

How to Improve your Workplace Wellness: Volume III

Personal Wellness Actions

John Kyriazoglou



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How to Improve your Workplace Wellness

Volume III: Personal Wellness Actions



How to Improve your Workplace Wellness:
Volume III: Personal Wellness Actions
1st edition
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ISBN 978-87-403-1030-6

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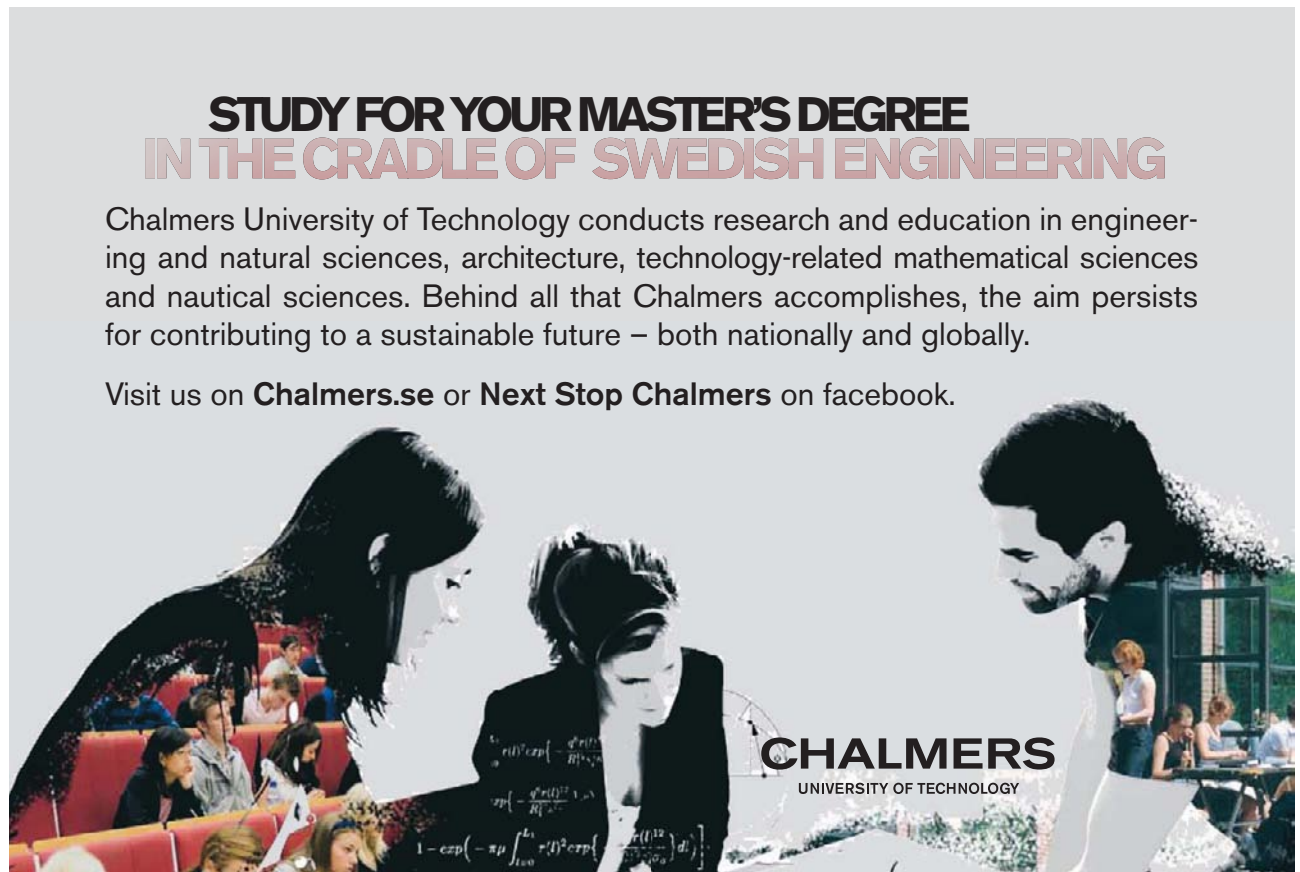


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1 Personal Audit and Wellness Improvement Plan

Action 1: Personal Happiness Audit Questionnaire

The objective of this questionnaire is to help you assess the level of your personal happiness.

Question 1: Are you satisfied with your visions and desires?

Question 2: Are you meeting your life's dreams?

Question 3: Does your every-day basic vocabulary contain stories or myths?

Action 2: Personal Stress Audit Questionnaire

The objective of this questionnaire is to help you assess the level of your personal stress.

Please record how much stress you feel in relation to the following personal or family life events.

Question 1: Death of a family member or friend?

Question 2: Health of a family member or friend?

Question 3: A vicious crime or other harmful incident of a family member or friend?

Action 3: Occupational Stress Audit Questionnaire

The objective of this questionnaire is to help you assess the level of your occupational or workplace stress.

1. The demands of the job (5 questions)
2. The control you have over how you do the work (3 questions)
3. The support you receive from colleagues and superiors (4 questions)
4. Your relationships with colleagues (4 questions)
5. Whether you understand the roles and responsibilities assigned to you (3 questions)
6. How far the company consults you over workplace changes (3 questions)
7. Technology (3 questions)
8. Rules and Regulations (3 questions)
9. Information Overload (2 questions)
10. Other Issues (5 questions)

More details are provided in the Appendix (Appendix 1.1: Occupational Stress and Corporate Wellness Audit Questionnaires²⁶) in Volume II of this book.

