Author: Svetla Bankova

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Author: Svetla Bankova

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Author: Svetla Bankova



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Introduction



I am a big supporter of the idea that any problem in our life may come from our stressful life, from now knowing what is right and what is wrong for us, what is good and what is bad for us, from not listening to our inner messages, signals and to our bodies.

I know for sure that some years ago I got sick from a serious auto immune disease (called Graves' Disease) just because I was stressed out, physically and mentally exhausted, unbalanced and overwhelmed, to start with.

I am sure that many of you who will read this book may have health problems as well- high blood pressure, insomnia, palpitations, panic attacks, anxiety, depression, kidney problems and many others just not listed above. I know that sooner or later our crazy every day schedule will manifest its protest through our bodies.

Being an author of two other books ["Life Manual for 21st Century Women"](#) and ["Life Manual for Graves' Disease and Hyperthyroidism"](#) I thought that it will be an easy task to write another book. I wasn't right. This became my next challenge and I started to ask my self- do I really need balance, or do I need harmony? What's the difference anyway? Because it happened that there is a big difference....

I am receiving hundreds emails every day from clients asking "How do I change my life style?", "How do I balance life and work, personal life and career? How do I cure myself?" and I will usually respond to these emails with "Change your life style!" advice...

Author: Svetla Bankova

I did not realize that this is like speaking Chinese to my clients and even if they wanted to, they did not know what this means. However, they won't say anything. They did not want to look foolish, stupid or uneducated. Some of them though will take the risk and respond back- "Easy said than done! How do I do that??"

When I started to write this book, I thought that I know everything about balance- finally I am coaching and teaching others how to balance their life, career, work and relationships. But what I found when I faced the computer was that **Balance** has many aspects and I haven't even covered many of them, when working with my clients. I did not help all of them- sometimes my questions never 'landed" and I could not find better ways to explain what I knew- just because people have different understanding about their problems and call them different names. *Stressed out, exhausted, overwhelmed, unbalanced, unhappy* were words talking about one and the same thing- **lack of inner balance, lack of alignment between motivation, thoughts, actions and dreams.**



Today I understand that balance is about many things- ending overwhelm, better organization, delegating and outsourcing, better time management, cleaning the clutter in your life, home and relationships, health and habits management and even balancing male and female energy, but most of all- about Self Love. Because self love will be our motivation for seeking that magic, imaginary equilibrium called Balance.

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This book is dedicated to all these hungry seekers for better life, who would not settle down with the explanation- your life is the way it is.

It's for the people who feel and understand that if you feel wrong, something is wrong and needs to be addressed and fixed.

It's for the people who would like to live in harmony and be happy.

Especially is for my dear clients who would like to cure themselves and be healthy again.

May be some of my words, will not "land", may be you'll find some of the exercises and questions inapplicable to you. That's OK.

But if you find only one sentence and apply even only one of my suggestions and thus change your life style for good - this is all enough. I have done my job.

Author: Svetla Bankova

What Does Balance Mean?



According any dictionary you can find the following explanations about balance:

1. A state of equilibrium or parity characterized by cancellation of all forces by equal opposing forces.
2. The power or means to decide.
 - a. A state of bodily equilibrium: *thrown off balance by a gust of wind.*
 - b. The ability to maintain bodily equilibrium: *Gymnasts must have good balance.*
3. A stable mental or psychological state; emotional stability.
4. A harmonious or satisfying arrangement or proportion of parts or elements, as in a design.
5. An influence or force tending to produce equilibrium; counterpoise.

In accordance with these explanations we will try to define the meaning of Balance in our Personal life and the best way to achieve balance between Life and Career, Work and Family, Social Life and Personal Life, Relationships, Physical and Spiritual Life.

Author: Svetla Bankova

The Myth about Balance



Amazingly, the National Institute for Mental Health in USA reports that more than 20 million Americans suffer from chronic nervousness, panic attacks and phobias. With the fast pace of modern day society, people seem to have less time and more frustrations- even with all the technology that is suppose to make our life easier. I don't know anyone who isn't busy. Whether working in an office, out in the field, or staying at home, we are being pushed and pulled by the rapid pace of society more than ever. We are overwhelmed with magazines, newspapers, bills, cards, direct marketing mail, and the latest invention, email, all screaming- READ ME!! We are being engulfed by the information age. There is so much to see, do and become, it can be exhausting as well as confusing.

And the remedy, we are told, is balance.



One of our challenges today is not that our personal and professional lives are too interconnected, it's that we're mistakenly struggling too hard to disconnect them. What, exactly, does the concept of 'balance' mean to you on a personal level? Does it mean that half of the waking day is devoted to work and the other half to life off the job?

Author: Svetla Bankova



The Commitment of Energy- The Key for Balance

I think balance has less to do with time or effort than it does with inner commitment of energy. Are you moving steadily toward your highest goals, enthusiastic about life, aware of seizing the moments that matter most, and full of gratitude for your blessings? That's the ideal deployment of your energy. Or are you spinning your wheels, feeling angry, always behind and unfilled? That's the norm and even if you are spending half your days away from work it won't set life right for you.

Achieving what you are seeking and what almost no one ever finds requires redefining what balance means. The first rule is that personal and professional lives often overlap, and that's not a problem if you are bringing your best self along in both. Some days, if you are managing focus, not time; energy, not effort; impact, not intentions; and so on, you may head home after you have produced in four hours what it took you eight or ten hours to accomplish not long ago.

But then once in a while a ten- or twelve- hour workday may be vital to seizing opportunities and making big changes happen.

Author: Svetla Bankova



Find your best way to make sure that in any given week, **you do amazing things as well as do nothing at the right moments**, and that your energy free- flows in the way that move your values and progress and spirit forward.

To climb more, carry less.

To hear more, talk less.

To succeed more, assume less.

To invent more, resist less.

To excel more, compete less.

Coaching Challenge for You:

How would you complete it?

To.....more,.....less.

To.....more,.....less.

To.....more,.....less.

To.....more,.....less.

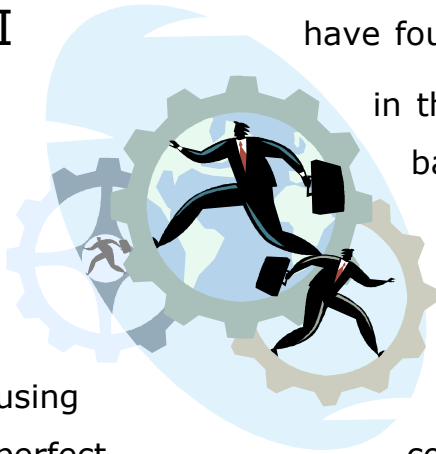
To.....more,.....less.

You can create as many statements as you want. They will be your guiding lines when creating your **Personal Balance Point**.

Author: Svetla Bankova

Is Your Life OFF Balance?

I have found that many people create a lot of stress in their lives in their quest to have the perfect balance. We are afraid if we don't do the proper amount of self-nurturing, along with eating healthy, along with working enough, but not too much, we aren't using our full potential. If we could just find the perfect combination to our lives, everything could surely fall into place.



When I ask people to define what they mean by balance they usually blurt out something about balancing home with work or spirit with materialism. They include words like **ease** and **regularly**.

What about you? What is your definition of balance?

Define Your Desired Balance:

If you had a balanced life, how would it look?

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Once you have determined what balance means for you, than to determine if you are off balance will be easy. There is no specific measurement about balance- it actually is determined by your sense of satisfaction with the present situation.

Many people would not know that their life is just off balance- they may complain that they are stressed out, overwhelmed, not happy, time is never enough for them. However these are just symptoms that your life is off balance.

How satisfied you are with your time, efforts and energy distribution?

Most of the time the people are complaining that actually they spend more time at work, than they would like to.



But the opposite is also true- they can spend a lot of time on **“family projects”** and feel unsatisfied regarding their career. If you feel guilty in any aspect, career or personal life that means that you are out of balance. If you feel guilty that you spent more time at work than with your family- then there is imbalance

again.

The Balance actually comes from our mind and pertains to balancing thoughts with actions.

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Working flat out and feeling fed up

Millions workers in USA, Canada, Europe and pretty much all other countries are likely to be **suffering from depression and panic attacks** because they are so stressed out by their jobs.

This is one of the key findings of the latest 24-7 survey - a national research project.



The internet-based poll has found that two thirds **(2/3 !!!!)** of respondents had been made ill by work, with 48% of these suffering from depression, and 43% suffering from anxiety or panic attacks.

