

National Best Seller

RAJ BAPNA'S MIND POWER STUDY TECHNIQUES

How to Use More of Your Mind Power and
How to Study for Success in Exams and
Competitions

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Raj Bapna's MIND POWER STUDY TECHNIQUES

**Special 2023 Edition
With Bonus Section**

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Dedication

I dedicate this book to the two people who made this book possible,
even though I never met them.

Osho

The most outspoken enlightened man.

Osho's tapes and books gave me the courage to leave my high paying
job in the USA and return to India to do my dream work of developing
this book to help students.

Pankaj Udhas

The greatest gazal singer.

His gazal "Chitti Aai Hai" gave me the motivation to return to India to
do my dream work of sharing my expertise in mind power and study
techniques to help students.

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Introduction

Personal Welcome

Dear Friend,

Thank you for your wise purchase of this book. I want to personally welcome you to the wonderful world of Raj Bapna's Mind Power Study Techniques.

By using this book, you will study more effectively than 99% of the students and because you are competing against them, you will be at a great advantage in competitions.

We started the Mind Power Research Institute because schools and colleges do not teach how to use your mind power and how to study for success in competitions. At this institute, we have one and only one goal: how to help you use more of your mind power for your success.

This special edition comes with Bonus chapters and a money-back guarantee as per Amazon Kindle.

I want to know how you are greatly benefiting from this book.

Please email me at RajBapna@Gmail.com, and your message and name may appear on our website, future editions of this book, or promotions.

Wishing you a big success,
Raj Bapna

About the New 2023 Edition

I have been revising this book every couple of years for over 3 decades. During the 30+ years, many students and professors have read and made suggestions.

Now, in 2023, we have the biggest revision. I have used all kinds of tools and techniques to make it easier and faster to learn and benefit.

We have also created the Kindle edition because now everybody has a mobile phone and can use Kindle.

This book has been priced at Rs 495 for over 15 years, but finally, we have priced the Kindle at a low price on Kindle.

And, this edition is free available at www.MindPowerIndia.com/free

How this Book was Developed and Why

You may be curious to know how I developed this book and why.

I have had many successes and many failures in my life.

I made silly mistakes that caused failures for me and I learned techniques to develop skills that helped me to get big success.

I happened to discover special ways to learn. For example, I developed a new way to learn Chemistry that helped me get the highest marks in Chemistry in the High School Rajasthan Board Exam, and that was a pleasant surprise for me especially because I did not like Chemistry as a subject and did not enjoy studying it. Physics and Maths were what I liked. I got 5th rank in the board exam and won the NTSE scholarship from NCERT.

Then, during my engineering education, I noticed that certain ways of studying were helping me and some of my friends to get more marks. In the second-year course on Report Writing, I selected the topic "How to Get High Marks at BITS, Pilani".

I continued to get success and did M.Tech. from IIT Kharagpur and finally went to the USA.

As I made money in the USA I was delighted and I used some of it to buy a lot of books on the topics relating to mind power, learning and success. I bought audio programs and a mind machine. I attended seminars.

These were not cheap for me because I was from a middle-class family and before going to the USA, I had only a bicycle and had never driven a car, scooter, or a motorcycle. But, the thought in my mind was, "If I am willing to give up the good job at Intel and return to India, where I expect to earn only Rs 10,000 a month helping students, then I should be willing to spend some of

my hard-earned money to buy books, audio programs, mind machines and learn in seminars, so that I can help the students to the very best of my ability."

I also realized this: "If I don't buy now, I may not get a chance to buy later because buying American products from India is so much more difficult."

With such thoughts, I spent the money: The mind machine cost me \$327 and most single audio programs cost between \$10 to \$40. One audio program set on Neuro-Linguistic Programming by Richard Bandler cost me \$145 and another audio program set on Brain/Mind Expansion by John-David cost me \$345. The Anthony Robbins seminar was \$445 and the Richard Bandler seminar cost me \$1290.

And, in the end, I became a real expert on how to use more mind power, how to study for success in exams and competitions, and how to memorize faster.

By the way, my family had wanted me not to settle down in the USA but return to India and do something good in our own country.

I worked hard to make good money before returning to India. I went on to charge my clients \$18,002 for the single month of December 1990.

I started developing this book while I was still in the USA. Then, I returned to India, and my brother and I started Mind Power Research Institute to help students get success and we quickly printed 1000 copies of this book.

We never expected to print any more copies. But to our pleasant surprise, the editors of newspapers, magazines, and professional journals gave glowing reviews, and readers including doctors, engineers, professors, teachers, and others loved it and admired it. For example, here is what some of them said.

Times of India: "Simple, effective, practical techniques to improve overall intelligence and mind power. Even average students can easily understand."

Indian Banks' Association Bulletin: "Powerful, practical, easy. It will help all students, bank officials, and others appearing for tests, exams, and interviews."

Anand Bazar Patrika: "It has many techniques to increase your mind power quickly."

Malayalam Manorama: "It teaches how to succeed in exams and life struggles."

Management Accountant (ICWA journal): "Scientifically developed to help students and readers to increase their mind power. The techniques are explained in simple and easy-to-understand

language. Recommended for students and general readers. This book is worth reading and practicing."

Chartered Accountant (CA journal): "To wake up students ... to tackle the problems of study and life ... to achieve a fair degree of success. I have seen a school boy of age 13 reading and finding it very absorbing and revealing. Gives techniques for study efficiency, exam secrets, reading faster, use of vitamins, etc."

And unexpectedly, this book soon became a mega best seller because the readers liked it and benefited from it. One of our students even set a new all-India memory record to enter the Limca Book of Records.

Soon we were gripped by excitement. as we started getting hundreds and hundreds of letters thanking us for the great benefit students started experiencing in their lives as a result of the secrets and techniques that they learned. Students were grateful for the help and guidance they got. Many asked me not to return to the USA. These letters of gratefulness motivated me not to go back to the USA, but continue to stay here. So, I stayed here for 9 years before taking a 3-year break between 2000 and 2003 to go to California, the USA as a founding member of a software company to develop innovative software for telecommunication and to make money for myself.

Since 1991, we have spent full time (we don't have other jobs or shops) doing research in India with the single goal of helping students. Various products and courses we developed are at www.MindPowerIndia.com.

In 2004, we developed 2 powerful mind machines with cassettes for students to memorize vocab 3 to 7 times faster and to learn any subject better.

In 2007, we developed Super IQ 7.0 mind machine using digital sound technology. We used electronic equipment with CDs and DVDs. Now, those CDs and DVDs have been replaced by pendrive.

We have edited and improved this book almost every year since it was first published in 1991. So, please realize this is no ordinary book, but a powerful course that magically changed students' lives. This book represents the best we know about how to use your mind power for success in competitions and life. This book is more powerful now than ever before.

I hope you realize and appreciate the fact that this book contains my life experience from both my successes and failures and it is built on enormous knowledge and hard work. This book is very close to my heart and I am glad you are going to use it for your success.

I know from the experience of lakhs of students that if you use this book, you will greatly benefit.

I trust this book will find its way to those students who want to get success and high ranks in competitions. And I hope many many more will use and benefit from it.

Learn the Best of India and the World

India has known the power of the mind for thousands of years. Yoga and Ayurveda were developed more than 5,000 years ago. We have been the first and foremost civilization in the world. The total effort of the Indian genius has been in search of God. Unlike others, we, the Indians, never focused on building weapons.

My whole effort here is to combine some of these 5000-year-old Indian techniques with the latest scientific discoveries in

brain research, nutrition, psychology, and music in America and other countries with our research. The result is this surprisingly effective course Raj Bapna's Mind Power Study Techniques.

I teach you to use some of the same mind power techniques that have been used in search of God. But, a student can use these techniques for a different purpose-getting more marks, high rank, and achieving big success. And I teach you these old techniques from the point of view of a scientist.

This book is practical. For example, when I tell you to take vitamins every day, you learn different recommendations based on how much you can spend.

Another example, I never ask you in this book to "Be confident". It is like asking someone to "Be a millionaire". It is foolish. Being a millionaire is not like just removing your old clothes and wearing new clothes. Being a millionaire means having wealth in the bank. Similarly, feeling confident means having confidence inside you. I teach you easy practical ways to feel confident. I do not just ask you to feel confident, I teach you the techniques that make it possible for you to become confident. My methods have solid foundations in Science. My techniques are scientific.

You can yourself verify everything in this book by using a little effort, usually in just 15 or 30 minutes.

Using the techniques in this book for one week will convince you that they are amazingly powerful.

This whole course uses a comprehensive approach. In a sense, this whole course is about improving memory. Or this whole course is about increasing intelligence. Or about concentration.

Or about success in competition. All of these aspects are interrelated. They all depend on one another or support one another. When one aspect improves, the others also improve automatically.

For example, reading faster improves your concentration because the mind gets enough work, so it does not have time to go in different directions or get distracted. Scientific studies have proved that reading faster improves understanding. This leads to improvement in both memory and concentration. Most of the intelligence tests only measure your ability for memory and concentration.

You will learn many techniques such as memory techniques, faster reading techniques, a technique for relaxation, and a technique for sitting in the class. But in a general sense, these techniques are all about memory and concentration and intelligence, and success in competition. They cannot be separated from one another.

Seven Suggestions on How to Get Maximum Benefit from this book for Your Success

As you read and learn from this book, I believe you realize that it contains a great deal of wisdom that instantly changes you. Don't read it superficially. Read it sincerely and expect big improvements.

Please follow these suggestions to get the maximum benefit from this book:

- As a student, understand and realize that education and competitive exams are very important for success in your life.
- Do not skip any exercise or technique.
- It helps you if you plan a fixed place and a fixed time each day that you can read this book and learn.
- As you learn secrets (information and knowledge), you instantly gain wisdom and change without any delay. You instantly begin to benefit from the new knowledge and wisdom.
- As you learn techniques, you need to practice them to develop new skills and talents. Reading a technique and practicing just once is not enough to get the full benefit.

- Realize that learning any new technique or skill is like learning to ride a bicycle. It requires practice and patience. You do not learn to ride a bicycle in one hour. In the same way, do not try to read this course like a novel in one afternoon and expect to learn my powerful techniques.
- To make the fullest use of this book, plan to spend about half an hour every day for a few weeks.

I wish you success in your competitions, your job, and your life.

Chapter 1

Learn These Two Techniques in One Hour and Immediately Improve Your Learning Efficiency

This chapter gives a glimpse of the magic power of your mind and shows you that you are capable of much more than what others have told you.

You will learn two mind power study techniques:

- The Finger Technique to Read Faster
- The Topper's Daily Routine

The Finger Technique to Improve Your Reading Speed Quickly: Proof that You are Capable of Achieving Much More than What Others have Told You

Yes. In this section, we (you and I together) prove that your mind is capable of much more than what others have told you so far.

In 30 minutes, you will learn the "Finger Technique" in 4 easy steps for faster reading and prove that you have the ability to read much faster than you currently do.

Before you learn the Finger Technique, I want you to know it is an extremely powerful technique to improve your reading speed in just 30 minutes.

Here is what users are saying:

I **topped** DAV College Chandigarh. I increased my reading speed from 303 to 1000 words per minute."

Sanjeev Dixit, Panchkula, Haryana

"Very useful for my BSc and ICWA exams. Within a **single day, I increased my reading speed** from 275 to 455 words per minute"

- S Jayaprakash, Madras, TN

"I am very happy to inform you that my son Ravi Anand **increased his reading speed** from 228 to a surprisingly high 1818 words per minute. Thank you for your course."

- Dr. M L Singh, MS, Eye Surgeon, Bihar

"It was very beneficial for my IAS exam."

Rajnikant Dikshit, Gorakhpur, UP

"Unbelievably, I **improved my reading speed** from 75 to 200 words per minute. My son (in class 4) improved his memory. ."

- Prof M Bhatnagar, Ph.D., Formerly in the US

"My parents are very happy. I had never before got distinction, but now I got 78% in Maths and 80% in Science."

- Pankaj Kumar, Nasik, MS

Now, slowly read the instructions below. There is no hurry. Just do as I say. Do not skip any step.

Every person's mind works similarly. That is why my instructions and techniques are equally useful for everyone. Even if you are already very good at your studies, believe me, you will become better. Do not skip a step because you are smarter than ordinary people. You will improve even if you are already

very good. All I ask is your half an hour so that I can prove to you that your mind is much more powerful than you thought.

Let us begin.

First, find your reading speed

Let us first find out your current reading speed.

Get a watch that can measure time in seconds. If possible, ask someone to check the time as you read.

Read the following at your normal reading speed. There is no hurry. Find out how much time you take to read the following.

Ready ... start...

The young man had looked everywhere for a good manager but had found only a few. The few he did find could not share their secrets with him. He began to think maybe he would never find out what made a good manager successful.

Then he began hearing fantastic stories about a special manager who lived, surprisingly, in a nearby city. He heard that people liked to work for this man and that they got great results together. The young man wondered if the stories were true and, if so, whether this manager would be willing to share his secrets with him.

So, he telephoned the special manager's secretary for an appointment. The secretary put him through immediately.

The young man asked this special manager when he could meet him. He heard, "Any time this week is fine, except Wednesday morning. You decide the time."

The young man quietly laughed because this supposedly marvelous manager sounded like an untrue person to him. What kind of manager had so much time available? But the young man was fascinated. He went to see him.

When the young man arrived at the manager's office, he found him relaxing and looking out of the window. When the young man coughed, the manager turned and smiled. He invited the young man to sit down. And asked, "What can I do for you?"

Stop and see the time on your watch.

Find your approximate reading speed on the chart below. Write it here for comparing later

SPEED CHART

If your time in seconds are	Your speed in words per minute is
10	1368
20	684
30	456
40	342
50	274
60	228
70	195
80	171
90	152
100	137
110	124
120	114
130	105
140	97
150	91
160	86
170	76
180	76
190	72
200	68
210	65

Now, Get Ready to Improve Your Reading Speed

Please get ready to learn two techniques:

- The Eye-Finger Coordination Technique
- The Finger Technique

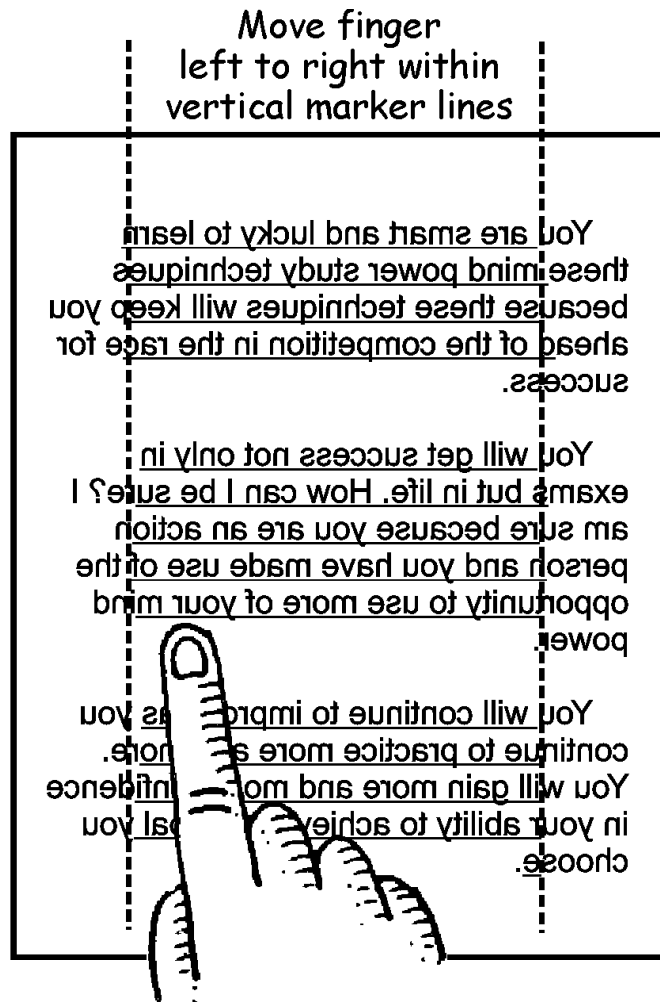
Eye-Finger Coordination Technique™

Use this technique twice daily for the first week. Then, for the next 3 weeks, use it twice a week.

The goal of this technique is to (1) train your finger to move fast under lines of printing within the vertical marker lines (2) train your eyes to follow your finger as it moves and to see just above the finger without trying to understand at all.

To make sure our mind does not try to understand words, we keep the book upside down. Yes. All the words will look upside down and so you don't have to try to understand anything - not even a single word.

Now move your finger under the lines of print and try to see words just above your finger as the finger moves. To move your finger as fast as possible, please note that you move your finger within the vertical marker lines as shown in the diagram below.



Eye-Finger Coordination Technique:

Turn the book upside down. Move your finger from left to right under each
line of print within the vertical marker lines
to guide your eyes to move faster **without trying to read at all**

Use this technique for 5 minutes while moving your finger smoothly and rapidly with a sense of urgency and seeing the words above the finger.

After 5 minutes with this technique, please close your eyes and give them rest for 2 minutes. To relax your eyes, as shown below, you can cover them with your palms without pressing against the eyes but just cover them in a way to eliminate light reaching your eyes.



How to give rest to your eyes:

Cover your eyes with your palms to stop any light entering your eyes,
but without pressing against the eyes

After relaxing your eyes, you are ready to learn the Finger Technique below.

The Finger TechniqueTM

Use the Finger Technique for all of your reading during the training period.

The Finger Technique is similar to the Eye-Finger Coordination Technique with just one difference: In the Finger Technique, you keep the book normal/upright so that as you move your finger, you can see the words, read, and understand them, as shown in below.

Do not move your lips and do not speak aloud as you read.

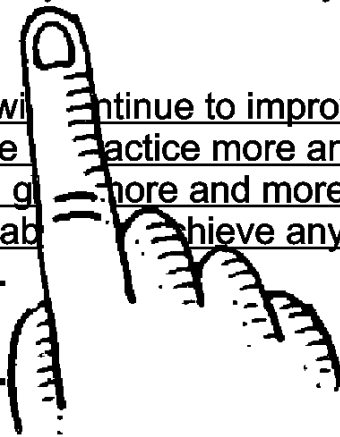
The goal is to train your mind and eyes to read faster and faster, so do not try to understand everything. It is enough to understand 70% or 80% only. What is important is to move your finger fast and see or read the words as your finger moves under a line.

Move finger
left to right within
vertical marker lines

You are smart and lucky to learn these mind power study techniques because these techniques will keep you ahead of the competition in the race for success.

You will get success not only in exams but in life. How can I be sure? I am sure because you are an action person and you have made use of the opportunity to use more of your mind power.

You will continue to improve as you continue practice more and more. You will gain more and more confidence in your ability to achieve any goal you choose.



The Finger Technique of Speed Reading:

Keep the book normal/upright

so that you can **read as your eyes follow the finger.**

Now using the Finger Technique read for 5 more minutes with a sense of urgency.

Again take a 2-minute break to give rest to your eyes.

Repeat the Eye-Finger Coordination Technique for 5 minutes and the Finger Technique for 5 minutes.

Now, Find Your New Increased Reading Speed

Now you are ready to test your reading speed again using the Finger Technique. Move your finger fast within the vertical marker lines.

Remember that you don't need to understand everything perfectly. If you miss some words, that is okay.

Remember not to move your lips and do not speak aloud as you read.

First, take a 2-minute break to give rest to your eyes.

Now you are ready to take the test again and read fast with a sense of urgency.

Find out how much time you take to read the following.

Ready ... start ...

Many years later, the man looked back on the time when he first heard of the principles of Two Minute Management. It seemed like a long time ago. He was glad he had written down what he learned from the Two Minute Manager.

He had written his notes into a book and had given copies to many people.

He recalled someone telephoning to say, "I can't thank you enough. It's made a big difference in my work." That pleased him.

As he thought back on the past, he smiled. He remembered how much he had learned from the original Two Minute Manager and he was grateful.

The new manager was also happy that he did take the knowledge one step further. By giving copies to many other people in his company, he solved many practical problems.

Everyone who worked with him felt safe. They could also see why the seemingly simple Two Minute Management techniques worked so well with people.

Each person who had his copy of the text could read and re-read it at his own pace until he could understand it and put it to good use himself. The manager knew fully well the very practical advantage of repetition in learning anything new.

Sharing the knowledge in this simple and honest way had, of course, saved him a good amount of time. And it had surely made his job easier.

Many of the people reporting to him had become Two Minute Managers themselves. And they, in turn, had done the same for many of the people who reported to them.

The entire company had become more effective.

As he sat in his chair thinking, the new Two Minute Manager realized what a lucky individual he was. He had given himself the chance of getting greater results in less time.

Stop and see the time on your watch.

Find your approximate reading speed on the chart below.

SPEED CHART

If your time in seconds is	Your speed in words per minute is
10	1818
20	909
<u>30</u>	<u>606</u>
40	455
50	367
<u>60</u>	<u>303</u>
70	260
80	227
<u>90</u>	<u>202</u>
100	182
110	165
<u>120</u>	<u>152</u>
130	140
140	130
<u>150</u>	<u>121</u>
160	114
170	107
<u>180</u>	<u>101</u>
190	96
200	91
210	87

Write down your new faster reading speed here _____

Old reading speed _____

Almost everyone almost doubles their reading speed. A few people need to practice more to get the results.

If you want to calculate the percentage improvement in your reading speed, you can use the following steps.

Difference in Speed = _____ words per minute

Percent Improvement = $\frac{\text{speed difference} \times 100}{\text{old speed}}$

= _____ %

Now, are you convinced that your mind and eyes can read much faster than you currently reading?

Do not worry about understanding perfectly. Today is just the first day, so you do not understand fully when you read faster. Keep practicing for days and weeks. Your understanding will improve in the next few days. Within a week you will have a normal understanding. Also, remember that you do not have to understand every word. For example, if you miss something while reading a newspaper or a novel, it is okay.

The Topper's Daily Routine: Your Guide to Super Success

You can learn the Topper's Daily Routine quickly and start benefiting right today. The Topper's Daily Routine requires a total of about 15 to 20 minutes a day of revising your schoolwork. I also recommend some physical exercise for 30 minutes.

As you learn other specific techniques from this book, the Topper's Daily Routine becomes more and more effective and powerful for you.

If you ask me to pick the single most important technique from this book, it is the Topper's Daily Routine.

I suggest you follow this technique for three weeks. If you can be regular enough to spend 15 to 20 minutes every day for three weeks, I guarantee you will always be using this technique for your studies. And after completing your education, when you will work on a job, you will continue to use some of these powerful techniques at your job.

What is the Topper's Daily Routine? It is a systematic approach to studying daily, learning daily, and revising daily. I explain this routine in terms of what to do in the classroom and what to do at home, etc.

Let me give you an overview of the Topper's Daily Routine. You will learn more details about it in Chapter 4.

Overview of the Topper's Daily Routine: Your Guide to Super Success

Quick revision in the class

- Revise the previous day's class work when you reach and sit in class or before the teacher starts the class.
- Revise today's class work when the teacher finishes class and leaves the classroom.

Quick revision at home

- In the morning after waking up, exercising, or taking breakfast
- Before going to school
- In the night before going to sleep
- Again next morning
- Sunday - revise this week's class work two times.
- Monthly (first or last Sunday of the month) - revise monthly class work.

Study and learn at home

- Slowly study to understand class work and to study on your own (self-study)
- Do numerical questions (example: Math)
- Write and revise slowly to memorize difficult things

At home

- Do aerobic exercise for 30 minutes
- Take vitamins and minerals tablets
- Regularly do relaxation and deep breathing
- Sleep during the day also
- Take practice tests, similar to actual tests

At school

- Tell the teacher you are studying hard for the competition, merit, etc.
- Request a teacher to correct some of your answer books for practice tests
- Cooperate with other students (you are not competing only against them, but also thousands or lakhs of others)

During exams-days and exams

- Do not eat just before the exam.
- Use alpha-breathing and relaxation techniques.
- Read questions slowly, think, plan and then write answers.
- Sleep well and do not study so hard that you do get tired.

General suggestions

- Read fast.
- Take notes using the "mind-map" technique.
- Take rest after half an hour of study.

How to Take Care of Your Eyes

Human eyes are amazing. Light enters your eye through the lens that focuses it onto the retina. The retina has about 15 crores (150 million) separate light receivers. These light receivers process lakhs and lakhs of light-energy particles per second.

Some people have known for a long time that the pupil size adjusts according to the intensity of light. When light is not bright, the pupil size increases. It also increases when you see something of great interest.

Jewelers in China have known this for centuries. As soon as the jeweler sees an increase in pupil size when showing an item, he knows that the customer is interested in the item and therefore he charges a higher price.

Your eyes can learn to read faster. Consider what happens when you learn to ride a bicycle, a scooter, or a motorcycle. In the beginning, when the scooter moves at 15 kilo-meter per hour, you feel that the scooter is moving very fast. You may not even be confident that you can drive safe enough. As you learn more and practice driving, you become more comfortable. After some practice, you become comfortable at 30 or 40 kilo-meters per hour. Then one day you are driving with a friend who asks you to drive very fast at 80 or 90 or 100 kilo-meters per hour. After driving so fast when you again drive at 40 kilo-meters, that feels slow. Just one practice session at 90 kilo-meters per hour is enough to make you feel comfortable driving at 60 kilo-meters per hour.

What happens is that your nervous system, your muscles, and your eyes all become used to 90 kilo-meters per hour. So when you slow down to 60, you feel very comfortable.

The same is true with reading speed. Simply, try reading extremely fast, much faster than you think you can manage. Then when you read in your normal way, your speed would have automatically increased.

Here I am giving some simple but enormously beneficial hints to help relax your eyes when studying or concentrating.

Light

Sunlight is the best for your eyes. When there is not enough sunlight, use comfortably bright light from electricity.

Breathing

When we concentrate, we tend to hold our breath or we stop breathing for a short period. This creates tension in our eyes and our bodies.

When you study or concentrate, make sure that your breathing is relaxed, deep, and rhythmic.

Blinking

We naturally close and open our eyes and it is called "blinking". We tend to stop blinking when we concentrate. So make sure that you blink when you concentrate. Also occasionally, look away and blink a few times to relax your eyes.

Palming

This technique is to relax your eyes. Use your palms to cover your eyes without touching the eyelids. Make your palms round like when holding water so that you do not touch the eyelids. Your palms touch your forehead and cheeks so that you feel completely dark.

Chapter 2

New Research in Brain Science Proves that You are More Capable than You Think

This chapter tells interesting facts about the new research in the science of the brain.

This chapter has no techniques. It gives you scientific facts that show that you are smarter than you think. This is the only chapter without techniques in this book. This chapter helps you understand why the techniques in this book work. So, do not skip this chapter.

Scientists have learned more about the brain/mind in the last 20 years than in the whole history of humanity. People who have made these discoveries in the brain/mind include neuro-scientists, brain surgeons, psychologists, electronics engineers, and scientists from many other related fields.

Scientists say that most people use less than 10% of their minds. More than 90% of each person's brain is unused.

The Structure of the Human Brain

Let us learn about the structure of the human brain.

The physical or biological brain

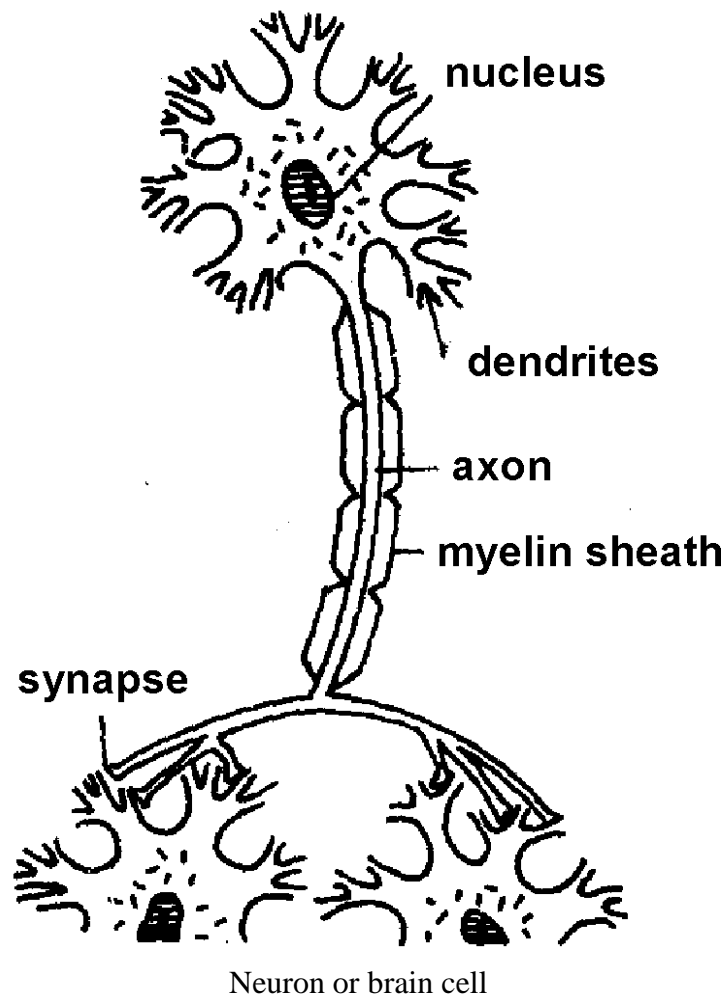
This diagram shows the human brain.

