

The image features a background of light-colored marbled paper with dark, irregular veins. A white rectangular frame is centered on the page, and the text is placed within this frame.

Dedicated to  
my P a p a & M u m m y



# ***NOW 2.0 ...***

*104 blogs with tips and Dohas for better  
professional and personal life.*

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**NECTOR OF WISDOM 2.0... 104 Blogs By : Hemant Lodha**

# INTRODUCTION

Dear Readers

This book, which began as personal notes to myself is crux of my knowledge. This is a second part of Nectar of Wisdom. Blogs are mostly attempted to make personal and professional life better. Every blog concluded with a foot note of a hindi doha written by Mr. Avinash Bagde.

I don't think I am the wisest person on this planet, there are millions wiser than me but I am sure that there are also millions, just like me who will benefit as much from these blogs and tips, as I did.

A picture can speak a 1000 words so I have added one in every chapter. Images are picked up from Google and utmost care has been taken in not taking copyright images. However, I seek apology for unknowingly hurting anyone.

Have a happy and purposeful reading.

**Hemant Lodha**

Nagpur

12th June, 2019



## ACKNOWLEDGEMENT

Dear Readers,

This book would not have been possible without direct and indirect support, of the following people.

First and foremost, my sincere thanks to the authors of more than 500+ books which I read in last 27 years.

I would like to express my gratitude towards my guru, philosopher and guide Shri Aditya Tiwari for his invaluable lessons in person. A sincere tribute to my parents who have given me good education and upbringing, which is helping me in gathering better experiences to share with you all. I would like to thank my wife Prabha, son Pratik and daughter Prachi, for their invaluable feedback and constant encouragement to complete this book on time.

There is also a huge appreciation for SMS GROUP and its management for giving me the freedom to experiment my experiences on work place. Without the direct and indirect support of SMS Group this book would have not been possible. My previous organisations such as Kalpataru, FACOR, Coventry & Indorama have given me rich experience, which is imbibed in the following blogs of this book. Specially, I would like to thank Mr. John Vijayrangam who encouraged me in developing a habit of reading books.

Thanks to Dr. Aarti Kelkar helping me in editing my blogs. Sincere gratitude to Dr. Ms. Swati Kulkarni, an amateur photographer, for sharing image for the cover page.

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Last but not the least, thanks to all my friends, family and readers for giving me experiences to share with you all.

**Hemant Lodha**

Nagpur, India.

12th June, 2019



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## AEH

### Achieving Everlasting Happiness



Are you looking for happiness in life? It is an irrelevant question because everyone will answer in YES. It is not necessary that person with all luxuries is happy or financially a very poor person is unhappy. Luxuries can give comforts and increase pleasures or even can reduce pain but

happiness is purely dependent on a person internal state of mind. The simple formula for achieving eternal happiness is synchronising 3H (Hands, Head and Heart). In other way it is aligning mind, body and heart.

It is easier said than done. The biggest disadvantage of urbanisation and industrialisation is that we have adopted artificialness and diplomacy. Our mind, intellect and actions are not synchronised. We use so many masks that we have forgotten what real we are. We have suppressed and buried the voice of conscious so deeply that we are totally deaf about its echo. Our intellect is so much guided by our senses and bodily pleasures that it has stopped evaluating what is right and what is wrong. Our actions have become so much self oriented that we have no consideration for the feeling of others. We can not remain happy when our surrounding is not happy. We can not achieve bliss when our own hands, head and heart are not in rhythm.

#### 5 Tips for synchronising 3H:

1. Meditate everyday for few minutes after you wake up and before you go to bed.
2. Let mind control senses rather than senses control mind.
3. Keep developing wisdom by reading & listening philosophies and spirituality.
4. Think before you act. Quality of your actions will improve.
5. Be action-less when you are emotionally upset.

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बुद्धिवान करते हमें, दर्शन और आध्यात्म।  
है अनंत आनंद का, यही सकल पैगाम॥

## AIF

### Am I Foolish?

As long as one is silently ignorant, no one can call them foolish. The moment one opens mouth or act in the matters where their knowledge insufficient or despite of having knowledge one acts against their own wisdom, one's foolishness is unfolded. Any of your action which is not in tune with your wisdom, may result into foolishness. In Indian mythology, Kalidas (AD 375) is regarded as a biggest fool for he cut the branch of a tree on which he was sitting! On the other hand, he is renowned for his creativity, intelligence & his contribution as a poet and writer.