Among the other findings were:

- Eight in 10 people have a problem juggling the competing demands of work and home.
- Eight in 10 workers feel that at times they cannot cope with the demands placed upon them.
- Women (69.6%) were even more likely to feel this way than men (63%) although both figures have increased in the last 12 months.
- Many people work over their contracted hours (one in 10 does a minimum of 49 hours a week, while only one in 100 is contracted to do so). Most do so to keep up with their workloads.

Author: Svetla Bankova

- More than half of workers find their daily commute adds to the stress of their day.
- Stressed workers were 9 times more likely to make a mistake at work.
- A third of employees resent the hours they work, and more than a quarter miss family and social occasions for work.
- One in five do not see as much of their children as they would like, feel their marriage or partnership has been damaged by work and are left too tired for sex.



On a positive note more than half of workers ensure work does not dominate their lives, feel more fulfilled when busy and enjoyed the challenges of their jobs. Despite the higher stress levels, women generally feel more positive about work than men. Almost three quarters of bosses are sympathetic to time off or changes to work schedules to help deal with family or caring responsibilities.

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Work/ Life Balance Test

1. I find myself spending more and more time on work-related projects.

True False

2. I often feel I don't have any time for myself -- or for my family and friends.

True False

3. No matter what I do, it seems that often every minute of every day is always scheduled for something.

True False

4. I can't remember the last time I was able to find the time to take a day off to do something fun -- something just for me.

True False

5. I feel stressed out most of the time.

True False

6. I can't even remember the last time I used all my allotted vacation and personal days.

True False

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7. It sometimes feels as though I never even have a chance to catch my breath before I have to move on to the next project/crisis.

True False

8. I can't remember the last time I read -- and finished -- a book that I was reading purely for pleasure.

True False

9. I wish I had more time for some outside interests and hobbies, but I simply don't.

True False

10. I often feel exhausted -- even early in the week.

True False

11. I can't remember the last time I went to the movies or visited a museum or attended some other cultural event.

True False

12. I do what I do because so many people (children, partners, parents) depend on me for support.

True False

13. I've missed many of my family's important events because of work-related time pressures and responsibilities.

True False

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14. I almost always bring work home with me.

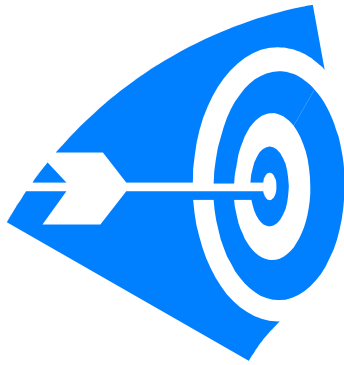
True False

15. Sometimes I feel as though I've lost sight of who I am and why I chose this job/career.

True False

Needless to say- if you have marked less than 5 answers with "True"- you need to have a close look at your life. If you have between 5- 10 answers marked with "True"- I would suggest that you follow the coaching exercises in this book very precisely to determine your priorities, commitments and how you distribute your energy. For more than 10 answers marked with "True" I would recommend hiring a life coach in order to help you create a fulfilling and happy personal and career life.

Author: Svetla Bankova



How to Determine your Point of Balance?

Balance is elusive....Balance is hard to pin down if you are using the outside world to determine it. I mean, sometimes, as I already said it's appropriate to work overtime, while other times it wouldn't be. If you rigidly tell yourself that forty hours a week is the correct balance amount, you might be cutting yourself off from potential opportunities that may not occur from nine to five. And there will be times when you family will come first before the project deadline. And only you know what would align with your long-term versus short term commitments.

Balance emanating from inside out



The balance within is knowing you can recover from your hurts, moods, and frustrations easier than before. It is that knowingness that no feelings last forever.

Coaching challenge for you:

Get to know yourself better.


Do you have peace of mind?

How fast are you able to realize you are acting inappropriately and get back to center?

Can you shift from your head to your heart with ease?

Before searching and reaching for balance in any aspect of your life-career, personal life, relationships, social life and health you need to determine your Personal Point of Balance, which will be completely different from mine, or of any other person. If you don't determine your "**Personal Point of Balance**" then we will be chasing a ghost.

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Coaching Questions for you to determine your “Personal Point of Balance”:

1. I will feel completely balanced and satisfied in my personal life (time and things for yourself only, personal care) when/or if/ at the following conditions:

1. _____

2. _____

3. _____

4. _____

2. I will feel completely balanced and satisfied in my Career/ professional life when/if/ or at the following conditions:

1. _____

2. _____

3. _____

4. _____

3. I will feel completely balanced and satisfied in my social life (includes spending time with friends, hobbies, networking, volunteering when/if/ or at the following conditions:

1. _____

2. _____

3. _____

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4. _____

4. I will feel completely balanced and satisfied in my relationship when/if/ or at the following conditions:

1. _____

2. _____

3. _____

4. _____

5. I will feel completely balanced and satisfied in my health (includes eating habits, diet, exercises, work out program etc. when/if/ or at the following conditions:

1. _____

2. _____

3. _____

4. _____

For the purpose of this exercise, you need to consider things that depend only on you. You can't say "I'll have a balanced career life if my boss pays me \$500 more" for example. Some of the above mentioned sections may overlap at some extend, so do your best to apply your own understanding.

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Your Balance Statement

Having in mind the above exercise, create your personal balance statement that will be your starting point to achieve balance and harmony in your overall life.

I,.....(your name)....., will achieve balance, harmony, equilibrium and happiness in all aspects of my life if/at the following conditions.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Commitments are the solution to Balance

Before moving ahead regarding your life balance project, the next step will be to determine your commitments.



There is this simple solution to help you attain balance from within. Give up seeking balance based on outside criteria. Instead, focus on living a life, devoted to internal balance. **Being able to quiet your mind,** make decisions,

and recover quickly from loss are your guiding lines. *If you concentrate and follow through on what you are committed to, if your commitments are based on freedom, balance will work itself out. Commitments are the solution to balance.*

Think of three commitments that would support you in being more true to yourself. Would it be telling the truth without exception, living a healthy lifestyle, or starting a new career? Commitments may vary from person to person. I encourage you to pick up three (no more than that) that could make a radical impact on your life.

To help you, here is a list of several different areas of your life where commitments may be found. They include: health, career, love, friendship, family, creativity, play, leadership, money mastery, time and support. Feel free to think of your own.

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Coaching questions for you:

What are your three top commitments?

1. _____

2. _____

3. _____

If you want to know what you are committed to, look at how you spend your time. You'll soon see what life you have been committed to living.

Who are you committed to? List the top five people in your life. Ask yourself: Do you spend enough quality time together? Is your relationship where you would like it?

1. _____

2. _____

3. _____

4. _____

5. _____



Commitments end up suffering without people who care about you. It is impossible to work twenty- four hours a day without support and love. It is waste of time to do work on balance unless you are aware of how

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and who you want to include in your downtime.

How much time each commitment will take each week?

Commitment 1: _____

Commitment 2: _____

Commitment 3: _____

What is the reality of keeping that schedule over the next three months?



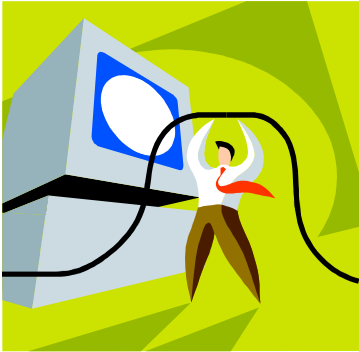
If the time spent is ignored, how do you plan on evaluating whether your commitments are valued?



Think of commitments as your decision- making criteria. If you are committed to family, working overtime must be weighed against the effects it will have at home. And if your work is exciting and creative, the responsibilities of manifesting your dream must be weighed daily against how it affects you socially as well as in your intimate relationships.

Your commitments might include becoming more loving person, living a health life style, or working with a mentality of excellence. Or they could be more basic: love your job, have good friends, and spend time with your children.

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No matter what, I want you to feel alive, and sometimes it will mean sleeping a little, or a lot. It could mean working sixty hours a week or it might mean getting home at five o' clock on the dot. Things will always change in your life, but when you use commitments as your guiding force you will access your true self

time and time again.

Author: Svetla Bankova

Your Life Log. What the heck is that for?

