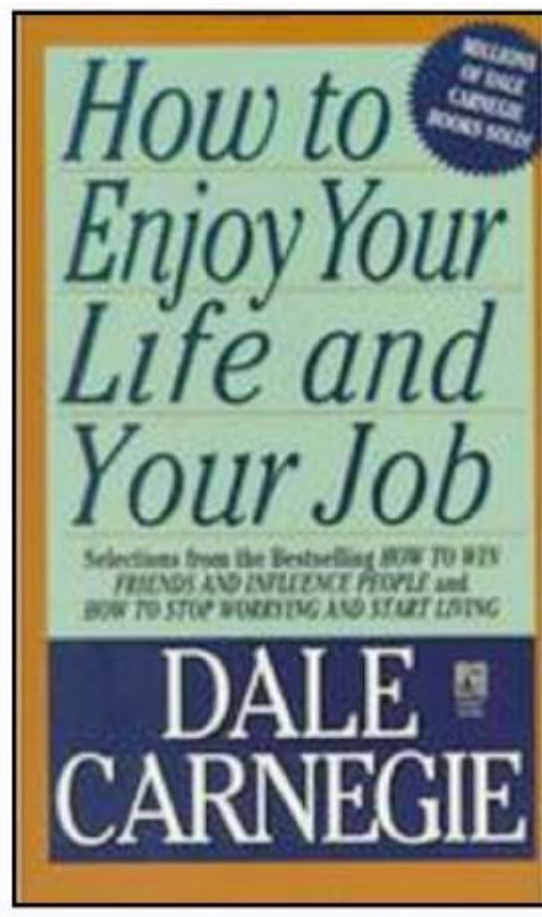


# HOW TO ENJOY YOUR LIFE AND YOUR JOB



**(Dale Carnegie First Pocket Books Printing/1974/210Pages/\$7.99)**

국내 미출간 세계 베스트셀러(NBS) 서비스는 (주)네오넷코리아가 해외에서 저작권자와의 저작권 계약을 통해, 영미권, 일본, 중국의 경제·경영 및 정치 서적의 베스트셀러, 스테디셀러의 핵심 내용을 간략하게 정리한 요약(Summary) 정보입니다. 저작권법에 의하여 (주)네오넷코리아의 정식인가 없이 무단전재, 무단복제 및 전송을 할 수 없으며, 모든 출판권과 전송권은 저작권자에게 있음을 알려드립니다.

# HOW TO ENJOY YOUR LIFE AND YOUR JOB

## The Big Idea

You are reading this because you seek an opinion about your life and your job. You may be a celebrated figure in your own field, successful and accomplished in your endeavors, but you accept that a different view about these two subjects, perhaps that of an expert on the topics, would be interesting. You are probably at a crossroad and a major decision is called for. You may be simply asking questions. You are at least downright specific about what you need to know more of - your life and your job. For that, you score a big point because you've picked the perfect book to read.

The many strengths or weaknesses one has, uniquely as a person, are often ignored and left unchecked. No matter what your status is, no matter what your job or situation is, this book readily reveals a surprise or two. It tells of the power you are born with that can turn things around.

## PART ONE: Seven Ways to Peace and Happiness

### 1. Find Yourself, Be Yourself

If you have a dark, scary secret, you may need to reveal it. If you think you are too tall, do not slouch for others. If you think you are too beautiful for this world, you don't necessarily have to leave.

"Be yourself" is advice that is too often ignored. In the search for peace and happiness, the eyes and the mind often wander out to the world for meaning. The hard truth is that if you always adapt to the inspirational models others have been successful with, then you will just be a copy. Studies accurately define you to be unique, one and alone, without resembling anyone. This makes everything easy and simple - it means you need no one and nothing else other than yourself to be happy.

### 2. Practice Four Good Working Habits

#### Clear your desk

Decide now and not a moment later. If you must, then tarry only to verify and gather additional facts in order to come up with a decision. The critical moment is "right now" to finish one business after another and avoid accumulation of tasks. Focus only on one problem at any one moment, progressing from one sheet of paper to another, one stack at a time. It is an unassuming wisdom but the result is awesome. A clear drawer is effective in avoiding tension and confusion and, more significantly, cures anxiety.