We are neither intelligent all the time nor we are foolish all the time. However, if we act foolishly most of the time then we will be regarded as foolish and vice versa. The wisest people in the history have also committed foolish act at times wondering how they could act so foolishly.

#### **5 conditions under which a person may act foolishly:-**

1. Western psychotherapists say that a person acts foolishly when he/she is in HALT (Hungry, Angry, Lonely and Tired) condition when the threshold level of handling emotions reduces and he/she regrets later.
2. If one opens mouth before weighing the thoughts, chances are that he ends up being foolish.
3. If a person acts against his conscious, the consequences may end him up in the category of foolish.
4. When emotions dominate the thoughts, it is likely that one commits foolish act.
5. When a person start thinking that his knowledge and abilities are supreme, chances are bright that his intellect may let him down.

---

बैटे हो जिस पर अभी, मत काटो वह डाला  
करने के पहले सदा , मेधा रखो संभाला॥

## AOG

### Attitude Of Gratitude

#### Gratitude is defined as:

- the quality of being thankful
- readiness to show appreciation for
- to return kindness



Many people say, “I am self made person”. To me, it is the highest degree of ego. We are product of our parents, intellect of our teachers, emotions of our relatives, personality of our friends, purpose of our efforts, part of our society and rhythms of universe. Though we are product of our thoughts, words and actions but in the entire system we are puppet of 1000s of known and unknown forces. Without the help, support and wishes of people around us, we are nothing. We take things and people for granted and do not express our gratitude for all the good things we got in our life or all the bad things we avoided in our life.

Every religion and philosophy has system of expressing gratitude and thanks once in a year but we follow more that as a formality rather than sincere expression. Moreover thanks giving should not be once a year ritual rather it should be every moment practice. We must start our day with a prayer for expressing thanks to the entire universe and before sleep we must express our regret for known or unknown mistakes.

#### 5 Tips for Attitude of Gratitude:

1. Be quick in expressing your gratitude in whatever words or actions you can think of.
2. Start your day with prayer of gratitude and end the day with prayer of forgiving.
3. Be sincere in expressing gratitude or expressing regret.
4. Be polite particularly with people who are working for you, younger than you and respect you for your authority, age and seniority.
5. Use all sorts of communication for expression of gratitude such as words, messages, cards, letters, emails etc.

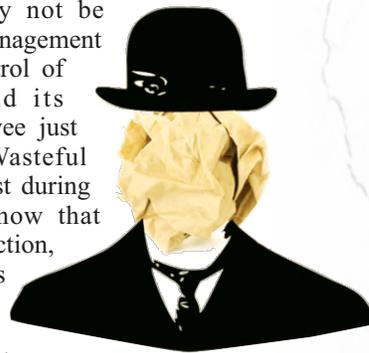
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कृतज्ञता की भावना, हरपल रखिये ध्यान।  
धन्यवाद करते रहे, बढ़ता है सम्मान।।

## AWT

### Avoid Wasteful Thinking

An employee's thinking process may not be controlled by management. But what management gives employees to think is in the control of management. No organization and its management can guarantee that employee just thinks about organizational growth Wasteful thinking, if not all the time; then at least during office hours. Probably we all read/know that thoughts direct the words, words drive action, action leads to habit, habit develops character and character decides destiny. I am not sure whether only thinking approach of employees can build the destiny of organization. But I am sure that in some or other way performance of employees is affected their thought process. And employee's performance is the major factor that decides organization's fortune.



#### **Few reasons for employees wasting their thinking hours are as follow:**

1. Employee is having some serious domestic problem and he/she is unable to concentrate at work place. Though such situations are not in the control of management but empathetic management will sense the problem and try to help employee to overcome so that their productivity remains unaffected.
2. Roles and responsibilities are not defined. Employees always wonder whether he/she is doing the duty properly or not.
3. Management keep procrastinating important issues without communicating appropriate reasons for the same and employees waste their productive hours thinking and gossiping. Clear communication solves the issue.
4. Lack of systems, procedures, processes & SOP's leads to difficulty in handling even routine and repetitive issues. Employees keep wondering



why management is dumb about such simple things.