Keep track of your activities to determine your present commitments:

TIMES	TODAY- Date
6:00 am	
7:00 am	
8:00 am	
9:00 am	
10:00 am	
11:00 am	
Noon	
1:00 PM	
2:00 PM	
3:00 PM	
4:00 PM	
5:00 PM	
6:00 PM	
7:00 PM	
8:00 PM	
9:00 PM	
10:00 PM	
11:00 PM	
Midnight	
1:00 am	
2:00 am	
3:00 am	
4:00 am	
5:00 am	

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You can print and fill out that sheet for everyday of the week. Being willing to be honest about your use of time supports you in reevaluating what matters most. Acknowledge yourself each hour you are living by your commitments.

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Balancing Life and Career

Setting the Right Goals



Before you go any further with your life, make a list for your future. Write it down - don't just think it. What would you like to accomplish in the next ten years? A new house, a high-paying position, a home in a new city, a trip around the world? Break that list down into those things you'd like to accomplish in the next five years. Then make one further division into the next six months. What can you do in the next few

months to further you towards your long-term goals?

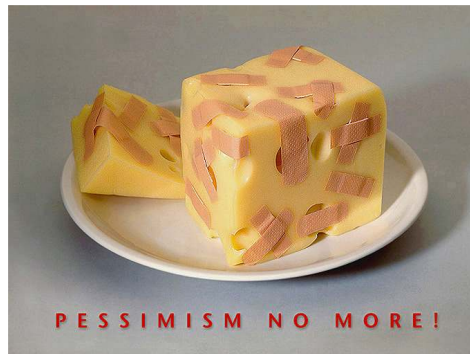
Your Goals, however, need to have these 5 Elements:

They need to be:

- 1. Specific;**
- 2. Measurable;**
- 3. Achievable;**
- 4. Realistic;**
- 5. Time Measured**

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GOAL SHEET



“The road of happiness lies in two simple principles. Find what is that interests you and you can do well and when you find it put your whole soul into it- every bit of energy and ambition and natural ability you have”

*John D Rockefeller III,
Philanthropist*

My " RIGHT "GOALS SHEET

1. My most important desires are:

2. In my lifetime, the most important things I've accomplished:

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3. If I looked back on my lifetime in 20 years, I'd like to have accomplished:

4. Within 10 years, I'd like to achieve:

5. Within 5 years, I'd like to achieve:

6. In the next six months to a year, these are the things I'm going to do to work towards by goals:

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7. Regardless of your family commitments or your personal relationships; regardless of your business enterprises or any false sense of achievement, what do you REALLY want?

8. Give yourself credit for your past accomplishments, and give yourself credit for your future achievements. You can and will attain all your goals, both long-term and short-term if you approach them in a step- by-step fashion and if you believe that they are worthwhile for you.

DESIGN YOUR LIFE AROUND YOUR PRIORITIES

"Many people try to fit their dreams into their life and then complain there are not enough hours in the day to make it happen. If you want your dream to become a reality, you have to make it a priority. Otherwise, it will never be more than a pipedream"

Stacey Mayo



The Wheel of Life

Establishing Daily Practices

Human beings are complex, our lives are complex too. We want rich and fulfilling lives, which means we usually have lots of competing priorities and ways we'd like to improve ourselves.

This Daily Practice Exercise offers you a snapshot of your priorities and your current level of satisfaction with the attention you give each of those priorities. Creating Daily Practices provides a simple way to balance the energy you spend on each priority. It is a tool to support us in achieving balance while we also continue to put resources towards the things we care most about.

Author: Svetla Bankova

By giving some of your resources to each of the areas you've chosen, you will work steadily towards a more balanced and fulfilling life. From time to time, do this exercise again to reflect the way your priorities have changed.

The attached exercise includes step-by-step instructions of how to complete the Daily Practice Wheel.

How it works

1. Define the things that you care most about in life – relationships or activities where you most want to spend your time and energy. Pick only 3 to 7 categories from the list below, or use your own words, the more specific the better. For example, instead of "Partner" put the name of that person. Instead of "Sports" you might have "mountain climbing" or "walking/yoga".
2. Draw the spokes of your wheel. Go to the last page that has an example of a Daily Practice Wheel and an empty wheel for you to fill in. Between the small and large circles on draw as many spokes as you have categories. Draw each spoke with two lines. (See example.)
3. Write one of your priorities into each of the spokes you have drawn. The order does not matter.

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Creating Your Daily Practice Wheel

Family	Colleagues	Volunteering	Religious beliefs
Partner	Vocation	Creating a Legacy	Church
Children	Work	Community	Philanthropy
Friends	My own business	Spiritual growth	Physical well being
Sports	Fun	Creativity	Hobbies

4. Take some time to consider how satisfied you currently are with your attention to each spoke of your Daily Practice Wheel. For example if mountain climbing is one of your priorities – are you satisfied with how much time and energy you devote to that?

5. Give yourself a rating of 1 to 4 for each spoke. If you give the thing or person represented by the spoke too much or too little of your time, let that reflect in your rating.

1 = unsatisfied

2 = moderately satisfied

3 = very satisfied

4 = completely satisfied

6. Shade in each spoke according to your rating. For example if you rated yourself a three (3) then shade the spoke three quarters of the way from the inside to the outside.

1 = 25%

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2 = 50%
3 = 75%
4 = 100%

7. Now do the same with the hub of the wheel – SELF—rate your level of satisfaction with the attention you give to your relationship with yourself and shade that circle the corresponding percentage from bottom to top.

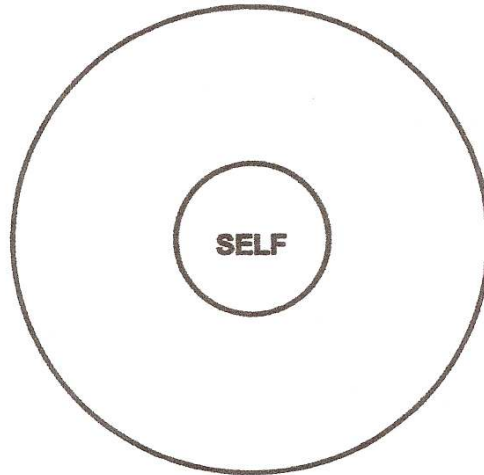
Setting up Daily Practices



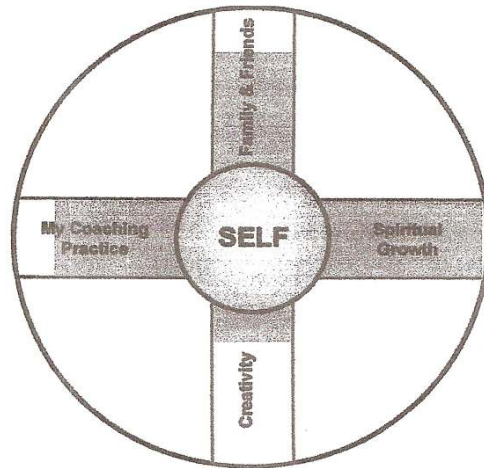
1. Take a look at your completed Daily Practice Wheel. You can see where, when and how to dedicate your time and energy. Set up Daily Practices for each of your priorities. Your completed wheel is a snapshot of your level of satisfaction with where your time and energy are going. For a wheel to be balanced each spoke needs to connect fully with the center, the hub. The hub needs to be whole and solid. To be balanced the goal is to be 100% satisfied with the attention you are giving each category and your self. You can make improvements on one category while maintaining or improving the other areas as well. Simply notice where your energy is going now and make conscious choices about where your energy will go from now on. Having Daily Practices will make it that easy.

Author: Svetla Bankova

Your Daily Practice Wheel



EXAMPLE



Author: Svetla Bankova

Coaching Questions for You

1. Looking at your Daily Wheel- did you find or see something that surprised you and you weren't fully aware of?

2. Where are the areas you want to put more attention?

3. How you can simplify and balance your life? List 3 things. Which items you can take off your plate now in order to make your dream a priority?

Based on each spoke of your Daily Practice Wheel, make a list of simple ways you can contribute time and energy to that priority.

Author: Svetla Bankova

Here are some examples of Daily Practices:

Physical Health:

- | Drink 5 glasses of water
- | Walk in the park with dogs for one hour
- | Yoga class
- | Work out at the gym
- | Go on a hike
- | Ride my bike
- | Lift weights

Friends/family

- | Call friend or family member
- | Set up a fun event with a friend(s) or family on my calendar
- | Write a letter to a relative
- | Recognize birthdays

Every day choose one thing to accomplish for each spoke of your Daily Practice Wheel, or do something spontaneous that will build or maintain your level of satisfaction for each spoke. Some days you'll spend more time on one than another. It's about your satisfaction, not the amount of time you spend.