The human brain has two parts: a left part and a right part. These two parts are connected by a corpus callosum (made of millions of brain fibers). The convoluted outer surface of the brain is called the cerebral cortex. This is so much convoluted in human beings only and it is the basis of human intelligence.



The human brain

The brain cells are called neurons. An average brain contains about 15,00,00,00,000 (1500 crore) neurons.



A neuron has a center called the nucleus and branches called dendrites. Each neuron is connected with many other neurons. Current scientific knowledge is that these connections are the basis for all learning and memory.

We can imagine the brain as a huge network of connected neurons. This network is far more complex than the complete telephone network in the world.

Some scientists have calculated that the total possible connections among neurons are more than the total number of atoms in the whole universe!

The specialization of the left brain and right brain

In the 1960s, a doctor removed the corpus callosum for some patients who suffered from a seizure. Dr. Roger Sperry studied these patients. He discovered that the left brain and the right

brain specialized in different modes of thinking and perceiving. Dr. Sperry won a Nobel prize for this breakthrough research.

The left brain is the logical part. It controls speech, words, and language. It is methodical and tends to think in a step-by-step logical fashion.

The right brain is the creative part, it thinks in images and colors and it can remember complex pictures and songs (music). It thinks in an intuitive way rather than a logical way.

Is it not surprising that we can recognize hundreds or thousands of songs? This fact proves that we all have an excellent memory, but we just do not know how to use it for study and exams.



The specialization of the left brain and the right brain

These two half brains do not work like separate departments but in an interconnected and collaborating way. The left brain and the right brain exchange information through the corpus callosum.

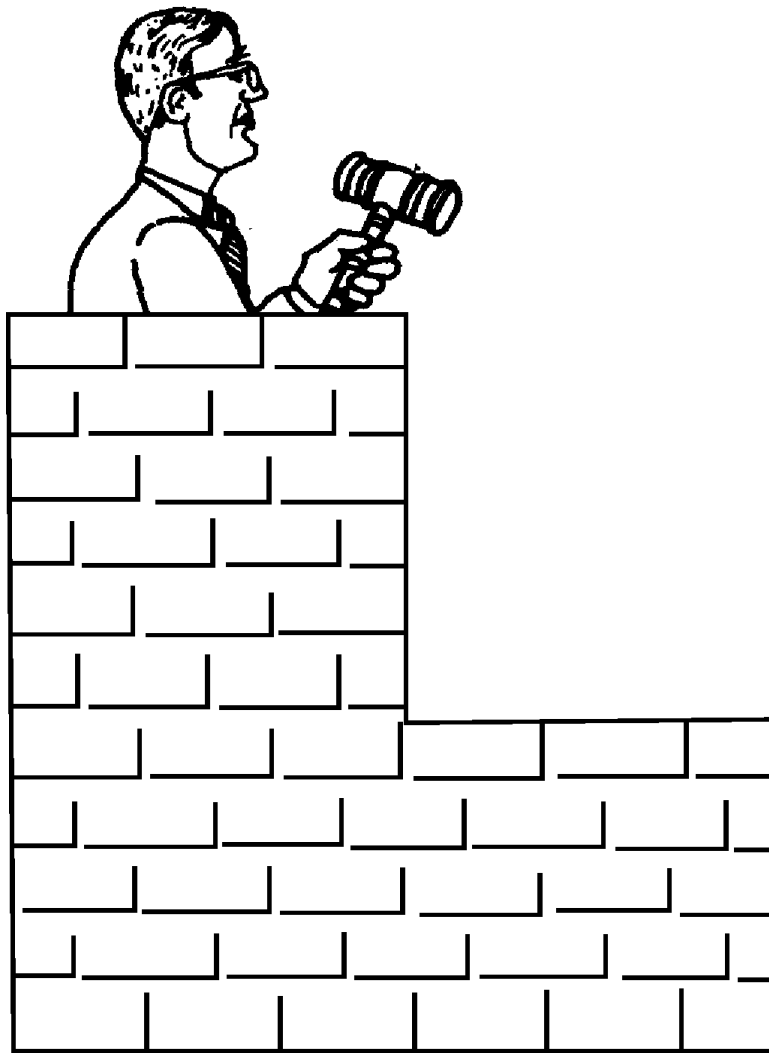


Diagram representing the logical left brain

The left brain controls the right part of the body and the right brain controls the left part of the body. The left brain is the manager, the critical thinker, the accountant, etc.

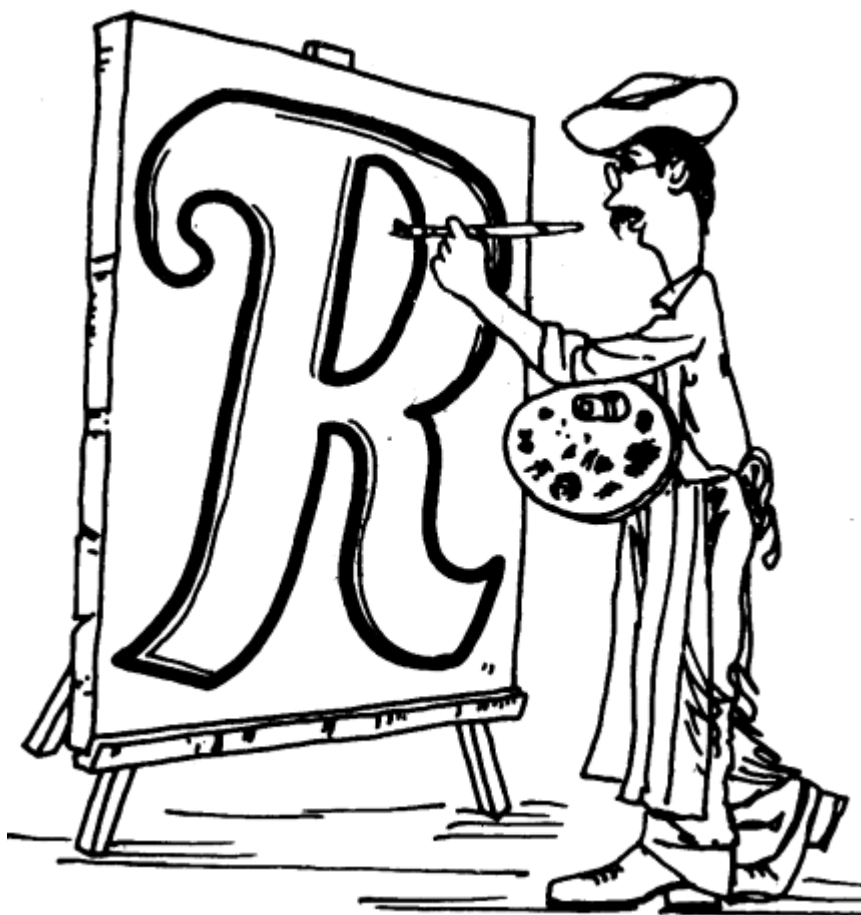


Diagram representing the artistic right brain

Children use both the left brain and the right brain. As a result of the emphasis on left-brain activities in our schools, our ability to use the right brain is reduced.

Many of the techniques in this book teach you how to use both your right brain and left brain together. And as a result of using my techniques, you will use more of your brainpower.

The conscious mind and subconscious mind

We use the conscious mind when we knowingly think or do something. Something like the working of our heart is not under conscious control. It is the power of the subconscious mind that makes our heartbeat about 72 times per minute regularly for up to 100 years.

The subconscious mind is much more powerful than the conscious mind. But it is not under our direct control. It functions based on information stored in it. It stores all kinds of information from the day the child is born. It even stores information that you are not consciously aware of. For example, a witness to an accident could not tell the car's license plate number, but under hypnosis (hypnosis helps reach the subconscious) he gave the correct number.

The techniques in this book help you use more of your subconscious mind for greater mind power.

Adult Brain Can Grow

Scientists had believed that the physical brain size - number of brain cells, weight, etc. - is based on heredity.

New experiments have now proved that external stimulation of the brain or "enriched environments" can significantly increase the brain size, size of neurons, and the number of certain cells.

Amazing results from new research on rats

In one experiment, rats were divided into three groups.

Group 1 was kept in ordinary cages.

Group 2 was kept in cages that had less sound and less light called a "poor environment".

Group 3 was kept in cages that had games and challenges called "rich environment". Many experiments gave the following results in all cases the rats raised in enriched environments showed:

- Increased thickness of the cerebral cortex or "grey matter"
- 15% increase in the actual size of individual neurons (brain cells) in the cortex
- An increase in the protein in the brain is proportional to the increase in the cortex weight, proving that the growth was on brain tissue rather just fluid content
- Increase in the dendrite branching. (Each brain cell connects with other brain cells by dendrites.)
- Increase in the number of dendritic spines per unit length of dendrite. (Dendritic spines are thousands of little projections covering the surface of dendrite.)

In other experiments, scientists discovered that rats that lived in a poor environment for a long time, quickly developed intelligence when exposed to an enriched environment.

If rats were kept in an environment that was too challenging and stressful, the rats did not show enrichment and they suffered mental problems.

People can become more intelligent with age

It is a popular belief that intelligence decreases with age. Now it has been proven that, with proper nutrition, the brain does not lose cells but keeps growing. This results in more intelligence even after 70 or 80 or 90 years of age.

Brain Waves, Brain States, and Brain Chemicals

When you drop a small stone into the water, you see waves. Similarly, our heart and our brain have wave patterns. The wave pattern of the heart is measured by ECG (electro cardiograph). The brain waves are measured by EEG (electro encephalograph).

Using brain wave studies, scientists have discovered that our brain waves are of four types.

The brain waves also have peaks that are similar to the peaks we see in water waves. The number of times the peak appears in one second is called "cycles per second". For example, the electricity in India is 50 cycles per second.

Beta (13 to 25 cycles per second)

This brain wave indicates that your conscious mind is in control. It indicates a mental state of logical thought, analysis, and action. You are alert and awake talking, speaking, doing, solving problems, etc.

Alpha (8 to 12 cycles per second)

This brain wave indicates relaxation and meditation. It is a state of relaxed alertness good for inspiration and learning facts faster.

Theta (4 to 8 cycles per second)

Deep meditation. This is associated with life-like imagination. This is best for suggestibility and inspiration. This brain wave is dominant in children of age 2 to 5.

Delta (0.5 to 4 cycles per second)

Deep dreamless sleep. Deep relaxation.

The left brain and right brain work together

Usually, the left brain and the right brain waves are independent. They reach peaks independent of each other. During meditation and deep relaxation, the left brain waves and the right brain waves happen together. For both, the peaks are reached together. This is called synchronization. Scientists now believe that synchronization makes much greater mind power available. This is associated with creativity and learning large amounts of information very quickly.

Brain chemicals

Scientists now believe that there is an electrical and chemical basis for every imaginable mental state.

Brain self-control

Scientists had long believed that brain activity such as brain waves and secretion of brain chemicals were beyond conscious control. But, experiments on Swami Rama of the Himalayas (who now lives in the USA) and on biofeedback have now changed that belief. Now it is proven that some people can control their brain waves, etc.

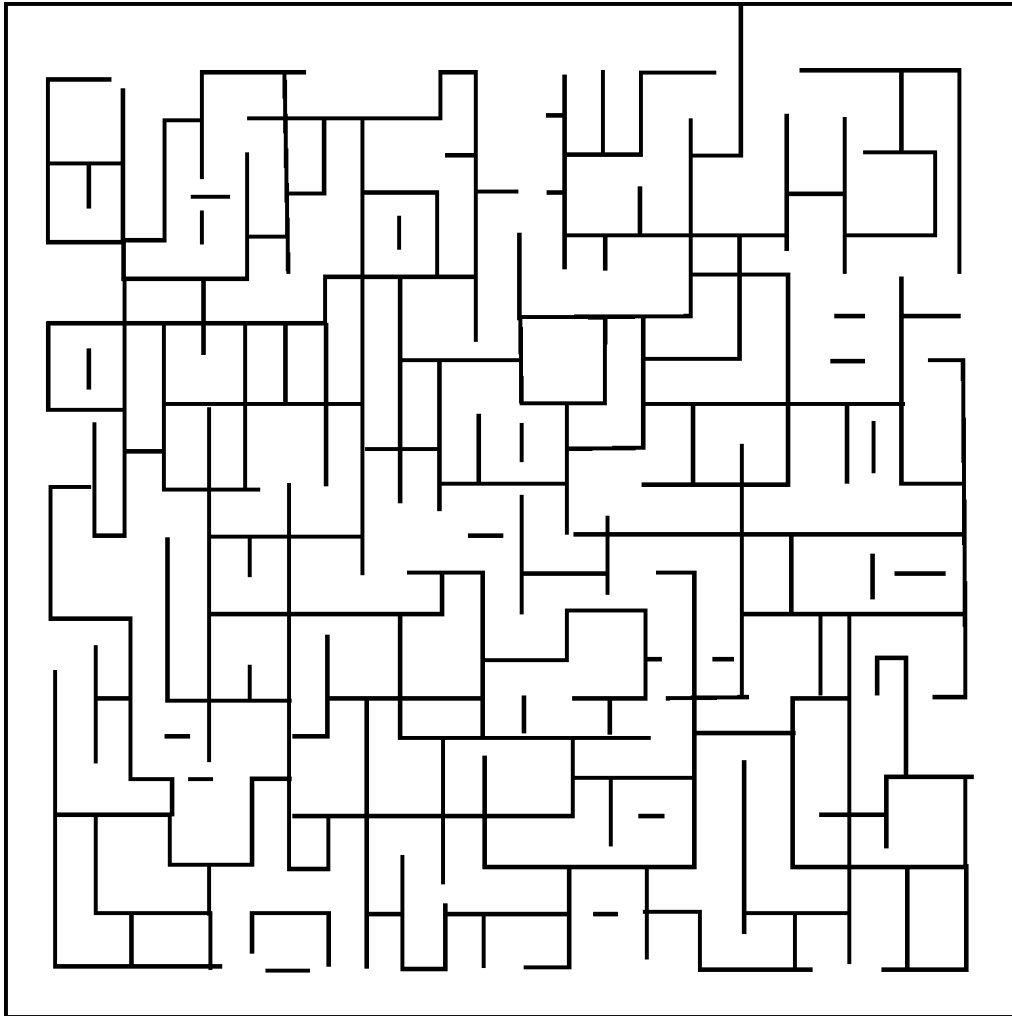
Experience the Magnetic Power of Your Mind

Your mind is capable of getting exactly what it wants. Many psychologists have called the brain a "goal-seeking mechanism". Here are a few exercises to prove to you that your mind does have the quality of a magnet to see what it wants to find. Look at the diagram of a square below.



Look for this square on the next page

The following diagram contains only one square like this square. Many figures are close enough, but only one is identical square. Just look at this drawing and your mind will automatically find the square.



Experience the magnetic power of your mind

So, have a purpose in mind whenever you read anything. When you have a specific goal, your mind finds it.

It is a good idea to just look through or scan anything before reading it.

New Scientific Breakthroughs in Mind Technologies Help You Improve without Effort

New mind technologies (scientific music and mind machines) are being developed all over the world to help you learn faster, remember more, learn subjects such as vocab, relax deeply, reduce stress, improve the functioning of your brain/mind, to build positive-empowering beliefs, to eliminate negative-limiting beliefs, to help you get success.

Mind technology is one of the most exciting fields of research in the world today. For the first time, now scientists are understanding how to make great improvements in the functioning of any person's mind. Many new audio programs and machines are being designed to greatly improve the functioning of the human mind.



The author's parents use a mind machine for meditation

10 Lakh Users Of Mind Technology Revolution Worldwide

It is estimated that over 10 lakh people in the world are now using mind development-related technology.

Michael Hutchison, the famous American author, was so impressed with the Mind Machines that he started his best-selling book *Mega Brain* like this:

"You sit down in a comfortable chair, put on the electrical headgear [headphones, eyeglasses, etc.], flip a switch on the small control by your hand, close your eyes and sink into a state of deep relaxation. Thirty minutes later as you turn off the machine and remove the headgear, you feel extremely alert and lucid. Your brain is now functioning far more effectively than it was before. Your memory-your ability both to memorize new information and to recall information you have already learned-has increased dramatically. Your ability to think creatively, and to solve problems, has expanded. The speed with which your brain cells pass messages among themselves has increased. In fact, many of your brain cells have actually grown-a microscopic examination would show that the brain cells have developed more dendrites, the branching filaments that carry messages from one cell to another and more synapses, the junctures between brain cells across which impulses are transmitted. You are more intelligent than you were a half-hour before."

Mind machines use various types of mind technologies to change brainwaves to alpha, beta, theta, or delta for the desired purpose and to enhance the abilities of the user.

Over One Lakh Users in India

More than one lakh people in India are already using the mind tech we developed.

Students are Using Mind Technology for Super Intelligence, Better Memory, Faster Learning, Vocab, Exam Success, and more...

In addition to enhancing mental ability, intelligence and IQ, students are using these audio programs and machines for better memory, faster learning, vocabulary, and exam success.

Executives and Others are Using Mind Technology for Creativity, Relaxation, Meditation, Peak Performance, Deep Sleep, and more

Executives and other people are using these audio programs and machines as a new effortless way to manage stress for good health, better job performance, or other numerous benefits from reducing stress.

Hypnotists, psychotherapists, medical doctors, professors, religious gurus, and other people interested in psycho-technology, brain wave synchronization, altered state of consciousness, self-hypnosis, clinical hypnosis, bio-feedback, peak performance, and deep sleep are using these audio programs, and mind machines.

Two Key Goals of all Mind Technologies

1. Brainwave Entrainment

The brainwave entrainment technologies (binaural beats, frequency following response, DAPS, etc.) are used to change your brainwaves to the desired state of relaxation, meditation, sleep, or wakefulness. This by itself offers the wonderful benefits of meditation. Next, if desired, in the state of mild or

deep relaxation, you are presented information for achieving specific goals such as memorizing your English vocab or building new empowering beliefs.

2. Empowering Beliefs

Dual Auto Peripheral Suggestions (DAPS™) and Subliminal Messages are used to break through any limiting beliefs/barriers and to build positive, powerful, empowering beliefs, offering you new options and choices for your greater success in life.

What Osho Rajneesh Says about Mind Technology

Here is part of what Osho, one of **the greatest religious gurus ever**, says in his book Meditation: The First and Last Freedom:

"... these high-tech mechanisms can be of tremendous use in the right hands. They can help create the kinds of waves in your mind so that you start feeling relaxed as if half asleep ... thoughts are disappearing and a moment comes that everything becomes silent in you. That is the moment when the waves are those of deep sleep. **You will not be aware of this deep sleep, but after 10 minutes**, when you are unplugged from the machine, you will see the effects: you are calm, quiet, peaceful, no worry, no tension; life seems to be more playful and joyous. One feels as if one has had an inner bath. Your whole being is calm and cool..."

Can Mind Machines Provide Enriched Environment for Brain Growth and Expansion

Yes and that is the main reason behind the worldwide explosion in the use of mind machines during the last 10 years. Their benefits include the following:

- Increase intelligence, Improve memory
- Reduce stress and tensions, Instant meditation
- Use both sides of your brain, Instant hypnosis
- Stimulate the release of endorphins, Increase mental clarity
- Increase creativity, problem-solving
- Increase focus and concentration
- Deep sleep

Mind Machines Available in India

What is a mind machine? A mind machine is equipment that empowers you to change your brain waves for the desired alpha, theta, etc. states for the desired benefits/learning/goals.

The Mind Machines give you an unfair advantage over others. Imagine a race where you are in a car and others are on cycles or foot. Surely, you have an unfair advantage and can easily win such a race.

Advanced Mind Technologies

What research are the mind machines based on? How do they work? These are questions that most people ask when something new is presented that is different from what they have seen or heard about.

Even though these mind machine inventions are new, the fundamentals that these mind machines are based on, are not new. Like many inventions, these mind machines were developed by experimenting, discovering, and utilizing the very best of many different mind technologies.

And because of recent computer advances in hardware and software, we have been able to create mind machines that are really easy to use and quick to benefit from. **They give you results in as little as just 10 minutes or even in just 3 minutes.** And equally important, we have been able to reduce prices to about one-third of what they would cost 10 years before.

Let me list the mind technologies used in these machines:

- Brainwave Sync Tonal Matrix™
- Accelerated Learning, Whole Brain Learning/Memory
- Neuro-Linguistic Programming and DAPS™
- Ganzfield, Subliminal Messages and Energizing Sound Patterns™

And, now let me briefly explain to you how Brainwave Sync Tonal Matrix alters your brain waves.

When a slightly different sound vibration or frequency is delivered through each ear, instead of perceiving them as individual sounds, the mind combines them to "hear" a third frequency and it is called **the binaural beat**.

When this happens, experimenters can measure increased levels of bilateral synchronized brain wave activity at the frequency of the difference between the two tones.

Thus, binaural beats can be used to help/teach people how to achieve alpha or theta states of calm attention in which it is easier to learn, meditate or relax. The phenomenon of binaural beats was first used as mind technology by Robert Monroe in the 1960s. Monroe found that part of the brain, called the olivary nucleus, begins to resonate with the binaural beat. This phenomenon is called **brainwave entrainment** or **FFR (frequency following response)**. The olivary nucleus sends signals upward into the cerebral cortex that mix with the existing brain wave patterns to produce noticeable changes.

Monroe finally found that with certain frequencies, he could produce a unique and coherent brain state and he called this state hemispheric synchronization or **Hemi-Sync** for short.

Brainwave Sync Tonal Matrix™, the mind technology developed by us and used in all our mind machines, uses binaural beat technology, but it is far more complex and advanced than just using 500Hz and 510 Hz for the two ears. It is based on years of research and development to discover what combinations work best for focus/concentration, memory/learning, relaxation, etc. It is designed for producing brainwave entrainment or FFR effect and hemispheric synchronization.

Chapter 3

27 Important Questions with Answers that Instantly Improve Your Success in any Exam

This chapter has 37 questions about various aspects of study techniques, mind power, exams, and competitions that I have not discussed in the rest of this book. This knowledge instantly improves your success in any exam.

▪ **Is it better to study early in the morning or late at the night?**

It depends on you. Everyone is unique. Everyone is different. Some people like to study in the morning; others prefer to study at the night. Do whatever you like.

It also means that the saying "Early to bed and early to rise ..." is wrong. You do not have to study in the morning if you do not like it.

As a student, I preferred to study late at night as compared to early in the morning.

▪ **Is it better to use one book or many books for each subject?**

Using just one book is a much more effective use of your time as compared to using more than one book.

Which book to use? Or, which book is the best for you?

Most of the books approved by an education board, a school, or a college are usually good. You should talk to last year's students. Find out their comments. Look at a few textbooks. Compare one chapter from these books. Then decide which textbook you want to use.

Some students feel that they may miss something by using only one textbook. But it is not true. For subjects that are calculation-based (such as Mathematics, Physics, etc.), the numerical questions may be from different textbooks. But the difference is only in the numbers used in the questions, not in the concepts. It is better to spend full time on one textbook and learn it well than to divide between two.

I consider it a total waste of time to use more than one textbook.

- **Is it better to study just one subject per day or read all the subjects every day?**

A rule like this will be meaningless. The important thing to remember is: Do what you like. If you feel that you can learn better by studying one subject for 4 hours (with rest, of course!), then study one subject. If you feel that more subjects per day give you a chance for better concentration, then study more than one subject.

Do what you like.

- **For which subjects should you make notes and for which you should not?**

Take notes for all subjects while attending classes. Do not make notes for the same chapters at home again. That will be a waste of time. Revising and memorizing is a better use of your time.

For those chapters or subjects which are not taught in the class or those you are studying before they are taught in the class, make notes.

How to make notes that help you memorize. For this see Chapter 7.

- **How to sit on a bench/chair in the class to improve concentration?**

There are two secrets: (1) sit in the front row and (2) bend slightly forward. For details, see Chapter 6.

- **How many hours to sleep daily for months before the exams?**

The sleep requirement is different for different people. It also changes with age. A newborn baby sleeps 16 to 20 hours a day. Sleeping for 4 hours to 10 is normal for adults.

If you feel tired most of the time, then also see a doctor.

- **How many hours to sleep during the exam days?**

During exam days and exam nights, you should have enough sleep. "Enough sleep" means what makes you fresh and energetic. Do not be sleepless in an attempt to study more.

Sleeping less than the needed sleep can make you feel tired and less energetic. And that is not good for your performance in the exam.

- **Should you sleep only at night or sleep during the day also?**

Interestingly, 50 percent of the world's population sleeps for a short period during the day.

You should also sleep in the daytime for a short period. This short sleep can revitalize and re-energize you for rest of the day. You will study more efficiently for rest of the day.

- **Can physical exercise help to improve the functioning of your brain?**

Yes. All the food you eat is eventually converted to oxygen or energy. The brain consumes 20% to 25% of the total oxygen in your body.

Physical exercise helps maintain good physical health. It improves.

It improves your digestion and gives you energy. That means having more oxygen even for your brain.

For details about physical exercises, see Chapter 5.

▪ **Can meditation help you get more marks in exams?**

Yes. Meditation increases alpha and theta brain waves. It relaxes you. Your brain functions more intelligently. As a result, you can get more marks.

For details about meditation, see Chapter 5.

▪ **Which school to join: small or large, government or private?**

If there is a school with good past results, join that school.

For example, someone is in high school and his goal is to join engineering. If there is a school from which many students join engineering courses every year, then that is the best school.

If you cannot find such a school, then join a school that teaches for less number of hours every day. For example, a school may run two shifts so your class may be from 12:30 to 5:30 (total 5 hours) and the other school is from 9:30 to 5:00 (total 7.5 hours). Then join the school with fewer hours because you will get 2.5 hours more for self-study at home or coaching.

If you cannot choose a school based on the above criteria, then choose a smaller school. There you will be noticed more easily and you may get better marks in practical exams.

▪ **What is the difference between exams and competitions?**

In any competition, very few students get 0 marks or 100 marks. A large number of students get marks in a range close to the average marks.

Every competition selects a fixed number of students. So the selection committee (or nowadays a computer) starts selecting students with the highest marks. As soon as they select the required number of students, they stop.

Here is an important fact: there are a large number of people who miss by just 1, 2 or 3 marks. This is the most important difference between a competition and an exam. In an exam, you will say that two students getting 84% and 82% marks are both equally intelligent and equally successful, but in a competition, one may pass and the other may fail.

Another important fact to remember is that getting 45% marks may be a success in some competition. In some other competitions, you may need 85% marks for success. Therefore you don't need to get high marks in a competition, but you have to get more marks than other students.

▪ **How should the study methods be different for exams and competitions?**

It depends on your goal.

For example, if your goal in an exam is to just pass, you can study all the easy chapters and leave a few difficult sections.

In such a case, if you spend time on whatever topics you are good at and you will do well.

If your goal is to get the first rank, of course, you have to study everything in the textbooks. Even in this case, if the question papers give you a choice, then it may be okay to leave a few difficult sections.

Similarly, for a competition, find out the exact pattern of the question papers. Is there a choice of questions to answer? Find out approximately what percentage marks students need to succeed. It could be as low as 40% in some competitions and as high as 95% in others.

If you need relatively low marks to succeed in a competition, it is okay to study more of those topics that you are good at. It is okay to leave some difficult topics. But if very high percentage marks are needed, then you should not leave any topic. You have to study the complete course.

This is a difficult decision to make. Discuss these ideas with some friends. Finally, talk to older students who achieved success. It may also help to discuss this with your teachers because they may have guided students to success in the past.

▪ **Will you understand if you learn to read faster?**

Yes. For details, see Chapter 1.

▪ **How to improve your memory**

This whole book is about memory. You may start by reading Chapter 1. For details, see Chapter 4 and Chapter 9.

▪ **How to increase your concentration?**

Do the following:

- Try to use the Sri Yantra poster for concentration for 3 minutes daily

- Learn to read faster
- Sit in the front row of the class
- Bend a little forward while sitting in the class
- Do anything that increases your intelligence or memory.

For details, see Chapters 1, 3, 4, and 5.

▪ **Which vitamins to take to make your brain work better and to improve your IQ?**

Please see Chapter 5.

▪ **What type of pen to use: ball pen or fountain pen?**

Use any pen that you use normally. Take one more pen to the exam just in case the first pen does not write. I also recommend using a color pen. See Chapter 10 for details.

▪ **What can you ask your parents to do for you to help you succeed?**

Your parents can help you in many ways.

Some of which they already know. For example, giving you money for tuition.

You can request your parents that you do would not like to do things such as bringing things from the market, shopping or anything that takes a lot of time regularly. This may or may not be possible based on the specific situation at your home.

▪ **How to use your tape recorder to help you study?**

This can be a powerful technique. However, it takes more time than most students are willing to invest.

You can record difficult lessons and listen to them. Listen when you are taking bath, when you are eating and when you are shaving. One of the best ways is to listen when you are going to sleep. For a small period between a wakeful state and sleep, there is a dream-like state. The theta brain waves are dominant in this state. A lot of information gets memorized in this state. This is even called sleep learning.

▪ **If you are a topper: Is IAS the best goal?**

Yes and no. It depends.

IAS is probably still one of the best jobs.

Unlike in the past, now there are other attractive alternatives in business and jobs. For example, engineering, medical, management, or going to the USA.

So, IAS is not the only choice. You should not lose or sacrifice other options to try for just IAS. Remember that only a very small number of people are selected every year.