Action 4: Improve yourself and your family

1. Organize yourself. **Have a personal vision, mission and values statement.**
2. Connect to the Supreme Being and nature daily
3. Govern your personal and family affairs with effectiveness
4. Manage your personal and family wealth effectively
5. Manage and improve your personal relationships with friendship
6. Complete your personal affairs with harmony
7. Benefit your life with goodness and kindness
8. Improve your self-control
9. Manage your stress. Execute the personal stress-reduction and improvement actions you may take detailed in this book (chapters 3 to 6 inclusive), such as: Know your true self; Put happiness in your life; Improve your self-management and self-confidence; Improve your spiritual health (Pray, Meditate, Trust, Manage sadness and loss); Connect to nature and save resources; Incorporate harmony, justice, silence, noise-reduction, resilience, friendship and goodness into your life.
10. Improve your personal knowledge and skills
11. Improve your family relationships
12. Improve your dignity with self-control, self-restraint, minimizing alcohol drinking, effective self-management and implementing your personal vision.

More details are provided in the Appendix (Appendix 2.1: Personal Wellness Improvement Plan).’ in Volume II of this book.

2 Improving Personal Wellness with Temperance Actions

1. Action TP1: Know your true self

1. Use the following questionnaire to assess yourself better:
Answer these questions to the best of your ability.
Question 1: What are your visions and dreams?
Question 2: What are your dreams composed off?
Question 3: What stories or myths are in your basic vocabulary?
Question 4: What are your basic values and beliefs?
Question 5: What are the five things you enjoy doing?
Question 6: In your next life what do you want to be?
Question 7: What are you reading most of the time?
Question 8: How do people describe you?
Question 9: What music do you hear?
Question 10: What do you think are your talents?
Question 11: What did you want to be while growing up?
Question 12: Who are the people you admire, and what do you admire about them?
Question 13: How do you spend your time?
Question 14: What excites you?
Question 15: What makes you feel happy?
Question 16: What makes you feel sad?
Question 17: What makes you feel angry?
Question 18: What makes you feel stressed?
Question 19: What prayers or activities soothe your soul?
Question 20: If you could have five career choices open to you right now, which would you choose?
2. Write what you like about yourself, your attitudes and your beliefs.
3. Point out all the qualities you are proud of yourself.
4. Write what you don't like about yourself and what things you want to modify.
5. Give yourself a time limit, like a week or a month, to smooth out your mistakes
6. Do not push yourself too much, or be angry with yourself.
7. If you fail, remember that you'll have another day to improve what you could not achieve today.

2. Action TP2: Put happiness in your life

1. It is absolutely necessary to take care of your-self in order to be happy.
2. Do not buy expensive goods, clothes, go on a consumer-spending journey, and generally buy a lot of things of no value to you.
3. Learn to love yourself. Close your eyes and imagine that the person you currently love and respect the most is sitting across you. Take three to four minutes to see the person fully. Get in touch with your feelings when you experience the person. Most of us have negative feelings about ourselves. To counteract these, say to yourself: 'I love myself. I accept myself unconditionally.'
4. Embrace life. Laugh, eat healthy foods, rest daily, dance, pray and exercise both body and mind³⁵.
5. Respect your limits and to take care to fulfill your dreams.
6. Use laughter to relax and cure your worries. As Menander, the ancient Greek poet, said: 'He who makes you laugh, helps you to live'.
7. Also swim and use water in your exercising regime. For example hydrotherapy is known to do wonders for people. It is worth noting that hydrotherapy sprung up in the 5th century B.C. when the Greek physician Hippocrates first documented its practices.

3. Action TP3: Improve your self-management

1. Be responsible while maintaining trust, hope, integrity and honesty.
2. Maintain your self-esteem by being friendly and sociable.
3. Improve your dignity with self-control, self-restraint, minimizing alcohol drinking, effective self-management and implementing your personal vision.
4. Make effective decisions and solve problems in an effective and efficient way.
5. Educate yourself and know how to learn continuously.
6. Listen and speak the truth always.
7. Build and sustain your trust by better managing your association with your neighbors, family members, personal friends, associates, not punishing others, exercising repentance, etc.
8. Be self-assertive. Self-assertiveness comes from self-worth, the knowledge that you are fine as you are. It means not allowing anyone exercise power over you or the right to control you. The self-assertive individual neither controls nor allows others to control him. Do basic things like make eye contact, stand straight, speak loud enough to be heard and learn to communicate directly³⁶.
9. Heal the inner child in you. The purpose of inner child healing is to stop letting our experiences of the past dictate how we respond to life today. It cannot be done without revisiting our childhood. We need to become aware, to raise our consciousness. To create a new level of consciousness for ourselves that allows us to observe ourselves. There are various methods, programs and techniques in supporting you to heal your past stored in your inner child aspect or your soul.

My own experience, also supported by the experts, is that kindness, goodness, friendship and love are the greatest healing powers I know. All these, but love, especially, can heal even the deepest and most painful memories because of our childhood, as love brings the light of understanding to the dark corners of our mind. No matter how painful our early childhood was, loving our inner child now will help us to heal it. In the privacy of our own minds we can make new choices and think new thoughts. Thoughts of forgiveness and love for our inner child will open pathways, and all the powers of God and the Universe will support us in our efforts³⁷.

4. Action TP4: Improve your personal education and learning aspects

1. Design and execute your personal educational and training needs on the basis of friendship and love with your objective being to improve yourself, your family, your friends, others you come in contact with and the environment.
2. Set your study and training goals to achieve more understanding and fuller comprehension of life and how your new skills will impact yourself, others around you and the environment.
3. Examine your education and training issues with care, attention and positive spirit to ensure that they fully fit your needs and expectations.
4. Learn and use all the latest technologies and technical means to communicate, understand and apply your knowledge in the current business landscape (data capturing devices of verbal communications, regular mail, electronic mail, mobile/cell telephony, internet phoning, office software productivity tools, video presentations, social sites, etc.).
5. Do not be afraid to make errors. Learn from your failures and the failures of others so that you improve your skills and dexterities more efficiently.
6. Review and evaluate what you know and what you are missing (at least annually) and take proper actions to improve yourself on a practical and cost-benefit basis.
7. Educate and train yourself to benefit yourself, your family, your business associates, your customers and the greater society and community you live in.