Ending Overwhelm

Many people feel overwhelmed in at least one, if not all aspects of their lives. So ending overwhelm will be one of the challenging steps in this process in order to achieve your **Personal Point of Balance**:

Here's the truth... you can't achieve balance in any aspect if you are constantly "hitting the wall" of burnout. We often mistakenly believe that the only way to generate the income we're after is by adding more projects, ideas, and tons of additional hours to our already immensely overcrowded schedules. And perhaps, we're even managing to get it all done, if only just barely. That's all well and good, but what is missing in that mindset is our ability to make our self care a priority.

Wouldn't you rather succeed effortlessly, instead of pushing, striving, struggling, juggling, and eventually succumbing to burnout? Here are some strategies to help you tame the overwhelm tiger.

OUTSOURCE, OUTSOURCE, OUTSOURCE!!!

If you think you can't afford to outsource, think again. Say you can earn \$150 per hour in your trade. Then why on earth are you running to the post office, paying your bills, and doing your own taxes? While it's an essential business strategy to watch your cash flow, trying to do everything yourself to save a few bucks is just crazy! **Chances are you can't afford not to outsource.** Get creative! If you have to, barter for an assistant. Think outside the box and you can find a way to come up with the extra \$300 or \$400 a month to get yourself the help you need.

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Coaching assignments for you:

Make a list of the activities at which you excel and are most effective in your business. Put your energies and efforts there. For which specific activities can you actually bill clients (i.e., your “billable hours”)? For example, if you are in sales, then trying to manage your administrative work will take you away from the precious time you have to get the dollars in the door. You probably didn’t go into business to improve your word processing skills, did you? So find someone to do the tasks that either cost you money — in terms of having to trade away your time — or outsource the jobs you don’t like or aren’t very good at.

Author: Svetla Bankova

Delegate Responsibilities



Achieving your **Point of Balance** will- to a big extent- depend on how quickly you can “slow down” your life in general and remove activities that are not necessary for your every day life.

Name:	What activity I want to delegate?	Contact information:



This way you can easily refer to this Work Book and pull out the names and contact info very quickly. This will also remind you that you can delegate this activity.

Create Deadlines

Any change in your life requires a deadline in order to make sure that it will be accomplished and the change will take place. Don't forget that the final purpose will be to achieve inner balance and peace of mind!

Author: Svetla Bankova

Balance Means Simplicity

Balance for me also means simplicity: the less things clutter my life, the more balanced I feel. This pertains to my physical environment, relationship clutter, work clutter and any other clutter that comes to your mind.

How to Clear Out the Clutter in Your Life

Now that you have learned to get rid of the things that you don't like doing and don't want to learn, the next stage is to eliminate all your other trash. From your environment to your personal life, you are about to do some major spring-cleaning! Because you can not achieve Balance, if your physical environment is cluttered with all sort of things that you don't need.

Trash is stuff you have accumulated over the years and is surplus to your requirements. All the stuff that is no longer useful to you or past its sell-by-date has to go! One person can create a surprising amount of physical garbage in a short space of time. Sometimes, we only get around to clearing it out when we actually move home. Then there are some who just take it with them!

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Messy House, Messy Office= Messy Life

Clear Your Physical Environment



Does your office look like that? Then we have problem to solve here.

Over the next two months, go through your home room by room. Clear out all the stuff you don't use. There may be some things you would like to keep for sentimental reasons, but be strict. Don't hold on to anything that doesn't have some sort of value in your life. Clothes and shoes collecting dust in your closet have to go. Send them to a charity. Look for items you never wear. Keep what you wear 80% of the time and give the rest away. Chances are, if you haven't worn it in the last twelve months then you will never wear it again. Do this for your summer and winter clothes and give away what you don't want. Re-invigorate your home by freeing it from unwanted clutter. Clear out broken or never used objects, hardware and other paraphernalia. You never know what you might find hidden under the clutter! I know

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many people who have done this and made extra cash selling their unwanted items at a garage sale.

You can print and copy the table on the next page so you can organize your things better.

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Clear Your Mental Trash Too

People also collect a great deal of mental trash too, like bad relationship habits. We shall take a look at some examples of mental trash to see how you can rid yourself of it for good. This simple process of 'out with the old and in with the new,' eradicates staleness, dead wood and pure junk that has been hanging around and clogging up your life.

You need to make room for newer, fresher things. **The Law of Physics states that no two things can occupy the same space at the same time.** So according to this simple scientific rule you have to throw out all those things in your life that no longer serve you to make room for ones that can. Give yourself a fresh start to create a happier environment all round for you and your family. You will be amazed at how quickly this works.

Having a big clear out will make you feel more relaxed and less stressed about your environment. When you have a little less chaos in your life, you can see things more clearly and feel more energetic. Once you have spring-cleaned, keep a tight control over what you allow in to your home. Be vigilant with your shopping and storing and be determined to keep your home tidy. Your state of mind is reflected directly in the state of your environment. Help your state of mind by keeping your environment free of trash.

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How to Get Organized- Really..

Another key to Balance

Will your life become more balanced, if you learn how to organize your life, your things, your work? I bet it will. Organization means also Time Management, Planning and knowing what you want and moving your life into this direction.

You will enjoy a better quality of life by becoming more organized. The benefits of good time-management and planning exceed efficiency. Being organized means you can accomplish more in less time, never forget an important event and no longer have to rush around like a fool on wheels. Being organized gives you the precious gift of time and self-confidence. Having more time means you arrive relaxed and feeling great. It also means you have more time to be with your family and friends. Taking time out to make more time makes all the difference. It's easier than you think.

Take five minutes, that's all, at the end of each day to plan the next. Better still, take five minutes on a Sunday evening to plan the week ahead. Or go wild and plan months ahead! Planning helps create more balance in your life. You are less frantic and more capable when you know what's going on. After all, there is everything to gain from having an organized life but only a stomach ulcer to gain from living in pandemonium. A little time spent thinking ahead saves you oodles of extra time each day.

To start with, what activities can you reject to give you back more time?

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Coaching suggestions on how to get more organized:

- **Get your calendar, organizer, or PDA right now and book time for planning/strategizing into it.** “I don’t have time” is no longer a valid excuse for inaction.
- **Each quarter, pick up your calendar or organizer and determine the days you will take off.** If you wait, it won’t happen. You must give yourself the gift of time away from your business to refresh and renew. Mark some days as personal days, some as business development days, and some as family/fun days.
- **Hire a coach or a mentor.** Coaches can assess both your personal and business potential, as well as your blind spots. Why struggle to go it alone when you can have a partner who is as committed to your success as you are?
- **Optimize all your office procedures.** Still slogging along with a dial-up connection? Get high-speed Internet service and the fastest printer you can find. Use a wireless connection so you can be places other than your office (like Starbucks!) while surfing the Web.
- **Hire a professional organizer to help you create systems and “flow” for your workspace.** If your office is the place you spend most of your time, it should be inviting and useful. If you can’t find your client notes or the keyboard because of clutter, you are in trouble, my friend! Give yourself the gift of

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having a trained professional to assist you in this area, and your productivity will skyrocket. Heck, you might even find the money for a well-deserved latte stuffed inside those messy drawers!

Some people are disorganized for a reason. To them creating a commotion subconsciously supports a negative belief they have about themselves. For example; if a woman thinks she is a bad mother, she will make parenting chaotic and dramatic to feel that she is right.

Think carefully about how you organize your life. If chaos tends to rule, look at why that is. Is it hiding something else? Remember that there is nothing to fear, so don't let anything hold you back from getting to the bottom of the issue. Indeed, there may not be an issue at all, but the sooner you check, the sooner you can create more balance.

The reverse can also be true. Some people are too organized. They only feel happy when everything is in its right place. Being tidy and on top of things is great, but letting it take over your life is a sign of a deeper issue.

Coaching questions for you: to find out where you are when it comes to being organized answer the following:

- What areas of your life could do with a little more organization?

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- What would be the main benefit of this?

- What part of your daily routine is the hardest to get right?

- What part of your day do you enjoy the most?

- What can you do today to increase the time you spend doing that?

- What can you let go of in life?

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- How will you benefit from doing this?

It isn't necessary to make huge changes in your daily routine to benefit from being organized. Take one area at a time and see the changes happen more quickly than you would expect.

Being organized and prepared is an excellent habit to have. It makes life easier for all concerned, and let's face it, we always admire those who appear organized. It is not that difficult to make improvements no matter how crazy your schedule is. A little can go a long way and make a world of difference to your life. Adopt a new habit today. Organize your life a little more so you can spend time doing the things you want to.