▪ **Should you use a timetable for studying?**

Some people like a timetable for studying. For example, they write down: wake up at 6, get ready at 7, study Physics till 9, etc.

I have tried using the timetable, but I never liked it. A timetable makes me feel less flexible and more like a machine. So, I do not like it and I do not recommend it.

Still, if you like, try it.

▪ **Suppose you miss classes for two weeks. What should you study first: what the teacher teaches now or what you missed?**

Since the amount of time you spend in school is very large and since we forget 82% of a lesson in 24 hours without revision, you should learn what the teacher is teaching now. Then also learn by studying extra hours what you missed.

Also, see Chapter 4 and Chapter 6.

▪ **If General Knowledge is not one of the papers in your competition, is it a total waste of time to read newspapers? Magazines?**

Yes and No.

Yes as far as your success in the competition is concerned.

No, because it has some value as discussed below.

It is a popular belief that good students read newspapers and magazines. But it is not correct. Good students do not have to read newspapers and magazines.

Some people say reading newspapers improves your English. Yes, it does. But in a very slow way. You can improve much faster by learning what you do not know and with the help of personal tuition.

The value in reading newspapers and magazines is "entertainment" and "general awareness". Just like you watch a video or a film. In addition, newspapers and magazines are very good for you to practice reading fast, reading very fast, and still understanding the essence of the writing. Textbooks are not the best for such practice.

If you have General Knowledge as one of the papers, then reading newspapers and magazines has value. Even then, I suggest that you spend more time reading some books on General Knowledge rather than wasting too much time on newspapers and magazines.

▪ Which is the best for you: personal tuition, coaching classes, or online courses?

I recommend all three: personal tuition, coaching classes, and online courses.

Personal tuition

If you are good at your subject, if you can study without a teacher's help, then personal tuition is the best for you. This allows you to learn a huge amount in a short time. You have to discuss this with your teacher.

While preparing for engineering admission, I took personal tuition. My teacher Mr. C. S. Humad was extremely helpful. We did not have classes during the half-yearly exams. I had to just go for exams and then I was free for the day. I was so confident that I did not study for exam subjects during the half-yearly exams. Instead, I prepared for mathematics. Both my teacher and I were surprised that in about 20 days, we covered the remaining syllabus. This gave me a tremendous advantage. I had finished the complete Mathematics syllabus about 4 months before the final exams.

Coaching classes and online courses

In general, coaching classes are more effective than online courses. But, you may be much faster than the other students in a coaching class. In such a case, attending coaching classes is a waste of time and so an online course can be better for you.

You may be from a small city, town, or village. In that case, there may be no coaching-classes in your town. Then the only choice you have is either an online course or personal tuition.

▪ **Can coaching guarantee success in competitive exams?** **Is coaching necessary?**

No.

Are you ready to listen and discover the "REAL TRUTH" about COACHING for SUCCESS that no coaching institute wants you to know...

Okay, consider for example the CAT exam for entrance to MBA at IIMs.

Consider these two facts:

- FACT 1: Most of the students appearing for CAT take some kind of coaching.
- FACT 2: Only about a couple of thousands get admission to IIMs.

These two facts together guarantee that only about 1 or 2 out of each 100 candidates take coaching to get admission to IIMs and others do not.

Did you already know this?

If not, this brings you to a new realization: coaching for CAT is not sufficient. If all you do is take coaching and work hard, the chances of success are very low (about 1 to 2 out of each 100 aspirants).

The solution? Find various ways, both small and big, if possible unique and not-yet-common ways, to gain an unfair advantage and to get ahead of others.

How can you get an unfair advantage?

Use our Mind Machine, MPST 2.0 video course, and other courses available on our websites.

Another example is ENGLISH. Most job-related interviews require a decent knowledge of English. You don't have to be an expert in English, but it is expected that you speak and write English without making simple and silly mistakes.

For working people who did not study in English medium school, our 1-Page Grammar is a new way because it shows you how to speak English confidently without using 95% grammar.

You can download a free guide at www.1PageGrammar.com.

▪ **How to prepare for interviews and group discussions?**

See Chapter 11.

▪ **How to develop confidence for interviews?**

See Chapter 8 and Chapter 11.

▪ **How to improve your writing skills?**

Read Chapter 11 first to learn about "interviews and group discussions." A similar approach will be good for improving your writing skills.

Success in writing requires:

- (1) Knowledge of the subject and knowledge of the language.
- (2) How to write in an organized, simple, and understandable way.

Item (1) is discussed in many chapters in this book.

Here we will discuss item (2) only.

The best way is to ask your teacher for help. Personal tuition is also a good idea. Write an essay and get it checked by your teacher. Ask him two questions (1) What is good in my essay? (2) How specifically can I improve?

Ask the teacher for a sample essay for which he gave 100% or very high marks. Study that essay. Ask the teacher in what ways the sample essay is better than your essay.

Another good idea is to get together with other students. All of you take some tests. Then check answers, correct mistakes, and suggest improvements among yourselves. After a few such sessions, show your answers to your teacher.

Continue this process till you achieve the desired level of mastery over writing skills.

▪ **What else can you do?**

I have given in this book a huge amount of information and techniques to help you get success. This book has most of what I can teach you. So, with this book in your hands, you are already on your way to success.

You can to get our courses, mind machine, and audio programs at:

www.MindPowerIndia.com

www.MindMachineLab.com

www.1PageGrammar.com

Chapter 4

Seven Surprisingly Easy Ways to Improve Your Memory Quickly

In this chapter, you will learn surprisingly easy ways to increase memory. We will first learn the psychological basis for the technique.

Is There Any Limit to Your Memory

The following facts show that there is no apparent limit to the capabilities of memory. For all practical purposes, human memory seems to be infinite.

Dreams

Many people have dreamt about friends and relatives whom they have not met for 20 or 30 years. In the dreams, the images are perfect with all colors and details. This shows that there is huge memory storage somewhere in the brain.

Hypnosis and memory

We seem to remember everything that we see, hear, or feel. For example, a person in an accident did not remember the car's license plate number. But under hypnosis, he could tell the correct number. This shows that he indeed had the number stored somewhere in his brain.

Surprise recalls

Everyone has the experience of suddenly remembering some long-forgotten memory. For example, some very old incident or some friend.

A scientific experiment of connecting wires to a patient's brain for memory recall

When scientists connect electrodes (wires) to certain parts of the brain, the patients re-experience certain events from their past. They experience those events as if the events were happening now. This is not just memory recall. This is like re-living the experience. In one experiment, these experiences were as old as 40 years. This shows that the information is stored somewhere in the brain.

Near-death experiences

Many people who were very close to death have this experience. They say that their whole life flashed before them. They mean entire, total life and everything in their lives. Even things that they had forgotten.

Photographic memory

Photographic memory means people can, usually for a short time, remember exactly and perfectly, everything they see. This memory fades with time. It can be so accurate that a person

can even remember 1,000 separate random dots on a paper. This shows that our short-term memory can be perfect.

Scientists now believe that most children have this ability when they are young. But we force them to concentrate too much on logic and language and mathematics and too little on imagination and other mental skills. And as a result, children lose this photographic memory.

Rajan Mahadevan: modern Indian famous for memory

Rajan Mahadevan set a new world record by memorizing 32,811 digits for the value of PI (a mathematical function) on 5th July 1981. Rajan is one of the world's few people alive with such a memory. He again set a new world record in 1982 by memorizing 35,000 digits for the value of PI.

According to Rajan, he can remember numbers by associating them with real-life situations.

Though Rajan has a wonderful memory for numbers, he is less than average when it comes to remembering faces. He sometimes forgets where he put his keys.

Most famous memorizer: Russian "S"

The most famous memorizer was a Russian called "S". His memory was so good that if you asked him what happened on a specific day 14 years ago, he would think for a moment and then ask "At what time?" This Russian "S" was studied for 30 years by the most famous Russian psychologist of that time. The psychologist found that "S" was just like any normal person but his memory was perfect. It was found that "S" had by chance discovered the basic "mnemonic technique" as a child and it became a natural part of his memorizing. (You will learn this technique in chapter 9.)

How to Memorize Better While You Learn

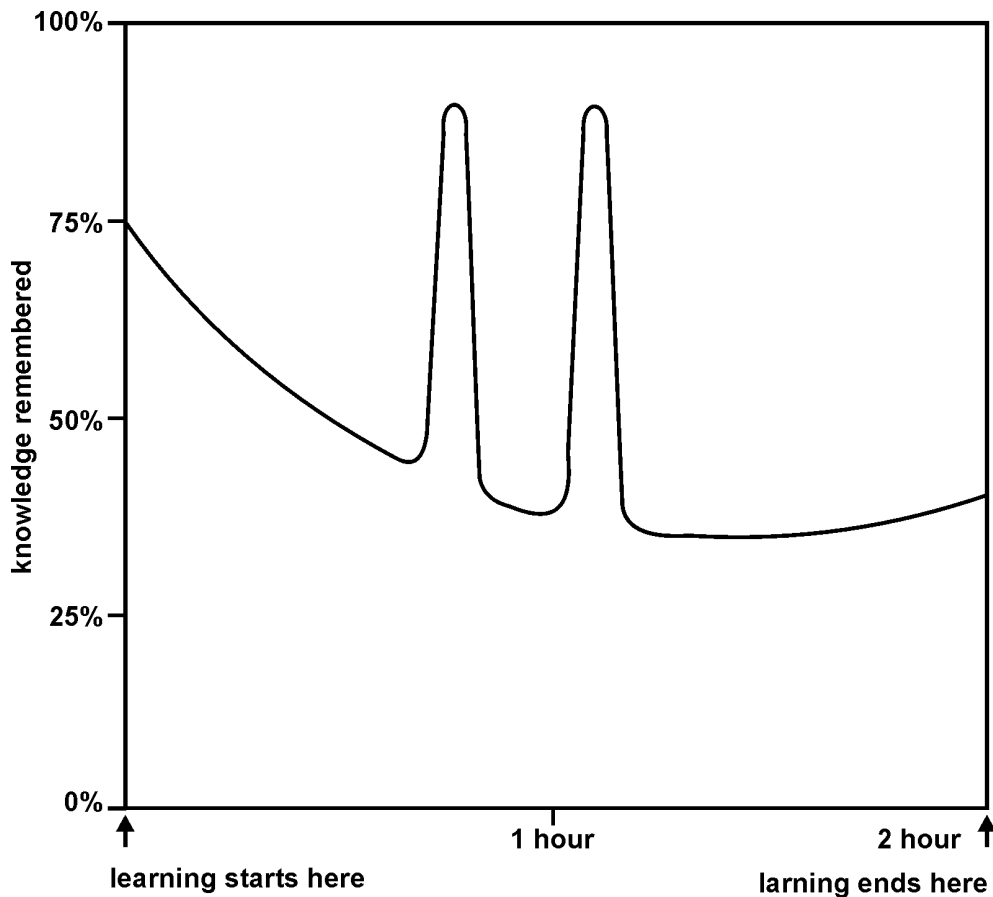
A list of words is given below. Read them once quickly and in order. You will not be able to remember all of them. That is okay.

book
list

know
who
me
went
did
Rajiv Gandhi
nice
done
well
gone
Sachin Tendulkar
happens
time
home
good

After you read these words, cover them by hand and write them down from your memory in the space below.

The following graph shows how the memory functions during learning.



Memory recall during learning.
We remember better at the beginning and
at the end of a learning period.

In graphs, we assume 75% as the amount learned or remembered because most standard learning does not result in 100% understanding or memory.

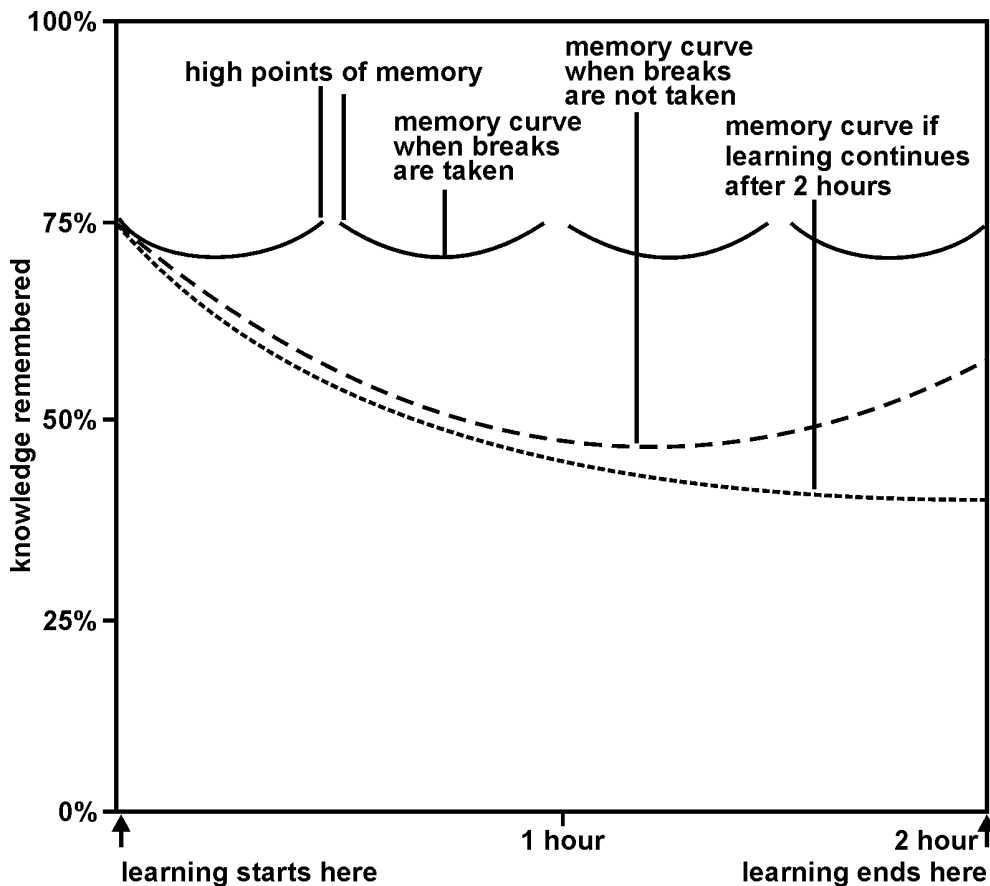
Note that there are two peaks. These peaks correspond to words related to special interest or unique words for that reader. In this case, the words are "Rajiv Gandhi" and "Sachin Tendulkar". The graph also shows that we remember well in the beginning. As time passes, the memory decreases. Surprisingly, people also remember well at the end of a learning session.

Our memory is better at the end also, because the brain/mind does not get additional information. So there is less competition for this information to be stored and organized in the brain.

In summary, we remember better at the beginning and the end of a learning period. We remember less during the middle of a learning period. There are occasional peaks corresponding to special items during learning. In the graphs that follow, we will not show the peaks to simplify the graphs.

The graph below shows how memory functions if you read for long periods.

This shows that if we want to maintain our ability to remember high enough, we should take a rest. For normal purposes, we should take a rest after 20 minutes to 40 minutes. The graph also shows its beneficial effect. It shows that if you have four learning periods in a 2-hour session, then there are 4 beginning and 4 ends which correspond to high learning and high memory. Since there are 4 learning periods, the middle drop will also be smaller than the drop for one 2-hour learning period without any rest.



Taking rest improves memory during learning.

In addition, you should do the 3 Minute Refreshing Technique (see Chapter 8) during this rest. This relaxation can remove tension in your mind and your muscles. Relaxation also results in increased blood flow to your brain and that means you function at higher intelligence.

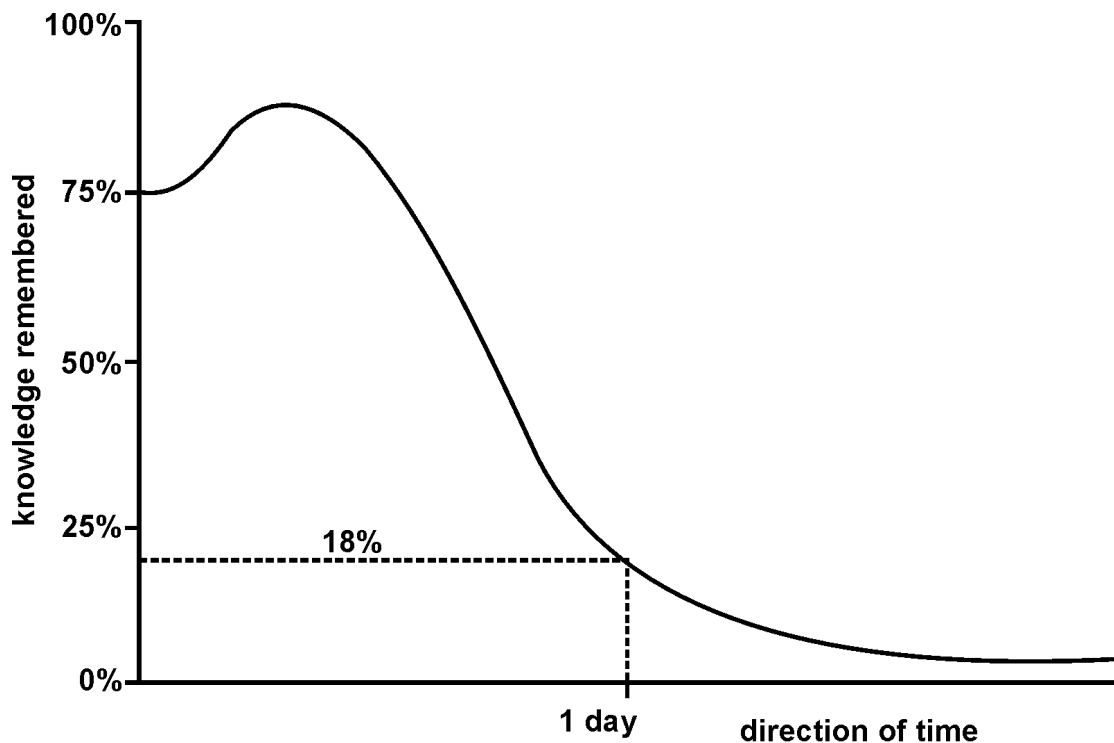
Next, let us learn how memory/recall changes for hours and days after we have learned something.

How to Retain Better After You Learn Something

The graph shows how much we remember after we finish learning something in a class, lecture, article, book, or speech.

The graph begins at 75% because normal learning does not result in 100% understanding or 100% memory.

We may guess that we remember less and less as time passes. But there is a surprise. We remember better about 10 minutes after the learning finishes. The reason for this strange memory phenomenon is simple: at the moment the learning period finishes, the brain has not had enough time to organize and store the last items. It needs a few minutes to store, organize, and integrate the last items.



Memory after the learning period.
Without revision, we forget 82% within 24 hours.

The graph shows that memory decreases sharply after initial learning. We remember only 18% after 24 hours. We forget 82% of all that we learn within 24 hours!! This is a very important fact for you to remember. I will discuss below how you can prevent this loss by using the technique of systematic revision.

We remember well for a short time after learning something. This memory is called short-term memory.

Systematic Revision: Your Secret to Good Memory for Exam Success

I first became aware of the power of frequent revisions during higher secondary. I did not like studying Chemistry. Somehow, I do not know why I started revising the complete Chemistry book in three days. This revision continued for the last 3 months before the exam. When the results came I was happy that I got 68 marks out of a total of 70 in theory papers. That was the highest marks I got in any subject. This helped me get the 5th rank among 40,000 students in the exam.

The following graph shows how systematic revision can help you maintain a very high memory and recall of what you learn.

This graph is a result of research in psychology. It shows that you should revise shortly after the learning period (about 10 minutes after learning finishes). You should revise again in 24 hours. Then after 1 week. Then after 1 month and 6 months, etc. If you revise in this style, then your memory/recall remains very high for long periods.

What you remember for long periods is remembered in long-term memory.

Systematic Revision is an extremely powerful scientific technique for transferring information from short-term memory to long-term memory.

Note that the Systematic Revision technique improves your learning, thinking, and remembering. This advantage is added up as you use this technique every day. The student who does not use the Systematic Revision technique is wasting the time he has already spent on learning something.

This technique will give you, the user of my techniques, a great advantage over the vast majority of students in any competition.

The Topper's Daily Routine: The Easiest and Most Powerful Memory Technique

If you learn nothing else from this book, learn the Topper's Daily Routine.

The Topper's Daily Routine is scientific and you can begin benefiting from it starting today. This routine requires about 15 to 20 minutes per day for revising your classwork and this time is the most effectively used for memory and learning. It also suggests some physical exercise for 30 minutes.

As you learn other specific techniques from this book, this routine will become more and more effective. It will become more and more powerful.

The Topper's Daily Routine is a systematic approach to studying daily, learning daily, and revising daily. I explain this routine in terms of what to do in the classroom and what to do at home, etc. Let's learn the Topper's Daily Routine in detail.

The scientific basis for the Topper's Daily Routine

We have already learned in this chapter how revision improves recall. We saw a graph based on research in psychology that suggested revising at these times after learning: 10 min, 1 day, 1 week, 1 month, ...

The graph suggests that you revise two times in one day after you learn something. The Topper's Daily Routine tells you to revise six times in one day whatever new you learn in the classroom. So you remember much better than shown in the graph.

I have designed the Topper's Daily Routine so that it is easy to revise 6 times in a day what you learn in the class.

You may be wondering "How can I spend so much time revising?" I teach you three techniques to accomplish this. The first technique is reading faster. The second technique is that you revise quickly-spend just 5 seconds per page. And the third technique is to write notes in a special style that helps memory and quick revision-these notes are called "mind maps". For more information on these, please see Chapters 1 and 7.

Quick revision in the class

You should revise the previous day's work before the teacher teaches a class. In some schools and colleges, the students go to different rooms. In other schools and colleges, the students sit in one room.

If you are in the classroom before the teacher comes, then you can revise the previous day's classwork.

If you have to go from room to room and you get slightly late, even then you can revise the previous day's classwork. Some teachers take attendance and that is a good time to revise. If the teacher has started teaching, even then take one minute to revise the previous day's classwork.

Then revise the new lesson when the class is over.

Quick revision at home

Daily revision. Revise the previous day's classwork and self-study work after waking up or after morning exercise or after breakfast. Revise the previous day's work again before going to school. Revise today's work before going to sleep and again the next morning.

Weekly revision. Each Sunday, you should revise the whole week's work two times. It could be any two times. One possibility is: in the morning and the evening. Any other time is also okay.

Monthly revision. Once a month, you should revise all that you have learned in that month. Since this revision will

take many hours, Sunday or another holiday is a good day for it. You may decide to revise monthly on the first or the last Sunday of the month.

Study and learn at home

We have discussed above "Quick revision at home". That covers only fast revision. That does not include understanding or learning in detail what the teacher teaches or what you want to learn on your own.

You should learn, and understand new lessons or what the teacher teaches without being in a hurry. This kind of work also includes doing numerical problems as in Mathematics and writing and memorizing difficult things.

General at home

In addition to learning and revising at home, you should do some other activities that will indirectly increase your intelligence, and your mind power, improve your health, and help you achieve success.

Follow these activities. Do aerobic exercise for 30 minutes every day. Take vitamins and minerals. Sleep during the daytime also. Take practice tests. Do breathing exercises and use relaxation techniques regularly. These techniques are given in different chapters in this book.

General at school

You can do some things in your school that will help you get more marks and help you learn and improve. These are in addition to attending classes attentively and revising.

Tell your teacher that you are working hard. Tell him or her that you are aiming at rank. Your teachers want you to succeed. Once they know that you are working hard, they may also help you.

Request your teachers to check the answer books for your practice tests and suggest ways to improve.

You are not competing only against the students in your class. You are competing at the all-India level or all-State level. So help other students and get help from them.

During exams-days and in exam-room

During exam days you should sleep well. Do not study too hard. Do not become tired. If you become tired, you will not be able to do your best in the exam.

Do not eat just before going to an exam because it will lower your intelligence. (See chapter 10 for details.)

While in the exam room, use alpha-breathing and relaxation techniques to relax. Do not be in a hurry. Read the questions slowly. Think and plan your answer and only then begin to write answers to questions.

General

Whenever you read something, read fast. When you read newspapers or magazines, read much faster than when you read textbooks.

Whenever you take notes, use the "mind map" technique.

Take rest after half an hour of study. Do the 3 Minute Refreshing Technique during this rest. The process is taught in Chapter 8.

You Master a New Skill in Steps and Jumps

As you learn some new skills like riding a bicycle or spelling correctly or writing good essays, you master it in steps and jumps.

There is no improvement for some time (a few days in case of learning to ride a bicycle). Then suddenly, there is a large jump in learning. It shows that only after a certain amount of work or effort on your part, a jump in your learning can happen.

Again for some time, there is no learning and no improvement. Then after some time, again, there is a sudden jump in learning.

This shows that you do not accomplish similar amounts of learning every day even though you spend the same amount of time every day.

Even if your learning progress is slow, keep studying day after day without being discouraged. Finally, you will see a jump in your learning.

It happened to me in class IX. People from my place (Rajasthan) are not good at English. I also was weak in English. My teacher would make me stand up and ask questions about English grammar ("Direct-Indirect" and "Active-Passive"). And I would give wrong answers every day. This made me feel bad. I bought a book on English grammar and studied regularly. But there was no progress for a long time-till the half-yearly exams. Then suddenly, during a week or so, I understood it. I became the best in the class. I could answer any question the teacher asked on "Direct-Indirect" and "Active-Passive".

Because I suffered so much to learn to speak English confidently, I don't want others like me to suffer, and that is why we started www.1PageGrammar.com (visit to download a free guide).

Chapter 5

Twelve Easy Techniques to Improve Your Memory, Concentration and Intelligence

In this chapter, you will learn some techniques which directly or indirectly improve memory, concentration, and intelligence.

Take These Vitamins to Improve the Functioning of Your Brain and Your Body

One of the simplest and also one of the most important ways to improve the functioning of your brain and your body is to take vitamins and mineral supplements.

This is a controversial topic. Most doctors in America and other advanced countries agree that people should take vitamins every day. The controversy is about how much vitamin to take regularly. Even in those countries, most doctors are old-fashioned in the sense that they want to stick to an old recommendation called RDA (recommended daily allowance) which is the minimum amount necessary. Many doctors now believe that a much larger amount is needed for the best (optimal) functioning of the body and the mind.

I am not a medical doctor. What follows are my recommendations based on my reading of several books. In particular the Nobel prize winner Linus Pauling's book How to Live Longer and Feel Better.

You should consult a doctor before taking vitamins and mineral supplements.

You can also take this book with you when you go to see a doctor to discuss vitamins.

Value of vitamins and minerals for the proper functioning of your body and your brain

I will quote Linus Pauling from his book "How to Live Longer and Feel Better". He writes

"My most important recommendation is that you take vitamins every day in optimum amounts to supplement the vitamins that you receive in your food. These optimum amounts are much larger than the minimum supplemental intake usually recommended by physicians and old-fashioned nutritionists. The intake of vitamin C they advise, for example, is not much larger than that necessary to prevent the dietary deficiency disease scurvy. My advice that you take larger amounts of C and other vitamins is predicted upon new and better understanding of the role of these nutrients-they are not drugs-in the chemical reactions of life. The usefulness of the larger supplemental intakes indicated by this understanding has been invariably confirmed by such clinical trials as have been run and by the first pioneering studies in the new epidemiology of health.

"... young people, striving to find their places in the world, live under great stress.

"... I have formed these beliefs based on my knowledge of a great many observations about the effects of vitamins in varying amounts on animals and human beings under various conditions of good or poor health, ...

"... At present time the main job of the physician [doctor] is to try to cure the patient when he or she appears in the office [hospital] with a specific illness. The physician usually does not make any great effort to prevent the illness or to strive to put the person consulting him or her in the best of health.

"... If you don't take ascorbic acid [vitamin C] with your food you get scurvy, so the medical profession said that if you don't get scurvy you are all right. I think that this is a very grave error. Scurvy is not the first sign of the deficiency but a premortal syndrome and for full health, you need much more, very much more. ...

"The discovery of vitamins during the first third of the twentieth century and the recognition that they are essential elements of a healthy diet was one of the most important contributions to health ever made. Of equal importance was the recognition, about 20 years ago, that the optimum intakes of several of the vitamins, far larger than the usually recommended intakes, lead to further improvements in health, greater protection against many diseases and enhanced effectiveness in the therapy of diseases. ... The nutritional establishment has shown itself to be, however, sluggish in recognising this discovery....

"Of all the organs in the human body, the brain is the most sensitive to its molecular composition. The proper functioning of the brain is known to require the presence of many kinds of molecules in the right concentrations. The physiology of the brain tends to always maintain that environment constant. In persons suffering from scurvy the concentration of vitamin C in the brain is kept high even when there is almost complete depletion in the blood and other tissues. So sensitive is the brain that if a person is deprived of oxygen for a few minutes, the brain dies ... while the other organs survive.

"An interesting investigation ... It was found that the average measured intelligence quotient (IQ) of the higher-vitamin-C group was greater than that of the lower-vitamin-C group in each of the four schools; for all seventy-two pairs of the subjects the average IQ values were 113.22 and 108.71, respectively, with an average difference of 4.51 [in IQ]. Both the groups were given supplementary orange juice [which has vitamin C] during a period of six months and the tests were repeated. The average measured IQ for those in the initially higher-vitamin-C group had increased very little (by only 0.02), whereas that for the lower group had increased by 3.54 IQ units ..."