**Do things in order of importance**

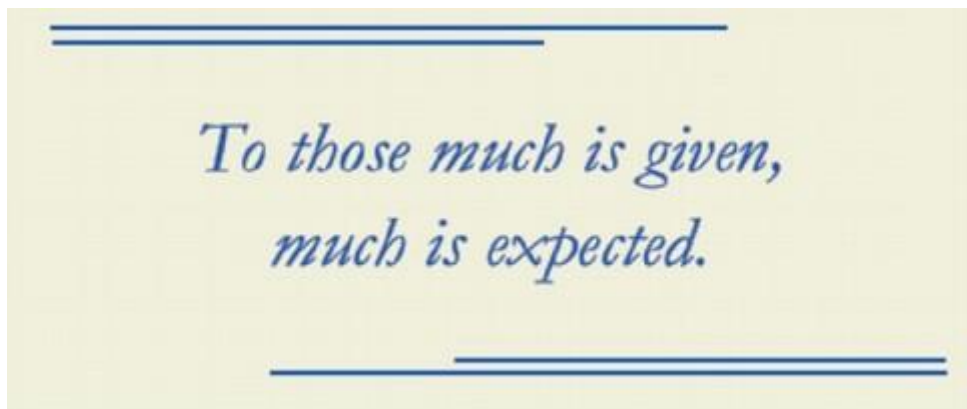
Spontaneity is one thing, but order is another. Planning a day-to-day order of business is an art. So is the ability to stay on course as each task is accomplished. The ability to act on issues one at a time, according to the level of importance, is an invaluable skill. With practice, this becomes a good habit.

**Don't keep putting off decisions**

All you need are the facts and a strong resolve to act immediately. Procrastination is dangerous because it could mean putting off a very important, life-altering decision. Procrastinating is risky when it masquerades as a solution.

**Learn to organize, deputize and supervise**

The higher you are in the ladder, the more responsibilities you have. You know this is not new. The scriptures must have noted it first - that to those much is given, much is expected. The good news is that you can share the load. In each individual's uniqueness, everyone can be in a position to be better than someone else. So go ahead, encourage people to help and do things for you as best you would for yourself. In the end, you would have accomplished more than you hoped for minus the heart troubles.

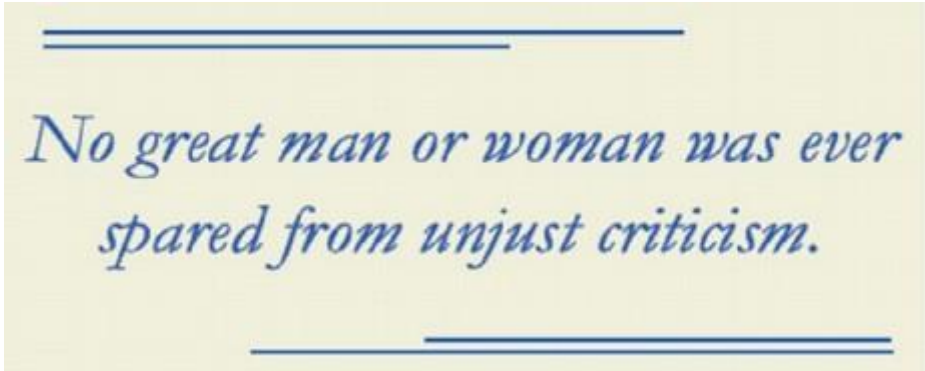
**3. Know What Makes You Tired and What You Can Do About It**

If your muscles are tired, sleep is all you need. If your brain is tired, you are in trouble. The interesting fact is that the brain is tireless. Even the most worked-up brain of Albert Einstein, on a reckless thinking-spree moment, will not produce "fatigue toxins." The more likely place to look for these substances is in the muscles of a laborer while working. Muscles will be as good as new after sleep or rest. The brain is exhausted by unpleasant emotions and bad thoughts - resentment, boredom, anger, anxiety, and rejection - which cause the muscles to tense up. Therefore, to avoid getting tired, close your eyes and will the muscles to relax. Learn how to ease up and cool down.