5. Action TP5: Manage your personal time better.

1. Manage your personal time with friendship. Examine your personal activities in accordance with the values of love and friendship, and your obligations. Spend 60% of your time in critical non-emergency activities, 30% of your time in critical and emergency activities, and the remaining 10% of your time in uninteresting activities. Learn to say a friendly 'no' when others attempt to load you with activities that are not aligned with your personal, professional and business needs, vision, mission and values.

2. Use positive and friendly thinking to manage all the events, issues, problems and facts related to your life and take preventive action when it is required on your part. Perform your activities based on the priorities set by you and the time requirements of your life and family, but also reinforcing the values of justice, goodness, fairness, love and friendship in all social activities.
3. Participate in social groups, professional societies and corporate volunteering (unpaid) activities on the basis of love and friendship. Understand and know your personal limits and the limits of your family.

6. Action TP6: Rework your personal history and improve your mind with NLP

‘We are what we repeatedly do. Excellence, then, is not an act, but a habit.’

Aristotle

Neuro-Linguistic Programming (NLP) is a study of human excellence. It is an integration of several disciplines including neurology, psychology, linguistics, cybernetics and systems theory.

As a consultant, coach, mentor and volunteer, I define NLP in practical terms, as an instruction manual of our total mind, including our soul or psyche, our emotions, our feelings, our intellect, our consciousness, our behaviors, etc.

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One of Aristotle's eloquent sayings is: 'We acquire virtues if we act earlier. If we are just, we become just; if we act with reason, we become reasonable; if we act bravely, we become brave'.

When you learn NLP techniques, you learn methods to direct your mind. The biggest problem for anyone is their inability to control their thoughts and behavior. They know what to do, what to think, what to change, but they cannot get themselves to do it. NLP seems to solve this problem.

According to various experts some of the most impactful techniques that will help you change behavior, reduce your stress, get better results and attract more positive experiences, are listed next.

There are various NLP Techniques you may use, such as:

NLP Technique #1: Neutralize Negative Emotions.

NLP Technique #2: Focus on Good Aspects of the Event.

NLP Technique #3: Connect a positive emotional response to something negative.

NLP Technique #4: Use friendship to relate to others.

NLP Technique #5: Change your beliefs.

These are outlined next.

NLP Technique #1: Neutralize Negative Emotions

This technique helps you in many situations, especially when you react to something negatively and then become stressed or upset about it. You can simply neutralize (or dissociate in NLP terms) your negative emotions and support you to objectively view the situation.

The following steps can help do that.

Step 1: Identify what emotion you want to get rid of.

Step 2: Visualize yourself encountering the situation from start to finish, as an outside observer, without any feelings.

Step 3: Add music to help you dissociate your negative feelings.

Step 4: Keep repeating this exercise until the negative emotion has completely disappeared from your mind.

NLP Technique #2: Focus on Good Aspects of the Event

This technique helps you in many situations, especially when you become stressed or upset about something negative happening to you. You can simply focus (or reframe your content in NLP terms) only on the good aspects of the situation.

The following steps can help you do that.

Step 1: List all aspects of a negative situation, good and bad.

Step 2: Focus away from the negative aspects of the situation and look for the benefits of the situation.

Step 3: Emphasize only and focus on the good ones.

NLP Technique #3: Connect a positive emotional response to something negative

This technique helps you in many situations, especially when you feel insecure or upset. You can simply connect (or anchor in NLP terms) a positive emotional response and elicit this positive response whenever you get upset.

The following steps can help do that.

Step 1: Identify the state you want to experience, be it happiness, courage or something else.

Step 2: Do whatever it takes for you to get into such a state. Body language can help here a lot, like sitting straight or intentionally smiling, or maybe remembering something good.

Step 3: When you're completely in the state, imagine a smoke circle on the ground and step into it. Feel absolutely great in the circle. Embrace this beautiful energy.

Step 4: Now step out of it and think something unrelated to the emotion you felt.

Step 5: Then, after a few minutes, step into the circle again and observe your response. If the process has been successful, you should have the same emotional response as previously stepping in and being in the circle.

NLP Technique #4: Use friendship to relate to others

Use friendship (or rapport in NLP terms) to master the skills that enable you to get along with any kind of person.

The following steps can help do that.

Step 1: You can follow the breathing patterns of a person.

Step 2: You can mirror the body language of a person.

Step 3: You can use similar words that the other person uses.

Step 4: You can assess the person's main sensory perception, be it, kinesthetic or auditory and then use the same perception yourself. You can do that by simply talking to the person and paying attention to what kind of words the person uses.

NLP Technique #5: Change your beliefs

Any situation is neither good nor bad. Only our own way of thinking makes it so. So when you focus on the negative aspects of what has happened to you, you start forming a negative belief which limits you. This will cause you to attract the experiences that would only affirm your limiting beliefs. So you are as though attracting facts that further deepen negative beliefs.

Use the following steps to change your beliefs. This technique uses the concept of 'outcomes' in NLP terms to master the skills that enable you to change your beliefs.

Step 1: Gather more positive facts about the situation than negative ones.