Of the several books that I have read on nutrition and vitamins, I have only quoted Dr Linus Pauling, who is one of the most respected researchers. This should convince you about the need for taking vitamins for the proper or best functioning of your body and your brain.

Normal food cannot practically have all the nutritious things we need

We need to take vitamin tablets because it is practically impossible to get enough vitamins from normal food. We cannot get enough vitamins from normal foods because our food was not designed keeping in mind the nutritional needs of our bodies.

Particularly, in our country, food evolved based on poverty and the need for high calories. Just 50 years ago, we, the people of India, had to walk a lot. Just 10 or 15 years ago, many more people used to walk or ride a bicycle. Now slowly we are moving towards cars, buses or two-wheelers. As a result, the total amount of calories that we need is significantly lower than it used to be.

On one hand, people in the upper-middle class and upper class continue to eat a lot of food. No wonder so many of them are becoming fat and unhealthy.

On the other hand, some middle-class people and a lot of poor people do not get enough nutritious food. They are under-nourished. They are thin and smaller in size (Yes, good food may make you grow bigger, even though the main factor is genetics. For example in England, girls are, on average, one inch taller than their mothers.)

Further, the food you eat keeps varying every day.

Dr. Linus Pauling's recommendation

Dr. Linus Pauling recommends the following in his book "How to Live Longer and Feel Better":

Vitamins

- Vitamin C ... 1-18 g
- Vitamin E ... 800 IU
- Vitamin A ... 20,000-40,000 IU
- Vitamin K ... none
- Vitamin D ... 800 IU
- Thiamine, B1 ... 50-100 mg
- Riboflavin, B2 ... 50-100 mg
- Niacinamide, B3 ... 300-600 mg
- Pyridoxine, B6 ... 50-100 mg
- Cobalamin, B12 ... 0.1-0.2 mg
- Folacin ... 400-800 mg
- Pantothenic acid ... 100-200 mg

Minerals

- Calcium ... 100 mg
- Iron ... 18 mg
- Iodine ... 0.15 mg
- Copper ... 1 mg
- Magnesium ... 25 mg
- Manganese ... 3 mg

- Zinc ... 15 mg
- Molybdenum ... 0.015 mg
- Chromium ... 0.015 mg
- Selenium ... 0.015 mg

My recommendations: take the following vitamins and minerals daily

It is not yet common or popular in India to take vitamin tablets. It is because India has been poor. We, as a nation, are becoming rich: we are getting color TVs, mobile phones, washing machines, air conditioners, scooters, motorcycles, and cars. The next step will be heart diseases: heart attack and heart failure. And the next stage will be health consciousness: physical exercise, health clubs, and vitamins.

A change is already taking place. Direct marketing companies like Amway are selling vitamins and other health/nutrition products.

As a user of this book, you may be about 10 to 20 years ahead of the nation in taking vitamins.

I recommend that you take vitamins and minerals every day. I will recommend that you plan to take vitamins for the rest of your life.

I know that not every student can afford to pay for high doses of vitamins for daily use.

The vitamins and minerals you can take depend on how much you can afford to spend on this.

Now, Amazon.in has a great selection of vitamins.

I want to recommend some books for the best information on vitamins, minerals, and other supplements. These are by Jeff T. Bowles. He's done research on himself and we follow him and find his results to be far superior to the standard vitamins recommended by various government bodies in India and USA.

For Jeff's latest understanding along with recommended books, please visit this webpage:

www.TakeD3.com

IMPORTANT CAUTION

- After age 30, men should not take any supplement that has iron because excessive iron leads to many health issues.
- Do not take more than one tablet of a multi-vitamin and multi-mineral supplement because you will get "too much" minerals that are dangerous for your health. While most of the excess vitamins are passed out of the body, the excess minerals are not. The right way to take large amounts of vitamins is either to follow my recommendation after consulting your doctor or ask the doctor for a prescription to suit your special nutrition needs.

Nutrition: Eat Good Healthy Food

Many books are available on this topic. I cannot tell you enough about food in the limited space here.

However, I will mention a few very important things you should consider.

The goal of good health

The goal of eating is to:

- Enjoy the very experience of eating.
- Have a lot of energy
- Have a strong body.

To me, good health means only two things: energy and strength. Being "not fat", "not thin" or "normal" is not the goal. Being fat or thin is a way to know that there is something wrong with your lifestyle.

So, do not change your diet just to be thin or fat, but rather see a doctor and make necessary changes so that you have good health. So that you have enough energy to study. So that you do not feel tired. So that you do not feel weak. So that you feel strong.

Some tips on what to eat

Drink a lot of water. Avoid too much sugar and too much oil (and ghee). Eat when you feel hungry, but do not overeat.

If you are rich enough to eat as many fruits as you like, then eat a lot of fruits, drink a lot of fresh fruit juices, and eat a lot of fresh vegetables. Be aware that canned fruits and bottled fruit juices have no nutritional value. Also, take dry fruits. Eat a variety of food items. Eat cheese and drink milk for protein.

If you are not rich enough to eat fruits and vegetables, then eat whatever you can afford. Likely, you do not get enough protein, so you should eat groundnuts and soybean for protein. Because a large number of people in India are vegetarians, soybean is becoming popular. You can eat it with vegetables or mix it with chapati flour, etc.

Avoid cold drinks like colas because they have too much sugar and caffeine.

Avoid "chats" common in north India because it has "tamarind, which makes you sleepy.

Read Faster

Read faster. It will save you time and also help you study more in less time. The most important use of faster reading is not in learning a subject for the first time but in revising it again and again and frequently.

For details, see Chapter 1.

How to Sleep Well

Sleep is essential. During sleep, your body recuperates (repairs itself). You also dream while sleeping. Many scientists say that it is during dreams that the whole day's memory is reorganized in the brain.

The amount of sleep people need varies. Some people need more than 8 to 10 hours of sleep while others may need just 5 or 6 hours. Sleeping between 4 to 10 hours is normal. Most people sleep between 6 to 8 hours a day.

While too little sleep may make you feel restless, too much sleep can make you feel lazy. If you sleep well, you will feel energized on waking up and ready for a new day. If you feel tired after your normal sleep at night, you should consult a doctor.

Your sleep happens in cycles. These are 90-minute cycles. Your sleep process repeats after 90 minutes. During these 90 minutes, the brain waves change representing a change from awareness to deep sleep. In each cycle, there is a period for REM (Rapid Eye Movement). During this

period, there is a rapid circular movement of the eyes. Now scientists have found that this REM sleep represents dreaming.

You can do the following to get good sleep:

- Keep your room quiet and dark. If you do not have a separate room, you may not be able to do this. At least, you can request the other members of your family to try to be quiet.
- Avoid coffee, particularly after lunchtime.
- Eat less sugar, salt, fats (oils and ghee), and difficult-to-digest foods, particularly at night.
- Physical exercise helps, preferably in the afternoon, but not at night.
- Take time to slow down. If you are doing something very active and suddenly you go to bed, you may not get sleep. So spend the last hour or so doing relatively non-stressful activities.
- Try to go to bed at the same time every night.
- Do not read or watch videos when in bed. Use the bed for sleep only.
- Learn and do relaxation exercises in this chapter.

Sleep during day time also

Sleeping for a little while (half an hour to over one hour) during the daytime is of great value. For example, you can sleep when you come back from school. This makes you fresh again and you can study more efficiently in the evening and the night.

Do it for one week. If you feel the benefits of sleeping during the daytime, continue it.

What Type of Exercise is Best for Students

Doing regular physical exercise based on your age, health and physical abilities is important to your mental functioning. Exercise brings more oxygen to the brain through improved blood circulation. This additional oxygen improves the functioning of your brain.

Two important points to remember:

- (1) Be regular in exercise.

(2) Do not do too much exercise in a single day.

Types of exercises

As more machines were developed in advanced countries, many people stopped doing physical activities. This eventually resulted in heart diseases. As a result, a lot of research was done on "How to exercise for keeping the heart good ?". The result is the concept of "aerobic exercise".

Exercises are of two types: (1) Aerobic exercises and (2) Anaerobic exercises.

An example of Anaerobic exercise is weight lifting. In such exercises, you apply a lot of pressure for a short time, then relax and repeat. These exercises develop big muscles but they do not help your heart.

Aerobic exercises are excellent for your heart. For example, walking, jogging, running, cycling, and swimming. I recommend that you warm-up for 10 minutes, then exercise for 20 to 30 minutes and then cool down for 10 minutes.

Aerobic exercise and HIIT for health and weight control

Aerobic exercise is good for weight control or for reducing fat in the body.

Aerobic exercises tend to be 30 to 40 minutes to raise your heart rate.

HIIT (High-Intensity Interval Training) is a new form of exercise where you mix slow and intense exercise for about 4 to 10 minutes.

Alpha-Breathing for Relaxation

Alpha-breathing is a technique of deep breathing.

Deep breathing is important for three reasons.

First, the brain needs a lot of oxygen to function at a high level of intelligence. The brain weight is about 1.5 kilogram, which is about 3% of your body weight. But, the brain uses 20 to 25 percent of the total oxygen intake. Deep breathing helps satisfy the oxygen demand of your brain.

Second, deep breathing relaxes you.

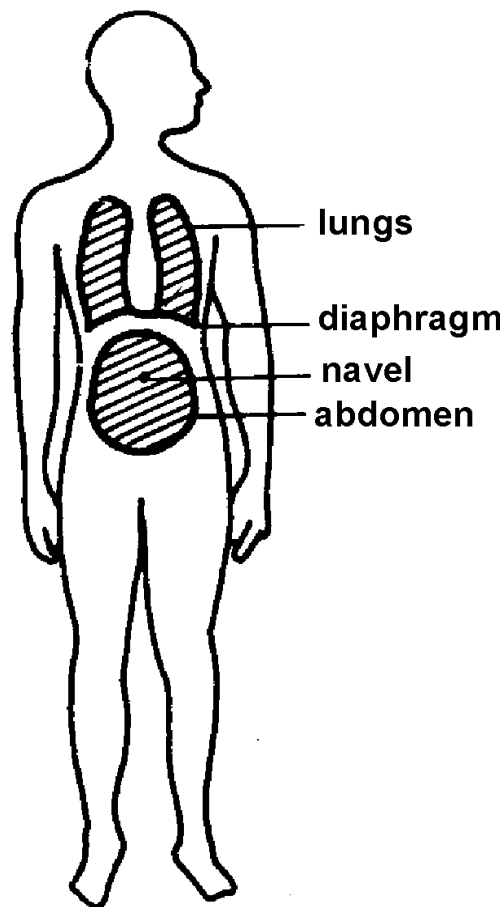
Third, breathing with a regular natural breathing cycle is one of the easiest and most effective ways to increase the alpha content of your brain waves. This helps to learn.

Breathe from your diaphragm

Before we learn alpha-breathing, let us learn to breathe from the diaphragm.

Common sense says that for deep breathing our chest should move in and out. Not our stomach. But it is not true.

The diaphragm separates the lungs from the stomach. The diaphragm is the muscle of breathing. As your stomach moves slightly outward, the diaphragm moves down and as a result, the lungs expand.



Breathing from diaphragm

If you watch a child sleeping, you can notice that the stomach moves in and out as the child breathes. That's what you should also do.

Practice breathing in such a way that your stomach moves in as you breathe out. And your stomach moves out as you breathe in.

Alpha-breathing

Here are the steps for alpha-breathing. Use this technique now before reading any more. Use this technique regularly for relaxation.

Repeat the following steps a few times.

- Breathe from your diaphragm. Breathe in through your nose for a count of four (saying to yourself one, two, three, four.)
- Hold your breath for a count of four. While holding, imagine that oxygen is relaxing your brain and your body.
- Breathe out through your mouth for a count of four. While exhaling, imagine that all stresses and tensions in your body/mind are going out with the breath.
- Do not pause. Immediately repeat the above steps.

Pranayama

Pranayama is known to be greatly beneficial.

You can learn it by watching Shri Ramdev Ji on YouTube.

Or, you can learn from some other teacher.

Meditation Can Help You Get Success

Scientific research on meditation

As the advanced countries became interested in meditation, they also did scientific research to find out the effects of meditation on body, mind, and performance.

TM (transcendental meditation) created by Maharishi Mahesh Yogi is the most extensively researched of all the meditations. Mahesh Yogi got an M. Sc. in Physics before becoming a yogi. He became world-famous in the 1960s when the famous American music group "Beatles" came to learn meditation from him. Even Ph.D. work has been done on the effects of TM. There are over 350 published studies on TM in prestigious scientific journals.

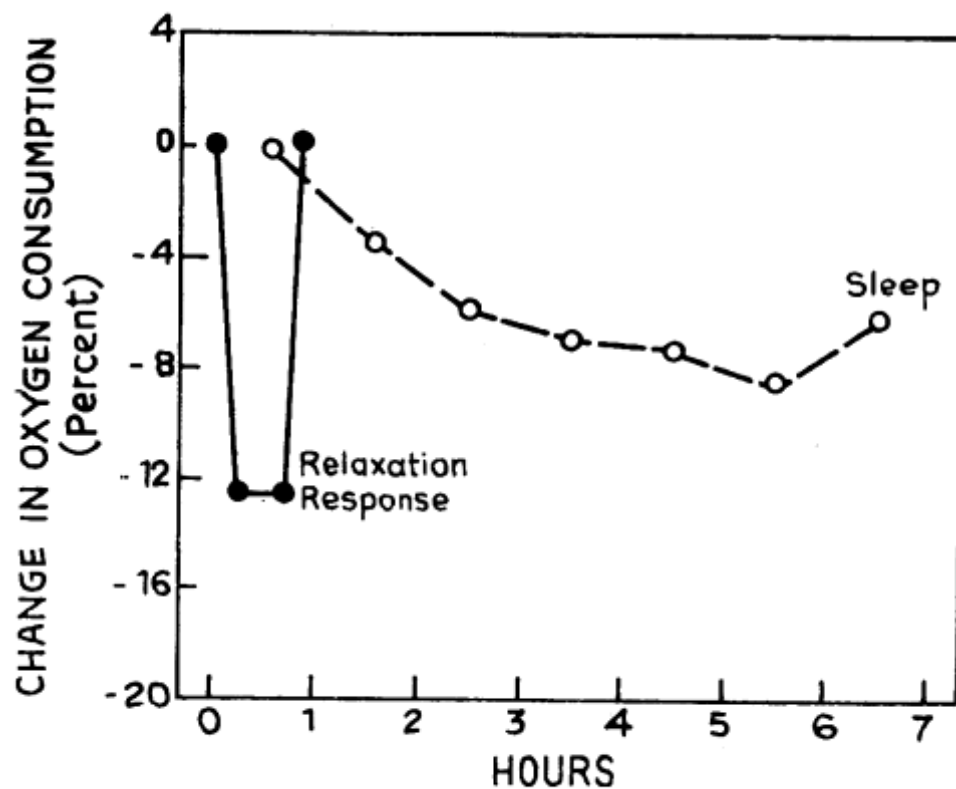
The scientific research on TM showed that the TM practice produces a state of relaxation deeper than sleep. That it reduces anxiety and stress, lowers high blood pressure, and strengthens the immune system. Students who practiced TM got better grades or more marks.

The long-term benefit seems to be slowing down the aging process. Five-year TM meditators were tested to have 12-year younger "biological age" as compared to people who do not meditate.

Meditation is more relaxing than even sleep

During sleep, we rest and relax. As a result, the need for oxygen reduces. We consume less oxygen. The following graph shows that 20-minute practice reduces the oxygen consumption to less than the oxygen consumption after about 5 hours of sleep.

Lower oxygen consumption means a more relaxed state (also called deeper relaxation). It means you are relaxed more during meditation than during deep sleep.

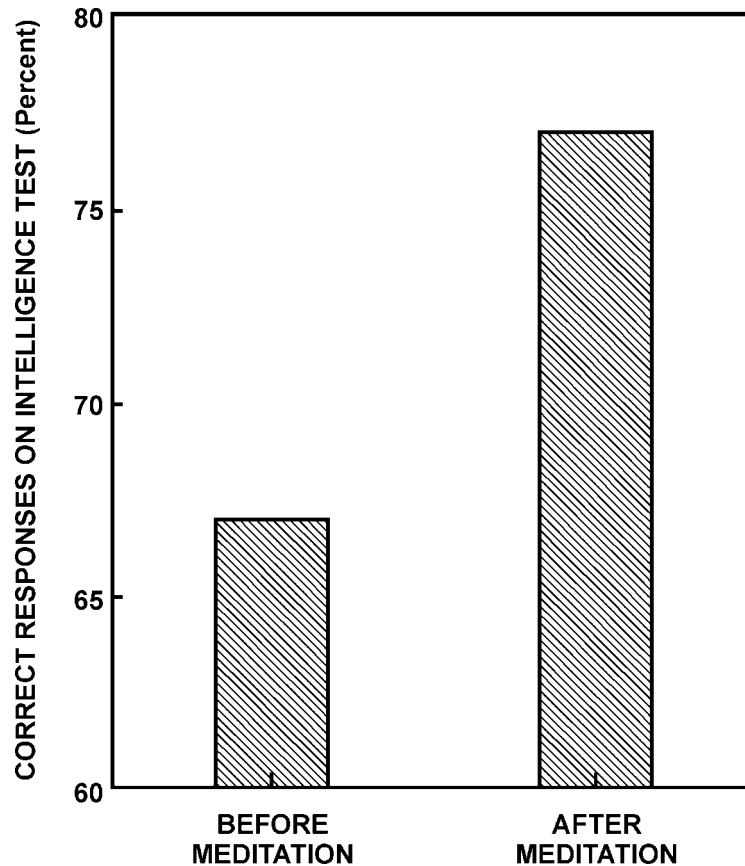


Relaxation during sleep and during meditation

More relaxation (less oxygen consumption) during meditation

Meditation increases intelligence

The following graph shows that the intelligence increased for the people who meditated for one year. There was more increase in intelligence for regular meditators. Even irregular meditators increased their intelligence.

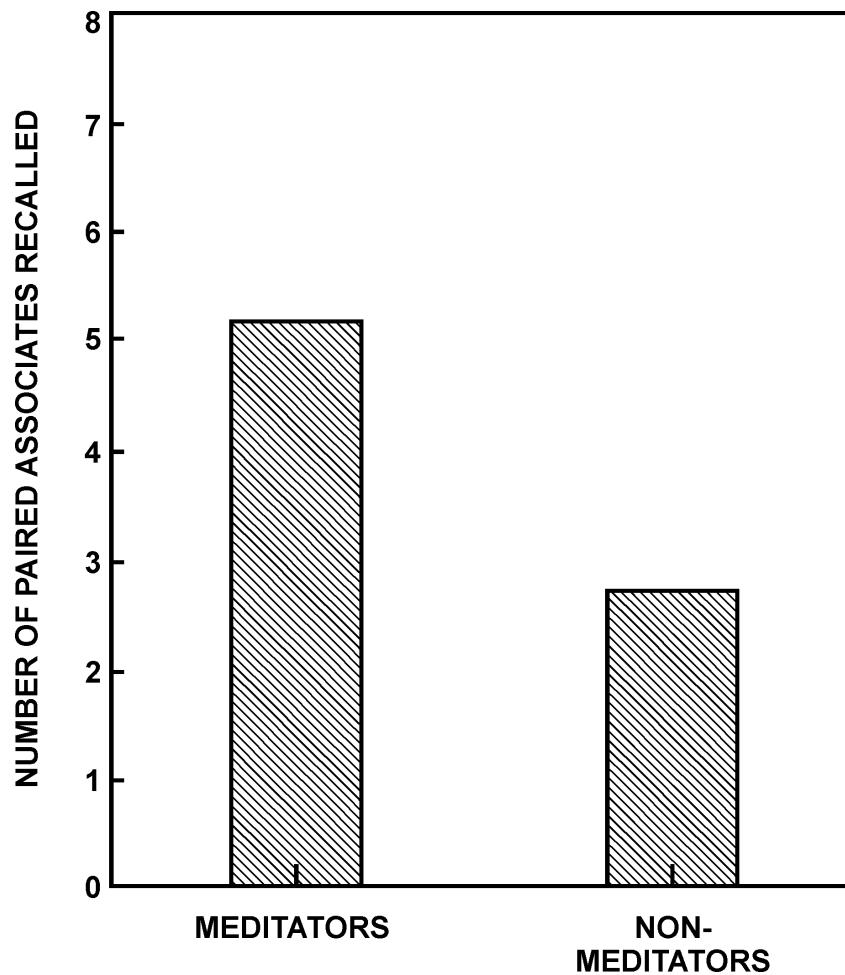


Meditation increases intelligence

In the past, psychologists and doctors believed that the intelligence of a person reached a maximum around the age of 15 or 16 and after that, it declined. But the above experiment has proved that meditation can again increase intelligence.

Meditation improves memory

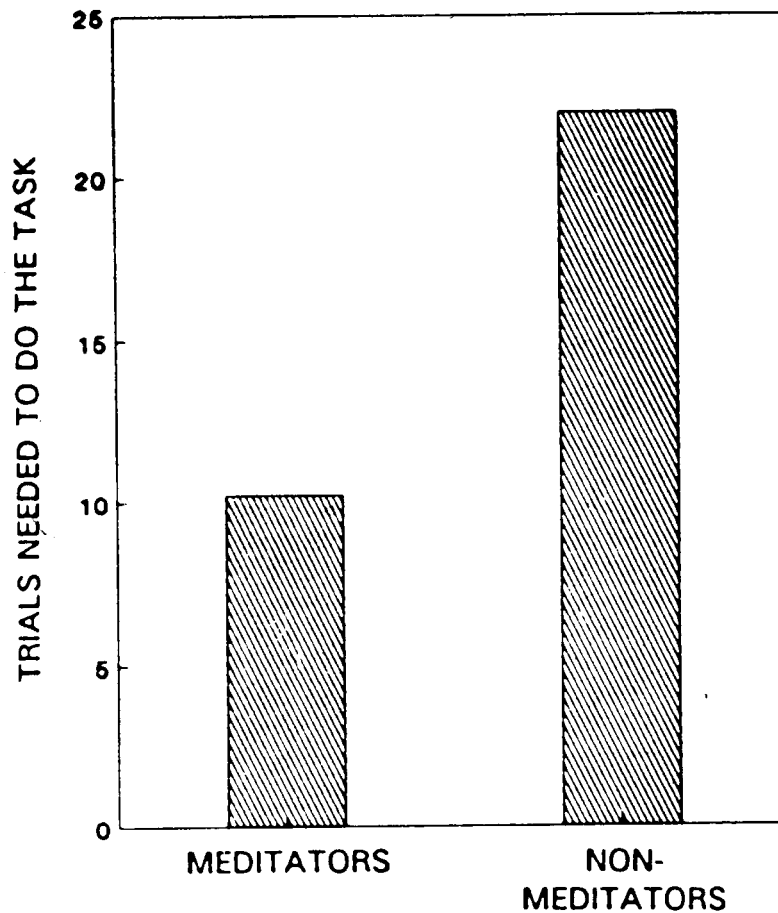
The following graph shows that meditation improves recall. The recall is of an intermediate-similarity list of paired associates one week after reading. The average number of correct responses in the first seven trials is mentioned. A high score represents superior recall (memory).



Meditation improves memory

Meditation results in learning faster

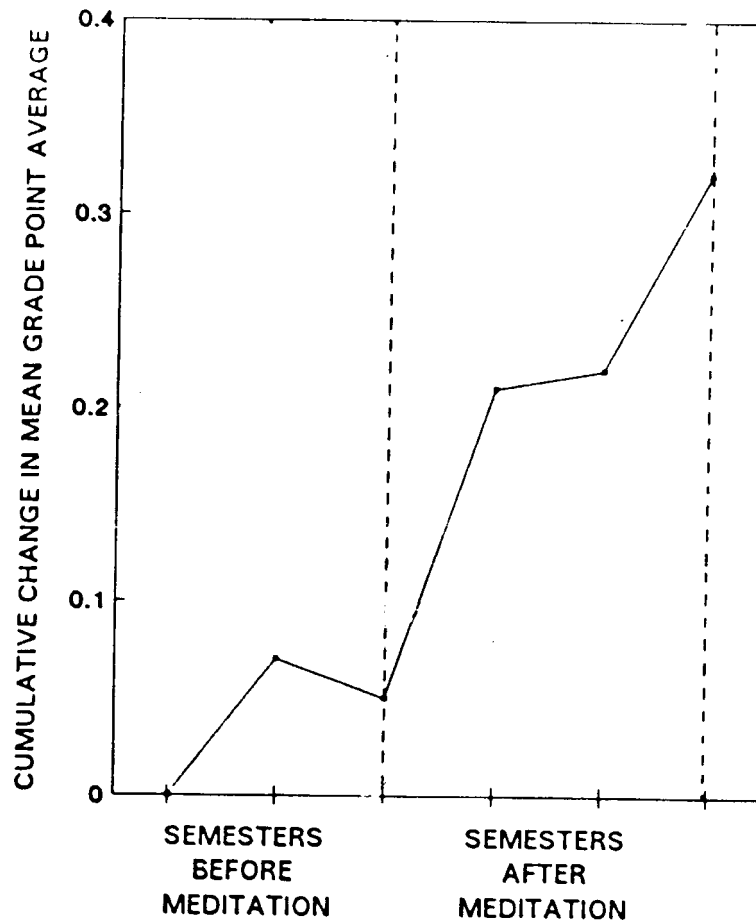
A group of ten meditators and ten non-meditators were tested on their ability to learn a path through a maze. The following graph shows the meditators learned the same task in less number of trials.



Meditation results in learning faster

Meditation improves exam results

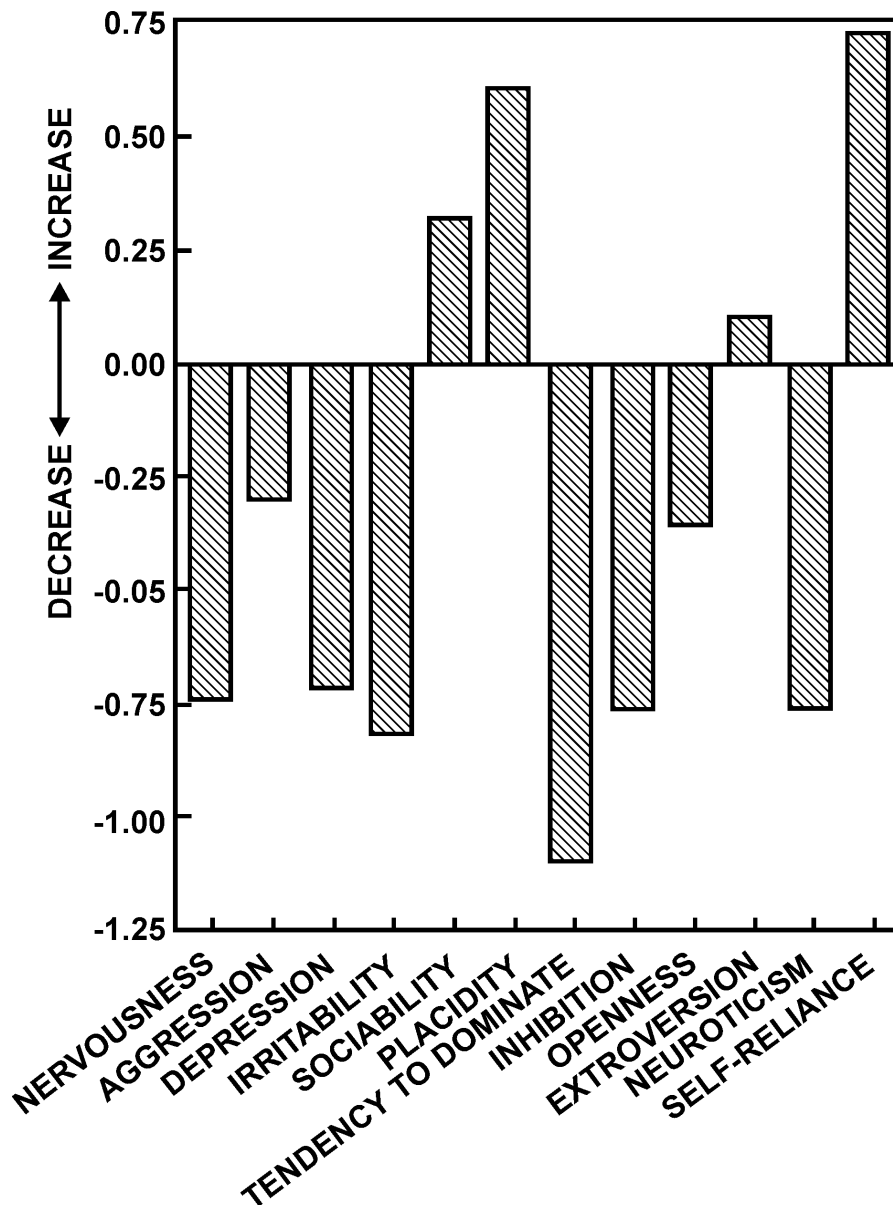
The following graph shows that the increase in Grade Point Average was higher for students practicing meditation for 6 terms as compared to students practicing meditation for 3 terms. Here "term" means about 3 months. Some American colleges have "terms" instead of semesters. It shows that as people continue to meditate, they get more and more benefits from meditation.



Meditation improves exam results

Meditation improves personality

The following graph shows the changes in personality as a result of practicing meditation. Note that meditation reduces negative aspects and increases positive aspects of the personality.



