

AI-00249 10 Mental Hygiene Tasks

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Rewrite items 1 to 10 below for better readability:

1. Neither run away from emotions nor yet fight them, ... It is like guiding spirited horses—you guide, they obey, not their own impulses, but your will
2. Be efficient in what you do. ... In short, do not drive your tacks with a sledgehammer. There is a better, less fatiguing way. Find out how easily you can do things well, and take pride in such skill.
3. Do one thing at a time.
4. Make clean-cut practical decisions. . . . Finally decisions must be valued, not as irrevocable oaths or unretractable contracts, but as mere decisions, subject to change in the face of new facts or additional knowledge.
5. Do not accept hurry as a necessary part of modern life. . . . Quality of work, not quantity, spells success, and quality is destroyed by hurry.
6. The worst enemy of efficiency, as well as the best ally of nervousness, is worry. Worry is a complete circle of inefficient thought whirling about a pivot of fear. **To avoid it, consider first whether the problem in hand is actually your business. If it is not, turn to something that is. If it is your business, decide next whether it be your business now.**
7. Keep work, play, rest, and exercise in their proper relative proportions; not only in the space of decades, but year by year, month by month, week by week, and day by day. . . . Such a life absorbs emergencies without strain.

8. Shun the New England conscience.
9. Energy is often wasted by a peculiar process which many people seem to think necessary before they can do any* thing, especially anything that promises to be difficult. . . . When a decision has been reached, when something has to be done, waste no time in mobilizing extra energy, just do it.
10. Lastly, to avoid breaks in character, breaks between your ideals and your everyday actions, recognize that your problem is fundamentally the same as every one else's, no matter what your particular job may be. Do not criticize your part in the play, study it, understand it, and then play it, sick or well, rich or poor, with faith, with courage, and with proper grace.

ChatGPT

1. Embrace your emotions instead of suppressing or fighting them. Think of it as guiding spirited horses: you lead, they follow your direction, not their own impulses.
2. Focus on efficiency in your actions. Don't use excessive force when a lighter touch will suffice. Discover how to accomplish tasks well with less fatigue, and take pride in your skills.
3. Prioritize one task at a time.
4. Make clear and practical decisions, understanding that they are not set in stone. Value decisions as flexible choices that can be adjusted based on new information.
5. Don't accept haste as an inevitable part of modern life. Success lies in the quality, not quantity, of your work, and rushing compromises quality.
6. Worry is the enemy of efficiency and the ally of nervousness. Worrying is an unproductive cycle of fearful thoughts. To avoid it, determine if the problem at hand is truly your responsibility. If not, shift your focus to something that is. If it is your responsibility, decide if it requires immediate attention.
7. Maintain a balanced lifestyle, giving appropriate time to work, play, rest, and exercise. This balance should be observed not only over long periods of time but also within each day, week, month, and year. This approach allows you to handle unexpected situations without strain.
8. Avoid being excessively rigid or restrictive in your moral or ethical principles.

9. Many people waste energy by believing they need to muster extra motivation before undertaking any task, especially challenging ones. Once a decision has been made and action is required, avoid wasting time on mobilizing additional energy—just get started.
10. Finally, to maintain consistency between your ideals and your everyday actions, recognize that your challenges are fundamentally similar to those faced by everyone else, regardless of your specific job. Instead of criticizing your role, study and understand it, and then fulfill it with faith, courage, and grace, regardless of your circumstances.

Bard

1. **Don't suppress or ignore your emotions.** Instead, acknowledge them and guide them in a constructive direction.
2. **Be efficient in your work.** Don't waste energy by doing things the hard way. Find the easiest and most effective way to get things done.
3. **Focus on one task at a time.** Multitasking is a myth. When you try to do too many things at once, you're actually less productive.
4. **Make clean-cut decisions.** Don't procrastinate or second-guess yourself. Once you've made a decision, stick to it and don't be afraid to change your mind if new information comes to light.
5. **Don't rush.** Take your time and do things right the first time. Rushing will only lead to mistakes.
6. **Don't worry.** Worry is a waste of time and energy. Instead, focus on the things you can control and let go of the things you can't.
7. **Find a balance between work, play, rest, and exercise.** A healthy lifestyle will help you stay productive and avoid burnout.
8. **Don't be a perfectionist.** Aim for excellence, but don't let the fear of failure hold you back.

9. **Don't overthink things.** When you need to take action, just do it. Don't waste time and energy trying to plan for every possible outcome.
10. **Be yourself.** Don't try to be someone you're not. Be true to yourself and your values.