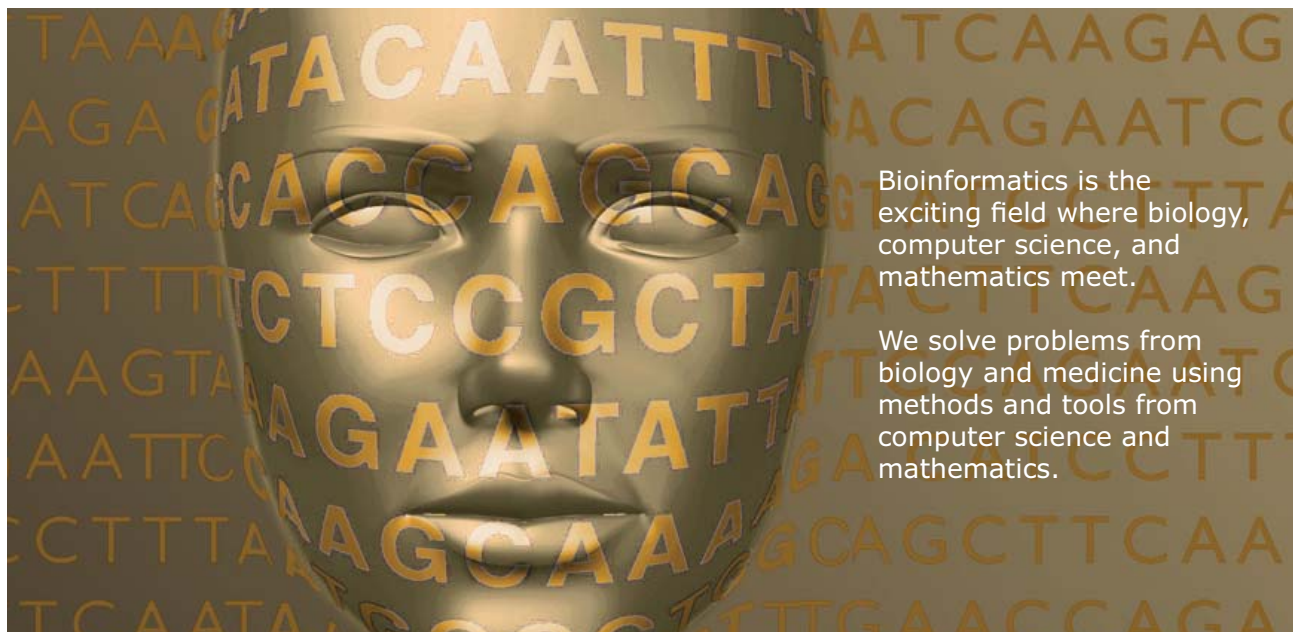
Step 2: Deal with negative facts and question if they really are facts.

Step 3: Spend five minutes a day affirming a completely different belief to your current one.

Step 4: Focus on your words and understand their meaning, rather than thinking about something else whilst affirming beliefs³⁸.



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3 Improving Personal Wellness with Spirituality Actions

Part A: Faith related actions

1. Action SP1: Incorporate religious values into your life.

This is your first faith action.

1. Include religious and moral principles in your life.
2. Establish and use your personal and family Vision, Mission and Values Statements. The purpose of the vision, mission and values statements is to guide you and your family for the future (where you want to go), to define more specific ways to accomplish that and to set ethical standards for you and your other members in your family. Defining the vision, mission, and values statements is usually done once. These however, may be updated, depending on various circumstances and conditions, during your personal annual or other review process.
3. An example of a personal vision statement is: 'To create a better world'.
4. The mission statement describes your vision in one or two paragraphs that gives answers to the following questions:
 - a) Which is your purpose?
 - b) What is unique about you?
 - c) Which are the main values you use?
 - d) Where do you want to be in five or ten years from now?
5. An example of a mission statement is: 'My personal mission is to use my values and better myself, my family and my local community, etc.'
6. Values Statement: I operate on the basis of the following virtues: Respect, Honesty, Cooperation, Familial Support and Highest Quality.
7. Formulate and execute activities in your personal and family life on the basis of your religious and ethical values.

2. Action SP2: Pray

This is your second faith action.

1. The powers of praying and meditation is tremendous.
2. Praying and meditation guard you against angry and irresponsible acts.
3. It lowers your egoism and self-centeredness.
4. It clears you from bad and jealous thoughts and acts.
5. It demolishes injustice.

6. It makes you more respectable and pious.
7. It frees you to think more clearly and wisely.
8. It opens your soul to hope and compassion.
9. It enables your heart and psyche to seek friendliness and love.

3. Action SP3: Meditate

This is your third faith action.

Here's what **Empedocles** had to say about the journey within (in other words about meditation):

'You must plunge beneath your crowded thoughts and calmly contemplate the higher realities with pure, focused attention.

If you do this, a state of inspired serenity will remain with you throughout your life, shaping your character and benefiting you in so many ways.

But if you direct your attention instead to the trivial things most people obsess about, the silly nonsense that dulls their minds, you'll just acquire more objects which you'll only lose anyway'.

To put things into a more practical perspective by following this saying of Empedocles:

1. Use a quiet place.
2. Delve into your thoughts.
3. Remove your crowded thoughts.
4. Investigate yourself, as Heraclitus advised over 2,500 years ago: 'I investigate myself', maintaining that hidden in the deepest recesses of spirit are the greatest truths, and that this inner quest is endless.
5. Pay only attention to critical things⁴³.

4. Action SP4: Improve trust

This is your fourth faith action.

1. Solidify your people's trust in each other in your family by practicing and promoting your vision, mission, values and moral principles in all activities.
2. Improve the people's trust in your community by practicing and promoting your community's moral principles and values in all societal activities.
3. Avoid lying on a personal basis and seek the truth at all costs.
4. Uphold the rights of your friends, family, community and country.

5. Be just and fair in dealing with others.
6. Support religious organizations and/or philanthropic activities by donating, as a personal and family policy, a small percentage of your income.
7. Communicate your values in all your personal and family affairs.

6. Action SP5: Manage sadness and loss

This is your fifth faith action.

1. Release your hold on sadness and loss.
2. Grieve and cry when you have to.
3. Embrace and nurture the friendship, love and memories instead.
4. Be a good witness and friendly companion to someone else who is grieving.

Part B: Nature related actions

1. Action SP6: Envision and organize your ways to connect to nature

This is your first nature action.

1. Make your vision and mission to get up close and personal with the natural world, as much as possible, for both yourself and your family.