5. Management is not pursuing inclusive growth where growth of employer and employees both go hand in hand. Management is concerned and bothered about their own growth but when question of employee's growth arises, they either ignore it or exploit it. In such environment, employees may keep working because of no option but their mind and soul is not in unison with the body/organization.

There can be several other reasons where employee's thinking may not be in line with organizational thinking. The responsibility of management is to be alert to such mismatch and take appropriate action so that employee's thoughts are always working in the interest of organization.

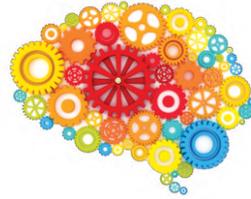
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करे व्यवस्था में सदा, पैदा वह विश्वास।  
कर्ता रहे विचार में, सदा कर्म के पास॥

## AYC

### Are You Creative?

If you are doing same activity in same way since more than 3 years, probably you are doing it wrong. In an era where your phone becomes obsolete in a year and the model of your car start looking old in 2 years, you cannot be called creative and innovative if you are not changing the ways of doing your job regularly. All humans are same in respect of number of senses, type of body parts and organs. What differentiate one person from another are their feelings, thinking pattern and actions. Performance of one becomes superior to other just because of amount of creativity and innovation one brings in his/her day to day life.



The question is how one can be more creative. Creativity is a function of brain. If your brain is already full with routine methods then you do not have possibility to come up with new ideas. To develop creativity, most important way is to keep your mind empty and place for new thoughts.

#### 5 ways for becoming more creative:

1. Frequently check your methods with zero bases. Look into the processes as if you are looking at them first time.
2. Whenever any problem arises, go into depth, find the reasons and create some better way of doing things.
3. Always question your routine. There is always room for improvement.
4. Keep your mind relax few hours every day by listening music, singing songs, doing painting, meditating, reading book, writing blog etc. where you can be focused on single task or thought.
5. Keep enhancing your knowledge and wisdom by remaining consciously observant.

---

दुनिया में हर आदमी, दिखता एक समान।  
सृजनशीलता ही उसे, देती है पहचान।।

## AYE

### Are You Effective?

If you are a competent person it does not mean you are effective. Our ability can give us efficiency but not necessarily the effectiveness. Efficiency can make you a better manager but effectiveness makes you a leader. If you are an effective person it does not mean you are efficient too. Efficiency is doing things accurately whereas effectiveness is doing the right things. Efficiency is climbing on a hill as fast as possible in a correct manner but effectiveness is climbing on the right hill. Efficiency is walking as fast as possible on the path but effectiveness is walking on the right path.



To achieve great success it is important that we are efficient as well as effective. But effectiveness is more important than efficiency. A good leader can achieve efficiency by getting things done from subordinates but effectiveness cannot be delegated.

#### 5 qualities needed to become effective:

1. First and foremost quality needed is – Right Vision. One must be able to visualize entire jungle in a single seed.
2. One must be a strategist and should be able to select the right path to realize a vision.
3. One should select the right team to walk on the path selected to reach the final destination.
4. One must be an excellent crisis manager who can remain cool and think clearly in the situation of crisis.
5. One must be great motivator to lead his team with great enthusiasm and everlasting zeal.

---

रहे लक्ष्य पर जो अडिग, लिए सोच सद्भाव।  
जीवन की इस भीड़ में, उसका बने प्रभाव।

## AYF

### Are You Fearless?

In India, CA (Chartered Accountant) is the only professional exam where students cannot predict their result and score with certainty. I recall my exam days during late 1970's, when our exam used to start at 10 am and I used to stop studying at 9am and listen local radio Vividh Bharati. My most of the friends studied till last minute. When they asked how come I used to be so relaxed, my reply would be "Institute of CA at the most will fail me." If today I analyze my thought process, the reason for that calmness was that I used to think what worse can happen and accept the worst without much of the pain.