Meditation improves personality

Two Effective Meditations that You can Learn Easily and Benefit Quickly

Relaxation Response

Relaxation Response is based on TM (Transcendental Meditation). I learned TM from a trained teacher in Madras. To Learn TM, you have to go to a trained teacher who gives you a mantra and teaches you TM.

You can learn the Relaxation Response technique from the following instructions. I am including Relaxation Response for those people who cannot relax or sleep well. Practice this technique once or twice daily.

Here are the steps for doing Relaxation Response:

- Choose a focus word or a short phrase for which you have deep belief or respect. For most people, this would be the name of some god such as Buddha, Rama, Krishna, Allah, Mahavir, etc.
- Sit quietly in a comfortable position.
- Close your eyes.
- One by one, for each part of your body (for example, hands, legs, chest, head, etc.), move it a little bit so it relaxes.
- Breathe slowly and naturally. As you keep breathing, repeat the focus word.
- The experience is different for everyone. Whatever you feel, whatever happens to you is right for you. Take a passive attitude. Do not worry about doing it well.
- Continue it for 10 minutes or 20 minutes.

Progressive Relaxation

This is an easy-to-learn technique for relaxation.

This is my favorite technique. I like it because it is easy to learn, it is effective and it is quick. It takes only a few minutes to several minutes to relax.

This is the technique I want to recommend to you for daily practice. Practice it while going to sleep. Practice it whenever you feel tired.

Here are the steps for Progressive Relaxation.

- Lie down on the bed.
- Adjust your body so that you are in a comfortable position. One by one, move your hands, your legs, your buttocks, your head till you feel that no part is tense.
- Close your eyes.
- Start breathing, deep and regular.

- Tense the legs and then release the tension. Again tense the legs and then again release the tension. You will immediately feel some relaxation in the legs.
- Next, tense your thighs and then relax them. Repeat once.
- One by one, tense each part of your body and relax it. Include legs, thighs, buttocks, stomach, back, hands, shoulders, neck, and face.
- Now with each breath you take in, imagine that the breath is moving to the left leg. Repeat it a few times. Most people will feel a certain sensation or feeling in the left leg. This indicates relaxation.

Repeat the above step with the right leg, then stomach and back, left hand, then right hand, etc. up to your face and your brain.

Simply lie down for a few minutes. Slowly move your hands and legs and prepare to get up. You are now relaxed and ready to study or work.

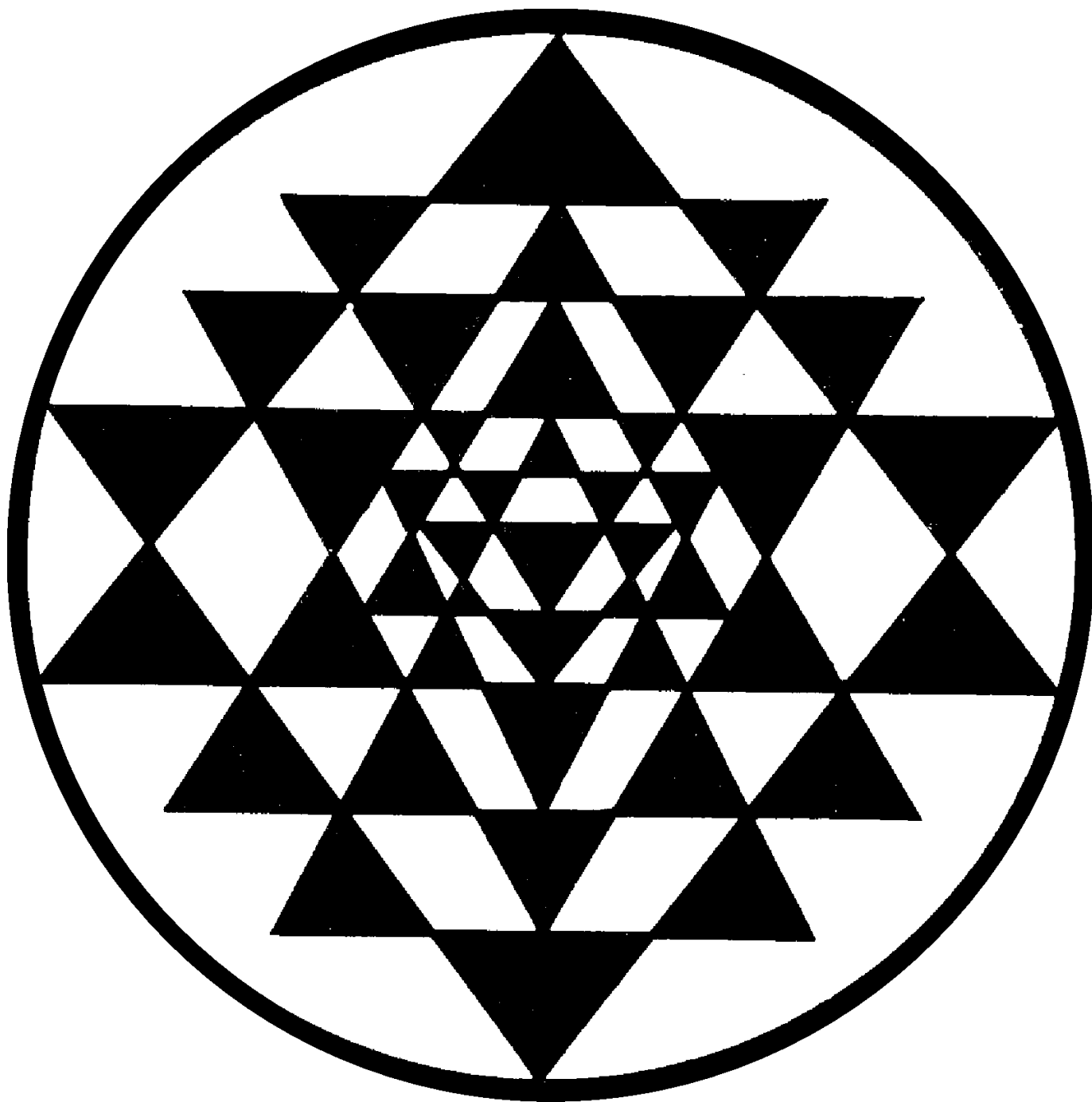
As you practice this technique regularly, you will take less and less time to relax. Finally, you will be able to tense your whole body in one step and release the tension. Then tense the whole body again and release the tension. Then, as you breathe in, imagine that the breath is going to every part of your body. Repeat it a few times. This will be enough for relaxation.

Use Bapna's Sri Yantra Poster for Your Concentration

This technique was inspired by Sri Yantra and by the latest developments in brain research.

Sri Yantra is a 5000-year-old Tantric symbol of India. The original purpose of Sri Yantra was to develop mind power. But with time, it somehow became distorted and forgotten. Yogis in India have used Sri Yantra to develop mind power for 5000 years. Over the centuries, some people have developed philosophical ideas about this figure. Some people started wearing it in neck chains for some power. Some people started worshipping it.

Let us learn to use it for mind power: Sit down in a relaxed way facing the poster of Bapna's Optical-Illusion technique. Use any of the relaxation techniques you like. Now, look at the center dot of this diagram. This diagram is so complex that the human eyes cannot fully grasp it in a single glance. There is a certain optical illusion.



Bapna's Sri Yantra Poster

As you continue to look at the drawing, you will see that your attention goes to different geometric figures. As you continue to look at the drawing, your attention keeps moving from one part of the diagram to another. This increases communication between your left brain and your right brain. This increases your power of concentration.

This technique and diagram are protected by copyright. But, I hereby permit you to photocopy it for your personal use. Make a poster and paste it on a wall and practice concentration for 5 to 10 minutes every day.

Take Rest Frequently When You Study

Do not study for more than half an hour to one hour continuously without any rest. Take rest for 5 minutes after half an hour of study.

You may get up and walk or you may close your eyes and relax.

Remember two important aspects of rest:

- You relax or take a rest.
- You continue to study after about 5 minutes.

There is a possibility of wasting time if you start talking with someone or if you lie down to relax: you may continue talking for a long time or you may fall asleep.

The best way to use this rest period is to use the 3 Minute Refreshing Technique. See Chapter 8 for details.

You Should Revise, Re-Revise, and Revise Again

Revising is the single most important way to memorize anything. You should revise frequently and systematically. I teach a very efficient way of revising. For details, see Chapter 1 and Chapter 4.

Chapter 6

Eight Ways to Best Use Your Time in the Classroom for Your Success

In this chapter, you will learn ways to use your time more efficiently when you are in your school, your college, or your classroom.

Do You Know How Much Time You Spend in the Classroom and at home?

Read this carefully and understand how much time you have and how you spend that time. This understanding alone may change your total approach to how valuable you consider your school. It can motivate you to use your time better in school.

Students spend a lot of their time in schools, colleges, or classrooms.

Let us do a simple calculation and find out how much time. This is just an example. Your timings may be different and you may be spending a little more or a little less time in your school.

Activity	Hours
Travel to school and back	1 (to 2)
School time	6
Getting ready, etc.	1

Total	8 (to 9) hours
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So, a student may be spending about 8 hours in school.

Now, let us calculate how much is the total time available every day for studies whether at school or home. Here is how some other time may go:

Activity (Hours)

sleep (8 hours)

eating + tea + snacks (2 hours)

bath + morning activities (1 hour)

total hours for sleep, eating, etc. (11 hours)

So out of 24 hours a day, about 19 hours go for school, sleep, eating, etc. That means only 5 hours per day are in your control. You can study at that time. If you want you can play games, do physical exercise, meet friends, watch a film or watch videos. If you spend 2 hours in all these entertainment and health-related activities, then only 3 hours per day remain for studies.

Here is a very important fact: for studies, you cannot have as much time at home as you do at school. Actually, the time you spend in school is more than double the time you can spend at home on your studies. So, to achieve success in your studies and exams, one of the most important things you can do is to fully use your time in school.

Systematic Revision and the Topper's Daily Routine

You should revise in school and at home to benefit fully from your learning and hard work. This is discussed in detail in Chapter 1 and Chapter 4.

Take Mind Maps

Mind mapping is the most effective way to take notes. This is described in detail in Chapter 7.

How to Get Help from Your Teachers and How to Get More Marks in Practical, Internal, or Laboratory Exams, Without any Extra Work

It is very simple. Simply, tell your teacher that you are working hard. That you want to achieve success in IAS, CAT, NEET, IITJEE, IAS, or whatever competition you want to succeed in. If you are studying hard to get in merit, then tell to your teacher.

Most teachers are very good. Some are not good. The simple technique discussed above will work with everyone. Why does this simple method work so well? All teachers want to be good teachers. Many want to be the best teachers. They try to teach well. They want their students to achieve great

success. That is one big satisfaction for any teacher including myself. For example, I consider my effort to develop this book a great success because I get thousands of letters from users (my students). They say that this book has changed their lives, it made them better at studies, that it made them better at jobs, that it helped them achieve success in competitions. There is another reason why a teacher wants his students to succeed: it may get the teacher more tuition or get him or her recognition and awards.

Maybe you do not totally agree with me. Do one simple thing. Imagine that you are a teacher. You spend about 8 hours or more of your time teaching students. What would you like to be remembered as by your students and others?

In the last 5 or 10 years, the need to be recognized as a good teacher or a good school has become very important. Many schools in big cities advertise in newspapers to say that their results are so good, that their students got ranks in IITJEE, NEET, IAS, CAT, UPSC, CA, Banking, State admin services, etc.

Do not delay. Tell your teacher today that you want to succeed. He or she has the power to help you. I know it because I got 49 marks out of 50 in Physics practical exam in the 10th class. My teacher told me one day after the practice exams that he has given me 49 marks and that I should work hard and try to get into the merit list. The teacher told me the marks on his own. I did not even tell him that I was trying to get in the merit. I did not think I was good enough to get into the merit. He also asked me for a promise that I must not tell anybody that he revealed the marks to me. Not even to my family. I kept the promise for 12 years. And now in this book, for the first time, I am breaking my promise. I am telling you so that you too can benefit.

Never try to insult or make fun of your teacher. How do you feel when somebody insults you or makes fun of you? Think of any such incident. I am sure you felt angry and wanted to take revenge, even though you may have just smiled that time.

The same is true of every human being. Even a teacher will get angry. And some may even take revenge.

In any case, why should you make fun of your teacher? To prove that you are smarter. You do not have to prove that. Because that is a fact. Younger people are smarter than older people. You are smarter than even me, simply because you are younger. Just know this. Do not try to prove it.

How to Attend Your Class for Maximum Learning

Since you spend so much time in school, you should try to make the best possible use of that time.

Sit in the front row

If you sit in the last row in the class, you see the teacher, the blackboard, and all the students sitting in front of you. When any student in your view talks or moves, it distracts you. That is more entertaining than listening to the teacher. So, you lose concentration. You miss what the teacher is teaching.

Now consider what happens if you sit in the front row. You see only the teacher and the blackboard. So you can concentrate better. Not only that, you cannot even sleep in the front row. But you can sleep in the last row.

Now a more scientific explanation of why you should sit in the front row. If you sit in the back row, your brain/mind has to process two things: the teacher teaching on the blackboard and the students sitting (and sometimes doing mischief). So some of your brainpower is wasted in keeping track of what other students are doing. Now, consider what happens when you sit in the front row? The eyes/brain see only the teacher and the blackboard. Even the blackboard looks bigger when you sit in front. The result is that more brainpower is available to process (understand, remember, become interested in, concentrate, learn) what the teacher is teaching.

On the psychological level, a teacher looks more frequently at students who sit in the front row. So a teacher is more likely to remember you as a good student if you sit in the front row. This may help you get more marks in internal or practical exams.

On the practical level, most teachers can find out when students do not understand what they are teaching. So if you are in the front row and if you do not understand something, the teacher is more likely to repeat it.

So, you should sit in the front row in the classroom. You may say that this is not possible if everyone wants to sit in the front row. How can everybody sit in the front row? Well, you are smart enough to get this book. So you know. But not

everyone knows that just by sitting in the front row you learn much better.

Bend a little forward while sitting

When you sit erect or straight, you tend to be attentive. If you bend a little backward, you will tend to be lazy, slow, and concentrate less. But if you bend a little forward, you will concentrate more. You will be more attentive.

Just like all techniques I teach, use this for a few days. If you like it, continue to use it. Otherwise, don't.

Participate actively

Ask questions to clarify. Ask questions if you do not understand something. If you do not understand something, request the teacher to repeat it.

Do not be shy. Do not worry about "what others will think".

This advice applies to everything in life, not just asking questions.

What to do if you have to miss classes

Do not miss a single class if possible. If possible, plan when you have to miss classes. Study extra hard. Study in advance what you are going to miss. And when you come back, you should study what the teacher is teaching in the class. And then spend extra time to learn and revise what you missed.

How to Best Use Your Lunch Breaks

If you do not eat lunch in the break, then going for a walk is one of the best things you can do. Walking is a good exercise. Then come back to the classroom a little before time. Just sit down and relax so that you are ready to learn when the class begins.

For more details about walking/exercise and relaxation, please read Chapter 5.

How to Benefit from Your Classmate's Hard Work

Let us learn how you can benefit from your classmates and how you can help them.

You are not competing only against your classmates

In today's India, most of the competitions are at the national level and a few at the state level. Nobody from a class may succeed or even 5 or 10 students from a single class may succeed. So it is not important whether you are number 1 or 2 or 3 in your class anymore. The only important thing is if you are good enough for the national competition.

I have seen classmates competing against one another. Obviously, if you view your classmates as your competitors, then you will not help them and they will not help you. For example, you will not tell them about this book. The total result is that you do not benefit from the intelligence and hard work of your classmates.

So, I suggest that you talk to a few students whom you like. You can decide to go for walk together during lunchtime. You can all discuss issues such as which is the best book, which is the best coaching, and who is a good teacher. You can also discuss some specific subject-related questions. You can all experiment and share the results and the knowledge. If you can all cooperate, the chances of success in the competitions will increase for all of you. You will all benefit.

You are still competing with your classmates in one way. Your teachers believe from their experience that only one student (or a few) can be very good in any class. So if you are fourth in your class, your teachers may not help you in getting more marks in practical exams. Still co-operating with other classmates will be more rewarding than not co-operating.

Use this approach for some time and decide if it can work for you and your classmates.

Should You Participate in Extra-Curricular Activities

Any extra-curricular activity by definition is an activity that will not help your curriculum (subject knowledge).

There are two types of extra-curricular activities. One kind requires subject knowledge. You should participate in such activities.

This is one way to show your teachers that you are good at your subjects. This will help you in internal and practical exams.

The other types of extra-curricular activities are games, drawing, painting, "projects for making things", etc. These are absolutely a waste of time as far as your success in competitions is concerned. Only physical activities such as games have value. But you do not have to spend a lot of time for that purpose.

If you don't play games, you can do some physical exercises. I teach you simple physical exercises in Chapter 5. All you do is spend about half an hour every day regularly.

Understand me. I am not against games. But if your goal is to succeed in some competition, then it is worth not spending a lot of time in games during the few months you are preparing for the competition.

Chapter 7

Mind Maps: A New Scientific Way To Take Memorable Notes

In this chapter, you will learn a very powerful technique for taking notes. This technique uses the recent research on how the brain works. The notes written with this technique are called "mind maps".

This technique uses the power of both the left brain and the right brain, while the traditional notes use primarily the left brain. As a result, mind maps are the best for memory and recall.

An additional advantage of the mind map technique is creativity, which you will learn later in this chapter.

Every Word Has Many Meanings

Write down the meanings of the following words. Do not skip this exercise.

run _____

night _____

fun _____

hero _____

filmstar_____

The dictionary meanings

Here are the meanings of these words from the dictionary Oxford Advanced Learner's Dictionary of Current English. This dictionary has a total of 1050 pages.

run - There are 38 different meanings given for run. The word run occupies more than one and a half pages in the dictionary.

night - dark hours between sunset and sunrise or twilight and dawn.

fun - (1) amusement, sport; playfulness (2) that which causes merriment or amusement

hero - (1) boy or man respected for bravery or noble qualities (2) chief man in a poem, story, play, etc.

film star - person famous as a singer, actor, actress, etc.

The true meanings

You have probably noticed that the meanings you gave for the words above were only a part of the dictionary meanings. For some of these common words, even the meanings you gave may have been different from the dictionary meanings.

The true meaning a word has for you is still different from the definition you gave as well as the definitions the dictionary gave.

In your mind, words have different meanings based on your experiences. These are the true meanings for you. A word may have more than one meaning for you. And a word can have different true meanings for different persons. For example, let us consider the word "night".

- To a small child, the word night may mean fear.
- To lovers, the word night may mean beautiful moon-night and love.
- To a thief, the night may mean work.
- To a police officer on duty, the night may mean danger.
- If a dog bites someone at night, then the word night may mean dog-bite.
- To someone who has worked hard and does not expect success, the word night may mean life: only darkness of failure; no light of success.

- If someone has worked hard and is expecting success, the word night may mean the darkest hour of the night and it simply signifies that the sunrise is near and that success is near.

So, you see, a simple word "night" may mean almost infinite meanings to different people, based on their experiences in life.

Similarly, each word can mean many different things to different persons.

Key Concepts and Keywords: The Nature of Memory

Get ready for a small exercise. Describe any book you have read or any place you have visited or any film or videos you have watched. Close your eyes and do it for about 2 minutes.

- People cannot tell word-for-word what happened. What they remember are the main features, outlines, and main incidents of the film. These are keywords or key concepts.
- You remember things like keywords and key concepts rather than word-for-word details and word-for-word descriptions. This is the very nature of your memory.

Memory Keywords and Creative Keywords

There are two types of keywords. The memory keywords help memory. The creative keywords help creativity. What is the difference between them?

The memory keywords generate some specific meanings in your mind. The creative keywords generate many different possible meanings in your mind. Let us see an example to understand the difference. Here is a paragraph from a famous author, Osho. Find the keywords.

"It is natural to feel doubt. If there is no doubt, then there is no growth either. The more you feel full of doubts and still, you go on the journey, that makes the difference. The stupid person, the imbecile, the idiot may not feel any doubts, he may simply believe, he is not going on any adventure; he cannot understand what adventure is. He is just accidental, he is at the mercy of the winds. But the intelligent person is bound to feel doubts. Despite the doubts one has to go; that's how life is. This is the law of life. Despite all the doubts, one has to go.

"Do you think the people who were trying to reach Everest were not full of doubts? For a hundred years, how many people tried, and how many people have lost their lives? Do you know how many people never came back? Not even their dead bodies came back; they got lost, lost forever. But, still, a few courageous people went on and on.

"This fact has to be noted down: that no Indian ever tried. This country has lost the spirit of accepting challenges. That's why this country has lived in slavery for two thousand years ...

"But people went on coming from all over the world, risking, knowing that they may not come back ever, they may be lost. But it is worth it because in the very risk something is born inside you: the center. It is born only at risk. That's the beauty of risk, the gift of risk."

Some of the possible keywords are doubt, natural, Everest, Indian, died, adventure, lost spirit, challenges, and a hundred years.

Imagine ten years from today, you want to remember the above message of Osho. What keywords and phrases will help you remember? My answer would be: intelligent people doubt, no Indian tried Everest.

If I were to choose the word "Everest", then ten years later, I cannot recall the message. Why? Because, Everest means many things: snow mountain, beauty, the highest peak in the world, etc. So, the word "Everest" is a creative keyword.

Learn to find memory keywords and creative keywords in whatever you read. And use ONLY the memory keywords for taking notes.

The Traditional Linear Notes

The notes of most people look like one of the following two forms.

Some notes are like paragraphs

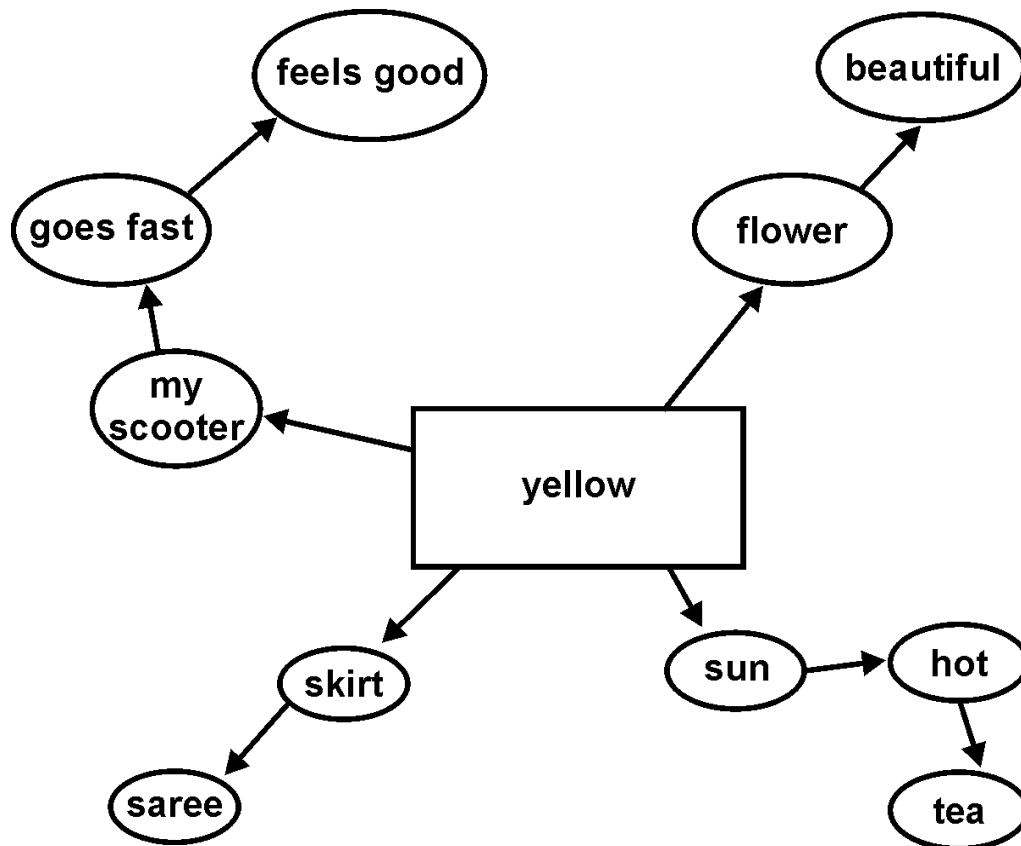
Connections: How The Brain Stores Information

To understand one aspect of how your brain stores information, let us do a simple exercise. For a minute or two, think of all things that the word "yellow" may bring to your mind. Let your thoughts flow. When you finish this exercise, continue reading.

The thoughts go in all directions and the keywords that come to your mind are like this: Yellow is a flower. Sun. Sun is hot. Hot is tea. Yellow is a skirt or saree. Yellow flower. It is beautiful.

Notice that one word or thought connects to another, then to another, and another and so on it goes. Then you break the chain, come back to yellow, and start another chain of words. Linear notes cannot capture this flow of thoughts.

This thinking can be much better shown in the following picture.



Many different chains of thoughts come to your mind
when you think of the color "Yellow"

This is a good representation of how ideas, words, and concepts are connected in your brain. And when you think of one word, all the related words come to your mind. A hologram provides a good model of how this happens.

A hologram is like a photo, but more than a photo. To develop a hologram, a laser beam is split into two. One goes to the holographic plate and the other to the object and then directed to the plate. These two rays fall on the plate. The plate has millions of particles that store the combination of the rays. When this holographic plate is held in laser light at the same specific angle, the whole image of the object forms in the air. It is not like a cinema projector. It creates a three-dimensional image and that image is called a hologram. You can look at the image from above, below, or from any other direction, and it will look like the original object.

Just as a laser ray at a particular angle can bring back the image of a hologram, some keywords or tastes or smells, or sounds can bring back memories.

How to Make Mind Maps

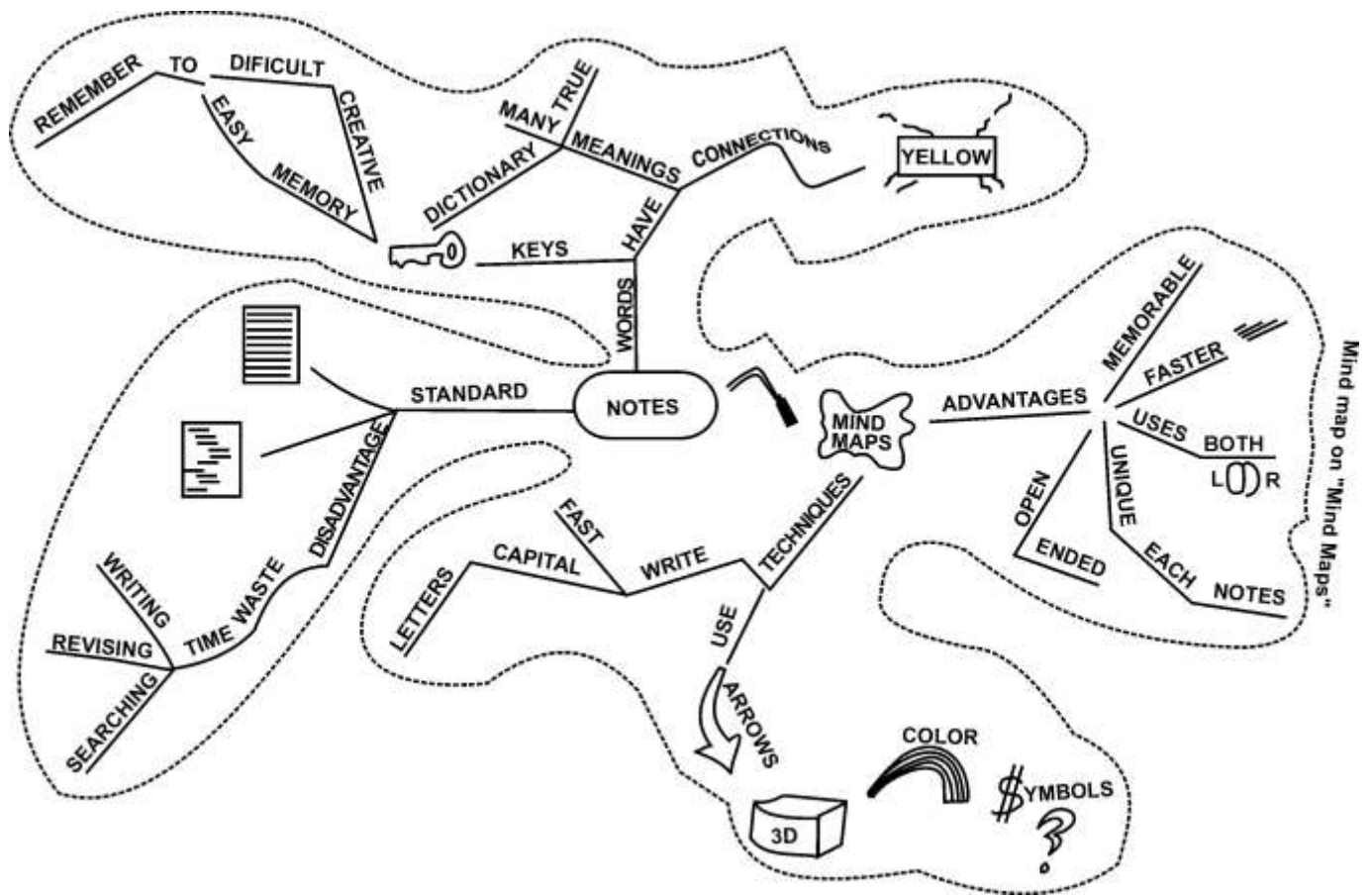
Let us learn a new style of taking notes that uses this knowledge of how the brain stores and organizes information. This technique is called "Mind Mapping".