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2. Organize yourself.
 - 2.1. Craft your overall nature program.
 - 2.2. Set up a nature activities visit program.
 - 2.3. Set up and maintain a Nature Log. Record all your visits to nature in this log.
3. Establish and maintain a Nature Notebook. After you record your nature visits in the 'Nature Log', record all your findings and pictures of nature in this notebook.
4. Purchase equipment and systems, like a digital camera, sound recorder, magnifying glass, etc., to record your visits to nature.
5. Find out all the internet sites and books related to nature and the issues you are concerned with. Buy or get on loan, the books you want related to nature by visiting your local library.
6. Educate yourself and your family on nature and environmental issues, on a constant basis.
7. Set up or join a nature discussion group. Use all media, like the internet, your local community, etc. **Get involved** with local efforts to save the environment and meet others who enjoy learning about nature. Involve your friends, as the situation allows.

2. Action SP7: Overall Nature Program – General Framework

This is your second nature action.

This set of actions relate to establishing your general nature framework which will permeate your nature-related activities and events (see actions 3, 4 and 5).

1. Ramble through forests, mountains, seas, and fields.
2. Get an intensive, hands-on learning experience.
3. Study and photograph objects of nature like flowers, plants, rivers, trees, lakes, insects, birds, fish and other animals.
4. Spend a day honing your identification skills for fauna and flora and discuss ecology, natural history, and plant lore, and the meanings of species' common and scientific names with experts and members of ecology groups.
5. Plant a tree in your home and parched local community land-spaces.
6. Involve others in planting and watering plants and trees.
7. Feed birds and provide them with small nests and water pedestals, full of water.
8. Expand your understanding of the meaning and contribution of the natural world.
9. Review the detail nature-related programs in the Appendix and formulated your own plans.

3. Action SP8: Detail Nature Program – Part 1: Flowers and Trees

Carry out one or more of the following activities and events related to flowers and trees as you may wish and depending on your situation and your likes or dislikes.

1. Visit a botanical garden and list all the flowers that interest you.
2. Figure out the different parts of one or more flowers.
3. List all the trees in your neighborhood. Get help by looking up a tree book or encyclopedia.

4. Find a plant with spines or thorns and try to figure out why it has them. Look up a solution on the internet or your book tree and flowers encyclopedia.
5. Visit a supermarket and list all the herbs. Examine which of these you have at home and research their use.
6. Try and make a drink using one the medicinal herbs (e.g. mountain tea). For example, if you choose chamomile you can use its flower heads for infusions and salves to relieve indigestion and colic, anxiety and tension, and skin inflammations and irritations⁴⁴.
7. Find a fruit or plant of any kind and decide what kind it is. Find their scientific name. Once you have the name, use a search engine (like Google) to find a good etymology site dealing with Latin and Greek roots, to help you understand what the scientific name is saying⁴⁵.

4. Action SP9: Detail Nature Program – Part 2: Animals

Carry out one or more of the following activities and events related to animals as you may wish and depending on your situation and your likes or dislikes.

1. Identify your neighborhood local forest animals.
2. Put out a birdbath for birds and other small animals. Keep a list of the species who visit.
3. Use your camera and take pictures of the birds. Insert them in your Nature Notebook.
4. List all the butterflies in your neighborhood.
5. If you see a bird collecting worms or other food for nestlings, watch where the food is taken, locate the nest, and watch it until the nestlings leave, without upsetting them.
6. Read about the role of mosquitoes, bees and ants in the environment and the chain of life.
7. Find a spider web and watch how the spider is operating within it⁴⁶.

5. Action SP10: Detail Nature Program – Part 3: Ecology

Carry out one or more of the following activities and events related to ecological issues as you may wish and depending on your situation and your likes or dislikes.

1. Calculate your Ecological Footprint. The Ecological Footprint Quiz estimates the area of land and ocean required to support your consumption of food, goods, services, housing, and energy and assimilate your wastes⁴⁷.
2. There are many simple ways to reduce the footprint you leave on the planet. Some of these are listed next.
3. Transport improvement actions.
 - 3.1. Use cleaner transport: Walk, bike, or take public transit whenever possible.
 - 3.2. Maintain your car regularly.
4. Home improvement actions.
 - 4.1. Add energy-saving features to your home.
 - 4.2. Weatherproof your home.
 - 4.3. Choose energy efficient appliances.

5. Adopt energy-saving habits.
 - 5.1. Keep thermostat relatively low in winter and ease up on the air conditioning in summer.
 - 5.2. Clean or replace dirty air conditioner filters as recommended to keep the A/C operating at peak efficiency.
 - 5.3. Unplug your electronics when not in use. To make it easier, use a power strip. Even when turned off, items like your television, computer, and cellphone charger still sip power.
 - 5.4. Dry your clothes outside whenever possible.
 - 5.5. Recycle all your paper, glass, aluminum, and plastic. Don't forget electronics!
6. Adopt water-saving habits.
 - 6.1. Take shorter, less frequent showers-this not only saves water, but the energy necessary to heat it.
 - 6.2. Don't use the garbage disposal. Compost instead.
 - 6.3. Run the dishwasher and the laundry machine only when full.
 - 6.4. Wash cars rarely, or better yet, take them to a carwash. Commercial carwashes use less water per wash than home washers, and they are also required to drain used water into the sewage system, rather than storm drains, which protects aquatic life⁴⁸.



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4 Improving Personal Wellness with Actions related to Relationships

1. Action RP1: Incorporate harmony and justice into your life.

1. Put happiness in its right perspective in your life, by considering what makes you happy while not hurting others but benefiting them as well.
2. If you must change in order to become happy, do it with a calm attitude, harmony and patience and by respecting your limits.
3. Educate yourself, your children and others so that everyone improves their life, noting, also, the famous quotation of Alexander the Great: 'I am indebted to my father for living, but to my teacher for living well'.
4. You must remember to balance harmony and happiness to other personal, family and business activities in life.
5. Learn to look inside you and you shall find harmony and happiness in the long run.
6. Learn to relax by carrying out physical exercises, visiting nature, reading books you like and listening to music you love to enhance your inner balance.
7. Put your personal and family harmony in its right perspective in your social and personal life.
8. Use justice in your personal life. This includes the idea of fairness and not harming, including the just treatment of all your family members, associates, friends and anyone else equally by giving them the same benefits, support and love, as required.
9. Do not judge yourself or others in a negative way understanding that we all make mistakes in our life.
10. Give reference or the benefit to whoever has given you something of any value, even the smallest.