#### **4. Banish the Boredom That Produces Fatigue, Worry and Resentment**

It is easy to say you are enjoying what you do in life. Still, if at the end of everyday you are weighed down with fatigue or wake up in the morning still fraught with anxiety, think again. You are probably bored. Boredom is a negative emotion that causes the muscles to tense up, which in turn tires the brain. An easy way to banish boredom is simply to relax the muscles and rid yourself of bad feelings. In simple words, have fun!

Remember those routine pleasures you indulged in long before you got to where you are now - buying coffee early in the morning from a corner café, chatting with your officemates about a recent tennis match, filling out crossword puzzles, or simply experimenting on how to write a fun memo. If you think it's too easy, it is. A seemingly too-complex matter such as easing a tired brain can be resolved by rediscovering the simple ways of enjoying your life and your job's day-to-day tasks.



*No great man or woman was ever  
spared from unjust criticism.*

#### **5. Would You Take a Million Dollars for What You Have?**

The question is just the reverse of how it has always been asked. The answer reveals a critical view of life. Imagine being forced to stay in bed for one full year, not able to get up one minute to eat and clean up. Imagine being told that your "15 minutes" is up and that your chance at life is running out. How would you react? You may have more than once practiced in your mind the first things to do when you get yourself a million dollars, places to go to and things to buy. This is not a threat, it is simply asking - If someone is buying, would you sell what you have for a huge price? Of course you wouldn't.

Therefore, start to really appreciate your personal treasures because, whether you admit it or not, you have a lot to account for. As the cliché goes - Look at things inversely and count not your crosses but your gold.

#### **6. Remember That No One Ever Kicks a Dead Dog**

Some political personalities claim that they eat death threats for breakfast. Rather than a dare for would-be killers or a condescending way of claiming fame, it is a declaration of complete acceptance. It is the acceptance that if you hope to be great, you are ready to pay the price and take in some kicks. If you have your share of these attacks, then chances are, you are being groomed for greatness. Criticism is often a veiled honor.

You may declare such an expression as unreasonable but the truth is, your detractors would love to trade places with you.

## **7. Practice Accepting Criticism**

If you are being criticized, do not flatter yourself by thinking you are unique in this aspect. Everyone gets a fare shake. What sets one apart is the ability not to let unjust condemnation take effect. The greatest feat of all is to be able to relieve oneself of useless loads and simply laugh off harmful criticism. If you must know, no great man or woman in any history was ever spared from unjust criticism. No human, dead or alive, was protected either. Criticism is a great leveler. You might find it absurd, wasting your time taking these jibes and insults, and go so far as claim it is your curse alone. It is amazing how this kind of notoriety is over the minute you decide to ignore it.

## **PART TWO: Fundamental Techniques in Handling People**

### **If You Want to Gather Honey, Don't Kick the Beehive Over**

Dealing with people is all about propriety and tact in handling emotions. This equation is far from complicated. If you demand only excellence, the first task to accomplish is to make people want to excel with you. If your intelligence is a proven hit, if you are a certified success or victory personified, by all means, take pride. Be careful, however, not to rewrite the laws of creation and insist that people around you pull off a matching show. People are terrorized by condemnation. Criticism, complaints and blame, if not treated with the proper decorum, put people on the defensive, making it impossible to obtain cooperation.

### **The Big Secret of Dealing with People Is Lifting Them Up**

There is no greater crime than denouncing a person's feelings of importance because then you kill his desire to live. Many thinkers have declared that a human being's primal reason for living is the urge to be great. Many kings were crowned, the seven seas were conquered, great wars were fought and these stories were immortalized by this desire. To acknowledge this deepest longing then is to feed a gnawing hunger that differentiates man from other species. Or vice versa, to deprive him of this sense of being appreciated, this ultimate nourishment for self-esteem, will place you dangerously at odds with his wits. Praising lavishly and giving honest and sincere appreciation are more than beautiful words. It is the key to the big secret of making a man willing to do things for others.