#### Top 10 most strong fears in order of their intensity are as

- |                           |                            |
|---------------------------|----------------------------|
| 1. Fear of Failure        | 2. Fear of Death           |
| 3. Fear of Rejection      | 4. Fear of Criticism       |
| 5. Fear of Loneliness     | 6. Fear of Misery          |
| 7. Fear of Disappointment | 8. Fear of Illness         |
| 9. Fear of Unknown        | 10. Fear of Losing Freedom |



Since fear is always about the future outcome, most of the time it is imaginary and psychological rather than logical. Fear leads to worry. Few fears may be genetic but most of the fears we learn during our nurturing, from parents, teachers, fellow students and surroundings. For example, Indian mothers may not allow their children to go near water and learn swimming whereas western mothers teach & put their 1 year old child in sea water for swimming.

#### 5 tips to become fearless:

1. Actions are in our control. Result gets affected by lot of unforeseen forces so focus on action but do not worry about results.
2. Imagine what worst can happen and plan for that situation accordingly.
3. The best way to overcome fear is to "FACE IT" with confidence in mind and smile on the face. Fear will evaporate.
4. Align your thoughts, words and actions. That will make your character strong. People who never do any wrong to others are most fearless.
5. Ultimate fearless situation is when neither pleasure nor pain affects you. Such type of state is achieved by people like Lord Mahavira and Lord Buddha.

बिना डरे करते चलें, हरदम अपने काम।  
मारे डर के राह में, होते काम तमाम॥

## AYI

### Are You Impartial?

“Objects in mirror are closer than they appear.” You will find this phrase engraved on the side mirrors of vehicles. These convex mirrors provide better view of the field. It also makes objects appear smaller. There are mainly 3 types of lenses- Plain, Convex and Concave. When we use convex curved lens, the things will look farther and smaller and if we use concave lens, things will look closer and bigger.



Same happens with life! We see faults of others with concave lens and magnify them but their qualities with convex lens and ignore them. Whereas we see our faults with convex lens and our goodness with concave lens. We appreciate the people we like and we criticize the people we dislike. Using these lenses is the major cause of prejudices in relationship.

Appreciating more than one deserve is equally bad as criticizing more than needed. Jainism and Buddhism gave principle of SAMYAK DRISHTI which means RIGHT VISION i.e. looking at the things as they are!

#### 5 tips to be impartial:

1. As a human being it is quite natural that we get influenced negatively or positively but important is to readjust our thoughts to neutrality.
2. People may have their own perception about your partiality. However you need to continuously introspect your attitude.
3. Encourage feedback from your closed people to have judicious view of your actions.
4. The world is full of illusion. People are experts in wearing masks. Keep a penetrating view to look at reality.
5. In spite of all precautions, if you have behaved partiality, take corrective action to save the face.

---

जैसे का तैसा दिखे, ना ही पक्ष विपक्ष।  
सम्यक दृष्टि आपको, रखती है निष्पक्ष।।

## AYL

### Are You Learning?

We have an opportunity to learn at every moment, in every situation and from everyone around us. Thomas A. Harris, an American author & screenwriter in his bestselling book "I'm OK, You're OK" has narrated 4 situations of human interactions as follows:



1. I am not OK, You are OK. Normally a child interacts in this way with parent.
2. I am OK, You are not OK. Normally parent communicates with a child in this way.
3. I am OK, You are OK. Normally an adult interact with another adult in this way.
4. I am not OK, You are not OK. A child may interact with another child in this way.

One learns best when he/she behaves like a child or student. When you behave like a parent, you stop learning. Learning is possible only when you think that your pot is still empty. When you have an ego that you know all and you need not learn anything, you start sliding down in knowledge and wisdom.

#### **There are 2 ways to learn:**

1. To learn from others failures and successes.
2. To learn from own failures and successes.



Wise person will use 1st option more than 2nd option because 1st option is the most easy and economical. However, when we learn through 2nd option, it may be time consuming and expensive but it is ever-lasting. In 2nd option one has to go through lot of pain and but that makes learning more effective.

Learning is not enough if it is not applied. Application of knowledge is wisdom. Learning lies between ignorance and wisdom. Learning can be about professional skill or personal attitude but important is that one continues learning till his/her last breath.

**5 signs of a lifelong learner:**

1. Learners are good listeners. They talk less & listen more.
2. Learners are inquisitive and question more.
3. Mostly the good readers are good learners also.
4. Learners are open to criticism. They have fewer egos.
5. Learners are adventurous.