2. Action RP2: Put silence in your personal life.

1. Consider shutting off your TV one night a week.
2. Turn off the radio during your morning travel to work, taking time to quietly prepare for the work day ahead.
3. You can actively engage silence by practicing a few moments (e.g. 15 minutes) of silence before eating a meal or making time in the afternoon for a quiet cup of coffee, tea, or a glass of water.

3. Action RP3: Reduce your noise at home.

1. Use rugs, carpets, absorbent material such as drapes, venetian blinds, fabric wall hangings or canvas paintings, bookcases and deep, squishy upholstered furniture.
2. Install double-paned windows and storm windows with heavy glass and good weather stripping, place shutters inside the window, etc.

3. Use an expert, if you need, to make the proper suggestions to achieve this noise reduction.
4. Install storm doors.
5. Get appliances that make the least noise. Insulate them to further reduce their noise.
6. Heavily insulate plastic pipes to minimize the noise of gurgling and sloshing.
7. Tune up the furnace: Lubricate the blower, replace filters, and check belts and pulleys for wear. Sealing any small opening through which air and noise can enter a room is the cheapest, fastest and most efficient way to block noise.
8. Seal all cracks or openings in walls and doors.
9. Seal holes around electrical service entrances, vents, steam or water pipes, and air conditioners. Line the cavities that hold the dishwasher, refrigerator and trash compactor with sound-absorbing materials.
10. Plant trees and hedges. Conifers and broadleaved evergreens are the most effective year-round noise blockers.
11. Install a barrier wall or fence with a solid, continuous surface.
12. Replace electric or motorized leaf blowers, lawn mowers and hedge trimmers with old-fashioned rakes, push mowers and clippers⁵⁷.

4. Action RP4: Envision silence.

1. Use silence to envision happiness and success.
2. Breathe slowly and get rid of all your negative thoughts.
3. Disregard physical pain and functions of the body.
4. Allow only pleasant, happy, good and harmonious thoughts to fill your mind.

5. Action RP5: Complement silence with other behavioral characteristics.

1. Show sensitivity by avoiding personal comments and do not criticize, condemn or complain to anyone.
2. Relate to the other person by using praise, appreciation and honesty.
3. Make your goal the habit to work together harmoniously, show patience and maintain good relationships with everyone (family, community, society).
4. Be interested in others with sincerity, always showing friendship, goodness and love to all.
5. Remember that it is the sweetest sound in any language when you address the other person with friendship and love.
6. Address the other person always in plural terms, unless the other person allows you to speak in the singular.
7. Be careful how long you talk so that you do not become wordy and boring.
8. Make the other person feel important to you, and you do that with sincerity.
9. Show respect for the opinion of others and do not tell them that they are wrong.

Action RP6: Fortify your own confidence in yourself

I have used the following mnemonic (EMBRACE) to support people in fortifying their confidence before they go ahead and improve their relationships with others.

EMBRACE mnemonic: This stands for:

E: Evaluate your stress level.

M: Mild exercises will help you get steam off.

B: Be positive in your actions.

R: Remove your negative thoughts.

A: Analyze your thoughts and explore differences in your thoughts and feelings.

C: Connect your body with your mind and God, via meditation.

E: Elevate your body and soul by correct diet, music, and visits to nature.

7. Action RP7: Craft your personal association with others with friendship

1. **Friendship requires time.** Friendship requires time, excellent human contact and positive, gentle communication with other people (friends, companions, associates, etc.).
2. **Friendship requires praise.** Praising is a very powerful tool to enhance personal relationships and strengthen mutual friendship between two people.



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3. **Friendship requires sympathy.** You must like and be friendly to yourself, and hold your person to the highest esteem. Healthy relationships between two human beings (friends, companions, associates, partners, etc.) mature and grow when one behaves in a friendly and sympathetic way and likes the other person. This means that you recognize the feelings of the other human being and that you see situations and life events through their eyes.
4. **Friendship requires communication and cooperation.** Spend time and communicate with the other person. The importance of things can be measured by the time you want to get involved in solving issues with the other person. Good, positive and friendly communication is essential and critical to a healthy personal relationship. Cooperate and be mutually supportive. The most effective and happy relationships are attained where each person, partner, associate, etc., cooperate and support each other with friendship and love.
5. **Friendship requires caressing.** Touching and caressing is a vital human need. Touching is a very warm way of maintaining contact and communication between ordinary friends, couples, etc. Friends understand one another by discussing and involvement in simple conversations. This is achieved by one friend listening to the other friend with care and respect.
6. **Friendship requires loyalty.** Showing loyalty and devotion to a friend and treating the other friend as equal sustains and improves long-term relationships.
7. **Friendship requires limits.** If there are feelings of anger, extortion, discrimination, non-equitable behavior, etc., of one friend towards another friend, it means that they have breached the correct limits and bounds of friendship.

8. Action RP8: Strengthen your personal association with others with goodness

1. **Associate with goodness.** Be good, kind and friendly to yourself, your loved ones and to other beings on this Earth.
2. **Associate with appreciation.** Appreciate and have a high and beneficial esteem of both yourself and others.
3. **Associate with trust.** Trust and support others (your boy or girlfriend, husband, wife and children, relatives, friends, associates, etc.) to become good.
4. **Associate with touch.** Touch and embrace your friends and loved ones often.
5. **Use time to associate.** Spend good time with your loved ones, as required.
6. **Associate with open-mind.** Communicate with your friends and loved ones on a friendly, positive, open-mind and fair basis.
7. **Get support.** Get professional support when you require it in order to increase your goodness and kindness.