Use the following guidelines while drawing or writing a mind map.

- Use a keyword or key phrase at the center.
- Then draw lines from the center.
- On each line, write keywords in CAPITAL letters. Using capital letters helps revision and memory.
- Use only one word per line. This makes it easy to make connections.

Let ideas flow. Do not try to "think" hard. Just write down whatever comes to your mind. The aim is to write everything that your mind thinks about the central idea. Your mind thinks faster than you can write. So, you should not pause or stop momentarily. Just keep writing or drawing.

Here is a mind map on "Mind Maps".

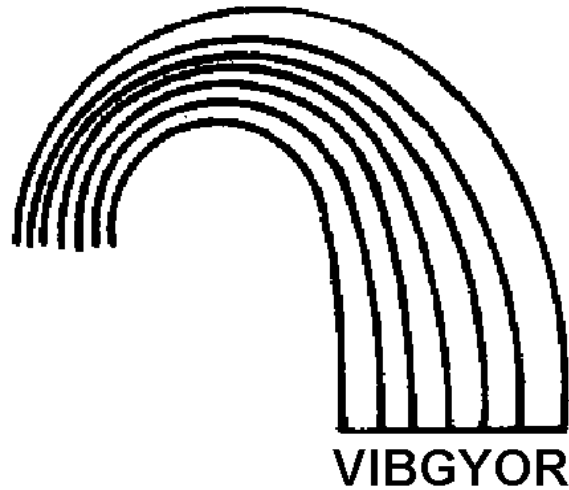


Mind map on "Mind Maps"

Tips for making mind maps more memorable

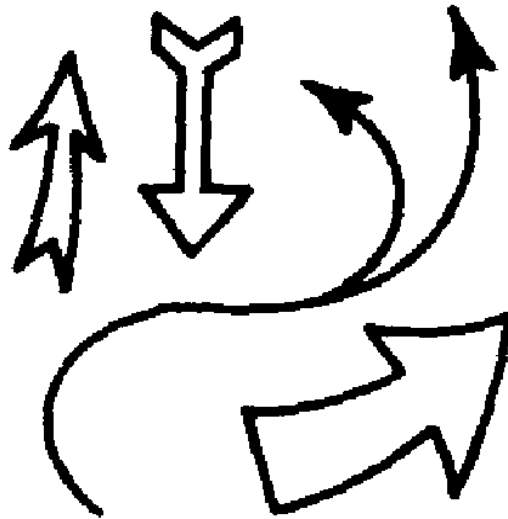
Here are some elements or graphical parts for diagrams that you can use in your mind maps.

Color



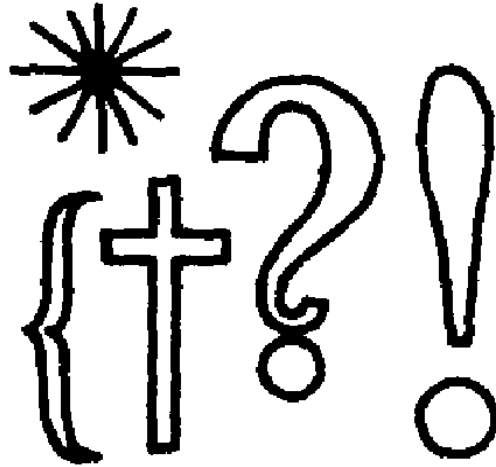
Colors are very helpful in mind maps. We remember colorful diagrams more easily as compared to black. So, colors help you use both parts of your brain. You can make images colorful. You can write in color. You can use color to show that different parts of a mind map are related in some way.

Arrows



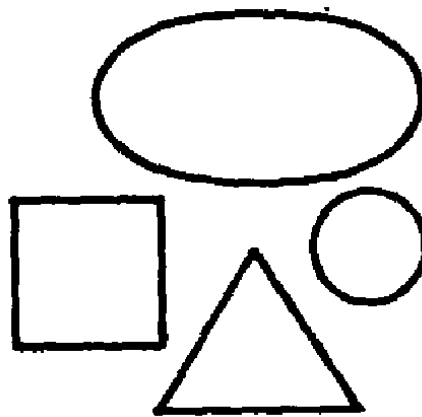
Use arrows to show connections between different keywords/concepts of a mind map. An arrow can have one head or more than one head.

Codes



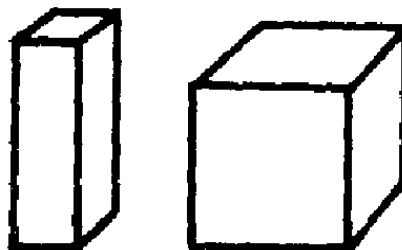
Use different codes such as asterisk, cross, exclamation mark, and question mark with keywords to show something "more".

Shapes



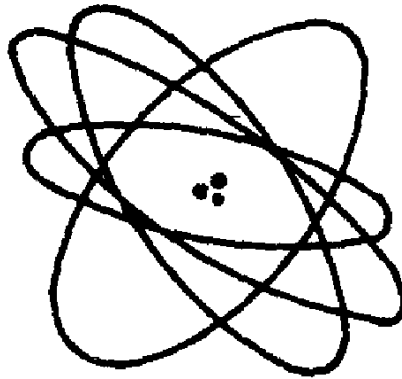
Use squares, circles, and triangles to mark areas in a mind map that are related in some way. They can also show the order of importance. For example, use squares for the most important ideas, circles for less important ideas, and triangles for the least important ideas. Note that ideas near the center of a mind map are more important.

Three-dimensional shapes



You can make some of the shapes in three dimensions. For example, you can cover some pictures in an ice cube.

Other images



You can use any other images that represent visually the ideas. For example, for a mind map of the Solar System, you can show, Sun, Moon, Saturn, etc. Images are easily remembered by the right brain. You should practice and use images in your mind maps.

How Are Mind Maps Better than Ordinary Notes

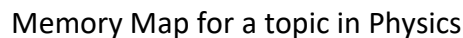
A mind map is far superior to linear notes in many ways.

The first and most important is that the mind map technique uses the current scientific knowledge about how the mind stores and organizes information.

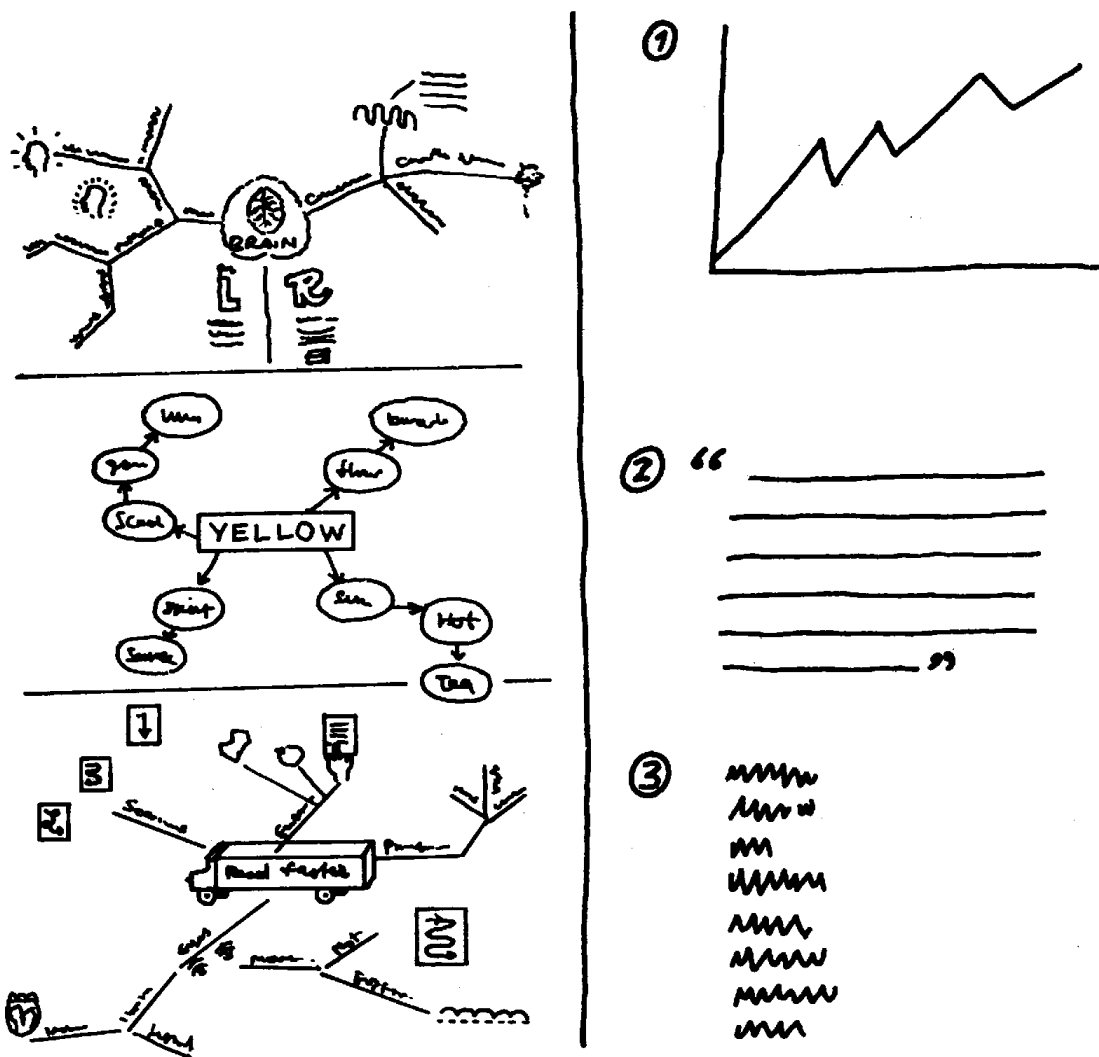
Mind maps use only keywords and key concepts while linear notes use complete sentences and paragraphs. The keywords and key concepts use only 10% of the words. So, if you use linear notes, you waste time writing those 90% additional words, and more importantly, you waste time reading those 90% additional words every time you revise. In linear notes, you waste time searching for the keywords because they are mixed up with non-keywords (non-memory words).

The mind map has the following additional advantages. The mind map clearly shows the central idea or theme. The relative importance of an idea is clearly shown. The ideas nearer to the center are more important. The links or connections between the key ideas are clearly shown. The nature of the structure makes it easy to add new information without scratching or writing in small letters. Each mind map looks different from other mind maps and this helps memory.

Below is an example of a topic in Physics:



The best way to take notes is to combine mind maps and other types (graphic + linear). You can use the left pages of your notebooks for mind maps and the right pages for descriptions.



The best way to take notes is to write mind maps on the left page and on other type (graphic + linear) on the right page of your notebook.

Initially, you may not feel comfortable with this process. With one week's practice, you will begin to feel comfortable.

Use the book margins to save time while revising

I recommend you buy your books so that you can use your precious time more effectively by making marks in the book margins.

Use one line for important sections, two lines for easy sections, and a wavy line for difficult sections.

for
difficult
section



for
important
section



for
easy
section



OR



After some revisions, you learn a section well, you can draw one more line. In this way, you will know easily which sections you know well and which you do not.

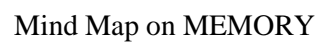
This technique will save time for you during revisions. You should spend more time revising difficult and important sections as compared to easy sections (sections that you already know well).

A Sample Mind Map on Memory

The most important step now is to practice. You have read about mind maps. Now to benefit, start writing/drawing mind maps for your study notes and even a shopping list.

Do a simple exercise. In 3 minutes, create a mind map about what you have learned from this book so far. To be creative, just write/draw whatever comes to your mind. Do not think too much. Do not try to make your mind map systematic. The mind map allows you to simply write whatever comes to your mind.

To give you a little more practice with mind maps, a few mind maps follow. You should study them and get a feel of how to write a mind map. Then experiment and develop your unique style.



Mind Map on MEMORY

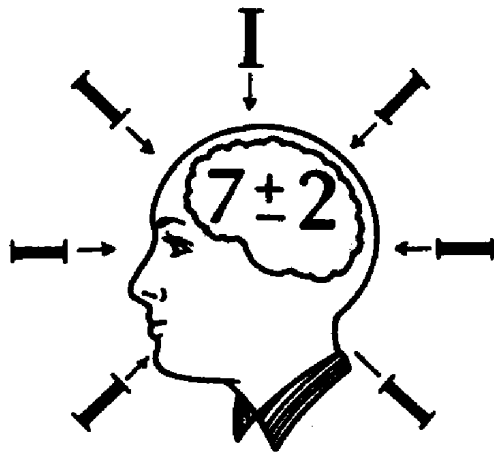
Chapter 8

Eight Ways to Use the Power of Beliefs, Imagination and Neuro-Linguistic Programming for Your Success

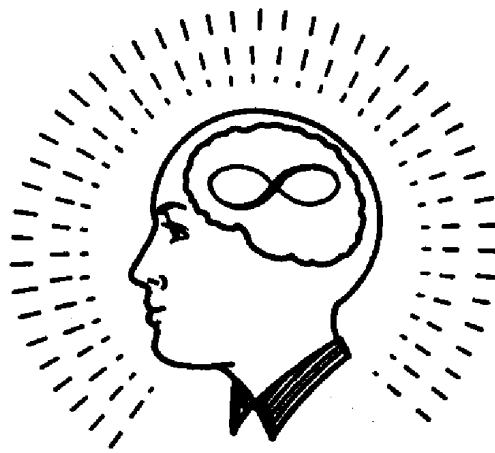
This chapter is about using the power of your beliefs, the power of your imagination, and the techniques of Neuro-Linguistic Programming (NLP) to program yourself for success.

The techniques in this chapter are extremely powerful. Learn and use them.

To understand the mind, we can divide it into two parts: the conscious mind and the subconscious mind. We use the conscious mind when we knowingly think or do something. Some function like the working of our heart is not under conscious control. It is the power of the subconscious mind that makes our heartbeat about 72 times per minute regularly for up to 100 years.



conscious mind



sub-conscious mind

A conscious mind can only be aware of $7+2$ items at a time. But, the sub-conscious mind can be aware of a very large number of items at a time.

Psychologists have found that we can consciously be aware of only $7+2$ items at a time. But our subconscious mind can be aware of a large number of items at a time. For example, at any time, the subconscious is aware of many body functions including blood pressure, heartbeats, body temperature, chemical balances, blood flow, taking care of emergencies, etc. The diagram depicts this fact. Each "I" in the diagram represents an item.

The subconscious mind is not under our conscious control. The subconscious mind functions based on information stored in it. This is the basis of mind programming. Mind programming means that if we can put information in a person's subconscious mind, then we can modify that person's behavior.

The main difficulty is the conscious mind, which does not let us put information in the subconscious mind. Actually, the conscious mind analyses the information and discards all that it considers false or non-useful. For example, someone who is not confident, says to himself "I am confident". The conscious mind analyses this sentence and decides that this sentence is false. And it does not put this information into the subconscious mind.

Power of Beliefs

A belief is an idea that we accept to be true. It can be a fact, a guiding principle, an opinion, or faith in someone or something. We can have a faith in our teacher or doctor, in the value of being honest or good, in the value of exercise for good health, in our ability to succeed, or in the value of reading newspapers, magazines, and books.

A belief can be conscious or subconscious. Conscious beliefs mean that we know that we believe something. Subconscious belief means that we do not even know that we believe something.

An example of subconscious belief is that we accept to be true what we see on the videos, what we hear on the radio, and what we read in the newspapers.

Beliefs are powerful. Here are a few examples that illustrate how beliefs affect performance.

Elephant and rope

When an elephant is a small baby elephant, it is tied with a big strong chain. It tries hard to escape from the chain, but it cannot escape. As the elephant grows, the trainers replace the big strong chain with a small rope. Surprisingly, the elephant remains tied to the rope. It probably thinks "There is no point trying ... I know ... I have tried before and failed ... I am tied with the rope ... I cannot escape".

How some new world records were created

In the first half of this century, athletes and trainers believed that the human body could not run a mile in 4 minutes. Then, in May 1954, one runner ran a mile in less than 4 minutes. In June of the same year, another person did it again. Since then, hundreds of people have run a mile in less than 4 minutes. It shows that the belief in impossibility was in the mind only.

In weight-lifting, it was believed that 500 pounds were the limit for the human body. Many could lift 499, but none 500 or more. Then the trainers fooled a Soviet weight lifter Vasily Alexeev: the actual weight was 501.5 pounds but they told it was only 499. Vasily Alexeev lifted the weight. Once the belief was broken, many other weight-lifters were able to lift more than 500 pounds.

The magic of sugar tablets

The magic of sugar tablets (also called the placebo effect) is well known to medical doctors. In some placebo studies, patients were given sugar tablets that contained no medicine. But they were told that they were getting some powerful medicine. Many people got cured by sugar tablets. They got well just by believing that they were getting some real medicine. This example shows how the mind affects your body.

Students get high marks because of teachers' belief

In one study, educational researchers divided students of equal IQ into two groups. Teachers were told that one group had a high IQ and should get high marks. The other had a low IQ and should

get low marks. What do you think was the result? The group which teachers expected to get high marks, really got high marks. The other group got low marks.

How do beliefs work

How does a negative belief work? A negative belief is like an obstacle.



A negative belief is an obstacle.

For example, suppose you are asked to speak to a group of 200 people. If you believe that you are not good at speaking, then you will not be self-confident. As a result, when you stand up and talk, you will lack the power, you will assume that you are not speaking well and you will yourself feel bad. That will have a bad effect on your speech. The result will be that you will not be satisfied with the speech. And this will confirm to yourself that you are not good at speaking in public.

There is a loop. A negative loop. This loop helps maintain the negative belief.

The positive beliefs work in the same way. They make positive loops that maintain the positive beliefs.

Beliefs are in your mind and your body

The human brain has about 15,00,00,00,000 (1500 crore) neurons or brain cells. Each single brain cell makes connections with 5,000 to 10,000 other brain cells. The network of brain cells is so complex that the brain can be imagined to be like a huge telephone network.

When we learn something, new connections are created in the brain. Repetition strengthens these new connections. A different experience can modify the network. It means that you are changing continuously, though you do not know about it.

The mind and the body are connected. It has been recently found that the connection or interrelation is much stronger than what the doctors believed in the past. In the last ten years, it

has been discovered that there are about 50 to 60 chemicals taking messages from the brain to the body. The most well-known of these are called endorphins. In the past, it was believed that endorphins were present only in the brain. But now they have been found in the body, carrying messages to practically every cell in the body.

These chemicals carry messages in the body about everything including thoughts, happiness, feelings, beliefs, etc.

Let us see an example. A person is walking in the park. He sees something like a snake and thinks in his mind "It is a snake." That message of fear goes to other parts of the brain, then to the spinal cord, and then to the rest of the body. In a very short period, the whole body knows about the danger and prepares itself to face the danger. The heart rate increases, blood pressure increases, and breathing become faster. Blood is diverted from the brain to the muscles, the hands, and the feet. As a result, the person is ready to "fight" or "to run away". This well-known phenomenon is called the "fight-or-flight" response. Just the thought "snake" creates this response.

In the same way, there is a biological basis for every thought. Your body knows what your mind thinks. And it acts accordingly. It means that a belief is not just an idea, it is in your body and your mind.

Dr. Deepak Chopra is a famous doctor in the USA who is invited all around the world for talks. According to him "To think is to practice brain chemistry."

When you are happy or you believe in achieving success in whatever you are doing, that thought is conveyed to your whole body. Your body is more energetic and less tired. When someone is unhappy, his body is slow, dull, and tired.

In summary, your brain conveys your thoughts and beliefs to your body. If you think "I will succeed", your brain tells your body to get ready and expect success. If you think "I will fail", the brain tells the body "Do not even try, there is no chance of success."

Power of Imagination

Imagination is more powerful than knowledge.

- Albert Einstein

An imagined experience and a real experience have almost the same effect on your mind. Let us see some examples to understand and experience the power of imagination.

Basketball training and imagination

In a 30-day research experiment, students were divided into three groups. One group did not practice the game of Basketball, the second group practiced on the playground and the third group practiced only in their mind for one hour daily. The results: the group that did not practice did not improve. The group that practiced improved 24% and the group that practiced only in mind improved 23%. This experiment showed that practicing in your mind alone improves sports performance almost as much as doing real practice. You will learn to apply these same techniques later in this chapter.

Lemon and imagination

Imagine you are returning from the market to your house. You can see the house. You enter it. Now go to the kitchen. Go and take a lemon from the usual place. Feel the lemon in your hand. It is big, yellow, and juicy. It has a good lemon smell. Now get a knife. Hold the lemon in one hand and cut it with the knife. As you cut the lemon, a fine spray comes to your face. Feel it. Now you have two halves of the lemon. Lift your hand and put half of the lemon into your mouth. And squeeze it. Feel the lemon taste.

Can you feel the saliva in your mouth? This shows the power of imagination. Your mind and your body do not know the difference between you really eating a lemon or just imagining it. The body response (as a result of the mind response) is the same in both cases. Your mind/brain remembers this imagined experience as the real experience.

Imagine yourself achieving success

Suppose you gave a program on TV and you were the star of the program. Suppose that your performance was very good. Everybody gave good comments. Next time when you give another TV program, will you feel self-confident? Yes. You will feel confident because you have already done it once.

Now, imagination techniques give you the power to experience success before really achieving it. So with the new experience, when you go for an exam, interview, or a TV program, you will feel self-confident.

To make imagination more powerful and more effective, enter into a relaxed or meditative state and then imagine achieving success. For details on how to relax or how to do meditation, see Chapter 5.

How to Enter the Learning State so You Remember More and Learn Faster in a Relaxed Way

Remember a time in your life when you were very confident. A time when you were sure of success. It could be a game, small competition, discussion with friends, or anything else that you liked.

Now, remember a time in your life when you were not at all confident. A time when you were afraid of failing and you did not succeed.

These two situations represent different moods, confidence, happiness, or other emotions. This is a state of mind or in short, we can call it a "state".

What was the difference between the two states? Can you change your state at will? The answer is "Yes. You can." I am going to tell you how.

Physiology

When someone is happy or sad, it shows on the face. It shows in the posture or the way the person stands or sits. It shows in the tone of the voice or the way he speaks. People have always known that if you change emotions, your facial expression and your physiology will change.

New research has shown that the opposite is also true. That is if you change your facial expressions or if you change your physiology, then your emotions change.

In fact, changing your physiology is the easiest and most powerful method of changing your emotions.

What do we mean by physiology? It means your facial expressions, how you sit or stand, how you talk, how your body shows your state of mind, how you react or respond to someone, etc. Physiology means anything related to your body.

Now think of a time in your life you felt self-confident. A time when you were sure that whatever you were doing was correct. It could be a sport, a competition, an exam, or a discussion. Re-experience that event as if it were happening just now. Now notice your physiology. This is your physiology for confidence. So whenever you want to be confident, change your physiology to this one.

Ask the right questions

Your brain is more powerful and more amazing than the most powerful computer on the earth.

Your brain is so tremendously powerful that it finds answers to any questions that you ask. If you ask, "Why do I not succeed? Why can I not remember? Why is my memory bad? Or why do people make fun of me? Why do others not like me? Why do I not have any friends?" Your brain will give answers that will justify or give reasons for why you are what you are.

On the other hand, if you ask questions like "Why am I so lucky? Why does my family like me? Or, what can I do to achieve success this time? What can I do to achieve big success and make big money?" Again your mind will give you answers. These answers are far superior and more useful than the previous answers to negative questions.

Here are some sample questions to ask in the morning before you get out of bed. Write down additional questions for yourself. Experience the answers to these questions totally in your mind and in your body.

- What am I most happy about in my life now?
- What am I most proud about in my life now?
- What am I determined to do in my life now?
- What is my greatest achievement so far?
- Here are some questions to ask before you fall asleep at night:
- What have I learned today?
- How has today added to my life?
- Any of the morning questions.

Focus on success

What you focus on also affects your state. If you think about success and how you will celebrate it and how happy you will be, this focus on success will put you in a state that will help you achieve success.

But if you think that you may fail and that will be a waste of all the money you have spent on tuition and what people will say and you plan about what to do after this failure, this focus on failure will put you in a state that will make it difficult to succeed.

So, focus on the results you want.

Relax

Medical research has found that stress creates many chemicals in your body such as adrenaline and cortisol. These chemicals generate the "fight-or-flight" response. The body takes blood away from the brain and to the muscles. Therefore, the brain gets less oxygen and it works at a lower level of intelligence.

Sleep and rest

Regular sleep is extremely important. During sleep, chemicals in the brain used up during the day are re-supplied. If we do not get enough sleep, the repair and re-supply process slows down and it results in stress. Use relaxation techniques because they undo the effects of stress.

For details on relaxation and meditation, see Chapter 5.

Use Mind Machines

You can use our **Super IQ 7.0 Mind Machine for Learning**, which has special programs to help you enter the learning state. You can find more information at www.MindMachineLab.com.

Anchor Yourself for Success: A Powerful Technique from Neuro-Linguistic Programming

First, let us understand what is an anchor.

What happens when you see the Indian flag? Most Indians feel a sense of pride and patriotism. They feel some "good feelings". The flag is an anchor that is associated with states of feeling pride and patriotism.

Every experience includes many parts: what you see, what you feel, what you hear, what you smell, and what you taste. Anchoring refers to the tendency for any one element of an

experience to bring back the total experience. An anchor can be an object, a word or phrase, or a touch. It can be something we can see, hear, feel, smell or taste.

Anchors are powerful because they can instantly put you in powerful states. We can change our physiology or change our internal thoughts and create a new state, but this process requires conscious thoughts. On the other hand, anchors make an experience permanent. With anchoring, we can create a consistent way of putting ourselves in a powerful state whenever we want, without consciously thinking about it.

Throughout history, politicians have made use of cultural anchors. For example, Rajiv Gandhi's photo is superimposed on the *Mera Bharat Mahan* symbol (which means my India is great). This symbol was created by Rajiv Gandhi's government. In the 1991 elections, photographs of other leaders did not make use of that powerful symbol. Rajiv Gandhi's advisors knew and used the power of the symbol.

Similarly, politicians pose themselves for photographs with religious leaders. Again the politicians, in people's minds, are connecting themselves with the great respect people have for religions. Because of this association, unknowingly people develop respect for those politicians.

It is for the same reason that politicians keep photographs of Gandhi Ji in their offices. The photographs of politicians also have Gandhi Ji's photo in the background. Gandhi Ji's photograph serves as an anchor for respect, honesty, simplicity, etc.

See the photographs of politicians in newspapers and magazines carefully and you will begin to notice these secret elements that you probably never noticed before.

In addition to politicians, top athletes, top business executives, and top business owners, top entertainers also use anchors for their success.

Now you can learn these same powerful techniques to program yourself for success. With anchoring, you can access the best of your internal resources for studying, taking exams, interviews, and for any other occasion.

To create an anchor, there are two basic steps: First, put yourself or the person you are anchoring, into the specific state you wish to anchor. Second, consistently apply a specific, unique anchor as the person experiences the peak of that state. These two steps are explained below in detail.

For example, to create a confidence anchor for someone, ask him to remember a specific time in his life when he felt confident. Then ask him to close his eyes and re-experience that again as if it was happening now. You will notice changes in his facial expressions, breathing, and posture. You may notice when he is reaching the peak of the experience. Ask the person to open his eyes, move, and walk so that he gets out of that state. Then ask the person to re-experience the confidence state once again. When you notice the experience reaching a peak, apply pressure on some specific place on his shoulder. Repeat this process a few times. Now, test if the anchor works. The test is easy. Ask the person to get out of that state by walking, shaking, etc. Then apply the same anchor (pressure on that specific point on the shoulder). Do you see the person get into a state of confidence? If you do not, it means that you missed some step in this experiment, so repeat the experiment.

You can create different anchors for different desired states: confidence, humor, happiness, success, learning, etc.

Here are four keys for creating anchors:

The anchor should be unique. For example, handshaking will not be a good anchor.

The experience should be intense and powerful so that the person's whole body should take part in this experience.

Provide the anchor (touch on the shoulder, etc.) when the person is at the peak of the desired experience.

The anchor should be such that you can repeat it exactly. For example, if you touch or press your shoulder at slightly different places or apply a different amount of pressure, the anchor will not work

How to choose an anchor

To make an anchor fully effective you can choose the anchor in three different parts:

feeling (touch, pressure),

seeing a picture (of confidence, success, etc.),

saying something in mind ("I will succeed", "I am confident", "success", "confidence", etc.)

To provide the anchor, all three parts of the anchor can be applied simultaneously. For example, in creating a confidence anchor for yourself, you can make a fist (like a boxer or in some other way), say ("I'm confident"), and see the picture in your mind (a time when you were confident or a time you want to use the anchor such as an interview).

Anchor Yourself for Success While Watching Films or Videos

Let us see how you can even use the time you watch videos or films to help you towards your goal of achieving success.

It does not mean that you stop studying and just watch videos and films. What it means is that when you do watch videos or films, entertain yourself, feel good, enjoy, feel positive and anchor those good feelings. Anchoring is a technique from NLP (Neuro-Linguistic Programming). It lets

you record good feelings so that you can reproduce them when you sit down to study when you get ready to write exams, etc.