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Balancing Relationships

Relationships Rubbish

Some things are a little harder to throw out, like relationships for example. But it is essential to your happiness, balance and mental health that you rid your life of the relationships that no longer work. Our relationships have a profound effect on our emotional wellbeing and as human beings we have a variety of complicated relationships to handle. Take this opportunity to contemplate each relationship you have in your life like family, friends, work colleagues and associates. Some of these relationships will need refining and re-defining. Some may need a lot more work to justify their existence. Also there are those that expired a long time ago and are holding you back.



Get out your broom. (sorry I didn't have a picture with a broom!) Make sure it is a big one because these old relationship cobwebs aren't always easy to sweep away. It takes a lot of guts to make a clean sweep.

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Coaching Exercise for you:

Take your journal and write down your answers to the following:

- Who in my life is no longer healthy for me?

- Who or what am I clinging on to and why?

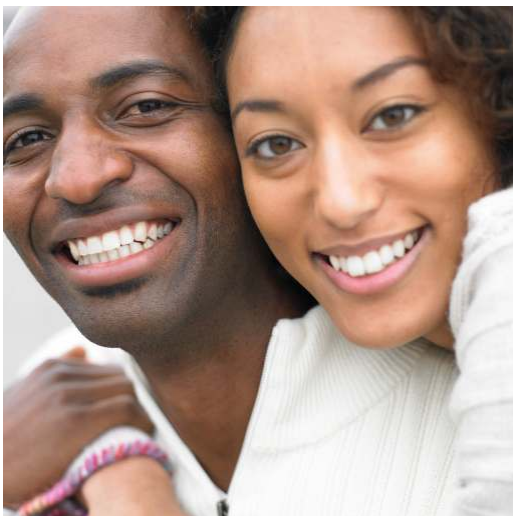
- What kind of relationship do I have with those closest to me?

- Are they as good as I want them to be?

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- How do I want to improve them?

Parents and other family relationships can nearly always be improved if the will is there. However, fair-weather friends and old flames are the worst culprits for out-of-date relationships. These require your attention first. Do not be afraid to draw any unhealthy relationship to a close. Believe that a better relationship is waiting to come into your life when you have created the necessary space for it.



A guideline for picking out the not-so-good relationships is to make sure that everyone in your life loves you just the way you are. Be sure they are there for you and give back just as much love and support as you give them. Anyone who fails this assessment is not worthy of your time. If you feel anxious about ending

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a relationship, think about what you gain by keeping it in your life. A fear of not being able to replace it usually prevents us from letting go. Always do what is best for you taking guidance from your inner-self.

Now let's take a look at how you can improve those relationships you wish to keep. You're aware that you can never change someone right? Instead we will look at how you can make small and simple adjustments to make things better almost instantly.

First we shall focus on your family. You love them yet they can drive you crazy! What's new?! The core of making the most of your family relationships is to accept and love them despite their foibles. Tell them that you love them. Forgive them silently for being annoying and spend as much time with them as you can.

Sometimes, being around our families can make it difficult for us to grow. They can often see us as we were, not as we are. You will always be someone's little girl or younger sister, but don't let their outdated outlook stop you from developing your relationship with them. Communicate lovingly and with patience. Don't make demands or blame them for any past misery. Start fresh and learn to love them as individuals understanding that they too are struggling with issues and limiting beliefs. It's not your job to change or save them. But it is your choice as to whether you make moves to improve your relationship or not.

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The 11 Laws for Balanced and Healthy Relationships



1. Know yourself first
2. Don't bring any baggage from past relationships
3. Don't have poor expectations
4. Don't have unrealistic expectations
5. Give as well as take
6. Communicate your feelings with love and respect
7. Don't expect to be healed or saved
8. Know what you want from a partner
9. Know what you have to offer them
10. Don't feel or act desperately
11. Know that the greatest love affair you will ever have is the one you have with yourself

Well, it's that simple.

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Balancing Male and Female Energy



Finally, balance is about male and female energy, balancing Yin and Yan, according to the Eastern philosophy, also balancing left and right brain.

The yin/yang symbol is a metaphor for the constant dance between the masculine and feminine energies within each one of us.

Yin is the female energy, the intuitive, receptive, nurturing side of ourselves that is in connection with the Divine. Yin is the energy that yields to the forces around it, flowing, and smooth -- the force that allows a seed to germinate in winter and makes water flow smoothly around a stone in the creek.

Yang is the masculine energy -- the strong, action-oriented, forceful side of ourselves that gets things accomplished. Yang is the force that makes a seed sprout in the spring and makes strong flowing water move or sculpt the stones in a creek.

Each of us, whether male or female contains both of these characteristics. In a healthy balance yin (the female energy) receives intuition and inspiration from our souls and the Divine, while yang (the masculine) acts on these inspirations.

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If you feel out of balance--either uninspired, inspired but not taking action, or active without any inspiration at all, then your yin and yang energies are out of balance.

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Male Versus Female Energy

Why are we out of balance?



We are out of balance, simply because we have been trained to be out of balance! For centuries, the yang or masculine energy has been honored in men -- **act but do not feel**. The yin energy has been honored in women, up until recently -- **feel but do not act**. With the onset of the woman's movement, women were encouraged to get in touch with their yang energy as well -- to become active in the world, not merely nurturers and caretakers. And only recently, men have been encouraged to get in touch with their yin (feeling) side.

In some cases we have been taught to use the masculine (yang) energy to suppress the female (yin) energy. If you have been taught to allow the masculine (yang) energy overpower the feminine (yin) you are likely to mistrust feelings and intuition, to doubt yourself, suppress your emotions, or push them aside. You may feel as if you need more soulful qualities such as love, rest, creativity, or adventure, but you can easily ignore these in the name of practicality or duty. You are likely to be an intelligent, successful, overachiever. You may be satisfied with the adrenaline addiction or you may be tired of the rat race and wonder, "When is it my turn to have a life?"

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Others have been taught to mistrust the male side of the energy. If this is you, you are likely to be intuitive, sensitive, and caring but wonder why you never seem to achieve your dreams. You help others achieve greatness but it is hard to get motivated on your own projects. You know you have talent but you often wonder why you cannot seem to express it or profit from it.

Characteristics of people who has too much Male Energy:

This is mostly evident from and revolves around activity. Being active is a male characteristic since men’s role was to hunt and protect the females and family. Generally those are people who are:

Characteristic of People with too much “Male Energy’	Yes, that’ me:
Proactive in life	
Take a lot of responsibilities	
My day is preoccupied by a lot of activities	
Responsible	
Supportive	
Reliable	
Stable Emotionally and Physically	
Initiator of a lot of activities and events	
Organizer	
Leader	
Workaholic	
Controller	
Decision maker	

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These people are so active, that they feel overwhelmed, too busy, stressed out and they tend to control everything.

Tools to Balance your Male Energy

1. Delegate responsibilities- you need time to “feel” instead of act
2. Reduce your To-Do- List
3. Start your Not- To-Do- List
4. Make a List of Supporters

Too much “Female Energy”

Contrary, people who have a lot of female energy are:

Characteristic of People with too much “Female Energy”	Yes, That’s me
Passive	
Receptive	
Understanding	
Calm	
Not taking initiative	
Waiting for the things to happen in their life	
Nurturing	
Caring	

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Tools to Balance your Female Energy

1. List 10 things that really motivate you.
2. Your 101 Wish List- What are you wishing for? It will be your driver to become pro- active and start moving towards your goals.
3. Make a list of things that you don't like in your life and specific steps to change it.

Proper Male/Female energy balance is achieved when we allow the male side of our energy to support the female...when our actions support our feelings and heart's desires, when we neither suppress these feelings nor abandon them.



In practical terms proper male/female balance means you pay attention to your needs and desires and make time to act upon them.

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In proper balance, you ask for help when you need it. You rest and take care of your physical needs. You make sure you have creative and emotional outlets in life, and you make yourself an equal priority with the others in your life. In this perfect balance, the Divine speaks to you through your feelings and you act upon these inspirations. You are in the Divine flow of your life, living according to your soul's blueprint and in harmony with all of creation.

The masculine side provides the power to master your energies. The **feminine side** will provide the ability to listen to the intuitive guidance that is always forthcoming in every situation. This will allow for the blending of the first ray and the second ray. This is the blending of the power and the love with the wisdom.

A woman likes a man who is strong, but sensitive and loving. A centered man wants a woman who is loving and sensitive, but who can be strong and powerful. More and more these two sides of ourselves, which might be considered the ultimate archetypes, are coming together. The key to our society changing is for this merger and integration to first occur within our self.