5 Improving Personal Wellness with Resilience Actions

1. Action CP1: Craft resilience values into your life

I have used the teachings of stoicism and have distilled the following five values for making anyone more resilient. These are:

1. Calmness.
2. Humility.
3. Goodness.
4. Focus on the present.
5. Follow your dream.

I have also crafted the following 13-line Resilience Actions Mnemonic which I am reciting whenever I feel less resilient and this way I motivate myself into taking action.

Resilience Actions Mnemonic

1. If I feel uncertain about something: I will act in a more calm, positive and powerful way.
2. If I feel anxious: I will think in a positive and optimistic way.
3. If I feel depressed: I will sing.
4. If I feel sad: I will tell a joke to myself to laugh, and I will read something cheerful and optimistic.
5. If I feel that people are abandoning me: I will find ways to act with love, friendship and optimism.
6. If I feel insignificant: I remember how precious I am to my own people and to my colleagues.
7. If I feel too confident: I will remember my failures.
8. If I feel too great: I will remember the moments of my shame.
9. If I feel too proud: I will remember the times I was weak.
10. If I feel poor in material possessions: I will remind myself of the mental and spiritual goods I have.
11. If I feel inferior: I will think something wonderful that I have done before.
12. If I'm not disciplined in my thoughts and my actions: I will reduce my activities and put priorities.
13. If I am without a useful job to do: I will find something creative to complete.

Each of these values (Calmness, Humility, Goodness, Focus on the present, and Follow your dream) and what they mean in making you more resilient are detailed next.

2. Action CP2: Use Resilience Value 1 (Calmness)

Epictetus has wisely said over 2,000 years ago: 'It's not what happens to you, but how you react to it that matters.'

This saying inspires you to come to several realizations.

1. Accept that all your emotions come from within yourself and other sources.
2. Avoid placing the blame on external objects or entities.
3. Acknowledge the fact that what we tell ourselves create our own feelings.
4. Remember, whenever a failure occurs, to keep your composure over it.
5. Channeling your frustration to a physical activity, such as running, swimming, etc., helps a lot.
6. Adding humor to your life is a must. Start laughing off your failure by thinking that things will better next day.
7. Also take your time as recovery from a failure is not, in many cases, a one day affair.

3. Action CP3: Use Resilience Value 2 (Humility)

Epictetus has wisely said over 2,000 years ago: 'If one oversteps the bounds of moderation, the greatest pleasures cease to please.'

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This saying guides you to consider several things.

1. Life is full of successes and failures.
2. Expect mistakes to happen, regardless of whether you want to or not.
3. The point is how to deal with them and recover quickly.
4. Let failures enable you to create balance in your life and allow you to grab the opportunity for personal development and growth.
5. Allow each failure to serve as an opportunity to strengthen your determination in the face of criticism by others. This is a far more creative, positive and self-sustaining response than giving in to believing the often negative, nasty and thoughtless things other people may, many times, say.
6. Remember to accompany failure with humility.
7. Remind yourself that too much success can sometimes lead you astray and cause you to grow an unwarranted sense of being infallible, in all circumstances.

4. Action CP4: Use Resilience Value 3 (Goodness)

Epictetus has wisely said over 2,000 years ago: 'He who is making progress, having learned from philosophers that desire means the desire of good things, and aversion means aversion from bad things; having learned too that happiness and tranquility are not attainable by man otherwise than by not failing to obtain what he desires, and not falling into that which he would avoid; such a man takes from himself desire altogether and defers it, but he employs his aversion only on things which are dependent on his will'.

This saying guides you to ponder several things.

1. Be a slave to good things only.
2. Resist bad pleasures, even though, sometimes, they may be very appealing.
3. Tell yourself that you are good enough.
4. Practice shows that you probably fear failure because you believe you are not good enough. Do not let failures cause you to want to withdraw and not try again for fear of being further exposed as inadequate and incapable.
5. Realize that the real difference between people who become successful and overcome failure and those who do not comes down to how you manage failure and how you view its impact on you.
6. Practice goodness in your life, less comparing, criticizing, and consuming and more creating, learning, and living.

5. Action CP5: Use Resilience Value 4 (Focus on the Present)

Epictetus has wisely said over 2,000 years ago: 'First say to yourself what you would be; and then do what you have to do'.

This saying guides you to realize several things.

1. We live in a crisis-ridden and turbulent world.
2. Throughout your normal busy day find a moment, to just sit and be still.
3. Disregard your phone and internet.
4. Take a few deep breathes.
5. Let your mind focus on the task at hand, what you are trying to accomplish, what you intend to do.
6. Execute it with care, patience, attention, and above all, diligence. You will soon realize that focusing on the present is an asset to your creativity and overall quality of your life.
7. By remaining in the present, you stay focused on the potentiality of now and allow your intelligence and creativity to bloom.

6. Action CP6: Use Resilience Value 5 (Follow your dream)

Epictetus has wisely said over 2,000 years ago: ‘Don’t just say you have read books. Show that through them you have learned to think better, to be a more discriminating and reflective person. Books are the training weights of the mind. They are very helpful, but it would be a bad mistake to suppose that one has made progress simply by having internalized their contents’.

This saying guides you to consider several things.

1. Reading prepares your mind and strengthens your problem-solving skills.
2. Books may even help you avoid silly mistakes and prepare you better for both failures and successes.
3. At the end what matters is that reading inspires you to take action, apply your knowledge and to follow your dream and passion.
4. Think that a failure is a lesson to be learnt, a preparation for a future success.
5. Recognize that there is more happy life after a failure.
6. Do not give up.
7. Recover after a failure and allow your experience from the failure to teach you better how to succeed.
8. Escape your perspective.
9. Step outside of your personal negative sphere and reach out to the people around you. You will find some people who care about you. Enjoy their company.
10. Learn about how others cope with failures instead of simply focusing on your own situation. Remember: No failures, no growth, no development and no success.