---

सुने अधिक कम बोल कर , रखे हमेशा ध्यान।  
जीवन का हर पल हमें, बाँट रहा है ज्ञान॥

## AYM

### Awaken Your Mind



Eyes are useless when our mind is blind. Mind is blind when a son cannot read disappointment in eyes of parents. Mind is blind when a husband cannot read the heart of wife or vice versa. Mind is blind when a boss cannot read expectations of a subordinate. Mind is blind when teacher cannot read mind of a student.

Mind is blind when a friend cannot read body language of another friend. You may be extra ordinary intelligent but your mind is blind when you are emotionally dumb.

To differentiate between IQ and EQ read my another blog at-Most of the problems in our life are because neither have we understood our own feelings nor we understand and care for feeling of others. We become so overwhelmed by our own desires and greed that we just cannot see what others are going through. We never try to step into the shoes of others and see from their point of view. Everyone has their own world, thoughts and circumstances. Everyone see the things from their own point of view but great people are those who can peep into the mind, heart and thoughts of others and act accordingly. For that, one need to be alert and conscious all the time while interacting with others.

#### 5 Tips to awaken your emotional intelligence:

1. Whenever you are not alone, be alert and conscious and give full attention to your surroundings.
2. Try to read and listen unspoken words and unexpressed thoughts. It requires practice but it's not difficult.
3. In case you are doubtful about your assessment, simply ask others and clarify your thoughts.
4. If it is not inconvenient or harmful to your personal interest, try to act according to others wishes. You will be able to develop fruitful and long lasting relationship.
5. Be genuine in your attitude and behavior. If you are honest in your behavior, people do not mind forgiving your blindness of mind.

---

खुली आँख से पढ़ सके, नहीं किसी के भाव।  
मन जागृत करना पड़े, होगा तभी प्रभाव।।

## AYS

### Are You a Strategist?



Strategist is a person who decides the path to be taken to reach final destination from the current position. Imagine that you want to conquer Mount Everest and presently you are at base camp. Good strategist will select the best path to reach the destination so that the journey is fast and safe. In our day to day life also we have short term and long term

goals. The task of strategist is to make effective plans to achieve those goals.

Primarily in any organization, it's a leader's responsibility to set the vision and decide the strategy. Organization's growth or decline depends on leader's vision and strategy. Apart from overall strategy, there can be several strategies as per functional areas such as marketing, finance, operations, HR etc. Strategy is the main component which decides whether an entire organization is working effectively or not. Once the strategy is decided then entire team walks efficiently on that path to reach the goal.

#### 5 attributes needed to be a strategist:

1. Good strategy is a combination of experience and imagination. It is very difficult for a completely fresh candidate to be a good strategist.
2. Strategist believes in brainstorming. He develops maximum possible options to reach goal, evaluates them and selects the best one.
3. Strategist is a good team builder. He knows that for execution of his plans, he would need a strong and competent team.
4. Strategist is a good problem solver. He understands that lot of unforeseen factors will erupt during execution and he has to convert those problems into profits.
5. A good strategist always keeps Plan B as a backup. Strategist never falls in love with particular strategy. As soon as he finds that a particular strategy is no more useful, he immediately changes the path.

---

संयोजन पथ का करे, सुगम रहे हर राह।  
लक्ष्य प्राप्ति के लिये, ना कोई परवाह॥

## AYT

### Are You Tolerant?

Before we deeply analyze the level of tolerance, we need to understand real meaning of tolerance or intolerance. In spite of having different views on any particular subject, about any individual or group, situation or circumstances, if one



accommodates and respect other's opposing views, that person is tolerant, otherwise intolerant. Whenever I want to know deeper meaning of any word, I turn to Hindi and Sanskrit. Not only because my entire education was done in Hindi language but I feel Sanskrit is a complete and logical language. In Hindi "TOLERANT" means SAHISHNU (सहिष्णु). It is a combination of 3 words – SAH (togetherness), EESH (God or supreme power) and ANU (Atom). So, when every particle in the universe lives in total harmony with each other, a society or an individual will be called Tolerant. People are naturally diverse; only tolerance can ensure the survival of mixed communities in every region of the globe. Entire cosmos is inter dependent and seeks to support each other.

