

THOUGHTFULNESS

(SHORT PREVIEW)

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1) For Better Bonding:

19 simple ways to improve your relationships at work and home:

A relationship is a process of relating that is always changing. Change is not necessarily good or bad. It is simply a fact of life. In order to have healthy relationships, we must gently point that change toward the positive. This means learning to relate better throughout each interaction.

Here are simple ways to improve your relationships at work and home:

1. **Smile:** Put a smile on your face and in your eyes, voice and heart as often as possible.
2. **Make eye contact:** Look people openly, warmly and squarely in the eye.
3. **Be reliable:** Follow through with responsibilities and commitments with competency and effective communication.
4. **Address people by name:** Honor people by calling them by name as you greet them, give those thanks, ask a question or bid them farewell.
5. **Speak friendly:** Warm your tone of voice with love and kindness.
6. **Be present:** Give your complete and undivided attention to others when they are speaking to you.
7. **Express Gratitude:** Focus your attention on the goodness in others, verbalize all that you appreciate and give thanks.
8. **Slow down:** Breathe and gift yourself and others with time to properly address situations and transition from them.
9. **Be forgiving:** Each time somebody else makes a mistake it is an opportunity for you to extend kindness and compassion. Let go of resentments that keep you tie to the past.
10. **Have integrity:** Keep your word. Do what you say you are going to do. Live according to your values.
11. **Have good manners:** Be polite, conscientious and gracious.
12. **Show thoughtfulness:** Get out of your own head and be of service to others. Consider their feelings and experiences.
13. **Give compliments:** Tell others their strengths, give positive feedback and express what you admire about them.
14. **Give Salutations:** Make the effort to open and close verbal and email interactions with a nice greeting or closure, rather than abruptly asking for something with neither a hello nor goodbye.

15. **Be generous:** Give and share whatever you can, whenever you can.
16. **Be kind:** Be the bigger person. Kindness is a choice.
17. **Apologize:** We are human and nobody is perfect. When you make a mistake, make an amend or extend a sincere and timely apology.
18. **Be patient:** Patience is a virtue. There is great value staying in the present moment and not hurrying our minds or bodies onto the next task.
19. **Express Love:** Be open-minded and non-judgmental. Extend love to yourself and to others.

2) Simple steps to freedom:

True freedom doesn't come from a situation or from anything but it is within you.

The following are four ways you can shift your thoughts so you can feel freer, lighter and happier in your life instantly.

1. Don't take anything personally:

- Each person's opinion is solely the product of their own life and reality.
- It's hard to imagine this.
- Its way easier to get offended or mad or to internalize and believe what they said.
- Rather than getting consumed by it, obsessed over it and letting it affect you, just let it go.
- When someone says something to you, whether it be an insult, piece of advice, or anything at all, connect back to your awareness.
- Only you can know what is true or not.
- By taking another person's opinion of yourself to heart and choosing to believe it, you are doing yourself a huge injustice.

2. Don't be a victim:

- It's easy to think that the world is against you.
- Have you ever had one of those days where everything goes wrong?
- It happens.
- There are things in our control and out of our control.

- You can't control the world around you but you can control how you react to things.
- Don't fall into the downward spiral of the victim trap.
- Embrace each and every thing that happens as an opportunity.
- Accept situations as signs or opportunities, and remember that there is a purpose and a greater good to each.
- Look for the lesson rather than getting stuck in victim mode.

3. Be kind and compassionate with yourself:

- Work on shifting your thoughts to ones that are more loving and kind.
- Every time you think something negative about yourself, replace it with a positive.
- Focus on the good things and give attention to your awesomeness.
- Eventually, you will start believing them.
- Doing so allows you to have the freedom to just be you.

4. Practice forgiveness:

- Forgiveness isn't about saying that whatever happened was okay, right or just, but about letting it go.
- By not forgiving you are keeping your mind in the past.
- This traps you and makes you feel powerless.
- Forgiveness puts you back into the present, the only time that truly exists – where you have the power to live free and happy.
- Turn your awareness within.
- Allow your mind's grip to release so the joy can flow in.

3) Dealing with Pain:

Learning to deal with your disappointments constructively can make you a stronger person.

- Disappointment is one of life's most uncomfortable feelings.

- It's complex, containing a subset of other emotions like anger, hurt, sadness and probably many others too subtle to identify.
- Sometimes, those emotions by themselves are easier to deal with, but disappointment can leave you at a loose end.
- You might not be sure whether you should feel angry or just impatiently wish that you should hurry up and get over it.
- Disappointment can drift at the front of your mind and niggle at the back, bringing you a grey perspective on life, even if you're trying to forget about it.

Here are 4 steps for getting past disappointment:

1. Let it out:

- One of the hardest things to do in a world where everything is immediate – we are all under external pressure and time is a scarce resource- is to just let yourself experience a feeling.
- Allow yourself to feel what you're feeling without any agenda of speeding up the process.
- Whatever you are feeling is ok.
- Take some time to just sit with your emotion and experience it without moving to fix or change it.
- Genuinely experiencing emotions, no matter how painful, is one of the beauties of life.
- Don't shy away from these moments.
- Be present in them.

2. Get some perspective:

- The wonderful thing about letting it out is that you have given yourself that time.
- You have said to yourself, "I care about you."

- You have treated yourself like a friend and allowed yourself the space you needed to experience your feelings of disappointment.
- Once you've done that, it becomes much easier to get some perspective.
- After you give yourself space to feel, you're able to give the situation or individuals involved more room to breathe.
- Having a broader perspective than your own view on a particular situation is always helpful.

3. Know your own heart:

- Disappointment can ripple through to the core of who you are.
- If you don't know what your core values are, you may not have a framework to support you when you experience negative emotions.
- Knowing your own heart and your values gives you the freedom of choice.
- You can choose to be driven by what happens to you or you can choose to live with your principles.
- It will help you to overcome disappointments and negative situations in a healthy way.

4. Practice acceptance:

- As human beings, even though we know that some things are bound to happen, we're not always willing to accept them.
- Practice acceptance and we may suffer less as it is happening and notice the good things in life more.
- Disappointment is a part of life, but all parts of life can help us grow.
- We can be present and aware even in the midst of negative emotions and therefore live more fully.