### **He Who Gives Credit Has the Whole World with Him. He Who Does Not Walks a Lonely Way**

"What's in it for me?" is perhaps a question not always asked out loud but is often a matter of concern. Whether an accepted notion or taboo, the truth is that man's every action is always triggered by something he desires. Thus, to entice anyone to take your side or to agree to your idea, underscores the advantages for the other person given the circumstances. Encourage people to express their self-importance. Motivate each individual to drum up a good idea and credit him or her for the initiative. Bring forth the chance for them to see what they want to see and hear what they want to hear. This way, your reasons will be honored and you will win everyone over. You will sell every product, accomplish your every goal and end up the big winner.

### **Be Interested and You Will Be Welcome Anywhere**

Despite this age of electronic gadgets, a live voice at the other end of the wire is still in demand. Thank goodness. The reason is that humans long for the "smiling hello." Electronic greetings and these kinds of communications will answer for efficiency and cost-effectiveness, but a machine will never learn to be genuinely interested in people, without which all human endeavors will fail. Show real interest in the stories of other people's lives and you will be remembered forever. Do this and all doors will be opened for you. Friendship is one thing you will never lack.

### **Make People Like You Instantly**

It is a fact - "for every action, expect an equal reaction." Once you openly express your approval and recognize the qualities of the other person, without doubt, he will like you instantly. People will never tire of listening about themselves, especially if honest words of praise are lavished about their true worth as individuals. Put people in charge, give them the limelight, and offer sincere appreciation. These are old-age tactics that never fail to elicit a mutual feeling of fondness. A great poet said that when you realize the superiority of others over you, the greatest gift is learning from it.

## **PART THREE: Ways to Win People to Your Way of Thinking**

### **Don't Win Arguments All the Time**

If you win an argument, chances are you also acquired an enemy. If you have proven yourself to be right, you would also have declared the other person wrong. Direct blows at people's intelligence and pride are the ingredients to a great war. To avoid conflict, abandon an argument simply by engaging diplomacy in showing respect for other people's opinions ahead of presenting your own. An attack at people's self-esteem will instigate a strike back. On the other hand, dexterity will lead you to say that the reason you know they are wrong is that you have been wrong once yourself. Then you easily avoid creating an enemy.

### **Understand Someone Else's Reason**



If you claim that you understand the other person's intellectual position, you have a reason to celebrate because this wisdom does not only teach you that person's point of view; it also teaches you how to win him over to yours. The key is simply winning over with friendship and never with coercion. A man who dislikes you will not budge to your pleadings, no matter how adept you are in reasoning. If you prove to be of the same side, you will most certainly win the case.

### **Get People to Say "Yes"**

Getting a person to say yes at the onset is a strong opening move. Getting him to say yes most of the time during any discussion will most definitely win you the challenge. It is no secret that the great Socrates' claim to immortality is due largely to his remarkable ability to turn all questions into those answerable by a yes. The formula is passed on to you now. At stake is achieving a "yes" by avoiding the word "no," which is far more than just a curt two-letter word reply but also a rejection. Admission should be your buzzword, and getting into the groove of making the other party to agree your motto.

### **Hear People Out**

After you explain your expectations of people, you must hear their expectations of you. It is always two-way. A one-sided oratory of your opinion is ramming it down people's throats and is the way of the savage. Better yet, grant that the other person's opinion is what matters most. A pleasant way of getting cooperation is by giving the other person that claim to fame. When a person's innate desire to be important and accepted is satisfied, getting him to follow your lead should be an enjoyable task.