Watch only the films you like. Please don't misunderstand me: I am not asking you to watch more films than you normally do or to watch films in place of studying. All I am saying is when you happen to watch a film, use the opportunity for your benefit rather than just for entertainment. Watch the films of heroes/actors (heroes) that you like.

When we watch a film hero, we associate ourselves with that hero. Usually, in the films, the hero rises from being poor to becoming very rich and very powerful. This gives us good feelings and new hope. In some sense we feel, if he can do it, then I can do it, too.

While watching a film at a point when you intensely associate with your favorite film star, create an anchor or make an already existing anchor stronger.

Choose an anchor with three parts: (1) making a fist (like a boxer) with some specific movement, like upward motion (2) saying to yourself in your mind (3) seeing a picture in your mind. For details on how to create an anchor and how to make it stronger, see the previous section.

When you sit down to study or take an exam or write a test or go into an interview room, use this anchor to get you into a powerful state for success.

Another exercise for watching Videos or Films

When you watch videos or films, use even that time to practice your memory and observation. From every scene, try to remember as much as you possibly can: names of people, colors of their clothes, things in rooms, the color of things in the room, etc.

Learn Bapna's 3 Minute Refreshing Technique™

The 3 Minute Refreshing Technique is a simple but powerful technique for relaxation during brief rest periods.

I developed it after much experimentation, and trial and error.

Once you learn this technique, I am confident that you will use it for the rest of your life. This technique helps you excel in competitions and get admissions or jobs. And you will continue to use it even after you get a job.

Let us learn this tremendously powerful and easy technique.

In just 3 minutes, you feel relaxed and in a state in which you feel good, happy, successful, and confident. You may do this technique in just 3 minutes or you may choose to take more or less than 3 minutes.

Here are the three steps for you:

Step 1. Gently stretch. Stand up. Do these physical movements slowly. Bend forward and take your hands towards the floor. Then slowly stand up. With your hands stretched upwards, slowly bend backward. Do this stretching exercise 3 times. The secret here is not to stretch so much that it aches. Do what is comfortable for you.

Step 2. Relax. Sit down. Do not lie in bed because there is a danger of falling asleep. Close your eyes. To breathe deeply, breathe in a way that your stomach moves outward as you breathe in and moves inwards as you breathe out. Breathe regularly and smoothly. Each breath takes about equal time. Do this deep regular breathing for about 6 breaths (could be more or less than 6).

Step 3. Get into a positive, successful, learning state. To achieve this do the four things mentioned above (1) adjust your physiology (2) ask the right questions (3) focus on the results you want (4) use anchors.

These steps will put you in a successful state.

Now stop reading this page and do the three steps. Experience the benefits. Do not skip it.

When you study, take a rest for 5 minutes after 30 minutes or so. Use the 3 Minute Refreshing Technique during this rest. It will do wonders for your learning ability.

Though it is not practical to do step 1 of the 3 Minute Refreshing Technique in the exam room, you can use steps 2 and 3. These two steps will help you relax and do well in exams.

Using Music and Relaxation to Change Your Beliefs and Habits

We have already learned in this chapter that the subconscious mind is not under our conscious control. The subconscious mind functions based on information stored in it. This is the basis of mind programming.

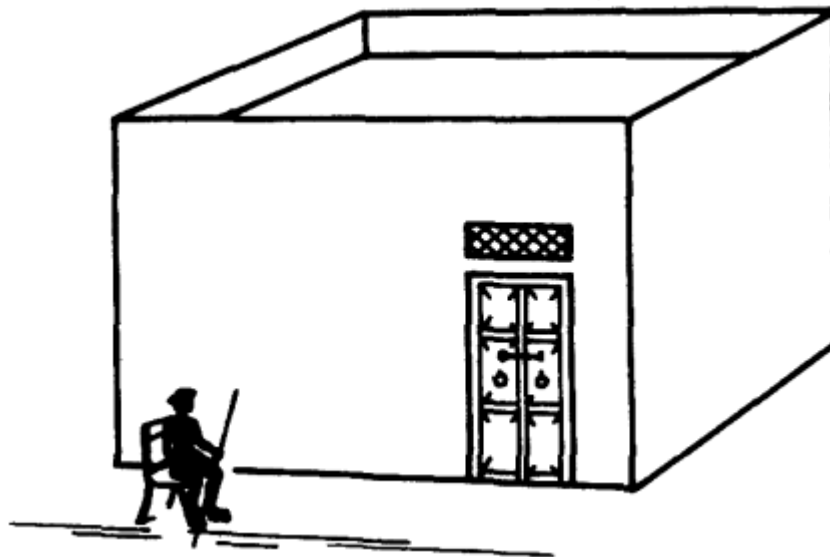
Mind programming means that if we can put information in a person's subconscious mind, then we can alter that person's behavior. The main difficulty is the conscious mind, which does not let us put information in the subconscious mind.

To understand the power of mind programming, let us see one example from the history of my city Udaipur. You may also

know a similar example from your part of India. When enemies attacked and killed the king, his son was saved by a servant named Panna Dhay. Finally, the boy grew up and became the king. Why do you think he could do it? Was it in the blood (genetics) of the boy? No. He did it because the servant and everybody else told the boy "You are a prince. You must become the king. The enemy has taken over your kingdom. And when you grow up, you must take revenge and defeat the enemy". Constantly hearing these messages, the child's mind was programmed. As a result, the child did not want to become an officer or an executive but he wanted to become the king. And he was willing to die to achieve his goal.

This historical story shows that people or society can program your mind. Unlike the prince, most of us become programmed by wrong messages such as "Don't do that ... don't take risks ... don't be stupid ... you are stupid ... you are not so good as so-and-so." You can imagine the bad effect such messages can have on any person.

To understand mind programming, let us consider how the conscious mind and the subconscious mind work. The conscious mind is like a watchman and the subconscious mind is like a storeroom. The watchman has no intelligence on his own. He behaves on the information in the store.



The conscious mind is like a watchman and the subconscious mind is like a store-room. Mind programming means putting information into the store without the knowledge of the watchman.

Mind programming involves putting information in the store without the knowledge of the watchman.

Suppose you tell yourself that "you are good at studies". And the store has stored other people's comments such as "you are stupid, you cannot succeed". The watchman sees your sentences and compares them with the knowledge in its store and says "this information is wrong". The watchman throws this new information away. He does not put the new positive information in the store. This is the fundamental difficulty in changing the behavior of a person.

For the first time in the history of humanity, there are now easily available powerful techniques that allow you to program your mind. All these techniques reach the subconscious mind and put information into it without the knowledge of the conscious mind.

Belief Change with relaxation

You can relax using any relaxation technique you like. Some relaxation techniques are given in Chapter 5.

In a relaxed state, you can tell yourself positive messages such as "I am good at studies". Use imagination to see yourself achieving success.

How music can change your beliefs and habits

How to find out if some music is good? It is simple. The body and mind are very intelligent. This intelligence cannot be measured by IQ tests because IQ tests measure only knowledge processing, for example, multiplying two numbers. If the music is good, you will feel good and you will like the music.

So, listen to any music that makes you feel good. Here is an important observation: as you learn to become more relaxed, your choice of music will change.

Because music can change the brain waves and relax you, we can combine music with voice or songs for mind programming.

Consider what happens when you listen to a film song or any other popular song. The music and the soothing voice of the singer put you into a relaxed state. There is an increase in alpha brain waves. In the state of relaxation, the conscious mind becomes less critical of the incoming information. So the incoming information (words of the song) reaches your subconscious mind and is stored there. Now, this new information also contributes to determining the subconscious mind's behavior.

As a result, the words of music get embedded into your subconscious easily. If those words are encouraging, motivating, positive, and good then that music will make you feel good. If those words are negative, sad, and discouraging, then you begin to feel that way.

Some researchers found that happiness varies greatly for people of different countries. The happiness varies across the boundaries. It does not vary so much for the people within a country and it does not matter whether the people are rich or poor, powerful or powerless. I believe that the songs and music contribute to this.

Even the music that your neighbors play affects you. Particularly, film songs or other popular songs.

Chapter 9

Six Advanced Memory Techniques to Remember Long Sequences, Spellings, Vocabulary, and Difficult Things

We learned the Systematic Revision technique in Chapter 4. That was a general technique. In this chapter, you will learn advanced memory techniques. These are special techniques.

You can greatly improve your memory for remembering lists or names of things, spellings, etc. using memory techniques in this chapter.

Remember two important things about these techniques. These techniques can make remembering lists or names almost automatic. And it takes some effort and some practice in using these techniques.

You will learn more than one technique in this chapter. You should learn one technique at a time and use it. Do not try to learn all the techniques in one day. Your goal is not to read this book like a novel or a film magazine for entertainment. Your goal is to develop your memory, see a big improvement in your abilities, and achieve success.

So, you need to practice these techniques. My recommendation is that you learn one memory technique in a day and practice using that technique the whole day. Use it when the teacher is teaching in the class. Use it when you are at home. Use it to remember the names of all the players in any game (for example, cricket). Use it for any list of names.

You may be thinking why do memory techniques work so well? Actually different techniques have been known throughout history. But only recently, with discoveries about the brain, these

techniques have gained the respect of experts on the brain, mind, and memory all over the world. It is now well known that the brain works most efficiently when you combine the left brain and the right brain for any mental activity. The traditional techniques like repeating a list many, many, many times use only the left brain. That is the reason why these techniques work so well.

The detailed information on the left brain and right brain is given in Chapter 2.

Mnemonics

Mnemonics use associations to remember specific things. They associate what you want to remember with something easier to remember.

For example, you can take the first letter of each item or name and make an interesting word or sentence. Here are some examples.

The seven colors of a rainbow

Take the first letter of each of the seven colors in the rainbow and arrange them as VIBGYOR. Now you need to remember only the word "VIBGYOR" and you can easily recall the seven colors:

V - violet I - indigo B - blue

G - green Y – yellow

O - orange R - red

Planets of the solar system

We can remember the names of all the planets in the solar system by remembering the following sentence.

Men Very Easily Make Jugs Serve Useful Night Purposes.

Here the first letter of each word in the sentence represents the first letter of the planet. In addition, notice that the first word "Men" represents "Mercury" and it is the closest to the Sun. The second is "Venus" remembered by the word "Very" in the above sentence.

Me – Mercury

V – Venus

E – Earth
Ma – Mars
J – Jupiter
S – Saturn
U – Uranus
N – Neptune
P - Pluto

Here is another sentence that you can use to remember just the 9 planets in order of increasing size.

Men Plan Many VENUS Jumps.

As in the above example, the first letter of each word represents a planet, except for the word "VENUS" for which each letter represents a planet.

Me – Mercury
P – Pluto
Ma – Mars
V – Venus
E – Earth
N – Neptune
U – Uranus
S – Saturn
J - Jupiter

Some trigonometric functions

This example is only for those students who need to remember the formulas to calculate sin (sine), cos (cosine), and tan (tangent) which are trigonometric functions.

Tall Owls Are Scared Of Huge Crocodiles And Hippos

Consider the first three words: Tall Owls Are. Here the beginning letter of each word (T, O, A) in order gives this formula:

$$\underline{T}\text{angent} = \underline{O}\text{pposite} / \underline{A}\text{djacent}$$

Similarly, the remaining six words give the following two formulas:

$$\underline{S}\text{ine} = \underline{O}\text{pposite} / \underline{H}\text{ypotenuse}$$

$$\underline{C}\text{osine} = \underline{A}\text{djacent} / \underline{H}\text{ypotenuse}$$

Remembering the value of "PI"

The value of PI to 5 decimal places is 3.14159. Consider the following sentence to remember this value:

How I wish I could calculate.
 (3) (1) (4) (1) (5) (9)

Notice that a number is given below each word in the above sentence. This number is the number of letters in that word. For example the first word "How" has 3 letters (H, o, w). The second word "I" has 1 letter. The third has 4 and so on.

Put all these numbers and you get the value of $\pi = 3.14159$.

Remembering the square root of 2 to 10 decimal places

Like the above example, the value of the square root of 2 is given by the following sentence.

I have a root of a two whose square is two.
 1 4 1 4 2 1 3 5 6 2 3

The first word "I" has just 1 letter, the second word "have" has 4 letters, and so on. So the value of the square root of 2 is $= 1.4142135623$

Remembering spellings

Mnemonics for remembering some spellings are given later in this chapter.

The Number-Rhyme Technique for Remembering up to Ten Items

To remember up to ten items this technique is usually the best. In this technique, you use a word that rhymes with the numbers from one to ten. It means that the words you use should sound similar to the sound of "1", "2", "3", etc. In the list below, notice that "1" is with "bun". These two words end in similar sounds.

- 1 bun
- 2 shoe
- 3 tree
- 4 door
- 5 hive (beehive)
- 6 sticks
- 7 heaven
- 8 gate
- 9 vine
- 10 pen

In this technique, you memorize these ten rhyming words. It is relatively easy to remember this list because the chosen words end in a sound similar to the sound of words "1", "2", "3", etc.

You can then use the same list of rhyming words to memorize different lists.

You must choose these rhyming words so that you can easily make a picture of what the word represents. For example, the word corresponding to the number "8" is a gate. You can see or imagine in your mind a gate, some unique, unusual, or big gate.

Suppose you want to remember the following ten items in sequence.

- 1 table
- 2 feather
- 3 cat
- 4 leaf
- 5 student
- 6 orange
- 7 car
- 8 pencil
- 9 shirt
- 10 write

The next step is to associate the rhyming words with the items you want to remember.

1 bun table

Bun means a piece of bread. Imagine a big bun on a table. Imagine that the bun is so big that the table has broken under the weight of the bun.

2 shoe feather

Imagine your shoe with a big feather. The feather is so big, that you cannot put the shoe on your foot.

3 tree cat

Imagine a cat jumping from a tree near your house, school, or park.

4 door leaf

Imagine a giant leaf hanging on the door of your house. The big leaf has covered the lock. The leaf is so big and heavy that you cannot even move it and open the door.

5 hive (beehive) student

Imagine a student in your classroom being attacked by bees from a beehive.

6 sticks orange

Imagine an orange hanging from a stick. The stick is so thin that it has bent and that it may break any moment.

7 heaven car

Imagine your God sitting in a car and coming to you from heaven. God stops near you, gives you the car as a gift, and disappears.

8 gate pencil

Imagine a little child who has made a small gate out of many pencils. This gate looks beautifully colorful.

9 vine shirt

Vine is a plant that needs the support of a tree or a pole to grow. An example of a vine is a grape vine. Imagine a huge grapevine. There are huge grapes on the vine. And instead of leaves, colorful shirts are hanging on them.

10 pen write

Imagine that you have a pen made of gold and you use it to write million Rupee cheques only.

Some other rhyming words are listed below. You may not know the meaning of some or many of these words. That is okay. Do not memorize these words. The goal is to show you that the choice of words in the above example is just one

possibility. I will even suggest that you use words from your language.

1 bun sun gun

2 shoe crew

3 tree sea knee me

4 door

5 hive (beehive) jive drive dive

6 sticks bricks pricks wicks

7 heaven

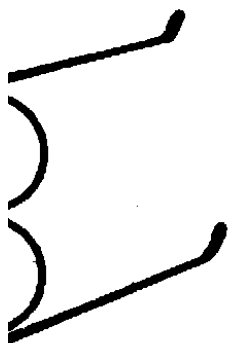
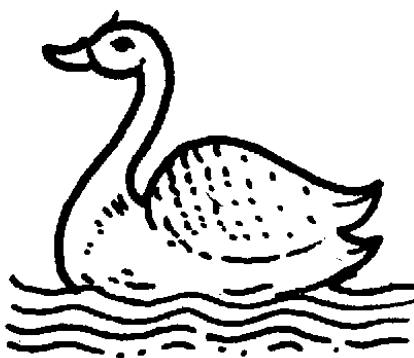
8 gate weight date fate bait

9 vine wine line dine

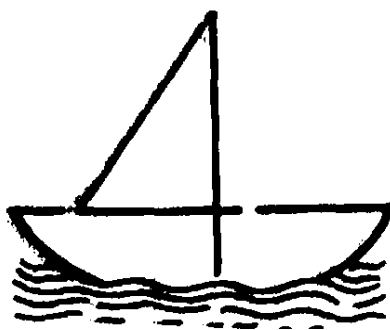
10 pen den men hen

The Number-Shape Technique

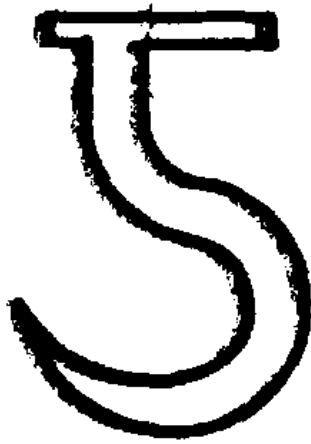
In this technique, you select an object or thing that has a shape similar to the shape of numbers 1, 2, 3, etc. You remember this list and then use it to memorize any list of up to ten items. Here is one such list:



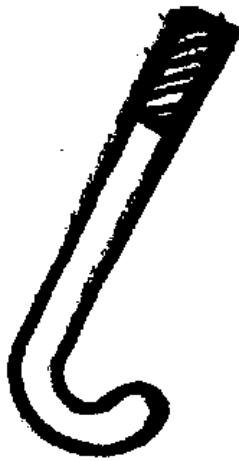
1 Pen 2 Swan 3 Eye glasses



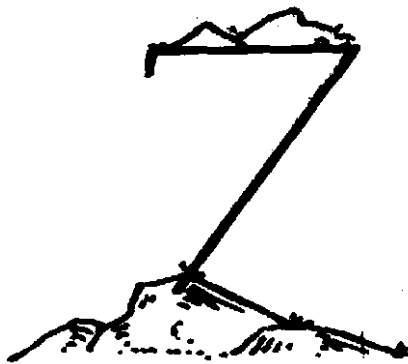
4 Sailboat



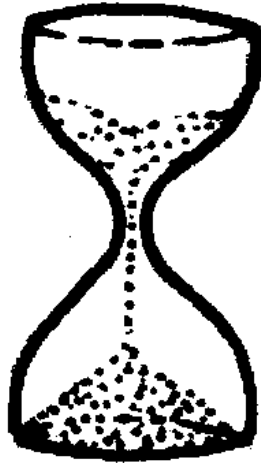
5 Hook



6 Hockey stick



7 Mountain cliff



8 Hourglass



9 Pipe



10 Cricket bat and a ball

Let us again consider the previous list of ten items to be memorized in sequence. The list is repeated here for your convenience.

- 2 feather
- 3 cat
- 4 leaf
- 5 student
- 6 orange
- 7 car
- 8 pencil
- 9 shirt
- 10 write

Now, let us see how you can associate the list to be remembered with the keywords.

1 Pen – table

Imagine a big pen lying on the table. The pen is so big that the table is about to break.

2 Swan – feather

Imagine a swan having a big colorful feather. The swan is white but there is a big colorful feather.

3 Eyeglasses – cat

Imagine a baby cat wearing big eyeglasses.

4 Sailboat – leaf

Imagine a boat, in which there is a big leaf in place of the sail.

5 Hook – student

Imagine a student hanging from a big hook and the student is still holding books.

6 Hockey stick – orange

Imagine a player hitting a big orange with a hockey stick. As a result, the orange juice falls on the floor.

7 Mountain cliff – car

Imagine a car hanging from a mountain cliff. The car may fall at any moment from the cliff.

8 Hourglass – pencil

Imagine taking a big pencil and hitting an hourglass. The hourglass breaks and all the sand falls.

9 Pipe – shirt

Imagine a shirt that has a big Pipe painted on it. Further, imagine that your favorite film actor is wearing that shirt.

10 Cricket bat and ball – write

Imagine Sachin Tendulkar or any of your favorite cricketers with a cricket bat. He is writing his signature on the bat to gift it to you.

The Secrets of Memory Techniques

Before discussing some more specific memory techniques, let us learn simple and interesting ways to increase the effectiveness of the memory techniques you have already learned in this chapter.

You can do the following:

Imagination. Your imagination enhances your memory. The more clearly you can imagine something, the easier you can remember it. In your imagination, make something bigger or smaller or absurd or meaningless and you will remember it better.

Color. Use more colors and more details in your imagination.

Movement. Make your images move. Like a car moving or hitting another car, rather than just standing.

The Five Senses. Use all of your senses in imagination. Include tasting, smelling, seeing, touching, and hearing.

Numbers. Use number system-related techniques so that you can remember sequences of information.

Dimension. Use three dimensions in your images.

You can combine these aspects. For example, you imagine a colorful image of objects in an ice cube. And then as the ice cube blasts open, the object/images show up even more clearly.

How to Remember Spellings

In this section, you will learn different ways to learn and memorize English spellings.

Every person repeats his or her spelling mistakes

Every person misspells some words. He or she misspells those words again and again. So most of your spelling mistakes come from a relatively small number of words that you do not know well. One good way to reduce spelling mistakes for exams and writing is to write essays or write answers for previous question papers and then have some teacher check your answers. This way you can find your mistakes. Then master those words.

Using mnemonics for spelling

Here are mnemonics for remembering some spellings.

principle, principal - A principle is a rule. Notice that both the words "principle" and the word "rule" have the letter "e". The principal of a college is the main person there.

stationary, stationery - You write on stationery. Or, stationery uses envelopes. Notice the letter "e".

arithmetic - Use this sentence: A Rat In The House May Eat The Ice Cream. The first letter of each word in this sentence makes the spelling ARITHMETIC.

believe - Believe has a "lie" in it.

committee - MM, TT, and EE met in a committee.

conscience - Does science have a conscience.

desert - One "s" because it is so dry.

dessert - Two "s" because it is so sweet.

separate - To spell separate, just remember that it contains "a rat".

cheque - Cheque comes in a "Q".

entrance - There is no "enter" in **entrance**. That is, the word "**enter**" is not within the word "**entrance**".

You can memorize only some words using this technique.

Spelling strategy: a new powerful technique for remembering spellings

I learned this technique from Dr. Richard Bandler in the USA. He is the genius who co-developed NLP (Neuro-Linguistic Programming). Before we can learn the spelling strategy, we need to learn about eye-accessing cues.

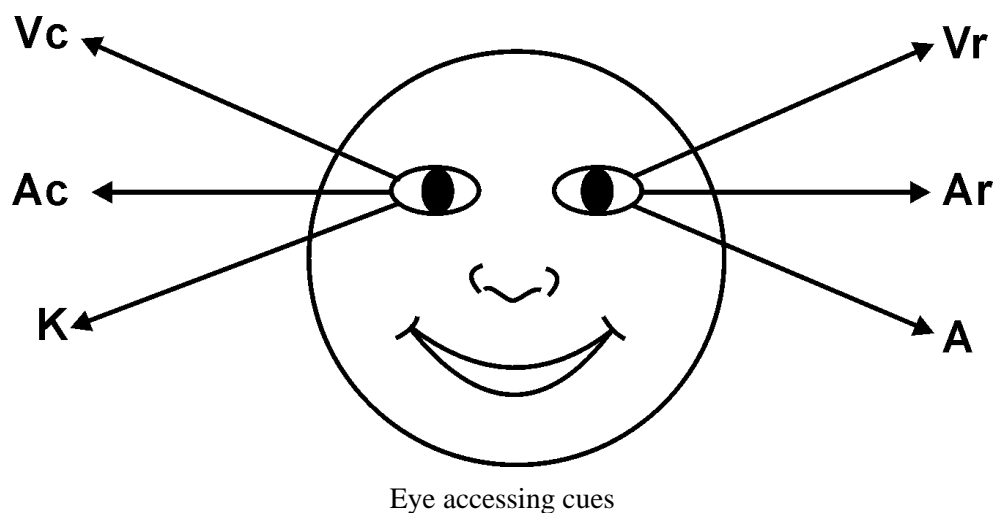
Eye-accessing cues

You do not have to memorize eye-accessing cues. This is for your understanding so that you understand that eye movement in a specific direction is very important in spelling strategy.

NLP developers found that it is very useful to divide "thinking" into different sensory modes. When we process information internally, we can do it by sight, hearing, feeling, smell or taste. When you see the word "circus" now, you may imagine the image of a circus, hear the circus music or voices, feel the seats, etc.

The meaning of any word is perceived in a combination of the five senses.

NLP developers found that people move their eyes in systematic directions depending on the type of thinking they are doing. These are called eye-accessing cues. The diagram below shows the type of mental processing most people do when they move their eyes in a particular direction. For about 5%, the direction is reversed: they see in the left direction rather than the right direction and they see in the right direction rather than the left direction.



This diagram is easiest to use if you simply put it over someone's face so that as you see him looking in a particular direction, you can imagine the label for the eye-accessing cue.

Vr - Visually remembered: seeing images of things seen before.

Vc - Visually constructed: seeing images of things never seen before.

Ar - Auditory remembered: remembering sounds heard before.

Ac - Auditory constructed: hearing sounds never heard before.

Ad - Auditory dialogue: talking to oneself.

K - Kinaesthetic: Feeling emotions, sense of touch, feelings of muscle movement.

Looking straight ahead in a de-focused way indicates daydreaming or a combination of different modes.

Spelling strategy

In one research project, this technique was taught to 1800 students in a school in the USA. The director reported the results like this "The spelling scores gained 15 percentile, moving from the 62nd to the 77th percentile! Before your workshops, we had been unable to influence this score favorably with any other methods."

Another school teacher reported about the use of NLP for spelling "It's turned out non-spellers into spellers and they like it. It's fascinating that now they enjoy something they hated so much before. It made such a difference in spelling test scores for our school that the state department noticed and became interested in our spelling program."

NLP provides different recipes for specific tasks. These recipes (also called strategies) were developed by studying how an expert does a specific task so well.

You will learn spelling strategies in this section.

Good spellers almost always go through the same strategy. You can test it on yourself if you are a good speller or with some other good speller. Good spellers look up or straight ahead to imagine the word-image as they spell and then they look down to check with their feelings that they are correct.

People who spell poorly usually try to spell by sound or speaking aloud.

Copy editors are people who check the spellings in a book or newspaper before it is printed. Good copy editors say that they have to just look at a page and the wrong spellings just jump out at them. It shows that they know word spellings by "seeing" them.

Here are the steps for spelling strategy or the secret of remembering spellings. This will work for most people. For about 5%, the left and right are reversed (details are given above in the section on "eye-accessing cues").

Step 1 Think of something that feels good and familiar. It could be a flower, a tree, a car, a bicycle, or anything else. When you have good and familiar feelings, look for a few seconds at the word you want to spell correctly. For this, keep the word (or the notebook) up and to your left (in Vr direction).

Step 2 Look away. Now look up and to your left again and imagine the image of the word. If the image is not clear, repeat the previous step.

Step 3 Look up and left, imagine the word image, and write down the spelling on paper. If the spelling is correct, look at the word again as in step 1. If the spelling is not correct, repeat this whole process.

Step 4 Look up and left, imagine the word image, and spell the word backward on paper. This will make sure that the word image is clear in your mind.

You can use the following helpful ideas with the basic strategy discussed above.

Make the word-image in your mind in some color that you like.

When imagining the word-image, put some background.

If a word is a long one, break it into parts of three or four letters and remember those parts.

If some part of the spelling of a word is difficult, make those letters bigger or in different colors.

Make the word-image clearest in your mind. To find out how to make an image clear in your mind, think of something you remember very well. Do you imagine a picture in your mind? Make the word-image like that picture in size, shape, distance, color, etc.

Ten Ways to Enrich Your Vocabulary

I will discuss many ways to help you remember more English words and to help you learn more about the words you already know. You can first use those techniques which appeal to you and which look easy to you. Then you can learn the other techniques.

You will not develop a big vocabulary just by reading these vocabulary techniques. You need to use them to benefit from them.

You understand and know words at two levels. First, you know and understand words when you see them, but you do not normally use them in your speech or writing. This vocabulary is called passive vocabulary.

Second, you know and understand the words and you also use them in your speech and your writing. This vocabulary is called active vocabulary.

Everyone has a much bigger passive vocabulary as compared to an active vocabulary. Any vocabulary improvement plan should include techniques to increase both types of vocabulary.

Use any online free dictionary on your mobile phone

There are many and all are pretty good.

Just search on Google.

Learn roots of words

Many English words have roots, prefixes, and suffixes. For example, the word "ego" is a root. It means "I". Many words have "ego" as part of them.

"Egoist" has "I" as the main concern. "Egotist" talks about himself all the time. "Egocentric" considers himself as the center of the universe. "Egomaniac" carries "egoism" to such an extreme that he has an obsession (a mania).

Learn prefixes and suffixes

Prefixes are like "ab" (abnormal), "at" (attain), "di" (divert, divorce), "in" (inactive). Suffixes are like "able" (digestible), "al" (natural), "or" (actor), "ive" (executive). Knowing prefixes and suffixes helps you to remember the meanings of words.

Use the new words you learn

You should use new words to become confident with them.

Read a lot

Reading a lot increases your passive vocabulary. You become familiar and start to understand more words.

I will recommend that you get a copy of the following book if you want to learn many words with their roots, prefixes, and suffixes. This book is **Word Power Made Easy by Norman Lewis**, published in India. This book is good and inexpensive.

Use spelling strategy

Use the spelling strategy discussed above to remember spellings.

Use memory techniques

Use memory techniques given in this chapter to remember difficult spellings.