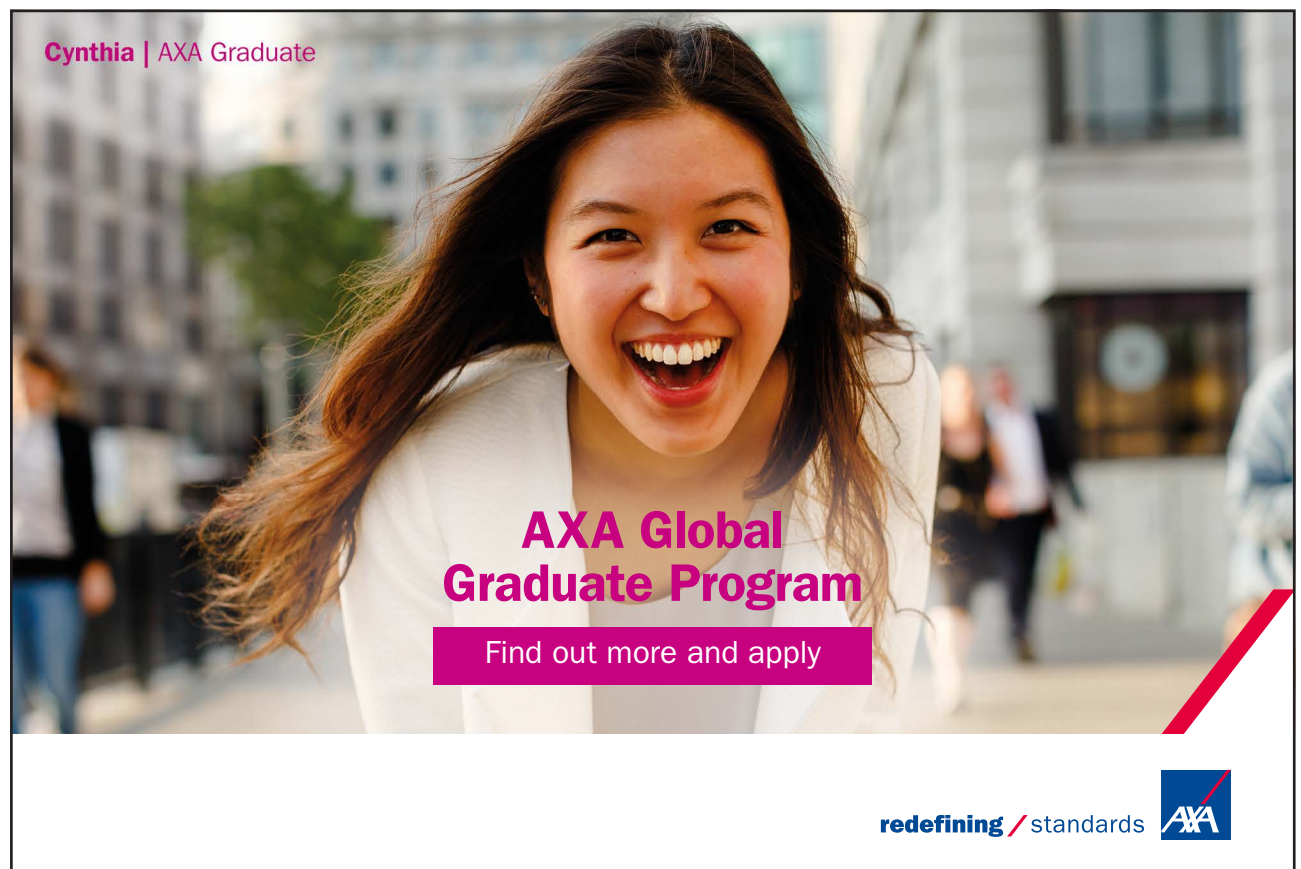
6 Personal Wellness Evaluation Plan

Action AP1: Monitor your personal stress journal

1. Ensure that you write down what stresses you daily.
2. Take a few minutes to reflect on the day.
3. Compare and contrast events of the day.
4. Record the number (1=lowest, 10=highest) that correlates with your overall impression.

Action AP2: Monitor and evaluate your personal stress improvement actions

1. Monitor and evaluate the personal stress-reduction and wellness improvement actions you may have taken detailed in this book, such as: Know your true self; Put happiness in your life; Improve your self-management and self-confidence; Improve your spiritual health (Pray, Meditate, Trust, Manage sadness and loss); Connect to nature and save resources; Incorporate harmony, justice, silence, noise-reduction, resilience, friendship and goodness into your life.



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Action AP3: Monitor your personal physical health signs

1. Assess your stamina. Do you feel like you're running out of steam?
2. Listen to your body. Monitor and evaluate your physical body and pain. Do you suddenly have heartburn? A headache? Back pain, chest pain, bowel movement problems, upset stomach, dizziness, or a racing pulse? Breathing problem? Heart racing? Blood pressure? Loss of appetite?
3. Are you having greater dependency on various things, like: Alcohol? Large consumption of foods? Caffeine? Nicotine or drugs?

Action AP4: Monitor your personal emotional health signs

1. Evaluate your emotional health signs. Are you times detached from the world?
Are you unable to perform work or tasks as well as you used to? Is your judgement clouded?
Is your concentration impaired? Is your confidence or enthusiasm down?
2. Are you having sleep problems?
3. Are you more cynical, irritable, agitated, angry, short-tempered for no apparent reason?
4. Are you unusually clumsy, depressed, tearful, tense for no obvious reason?

Action AP5: Use Stress Monitoring Devices

1. Research the various stress monitoring devices and assess their potential use for you.
2. Buy and use, if you decide, a stress reading watch or other wearable device: These stress reading devices according to industry experts 'Measure the autonomic nervous system, which is associated with the effects of stress including perspiration, respiration, and cardiology. The device monitors your skin conductance, movement, and temperature. When you become stressed, the device alerts you to take a break⁷³'.

Action AP6: Review Your Situation with Others

1. Review your stress issues with an expert (coach, psychologist, priest, etc.).
2. Review your stress issues with a friend or dear relative.
3. Attend stress or other community stress-related self-help groups.

This volume complements Volume I and Volume II of this book.