

How to Survive...and even Prosper in Life

By Craig Lock

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CHAPTER 4. SELF IMAGE

How do you see yourself - positively or negatively?

1. What do you like most about yourself? List the five qualities you like most.
2. Briefly describe your current career situation and how you feel about it - positive or negative? What do you do well? Think constantly about your strengths.
3. What results/achievements are you most proud of. Celebrate past successes, rather than remembering past failures.
4. Write a short note to yourself: who do you want to be and what do you want to achieve by the year 2005. Use your IMAGINATION. Serendipity. Accept CHANGE as a fact of life. Make change work for you. PLAN ahead.

How to achieve career satisfaction?:

1. get to know yourself.
 2. learn what you have to offer others.
 3. know what you want
 4. find out how to get it (eg. acquire study skills).
- "AS I THINK I BEHAVE"

As the Nike ad says,
just
GO FOR IT.

5. SETTING GOALS

Use the power of your imagination. Goalsetting is the first step in a positive plan of action. How to set goals: Ask yourself what things are really important to you, what do you really value in your life? Set short, medium and long-term goals by focussing your mind. Set them for all areas of your life - ie. spiritual, mental, physical, work, financial, family and community.

Set a time frame for achieving; otherwise they are just resolutions. Prioritise. Set a period for review. Involve others in setting your goals - that makes for additional commitment.

The five key questions: WHICH, WHY, WHEN, WHO, HOW.

Be specific. Break down into daily goals.

ITEMISE CATEGORISE PRIORITISE
CRYSTALLISE

Remember, "we get what we expect".

The vital essence of goalsetting is:

COMMITMENT
DISCIPLINE
DETERMINATION

START NOW!

6. ATTITUDE

"We become what we think about all day long."

YOUR ATTITUDE (MIND) DETERMINES YOUR DESTINY.

It affects everything in your life - relationships, etc. You can alter your life by changing your attitude - positive thoughts produce positive results. Self-talk. ATTITUDES ARE MORE IMPORTANT THAN FACTS. HOW YOU TAKE IT IS MORE IMPORTANT THAN WHAT HAPPENS WE CAN SEE THE BEST OR WORST IN ANY SITUATION. WHAT IS YOUR OUTLOOK ON LIFE - POSITIVE OR NEGATIVE?

"AS WE THINK SO SHALL WE BECOME"

"AS A MAN THINKETH SO IS HE"

- the Bible.

How do I get a good attitude?

1. Have a sense of WORTH
2. Develop a sense of COMPETENCE
3. Select a ROLE-MODEL
4. Learn from your mistakes
5. Give yourself CREDIT for your ACHIEVEMENTS
6. Make the most of the situation
7. Avoid self-pity
8. Be PERSISTENT
9. Keep things in perspective.

With the right attitude you can be greater than anything that has ever happened to you.

7. TIME MANAGEMENT

"Time is life. Live your life - don't spend it."

Reasons for not achieving personal goals:

1. Lack of planning and not clearly defining objectives
2. Poor time management

ASK YOURSELF: WHAT IS THE BEST USE OF MY TIME RIGHT NOW? IS TIME THE PROBLEM... OR ARE YOU?

GET MORE FROM LIFE EACH DAY.

focus on one day at a time

forget yesterday and look forward to tomorrow

plan your work, then work your plan

DO IT NOW

Make lists of A's, B's and C's.

ITEMISE
CATEGORISE
PRIORITISE

CRYSTALLISE

Plan your leisure time. Next time you WASTE TIME, YOU WASTE LIFE!

8. STRESS

What is stress?

The difference between Psychological and Physical stress

LOSS/CHANGE:

How do we recognise stress?

CAUSES OF STRESS:

How do we cope?: What can we do about stress?
Listen to your body's alarm signal.

1. BE POSITIVE

2. EXERCISE

3. RELAX - get adequate sleep/rest

4. Talk to some-one

5. KEEP ACTIVE

6. FEEL CREATIVE

7. Know your limits

8. Worry only about what can be changed by you

9. Switch off thinking about work

10. Think about your DIET-eat healthy foods

IF UNDER MENTAL STRESS - DO PHYSICAL EXERCISES

IF UNDER PHYSICAL STRESS - DO MENTAL EXERCISES

BE HAPPY

SUMMARY

Follow these "basic" principles ... and "things" WILL work out for you.

The "keys" to success in life, I believe, are the

"four D's":

* DESIRE (intense)

* DECISION

* DETERMINATION

and

* DISCIPLINE

" Life is too short to be little" Disraeli.

and finally, always remember,

LIFE IS NOT A REHEARSAL -

IT IS THE MAIN EVENT

SO GIVE IT YOUR BEST SHOT.

"Don't go the grave with your best song unsong."

Are you singing your best song yet?

Craig Lock

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This extract is from Craig's first published book HANDBOOK TO SURVIVE - a collection of writings on various subjects to help every man or woman survive in a rapidly changing, uncertain world. It's a book Craig wrote that transformed his own life. You can do the same by ordering at:

<http://www.nzenterprise.com/writer/books.html>

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"If you have knowledge, let others light a candle to it."

- Margaret Fuller

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