Use Mind Machine

Use Mind Machine because it has vocab for CAT (MBA), GMAT, GRE, SAT.

Chapter 10

Seven Secrets of Getting More Marks in Exams that Most Students Don't Know

In this chapter, you will learn some very simple concepts and techniques that can help you maximize your marks in any exam.

Do Not Eat Just Before an Exam

You should not eat food (heavy breakfast, lunch) for 3 hours before going to an exam.

To understand the reason, let us understand our digestion system. When we eat, we chew food in the mouth. The food becomes soft and saliva is added to it. Then it goes down into the stomach. The food stays there for 3 to 4 hours. The stomach adds digestive juices. And the food is digested. Then it moves to the small intestines, where the body extracts the nutrients from the food. And finally, the waste goes out of the body.

Digestion of food requires energy. The human body has an intelligent way to supply this additional energy to the stomach for digesting food. When you eat food, blood supply increases to the stomach area. The total blood in the body is constant. So the blood supply to the brain decreases. This is the reason you feel lazy or sleepy after eating food. This also means that your intelligence, IQ, or your brainpower decreases for a few hours just after you eat food. The period may be 2, 3, or 4 hours or even more depending on what type of food you eat.

If you feel hungry before your exam, you can eat fruits because fruits are not digested in the stomach. If your stomach is empty when you eat fruits, it stays in the stomach just for

10 or 20 minutes and then goes to the small intestines. And nutrients are extracted there.

Sleep Well

You should sleep well during the exam days. Sleep is very important for you. It makes you fresh. It gives you energy.

If you do not sleep well, you will not have as much energy as you will have with good sleep.

If you are not fresh and energetic, you will not do as well in the exam as you deserve. You will not be able to do the best of your abilities. You will get fewer marks than you are capable of getting.

For further details on sleep, please see Chapter 5.

What to Do Just Before the Exam Begins

You should reach the exam room ahead of time. Go and take your seat in the exam room. Usually, you will have about 5 to 10 minutes before they give you the question paper and the answer book. Use this time to relax.

For details on how to relax, please see Chapter 5.

Six Powerful Suggestions to Maximize Your Performance in Exams

Here are some tips on how to write exams. These are very simple techniques or ideas. You do not need to memorize them, just understand them. Yet, these simple tips can help you greatly.

Answer easy questions first

You should answer those questions first which you know for sure. If you are 100% sure that you know the answer to a particular question, then answer that question first.

If you know that you know several questions, then answer those questions first which will get you more marks in less time. For example, if one essay-type question is for 10 marks and 20 yes/no (or true/false) questions are for 10 marks, then you should first answer those 20 yes/no type questions. The obvious advantage of this approach is that you will have more time to systematically answer the remaining questions.

Take rest for 1 minute a few times

I recommend that you take a rest for 1 minute a few times during an exam or competition. In this 1 minute, you can simply close your eyes and take a few deep breaths. With closed eyes, try to examine each part of your body and move it and relax it. This is a shorter form of the 3-Minute Refreshing Technique relaxation techniques, see Chapter 5.

You can have rest after every 15 minutes or so. Or, maybe before you start to answer a new question.

After rest, read a question carefully, plan your answer and then start writing.

If you follow this advice, I guarantee that you will feel relaxed and more capable of doing well in the exam. You will also not make major mistakes such as writing an essay on Delhi when the question is about Diwali (I made this mistake in class 10).

Relaxation also means more blood flow and more oxygen to your brain. As a result, your effective intelligence is more for the exam. In this way, you maximize your intelligence for the exam. This will minimize mistakes. Silly (simple, easy, avoidable) mistakes in particular. So, you will get the highest marks you deserve.

Do NOT leave the exam room before the time

Never. Never leave an exam room before time. Even if you are sure that you will succeed. Even if you are sure that you will fail.

When I took the IIT/JEE entrance exam, there were about 150 students in my room. I do not clearly remember now, but I think the students were not allowed to return the answer books and leave the room for the first half an hour. The exam was for 3 hours. As soon as half an hour was over, about 15 students got up, returned their answer books, and left. Within 15 minutes, another 20 or 30 left. In the last half an hour of the exam, only 10 students were remaining. In that exam, I suspect that I got about 35% or 40% marks. (There is no way for me to find out the exact marks that I got in that competition.) And I got the rank 1102-I did not get admission to electronics engineering though I could have got chemical or civil or some other engineering or science.

Those who left the exam room before time did not get selected for IIT. I think if they all had stayed for the full 3 hours and tried their best to answer the question paper, a few more may have been selected for IIT.

There are two reasons for this stupid behavior of people.

One, they think that they will get only 30 or 40 or only 60 percent marks and that is not good enough to achieve success in competition. But, their thinking is wrong. To succeed in a

competition, the important thing is that you get more marks than the others in that competition. Chapter 3 gives details about the difference between exams and competitions.

Second, they are sure they will not succeed. They want to be able to say "I did not try well, I left the exam room in just half an hour, so I failed". They want to feel and say "I am intelligent. I did not pass that exam because I left early. Or because I was not really interested." Of course, on the day of the exam they can declare to all their friends "I left the exam-room in just half an hour." As if it is an achievement.

So, you should stay in the exam room full time. You have already paid the fee. If you fail, it is okay. At least you tried.

Dress comfortably

I have seen some students not wearing comfortable clothes for exams. Some people do not wear warm clothes in winter when they go to the exam. Then they tell everyone "I do not feel cold". Now, this is only stupid. If you are feeling cold, not feeling comfortable, or not feeling relaxed, then how can you perform to the best of your ability in the exam? Yes, you may pass the exam. But the goal should be to get maximum results in those 3 hours for the work you did throughout the year.

I have also seen people getting wet in the rains. They come to the exam room totally wet. Why? It makes no sense to me.

Something so simple as wearing comfortable clothes can help you do well in an exam. So, why not do it?

How to answer objective type (multiple choice and fill in the blank) questions

Even with all your practicing, you will still find questions you do not know. When this happens, do not worry. Use the following tips to increase your chances of guessing the correct answers.

Eliminate the choices in a question that you know are not correct. Then apply the following to help you guess.

When two out of four choices are opposites, pick one of those two as the best guess.

B, C, and D are best when there are 5 choices.

Avoid pairs. If you know the correct answer for question 13 is B, then do not choose B for questions 12 or 14.

In questions asking for the maximum or the minimum, pick the answer next to the maximum or the minimum. (Maximum: 2, 7, 18, 33, 78. Choose 33 as the answer.)

"Zero" and "None of the above" are usually wrong answers.

When words such as "all", "never", "always" and "must" are used, "FALSE" is usually the correct answer.

When general terms (such as most, some, usually, etc.) are used, "TRUE" is usually the correct answer.

Exaggerated (too big or too small) or complex answers are usually wrong.

For the fill-in-the-blank type of questions, never leave a question blank. Give it your best guess. You may guess correctly. Even if you do not, you may get less than the full marks for that question.

First guesses are the best. If you guess an answer without thinking, it is probably coming from your right brain. Accept your intuition. But if you are sure the answer is wrong, then try others.

Make sure you have your identity card, pens with ink, etc.

Many people make the mistake of not taking their pen, pencil, or identity card to the exam.

You should also verify that your pen has enough ink. Take one additional pen, just in case your first pen stops writing.

On the first day of my class 10 exam, I reached about 50 minutes before time. I went on my bicycle. After going there, I realized that I had forgotten to bring my identity card. I did not know whether or not the examiner will allow me to write the exam. I became worried. I went back home and brought my identity card. I was nervous and not relaxed. No wonder I wrote an essay on Delhi by mistake instead of writing on Diwali that day.

You should keep a list of things you want to take to the exam. Before leaving your home for an exam, make sure you have everything you need.

How Do Examiners Correct Answer Papers and How to Use this Knowledge to Get More Marks

The styles of checking answer papers vary widely for different exams and competitions.

I will discuss how the examiners correct answer papers.

These general observations are good for all exams.

But occasionally, there are differences. For example, during my B.E. at BITS Pilani, some of the exams were "open-book exams" where all books were allowed. There were exams where they gave 1 mark for a correct answer and -1 mark for a wrong answer. So, you should try to find the specific details for the exam or competition that you are preparing for.

How some answer papers are examined

Let us understand four different possibilities.

Irresponsible Examiner 1

In some exams, answer books are sent to the teachers' homes. The teacher corrects the answer books at home. Imagine this scene. It is summer vacation. The answer books came 10 days ago. The teacher has not started checking and giving marks. He is lazy. He does not work. His wife is angry. She says "You are useless. You do not do anything. And when I suggest some nice thing, you say that you have to check these answer books. Finish them all today." He decides "okay. I will finish this work today." He is angry. He is checking answer papers. He is giving marks. Since he is angry, he gives fewer marks. By the evening he has finished the work.

How does this examiner give marks? He partially reads the answers. Then he justifies this misbehavior by telling himself "To find out if rice is cooked, all you have to do is test a few. Just by reading parts of an answer, I can find out how correct or how good the answer is. Whenever he sees really bad handwriting, he gets further angry and says to himself "this student is irresponsible. If he does not care to write neatly, why should I try hard to read what he writes." And he gives some average type of marks.

Irresponsible Examiner case 2

In some exams, answer books are not sent to the teacher's house. But many teachers are called to a place where they sit together and correct the answer papers. This is a better way because there is almost no possibility of totally irresponsible behavior by the teacher. Even this method has faults.

Imagine this situation. 30 teachers are sitting in one big room. It is hot summer. They are drinking tea or coffee and checking answer books. They get paid not per day but by the number of answer books they check. If someone checks more answer books, they get more money. Now, these teachers, all sitting together, compete. They are checking fast. They are checking quickly so that

they can make more money. And they can tell other teachers "I am so efficient. I checked 200 answer books today. I made maximum money today. Some checked only 150." The next day other teachers try to check more answer books. Do you think that in such a situation you will get the marks you deserve?

Responsible Examiner

This teacher is a responsible person. He regularly spends a few hours every day and corrects some answer books every day. He is systematic. He is not in a big hurry. He carefully reads all the answers. And he reads them fully, does not read them partially. Even if someone's handwriting is not nice. Such an examiner is the best you can get. You will get the marks you deserve.

Common examiner

About three cases are extreme. They are an exaggeration of possibilities. The actual common examiner is a combination of all the three cases above.

Now you can imagine you will not always get the marks you deserve.

In short, the average examiner is in a hurry to finish all the checking work. He does not necessarily care if he is doing justice to the students (though he wants to believe that he is doing justice).

If the teacher is in a hurry, he may not be completely reading your answers. He may be just reading a few paragraphs of "essay" type questions.

Four Tips on How to Get More Marks

Written work is a game of comparison between answer books. The examiner is always comparing your answer book with those that he has already checked. So, the appearance of your answer book is very important.

You can do the following to maximize your marks:

Keep your answer book neat.

Write long answers. Fill more pages.

Use color ink and dark ink

Do this if marks are given by your teacher

Keep your answer book neat

Write neat handwriting. Draw neat diagrams. Remember I am saying "neat". I am not saying "beautiful". You do not have to do the artwork. Just neat, pleasant, easy to read appearance.

If you have to make a lot of changes to an answer, then rewrite it completely (if you have the time).

These comments apply even to numerical questions. In most exams, you get partial marks just for writing the correct formula or steps.

Write long answers. Fill more pages

For "essay" type questions, write as much as you can in the given time. Use short paragraphs. Underline important words and keywords. I even suggest using one color pen to write headings. For example, you can use a green color pen.

Use color ink and dark ink

Do not use a light color link. It looks like somebody has added water to the ink. It looks light and not serious. It looks not worthy of high marks. Use dark ink.

I even suggest using one color pen to write headings and normal (black, blue, or black-blue ink) for writing details and explanations.

Do this if marks are given by your teachers

In some exams, your teacher gives you the marks and the grades. Engineering colleges and medical colleges are examples of such institutions. Usually, the teachers who teach you also give the grades.

In such exams, you should meet the teacher. Give him or her your email address to send you the grade. When the teacher is checking your grade to send you, if he finds out that you are on a "borderline", he may give you one or two additional marks and push you a grade higher.

Do not wait for the card to come in the mail. After the exam, go meet him. Find out your grade. If you are missing a grade by one or two marks, discuss. Give reasons why you deserve the higher grade. Try. You may improve a grade so easily.

For These Two Types of Questions, You can Fool the Examiner to Get More Marks

Because the examiner is in a hurry, and because he does not read your answers totally, you can even fool the examiner with two specific types of questions:

(1) "list type" questions

These questions ask for lists, such as listing all the states in India or all the colors in a rainbow. For such questions,

suppose you remember "how many" but do not remember all the names.

For example, there are 25 states in India, but you can write only 23. You do not remember 2. You should not leave the list incomplete. Repeat a few from the known list. This technique will work better if part of the answer is on the right page of the answer book and the rest of the answer is on the next left page. So the teacher has to turn the page to get the total list. Suppose you repeat "Rajasthan". The teacher may notice "Rajasthan" and think that it is repeated. But he is in a hurry. He may think that he saw it in the previous answer book and not in this answer book. There is a very high possibility that you will get full marks.

(2) "list-explanation-type" questions

These questions do not just ask the list of names, but these are "essay" type questions. They also ask that you write details for each element/name in the list. For such questions also you can repeat elements/names from the list. Moreover, such questions may take 2 or 3 or 4 or more pages to answer. So by the time the examiner goes to the next page, he will not remember correctly what you had written on the previous page.

Do NOT use this technique too much. Do NOT repeat too many names in one question. The examiner may find out.

Take Practice Tests or Mock Tests

Will you not laugh if someone says the best way to learn to ride a bicycle is to read about it and then just start riding? You will laugh. You will say this is nonsense. You cannot learn to ride a bicycle like that. You have to practice. You will learn and become good at anything with practice.

The same is true with exams. Surprisingly, the only practice students get at regular degree-related exams is during the class tests and the half-yearly exams. Even that practice is not good enough because the time duration is usually larger for the final exams. Not only the time duration, but the total course material is also larger for the final exams.

And what about competitions? The situation is the worst. Students do not take even one exam to give them the practice for a specific competition. Without practice, you cannot know how much time it takes to answer the questions? How difficult the questions are? How easy it is for you to sit for 3 hours (or whatever time) with maximum efficiency? What is the advantage of taking 1-minute breaks during the exams?

If you want to do the best you can in an exam, you should take practice tests at home or school. Your teachers and classmates can help you with this. You all can form an exam club. You can take a test at the school before the school time or after the school time. This experience will be close to the real exam. You will learn valuable lessons about your ability and your current knowledge for the real exam. You can request the teacher to correct the practice-test answer books so that you can find out your strengths and your weakness. You may offer to pay the teacher for this additional help.

I do not mean that you take practice tests for all the exams in your life. But for all the important exams that can determine your future/career, such as IAS, CAT, NEET, IITJEE, IAS, UPSC, CA, CS, ICWA, BANK, UPSC, I strongly recommend that you take practice tests. You will tremendously benefit from this extra effort.

Use old question papers for practice tests. You can get them online and also in magazines and books. Ask your friends and search online including Amazon.

Chapter 11

Techniques for Self-Confidence and Success in Interviews and Group Discussions

This chapter teaches techniques to prepare for interviews and group discussions.

Interviews and Group Discussions

Interviews are part of the procedure for some admissions, scholarships, and jobs. In an interview, one or more persons sit in a room and invite candidates for discussions.

Group discussions are for jobs. In a group discussion, several students sit in a room and discuss some topics. An examiner sits in a corner and tries to find out who speaks well, who shows initiative and leadership and other qualities.

Presentations (or public speaking) could be for a thesis, project, debate, some function, course work, or job. In a presentation, a student stands before a group and tells about his subject. Then finally, the student may be asked to answer questions from the audience.

Now onwards in this chapter, the word "interview" will mean interviews, group discussions, or public speaking.

How to Improve Your Ability to Discuss

One very important fact to note about interviews: the decision of the examiner is highly subjective. It means that if 10 examiners give marks, then their results will not match. Some examiners may call one student the best and some other examiners may call the same student average or even the worst.

The subjective aspect makes it difficult to prepare for inter-views.

Success in an interview depends on two factors that you control:

1. Your knowledge of the subject
2. Your ability to discuss the subject

Of these two factors, how to improve your subject knowledge is discussed throughout this book. I will now teach you a technique only for improving your ability to discuss your subject.

To speak to the interview board or the examiners in an interview or give a talk or speech to a group or discuss some topic in a group is a skill. For a beginner, it requires no specific knowledge about psychology or how people in a group behave. All that you need to do is to feel reasonably confident and to open your mouth and say whatever comes to your mind.

Just like learning to ride a bicycle, you can learn to speak in a group only by practice. There is no other way.

The easiest way to practice is to get together with some of your friends. Imagine that it is a real-life situation. If you are going to wear a tie in a real interview, wear it for the practice interview also. Make the practice situation as close to a real-life situation as possible. You can ask some of your teachers to interview you (and your friends and classmates).

An important part of this practice is to ask two questions after the practice. First, ask "What did I do very well? or what am I good at?" Find out your strengths. This will give you

confidence. The second question to ask "How can I improve? or how can I become better?" Again listen carefully to answers. This is very effective because even non-experts such as your friends can tell you that you were sitting like a lazy person on a sofa or that you were sitting on the edge of the chair or that you were sitting too straight or that you were answering to only one person rather than to all the members.

No amount of written advice is enough. You should practice giving interviews.

Even if you need to prepare just for interviews, I suggest you practice all three: interview, group discussion, and public speaking. You will improve faster.

Another important fact to know is that in any good interview the interviewers (or examiners) will first ask you about yourself, your education, and your city to make you feel comfortable so that they can then ask you questions to find out about your subject knowledge.

But, remember some incompetent or sadist examiners will not give you a chance to feel comfortable. Even in that case, the confidence and relaxation techniques in this book will help you remain relaxed and confident.

About Dress, Greetings, Newspapers, etc.

There are some other relatively easy issues such as what to wear, what to say when you enter an interview room, etc.

Do anything reasonable. There are no specific rules. Here are a few guidelines. Use this list when you are practicing interviews.

Look neat. Wear neat and clean clothes and polished shoes.

Be on time.

Say greetings like "Good morning, sirs" when you enter the interview room.

Shake hands firmly, if you shake hands. Many people consider a firm handshake a sign of confidence.

Wait for someone to ask you to sit down, then thank them and sit on a chair.

Listen to the interviewers without interruption. Let them finish a question before answering it.

If you do not know something, say so. Do not bluff or tell lies.

Look at all people while talking. Look at the speaker while listening.

Do not be too loud or too soft in speaking.

Thank the interviewers before leaving the interview room.

In IAS-type interviews, you should also read the daily newspaper so that you know that day's news. In most other interviews, reading daily newspapers is not important.

Here are some common questions in interviews.

What attracted you to this job?

Tell us about your previous jobs.

Tell us about yourself.

Tell us about your education.

Tell us about your achievements.

Questions related to current events.

Questions asking for solutions to problems.

How to Develop Self-Confidence for Interviews and Group Discussions

Most people feel a little nervous in interviews, group discussions, and public speaking. Even some of the world's greatest orators have been known to get a little nervous. Abraham Lincoln, a famous president of the USA, accepted this fact in his book.

It is okay to be a little nervous. Being a little nervous means that your body is generating some extra energy. You just need to learn to use this extra energy to speak confidently. Once you begin talking, once you spend a minute or two, then you may not feel nervous anymore, and talking or discussion becomes easy.

Chapter 8 gives techniques to program yourself for success. To program your body. And to program your mind.

You can use the same techniques to program yourself for self-confidence in interviews and group discussions.

Chapter 12

Three Big Mistakes of Exam Days and How You Can Avoid Them

A single major mistake can mean failure in a competition. This chapter is to caution you against the possibility of some such major mistakes.

This is the Biggest Mistake Many Students Make on the Night of the Exam, and they don't Even Know

You should sleep enough on the night of the exam. If your exam is for one day, then it means that you should sleep enough that night. If your exams are for several days, then it means that you should sleep enough on all those exam nights.

I learned this from my own mistake. In 10th class, my last exam was for "Social Studies". All other exams were over. I had done all the exams to my satisfaction. Since "Social Studies" was the last exam, I thought I should study a lot for that exam. I thought I could sleep for many days after the exam. At least for the last exam, I should not sleep much. So, I studied till 2 a.m. at the night. Then I set an alarm to wake up at 4 in the morning. So I studied hard. I slept only for 2 hours. At 10 in the morning, I went to the exam. My exam was good and I was happy. But, when the results came. I got an average of 84% marks. I got an average of 88% in Physics, Chemistry, and Mathematics. But, I got only 48% marks in "Social Studies".

If I had got better marks in "Social Studies", I would have got a rank on the merit list. This was a good lesson for me and I decided not to study "too much" on exam nights.

Relax, Read Questions Slowly, and Don't Hurry in Exams

I learned this lesson also by making a mistake in the 10th class exam. It was on the English subject. It was also the very first Board (state level) exam for me. I had not learned to relax yet. I used to do things in a hurry. Even in the exam, I was in a hurry. I completed the paper 10 minutes ahead of time. I was reading my answers to check for any errors. It was a shock to find out that I had written an essay on Delhi instead of Diwali. It should have been written on Diwali. But I read it as Delhi. Only one or two minutes were left when I found out my mistake. I was able to cross out some of "Delhi" and replace it with "Diwali". I have no way to know how many marks I lost because of that mistake. From that mistake, I learned to read the questions slowly in a relaxed way. Then think and plan my answer. This has helped me greatly.

Take Special Care of Your Health During Exams Days

If you become ill, then your performance in the exam will not be up to the best of your abilities. You will not be fully rewarded for your efforts and your knowledge. So, you should take care of your health. For example, do not eat anything on the street or in hotels because those things may have bacteria and cause some disease. Do not lift anything too heavy. And do not do anything that can cause you body pain or give you a disease. Do not do too much exercise.

Bonus Chapter

Topper's 4 Keys

Goals are the Seeds of Success: How One Man Changed From Failure To Great Success By Setting Big Goals

This is an inspiring story of Lou Holtz.

I am giving this story in detail because you can learn many things from it and benefit quickly.

Lou Holtz's rank was 234 in his high school out of 278 students.

Finally, he coached 5 rugby-football teams in the USA, and in each case, he inherited a losing team and wound up taking the team to the finals at the national level in his second year as the team's coach.

His ability to motivate and get the best out of people led to his achievements. He even got \$15,000 per talk to executives at the top American companies.

Holtz says, "Ability is what you are capable of doing. Motivation determines what you do. Attitude determines how well you do it."

In 1966, Holtz was 28 years old and was just appointed as an assistant coach at the University of South Carolina. His wife, Beth, was 8-month pregnant. The head coach at the university left to join another university. So, Holtz was left unemployed and struggling.

Then his wife bought a book, *The Magic of Thinking Big* by David Schwartz. Holtz had not been motivated to do much

before that. The book said you should write down all the goals you want to achieve before you die. Holtz tried the exercise and listed 107 goals, including the following:

- Have dinner in the White House with the President of the USA
- Meet the Pope
- Win American national championship in football
- Be coach of the year
- Jump out of an airplane
- Go down in a submarine

Holtz says, "The more goals I wrote, the more excited I got. My whole life changed."

Holtz was able to look at his dreams and fantasies and come out with a list of goals of exactly what he wanted to achieve. This list became a guide for him for the rest of his life.

Next, he read many times two books by football coaches: *You Win With People* and *They Call Me Coach*. Slowly he began to develop his understanding that he finally used while coaching his teams to super success.

Holtz says, "If people believe in themselves, they set bigger goals." To make his players believe in themselves, he gives them 3 rules to follow:

- Do what is right.
- Do your very best.
- Treat others as you'd like to be treated.

He says, "If you do not do what is right, you do not feel good about yourself and you have a poor self-image in your subconscious mind. And if you have a poor self-image, you want other players and coaches to praise you and approve of you."

Once this is understood by his players, he sits down with them to set goals. He asks, "What do you want to achieve? What can you do as a team? Here's what I think we can achieve together."

One of his players says, "Holtz says it is up to you, that you are competing not against another team but yourself."

He has achieved 87 of the 107 goals and he feels he may never achieve the remaining 20, one of which is to "act as Tarzan in some film".

This story tells how much someone can achieve by having well-defined goals.

You may also want to try this exercise: Write down all the goals that you would like to achieve in this lifetime.

IMPORTANT NOTE:

This example was to show what is possible.

I recommend you have only a few goals. Perhaps up to 3 only.

The reason is that there is so much competition and that any success is hard. Achieving even a single goal is hard, so if we have too many goals, the chances of success reduces greatly.

One Student was Happy to Learn this Secret in 30 Minutes after 2 Day Journey and 5 Day Wait

About 6 years back I went to Bhopal to my in-laws' house. On my return to Udaipur where I work at our Mind Power Research Institute, I came to know that one engineering student had been waiting for me for 5 days. He had traveled 2 days to reach our institute.

I immediately met him. He had read this book's standard edition without the bonus chapter Topper's Notes, benefited greatly, and decided to meet me to solve some of his problems. You will be surprised to know that he had written 2 full pages of questions regarding his problems and difficulties as a student and about his life.

In about half an hour, I taught him certain concepts to help him and as a result, his problems were automatically gone.

What was his problem

In short, most of his questions were about what others will think of him or his actions or his abilities and talents. His questions indicated that he had a great need for approval from others and he had a great need to be appreciated by others.

My answer was that you do not have to do anything. You do not have to be anything. You do not have to prove anything to anybody. Just do what you think is right.

His questions also showed that he wanted to be the best in many ways and he wanted to be an ideal person.

My answer was that such a thing is NOT possible. Nobody can be the best in many ways. Nobody can ever become an ideal person, though he may waste his life trying to be so.

The solution

I am giving these concepts here for your success, confidence, and happiness. I hope you will find them greatly helpful.

You do not have to impress your friends, teachers, or other people

You do not have to impress anyone. You do not have to impress your friends. You do not have to impress other people.

It is okay if people think that you are not very smart or very intelligent or very this and very that.

This will make you more relaxed.

You do not have to get the highest marks in any exams

The goal of learning subjects is to become knowledgeable. Even if you get low marks, that is okay. Marks do not seem to be related at all to your success in the job, business, life, and the eventual contributions that you make to society for the good of all.

You do not have to be good at everything

To be very successful, it is enough, and it is more than enough, to be good at one thing in life that society needs. Become good at just one thing and the world will reward you nicely.

You should learn communication skills (speaking, writing, and the English language)

It is because they benefit you for the whole life whereas other school and college knowledge may last just a semester or so.

Learn English well because it is an international language in addition to being India's most important language.

Wake Up At Desired Time With Or Without Using Alarm Clock

This method is surprisingly easy. You simply use suggestions.

Before we proceed, let us understand that there are 2 steps involved in getting up in the morning:

Step 1: Become aware that it is time to wake up in the morning

This is the step that is covered by your alarm clock. When the alarm sounds, you become aware that it is time to get up. You also have to stop the alarm sound.

Step 2: Get out of your bed

This step is not covered by the alarm clock. That is why people set up an alarm to get up at 5 and still cannot get up. When the alarm sounds in the morning, they tell themselves, "It feels so good now in bed. I am enjoying sleep. The work can be slightly

delayed. I can do it later. Let me enjoy the sleep for some more time. It will not matter."

So, they do not get up even after the alarm sounds.

Before Sleep

Just as you are about to fall asleep at night, give suggestions like these:

- At 5 in the morning, I will become aware that it is time to wake up and I will wake up.
- I will wake up at 5.
- I will wake up easily at 5.
- As soon as I become aware that it is morning, I will get up from the bed.
- As I get up from the bed, I will feel refreshed and energized, and ready to study or work.
- I always get up on time as per my plan.

After You Become Aware of Morning

Just as you become aware that it is time to get up in the morning, tell yourself suggestions like these:

- I am so happy to get up early and do good work.
- I have had good sleep. Now I must get up.
- Let me get up quickly without delay.
- Let me get up, stretch myself, and brush my teeth.
- As I get up from the bed, I will feel refreshed and energized, and ready to study or work.

Begin A Good Habit Today

Please note that it will be helpful if you wake up at the same time every day.

If you are not already in the habit of getting up at the same time daily, you can begin today.

Imagine That You Have Already Achieved Success

Lie down on the bed, close your eyes, and relax for some time.

Imagine that you have already achieved what you want to achieve. A part of the mind called the subconscious mind cannot differentiate between a real experience and a vividly imagined experience.

So, from an imagined experience you get almost the same benefits that you get from the real experience as far as your mind is concerned.

How to make your experience of imagination as real as possible? The answer is: imagine what you will see, feel, hear, taste, and smell in reality. Imagine that you are seeing what you will see in reality. Imagine that you are smelling what you will smell in reality. Imagine that you are feeling what you will feel in reality. Imagine that you are hearing what you will hear in reality. Imagine that you are tasting what you will taste in reality.

Let me give you a simple exercise. If you have any goals, good. If you do not already have a goal, choose one for this exercise before you continue.

Imagine that you have already achieved that goal. Now see in imagination what you will see in reality if you achieve the goal. Now hear in your imagination what you will hear if you achieve the goal. Similarly, you need to feel, smell, and taste in imagination.

Suppose you want to get success in some competition. Close your eyes and imagine that some friend comes and calls you saying that you have got success. Imagine that he/she has also brought a newspaper declaring your success.

Such imagination helps you achieve your goals.

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