This issue of balancing of the feminine and masculine obviously relates very much to balancing ones four bodies (physical, emotional, mental and spiritual) and the need to balance ones three minds (conscious, subconscious and superconscious).

The Table below will give you a brief description Of the male and female energy, left and right brain, Yin and Yan energies.

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Left Brain - Yang		Right Brain - Yin
<p>Logical</p> <p>Deductive</p> <p>Reasoning</p> <p>Rational</p> <p>Verbal</p> <p>Physically observable</p> <p>Able to accept everything</p>	<p>Methods of Obtaining Information</p>	<p>Imagination</p> <p>Dreaming</p> <p>Intuitive</p> <p>Psychic</p> <p>Creative</p> <p>Inductive thinking</p> <p>Asking and listening</p>

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Caution		Courage
Sun		Moon
Self Confidence		Humility
Assertive		Receptive
Left Brain		Right Brain
Scientific		Musical
Logical		Intuitive
Air		Water
Fire		Earth
Heal	Neutral	To be able to differentiate
thinking	(Androgynous)	Feeling
Occultist	Middle	Mystic
Psychological	Neutral	Psychic
Horizontal	Spiritual	Vertical
Doing		Being
Control		Surrender
Selfish		Selfless
Inner Parent		Inner Child
Heavenly Father		Earth Mother
Divine Father		Divine Father
Yogi		Aphrodite
Serious		Humorous

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Priest		Priestess
Adventurer		homebody
Negative		positive
Yang		Yin
West		East
Dark		Light
Lower self		Higher Self
Logical		Intuitive
Active		Passive
Teacher		Student
Obeying		Ruling
Form		Formless
Structure		Fluid
Work		Play
Disciplined		Spontaneous
Detached		Free Flow
Appolian		Dionysian
Patriarch		Matriarch
caution		Courage
to possess nothing		To command everything
to have no ties		loyalty
contempt for death		regard for life

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Left Side of body & head		Right Side of Body & Head
Non-dominant unconscious Spatial Relations Pictures Images Symbolic Metaphorical Intuitive Synthesize Accepting Abstract Musical Artistic Simultaneous Holistic	Duality of Cerebral Functions (notice exactly opposite to above!)	Dominant Conscious Verbally Aware Language Words Literal Definitive Logical Analyze Discriminating Concrete Mathematical Scientific Sequential Linear

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Positive Yin		Positive Yang
Loving Compassion Forgiving Joyous Cooperation Self-Love Self -Worth Acceptance Humility Humble Gentle Peaceful Flexible Sensitive Receptive Open intuitive Feeling		Personal Power Discipline Assertive Discernment Focused Self - Mastery Responsible Non - Attachment Patience Faith Decisiveness Organized Perseverance Giving Logical Confident Co-creator nonjudgmental

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Negative Yin		Negative Yang
Hurt		Rigid
Depression		Neurotic
Rejected		Anger
Moody		Violence
Defensive		Uptight
Fearful		Attacking
Insecure		Critical
Worry		Superiority
Lazy		Impatient
Low Self Esteem		Hate
Guilt		Revenge
Victim		Intolerant
Needy		Prideful
Self Pity		Resentful
Loneliness		Jealousy
Shyness		Selfish
Procrastination		Workaholic

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Balance and Self- Love

Well, Balance is nothing, without Self Love. You can't achieve balance if you don't love yourself. So, pick up some self- loving acts and do them as much as possible.



100 Self-Loving Acts

1. Say No and mean it	2. Give up being right
3. Let go of your resentment	4. Forgive yourself
5. Call a friend and vent	6. Take a bubble bath
7. Walk in nature	8. Start a hobby
9. Make a sandcastle	10. Cry on a loved one's shoulder
11. Ask for help	12. Hit a pillow
13. Pray	14. Meditate
15. Set a beautiful table	16. Cook your favorite meal
17. Wrap yourself in an afghan	18. Get a pedicure
19. Type a love letter to yourself	20. Listen to uplifting music
	
21. Visit the zoo	22. Take a two-hour lunch break
23. Go out dancing	24. Celebrate for no reason at all





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25. Smile all day long	26. Go to a movie
27. Pay your bills	28. Dig in the garden
29. Get a massage	30. Learn to sing or play an instrument
31. Flirt	32. Go to a comedy club
33. Wake up to soothing music	34. Buy a sunrise clock
35. Eat some fresh fruit and salad	36. Call a long lost friend
37. Learn a new language	38. Light scented candles
39. Display your favorite photos	40. Create a photo album
41. Clean your clutter	42. Hire a cleaning company
43. Write a thank you letter to your friends	44. Throw a party
45. Write a list with all your accomplishments	46. Give yourself a gift
47. Have an intimate dinner party	48. Plan a vacation
49. Take a dance class 	50. Today decide to do only what you want to do
51. Go away for the weekend	52. Acknowledge yourself
53. List your assets	54. Drink plenty of water

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55. Hum a tune	56. Today decide to be beautiful, put a make up and dress nicely
57. Take a nap	58. Today decide to tell only the truth
59. Read a book 	60. Ask your friends why they like you 
61. Create your wish list	62. Today- let it go and decide to move on
63. Today pay attention to your feelings	64. Dream
65. Draw a picture	66. Dance in the rain
67. Make a snowman	68. Invite your closest friends and have a personal evening
69. Go to a fine restaurant	70. Sit and do nothing
71. Go fishing	72. Go shopping for no reason
73. Revise your commitments	74. Create your Not-To-Do list and stick with it
75. Try yoga	76. Do your hair
77. Get a pet	78. Go on a date
79. Write down your ideas	80. Sit near a lake, river or ocean and just watch the water
81. Pick up flowers	82. Join a club
83. Go swimming	84. Play with kids

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85. Kiss	86. Read a newspaper or a magazine
87. Today be grateful	88. Set up a fire place and watch the fire
89. Go hiking	90. Sign up for a class
91. Go to a Spa	92. Buy yourself a beautiful dress
93. Read your favorite story	94. Say "I love you" to yourself
95. Go out with friends 	96. Go watch a game 
97. Enjoy the sun, have a sun bath 	98. Buy tickets for your favorite singer
99. Get a foot massage	100. Know that all is well

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People say, "I wish I had time for
that".

But in the time it takes to:

Complain about time

Race against time

Worry about time

You've already lost it.

Stop wishing for time

And start measuring progress

Toward your biggest goals

Today, this week.

What you measure, matters

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PART II

**REAL LIFE STRATEGIES FOR
BETTER LIFE**

Author: Svetla Bankova

The Procrastination Monster

Procrastination- tips and tricks to avoid procrastination

"Procrastination is the fear of success... Because success is heavy, it carries a responsibility with it, it is much easier to procrastinate and live on the "someday I'll" philosophy"-Denis Waitley

As human beings we are GREAT procrastinators- we procrastinate everything at certain point of our lives- we became the "tomorrow people". We procrastinate to love, to get into a relationship, to leave a relationship, to find a better job, to ask for that raise or promotion, to have more fun, to tell somebody that we love him/her, to ask for help and in general we procrastinate to live.....As if we were just born... It is so convenient to live in the future- and life just goes by. Tomorrow is a kind of friend to troubled persons and those in adverse circumstances. However, tomorrow becomes a kind of enemy - perhaps disguised as a friend - to those who procrastinate on a regular and frequent basis.

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Dreams vanish. Goals are not attained. Tasks and projects are finished badly or not completed on time. One of the worst aspects of serious procrastination is the inability to reach important goals in life. By not getting things done in a reasonably timely manner, or not

done at all, precious opportunities may be lost. It has been said that to err is human. It could be just as well said that to procrastinate is human. But no, we are talking about chronic procrastination, or 'the tomorrow syndrome'.

So far, I know 2 types of procrastinators:

The tense-afraid type of procrastinator (described by Fiore)

- Is feeling overwhelmed by pressures;
- unrealistic about time;
- uncertain about goals;
- dissatisfied with accomplishments;
- indecisive;
- blaming of others or circumstances for his/her failures;
- lacking in confidence and, sometimes, perfectionistic;

Thus, the underlying fears are of failing, lacking ability, being imperfect, and falling short of overly demanding goals. This type thinks his/her worth is determined by what he/she does, which effects his/her level of ability. She/He is afraid of being judged and found

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wanting. Thus, this kind of procrastinator will get over-stressed and over-worked until he/she escapes the pressure temporarily by trying to relax but then any enjoyment will increase the feeling of guilt



The second type is the relaxed type:

- often feels negatively about his/her work and blows it off--forgets it--by "playing" (Solomon and Rothblum).
- avoids as much stress as possible by dismissing his/her work or disregarding more challenging tasks.
- concentrates on "having fun" or some other distracting activity.
- they actually have what seems like "a happy life" for the moment. Not for long. This relaxed procrastinator gets to the point of saying very irrational things to him/herself, such as: "I have to have something going on--I can't stand being bored".
- they procrastinate by finding something fun to do and, then, rationalize their behavior. To such a person the gain is not worth the pain, especially since the necessary work is seen by them as so distasteful or boring or stupid that they just can't do it.