### **Have Good Motives**

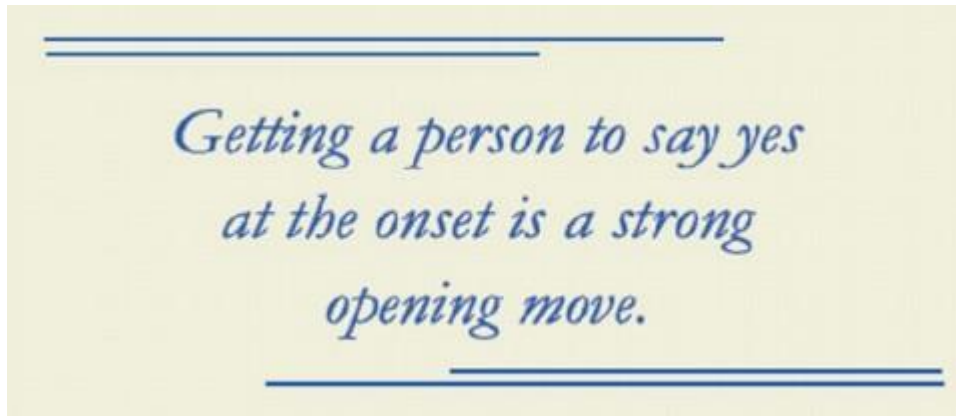
Motives, or its very nature, rarely escape people's attention. This is what makes or breaks an appeal. Honesty is still the order of nature and an appeal to the nobler motive gets the big scores. Respecting man's ability to see through an honest motive and invoking his inherent power to pass good judgment is the road to take. Getting others to pay attention to you requires a sincerely decent motive and the belief in the inherent goodness of man.

## **PART FOUR: Ways to Change People Without Giving Offense or Arousing Resentment**

### **Employ Tact and Diplomacy**

When it comes to criticism, calling a spade a spade does not always work. Indirectly referring to people's mistakes is what does the trick. It is the nature of man to resent any direct criticism bitterly. What one needs is a sassy, yet classy, way to lead by example, one that does not sprinkle salt over the wound, one that cures without the necessity of a bitter pill, one that fixes a problem without open criticism. Indirectly calling attention to

one's mistakes for the sake of those sensitive to criticism comes from the most refined in our midst.



### **Talk About Your Own Mistakes First**

Even in our individual uniqueness, we are all the same in our susceptibility to make mistakes. Humbly admitting that you are imperfect and far from impeccable will guarantee you a place in tune with the world. To see the mistakes of others through the lens of your own faults will help you become a better person. To guide with the wisdom of a warrior wizened by the philosophy of many shortcomings is a great legacy to pass on.

### **Don't Give Orders - Motivate**

Many find rhetoric questions amusing but it is much better than giving direct orders. Exceptionally talented individuals are those able to motivate people without having to resort to barking cold, direct orders. Legendary leaders are those who moved men and women to accelerate their performance by sheer inspiration and without so much as giving distasteful command. People are inspired by the spirit of cooperation and partnership and, with the same intensity, are repulsed by orders.

### **Let the Other Person Save Face**

If denouncing a person's self-esteem is a serious offense, a most noble act is to help others save face. This is where loyalty takes its roots. Vowing to protect a person's self-esteem and pride not only breeds allegiance but also helps the person learn from his faults. He will continue on to be proud of other lessons learned.

### **In a Nutshell**

To delight in the art of living, to enjoy this world, and everything in it, is to learn the trick in managing your end of the bargain in the area called human relationship. Our



day-to-day lives, in all its splendor and vagaries, abound with stories of human dealings and human connections that teach us what we need to learn. To enjoy your life, your job, and all else in between, we need only read the writings on the walls.

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[세계 베스트셀러(NBS) 서비스는 영문의 경제·경영 및 정치 서적의 베스트셀러, 스테디셀러의 핵심 내용을 간략하게 정리한 요약(Summary) 서비스입니다. 영문 서비스는 단순히 서적을 소개하거나 광고를 위한 Book Review가 아니라 세계의 베스트셀러 도서의 핵심을 체계적으로 정리한 도서 정보로써, 이 서비스를 통해 세계의 정치·경제·문화의 흐름을 빠르게 파악할 수 있습니다. 세계 지도층이 읽는 세계 베스트셀러 도서를 가장 빠르고 효율적으로 접해보시기 바랍니다.]