So, what causes procrastination? Basically, it is fears, but each procrastinator develops and responds to his/her own specific fears. In varying degrees we are all afraid of facing reality--life's challenges, the hard work and frustrations ahead of us. You can deny reality or face it,

Author: Svetla Bankova

i.e. say there is "no problem" or admit (maybe even exaggerate) the problems.

Procrastination is an escape. An Escape from life....

Coaching Makeover- the makeover for procrastination:



1. Stop turning little inconvenient mole hills (like having to do something unpleasant) into giant "ain't-it-awful" mountains;
2. Be on the look out for any self-con or cop out by which we deny the need to work right now;
3. Start to think more rationally--you don't have to go to every party, you can get interested in a book for example;
4. Make detailed, realistic plans for achieving your long-term goals;
5. Replace "Have to" with "Want to".
6. Replace "Perfectionism" with "Permission" to be Human and allow yourself to make mistakes

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7. Make your Priority list and take off the plate all the other stuff
8. Plan around Fun, not around Work- then the work will look better
9. Avoid talking too much before acting- Do not drain off energy- by the time you are finished your ideas to everybody you know odds are that you'll not you will not feel like doing anything about your ideas
10. Put unpleasant task or work before pleasant task or "play"
11. Don't forget that:

"Discipline is... 1. Do what has to be done; 2. When it has to be done; 3. As well as it can be done; and 4. Do it that way every time." Bobby Knight

Is it enough to overcome procrastination- of course it's not. But may be knowing that "tomorrow" may never happen you will start living today. Take that decision Now. *Yesterday is a cancelled check, tomorrow is a promissory note. Today is the only cash we have, so spend it wisely,* someone somewhere said. And I agree...

Author: Svetla Bankova

Remember Mr. Meant-To. He was the subject of a short poem by an anonymous author:

***Mr. Meant-To has a comrade,
And his name is Didn't Do.
Have you ever chanced to meet them?
Did they ever call on you?
These two fellows live together,
In the house of Never-Win,
And I'm told that it is haunted
By the ghost of Might-Have-Been.***

Memorize this poem, or at least the ideas contained within. When you want to resist the temptation to procrastinate, mentally recite or read the poem. Then ask yourself, "Do I want to be a Mr.-Meant-To? Do I want to live in this house of Never-Win?"

"No!"

Now how procrastination interconnects with balancing your life? Do not procrastinate to change your Life Style in order to have the Life you deserve!

Author: Svetla Bankova

We are slaves to our emotions

Do you manage your emotions or your emotions manage your life?

How many times you said: I did this or that because A or B made me angry or I was disappointed.....or I felt sad because this or that happened to me?

The idea in these cases is that you are managed by your emotions and also outer things determine the level of your happiness or unhappiness.

Probably you can hear yourself saying: If I get this job, I'll be happier, if I buy this house, if I could have this car, if my boyfriend ask me to marry him and the list can go on and on- than you believe that your happiness depends on external factors. In this case you depend on things that most of the cases are out of your control. But may be you, like me, have heard thousand times that the power is inside you.

I honestly, did not understand very well what that means for a very long time.

Where in me?

What do they mean by this?

Is there a better way to feel better and where do I look for this?

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Questions like that bothered me until I experienced the following thing:

It was just a few years ago, I just moved to USA and it was during a period when I was very unhappy about my job, the money were never enough and I did not have any friends around. The only man that interested me at that time did not want to hear about me, and my daughter was far away.

Do you think that at these circumstances I was very happy and fulfilled?

All these unfavorable circumstances were a prerequisite for a state of unhappiness, sadness and misery.

But what was my surprise when one morning, on my way to work and stuck in a miserable traffic (Oh, in Atlanta it could be very miserable!) I just felt, or let's say experienced something that never happened to me before, a feeling that can not be described, but I knew right there that this feeling was called happiness.

You can't describe this feeling, but I am sure if you ever experienced it you cannot confuse it with any other emotional feeling in the world.

It was a state of being, a feeling, something that my body was living out with my permission, my intention and I would say-out of my control at this moment. It did not last long but it was the first sign for me that happiness does exist.

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In the given circumstances it did not depend on any outside factor- job, money, another person or anything else that was outside me.

Since then, the "Happiness" showed it's face just a few times only, usually in times of desperation, may be just to remind me that I am not looking in the right direction and in all cases it was not connected in any way with the material world.



I am not saying that you should not dream for a nicer house, better relationship or better job. But this experience was the first sign, the first bell in my head that something, somewhere of what I already knew was wrong.

There was another truth waiting to be discovered for my own good and for the good of all the others behind me.

I may say that my spiritual journey began there, in my car, when I was 31 years old and facing some of the most difficult circumstances in my life ever happened to me.

Though this process had began there, later on, with the years past, I would discover many different "truths", never taught nowhere in any school.

You may find pieces of them in different books, and of course you may discover a lot of them by your own experience, if you look for them. I

Author: Svetla Bankova

really hope that this book will be a step further in your personal, emotional and spiritual development.

But yes, the happiness is inside you and you are meant to discover it.

Author: Svetla Bankova

Dealing with Emotions and Feelings on different way

Emotions buried alive never die

Somewhere someone said "Feelings buried alive never die". Actually this is a book by Karol Truman, but to be honest I never liked that book. It was recommended to me by a friend and I started reading it very carefully, but the introduction and first two chapters were so negative, so dark that I just threw the book away.

However, I agree with the author to some extent. I believe that not feelings, but emotions buried alive never die.

See, one day, when you leave this world, and we all will sooner or later, you can't take with you any of your belongings- your house, your car, your clothes, your jewelry or your money. The only thing I believe you can take with you are your emotions, good or bad.

They are all yours, as well as your memories.

But it's up to you if you want them to be nice and good, or bad, frustrating and miserable.

Here are some tools to transform the bad ones, into good ones...

So you can live happily ever after...

Author: Svetla Bankova

Feeling/E motion	To be replaced with	Question to ask yourself	New behavior	Lesson to learn
Fear	I'll say, make or do whatever I fear most. Whatever needs to happen, will happen anyway.	How fear can help me in my life?	What's the best way I can accomplish, finish, do this? Focus on the desired results, instead of your fear.	Fear is a lack of confidence. Confidence comes from the faith that whatever comes on my way, I can deal with it-one or another way.
Sadness	Look for new ways to find joy.	If I continue to be sad, what this will bring to me? More of that.	What are the things that can make me feel better?	Sadness or being down is a part of the process. Try to make the sadness gap shorter each time.
Boredom	Exciting life!	Am I boring, instead of bored? Is there something that I wanted to do, know or experience and never had time or money?	Look at people or situations on a different way, than usually perceived. If you labeled someone/something-unlabel them now.	Being bored is a choice. You can choose to be bored, or have interesting life/ It's all about perception.
Anxiety	Calm	Is the thing I am worried about in my control?	I'll take care of whatever is in my control, the rest of that is in God's (Universe) hands	Anxiety is a feeling you can not afford- you don't have time or space for that
Anger	Calm, indifferent	How I can transform	I accept everyone as	I can substitute

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		anger into creativity? What do I can and want to create?	innocent, their intention is not to create a harm, but that's the best they know how right now.	anger with creativity; I can chose not to be angry.
Stress	Relax	What do I determine as a stress?	Stress is trying to accomplish too many things for less time. I'll determine my top priorities and stick with them.	I can control my stress by controlling the way I think. I can determine the pace of the time. There is always enough time and I have all resources necessary to cope with my life.
Physical pain	Absence of pain	What this pain forces me to do? What are my benefits?	Pain is here to teach me a lesson, a new behavior, a new way of perceiving different situations	I have overlooked something in my life and did not pay much attention to my own needs. Pain is here to bring me back to my body, which always speaks the truth.
Emotional pain	Absence of pain, comfort	What are my	I choose to enlarge the	I can control the

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		advantages in the given situation, what will be my benefits?	benefits of the given situation, even though it is painful and I chose to accept that the glass is half full, not half empty.	emotional pain by choosing a different meaning for me and by trusting that whatever happens is for my highest good.
Guilt	Absence of guilt	Am I able to change something which is already in the past? Can I do something different now? Do I have any control or power over it now?	I understand that at that time I and whoever was involved did the best we knew how. Make a list of things that you can do now to change what happened before- ask for forgiveness, or apologize. And let go..	I chose to forgive myself for all mistakes, conscious or unconscious, because this is a part of my growth, my journey and my lessons to learn and I chose to let the past go. I am learning my lessons and I move on.
Unworthiness	Satisfaction	What makes me feel unworthy? Who? Do I know any person, who will always approve who I am and what I am?	Make a list of things that you are unique with. Things that you are talented at. Things that you can do better than anyone else	Unworthiness is lack of self-esteem. Every time you begin to feel like that read your list to remind you that I deserve to

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			in the world.	be happy as anyone else in the world and you are unique.
Discouragement	Motivation	What I want to achieve? What is my desire? How will this affect my life if it becomes a reality?	Make a list of small steps that will help you to achieve what you want. Put a deadline for each of them.	Discouragement is a part of the process. It's human to feel discouraged from time to time, but only the heroes keep moving on.
Blame	Responsibility	If I blame someone-how this will help me to improve this situation? Was that really their fault? What lesson I've learned, or I am learning from that experience?	Make a list of the things that you could have done differently in order not to achieve this result. Chose a different behavior.	I am a co-creator of what I experience, consciously, or unconsciously. I am taking a full responsibility of what's happening to me.
Jealousy	Confidence	How jealousy is affecting my health-physical and emotional?	Make a list of different approaches, different solutions that you can choose to implement instead of being jealous.	I have a choice to choose how I can feel. The better I feel, the more joy I'll attract in my life. I appreciate what I have and what I am.

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Depression	Optimism	What I can achieve by being depressed? Who will benefit from that and how?	I will say and express my emotions, whatever I feel, by the best possible way I can. I chose to see what good is happening to me, what good will happen and I am expecting that to manifest in my life.	Depression is a hidden aggression. Instead of expressing my feelings in a healthy way I have chosen to swallow them and thus to create a reason for depression. Now I chose to express what I really feel.
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Author: Svetla Bankova

How to fight Anxiety without Pills

Your Thinking is the Reason for Anxiety and Worry

The way you think determines your future

Watch your thoughts, they become words

Watch your words, they become actions

Watch your actions, they become habits

Watch your habits, they become character

Watch your character, it becomes your destiny

Author Unknown

I'll determine anxiety as a state of mind where our negative experience from the past meets our fears about the future.

Anxiety is the point where we are worrying about things that may never happen or that we have no control over them. That's the point where we are losing tons of time and energy just to worry.

In fact- on a very physical level, our pulse goes up, we feel like we are going crazy, thoughts are arriving and departing as the New York airport at its busiest times, our heart is racing and we are a total mess.

I personally think that worrying is completely useless action and we can just consciously remove that from our lives once we have

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determined the roots of this anxiety and we manage to “equipped” ourselves with a philosophy that help us dealing with it.

When I catch myself worrying about something I ask my self this “powerful” question:

‘Can I change something to achieve the desired by me result (whatever this is and I am worrying about)!’

1. If the answer is “YES” I just go ahead and do whatever depends on me in order to get what I am looking for.

In this case instead of just staying and worrying I “kill” the anxiety with action. I do my part of the job. Period.

2. If the answer is “NO” – there is nothing I can do. Then I just give up the control to the Universe and trust that whatever happens will be for my highest good. Worrying or not worrying won’t change anything.

At that point I make a conscious choice not to worry. Anxiety is about decision. Because you know very well, who was able to change anything by worrying?

This is luxury nowadays that I can not afford. I need my time and energy for things that are more useful. I need these thoughts for myself, my family and my business.

If you are still worried that something “bad” may happen to you and in that scenario you are not able to trust the Universe, I’ll ask you to go

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back in your past and pick up one negative event that happened to you. Let's say you lost your job 2 years ago. Now make a list of all good things that came out of this "bad" event.

- May be you had more time for your family?
- May be you needed some rest?
- May be you had more time for your hobbies?
- Or may be you didn't have to drive an hour to get to work?
- May be you started a new job after that or you won business?
- May be you were able to take care of all the things you've been putting away?

Stepping on the positive side of things will give you the confidence that whatever happens will be for your highest good.

Stress for me means two things:

1. "I have to do too many things for too little time" or

2. "I have to do things that I don't want to do at all, but I have to"

In either of the cases I get stressed- my blood pressure goes up, I feel like I am out of control, I am sweating, my pulse goes up. This was especially very hard for me as well. My body on a physical level is fighting with my mind, which has its own reasons why I should do this and that.

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In order to solve the problem with the stress and improve your overall condition, you have to either:

- 1. change the circumstances**
- 2. change how to react on them**
- 3. or both**

When you make choice #1 here are a few things you can do to improve the situation:

Make a brief list of your priorities, i.e. family, kids, me, work, hobbies etc. I would suggest to put "me" in front of everything else. **Simply because if you are not happy or healthy, nobody else will be.** Trust me.

Divide the things you have to do by the following order of importance:

1. Urgent and Important (you have to take care of them NOW)
2. Not urgent, but important (things like your mortgage, bills that are important but can wait)
3. Urgent, but not important (these are things that are important to someone else, but not to you, but you have been asked to them)

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4. Not urgent and not important- (needless to say- they go to the trash)

Urgent and Important	Urgent, but not important
Not urgent, but important	Not urgent and not important

Do it everyday, until it becomes a habit. You'll see how easily you'll drop a lot of things from your To-Do-List just because you'll see that they are no longer important.

Choice # 2- Change how to react on them

That simply means that when you are asked to do things that you don't want to do, it's not your job, somebody else can do them better than you, they are not your obligation etc. you just say "**NO**" instead of taking the task and then getting stressed, angry, guilty, anxious etc – a whole bouquet of poisonous feelings that will make your situation worse.

Those are the only two ways that I know and I know that they work perfectly, so try them on and see what happens.

May be you'll feel much better, and mostly important stress-free.

Create your Not-To-Do list, which happen to be as important as your To Do List. In this list you should include things that you decided not to do, in order to keep you stress- free.

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No matter what, remain calm and composed, for even in the worst situations you'll find opportunities. Staying calm under pressure produces crucial amounts of a key neurochemical, nitric oxide, throughout the body. Nitric oxide is unusually small, but powerful molecule that switches on the

glowing light in fireflies.

Inside humans, it neutralizes the negative effects of stress hormones such as norepinephrine that cause rapid heart rate, high blood pressure, tension, anger and anxiety. Nitric oxide signals the brain to release calming neurochemicals such as dopamine and endorphins. Often this enables you to reach a heightened level of action, mood, creativity or performance. To master this kind of attention under pressure instead of just relying on expending energy to move you forward, you must engage with your challenges by keeping physical tension levels low, freeing yourself to try different instead of harder.

Author: Svetla Bankova

LIVE A LIFE THAT MATTERS

Ready or not, some day it will all come to an end.

There will be no more sunrises, no minutes, hours or days.

All the things you collected, whether treasured or forgotten, will pass
to someone else.

Your wealth, fame and temporal power will shrivel to irrelevance.

It will not matter what you owned or what you were owed.

Your grudges, resentments, frustrations and jealousies will finally
disappear.

So, too, your hopes, ambitions, plans, and to- do lists will expire.

The wins and losses that once seemed so important will fade away.

It won't matter where you come from, or what side of the tracks you
lived, at the end.

It won't matter how often you went to church or how often you prayed
so men could see you praying.

It won't matter how many e-mails about religion you have forwarded.

It won't matter whether you were beautiful or brilliant.

Even your gender and skin color will be irrelevant.

So what will matter? How will the value of your days be measured?

What will matter is not what you bought, but what you built;
Not what you got, but what you gave.

What will matter is not your success, but your significance.

What will matter is not what you learned, but what you taught.

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What will matter is every act of integrity, compassion, courage or sacrifice that enriched, empowered or encouraged others to emulate your example.

What will matter is not your competence, but your character.

What will matter is not how many people you know, but how many will feel a lasting loss when you are gone.

What will matter is not your memories, but the memories that live in those who loved you.

What will matter is how long you will be remembered, by whom and for what.

Living a life that matters doesn't happen by accident.

It's not a matter of circumstance but of choice.

Choose to live a life that matters.

Author Unknown

EnjoyYour Life!

Author: Svetla Bankova