On other hand men who are most intelligent but most selfish creature on this planet, eliminate other entities for their own greed. If we look at the history there are N numbers of incidences where rulers killed general public to force their thoughts and beliefs. From ages the world is divided physically psychologically, economically, intellectually and spiritually. For any being, survival is most important. Every creature has to be intolerant for basic needs such as food. The tiger when kills deer to fill his tummy, cannot be titled as intolerant creature. Once his hunger is satisfied, he will not attack anyone till he becomes hungry again. But human beings are the greediest creature and who keeps on crushing others for selfish reasons.

Before the invention of money/currency, societies were interdependent and had tolerant view for each other. Now days we are dependent on money and once we



achieve enough of that, we start feeling independent and do not care for others.

**Our behavior about Tolerance can be classified in 4 ways:-**

- Tolerance towards Tolerant people
- Tolerance towards Intolerant people
- Intolerance towards Tolerant people
- Intolerance towards Intolerant people

I do not think that above behaviors need further explanation. One behaves as per his nurturing, education and experience. However the most unacceptable behavior is intolerance towards tolerant people. No person can be 100% tolerant or 100% intolerant. People adopt behavior as per time, people and circumstances. We cannot say whether tolerant behavior is good or intolerant behavior is bad. If our children behave immorally, we have to be intolerant. As a nation we cannot be tolerant towards a hostile country. We cannot be tolerant towards terrorists.

5 tips on how an individual or a society can be more tolerant:-

1. Listen patiently and carefully without jumping to any conclusion.
2. Try to understand other person's point of view before expressing your opinion.
3. The leaders of the societies, countries, religions, communities, celebrities need to be very sensitive before they express their views. They must express mature and tolerant views for other people who belong to different group than theirs.
4. Every human being must be free to have his own set of beliefs and values and others. And everyone should respect other's beliefs and values even though their own beliefs and values are totally opposite of others.
5. Agree to Disagree – A real spiritual person is one who can accept other creature as they are, rather than as he wants! However, one shall not tolerate terrorists, murderers, thieves or destroyers.

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जब सह, ईश व अणु मिले, हो सहिष्णु निर्माण।  
बाहर से हम अलग है, भीतर एक ही प्राण

## AYV

### Are You Visionary?



It is difficult to conclude whether “Vision Activates Wings” or “Wings Elevates Vision” and whether “Action Illuminates Vision or “Vision Induces Action.” But there is no doubt that, Vision and Action both are essential ingredients and Vision precedes Action. Vision without action is just a wish and

action without vision may not be effective.

Most of the leaders are good at visualizing the final goal and forming the effective strategy but they may be poor at execution. If they get support of good executing managers, they attain success easily. A great leader is one who can drive team on well thought out strategy towards the final goal. To have a pre-defined vision is the first step for having a winning and successful team. Having a shared vision can be the best situation but generally it so happens that leaders visualize and share their vision with their team with an aim to get it fine tuned and form a right strategy. But the very attribute of a great leader is to have a great vision at a first place and this cannot be delegated or passed on. Visionary person can either predict future with utmost accuracy or can build the future the way he/she wants.

#### 5 attributes of a visionary:

1. Visionary leaders gain expertise in their domain.
2. They are deep thinkers with strong imagining capabilities.
3. They have an ability to visualize the consequences of their actions and strategies.
4. They are risk takers and have the courage to go ahead against all odds.
5. They may change the strategy but they rarely change their ultimate goal.

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खतरों से हैं खेलते, परिणामों को जाना  
एक सफल नेतृत्व की, दूरदृष्टि पहचाना।

## BEE

### Be Effectively Efficient

#### How to become effectively efficient:

In our day to day life we play dual roles. As a Manager, we manage the things and as a Leader, we lead the people. At higher level the role of leader is more prominent and at lower level the role of manager is more significant. Manager needs to be more efficient and leaders need to be more effective.



Efficiency is driving the car as fast as possible where as effectiveness is driving the car on the right road. Leader with a long term vision decides the right road whereas manager with the efficient systems and proper resources drives the vehicle as fast as possible. Efficiency and effectiveness, both are important but importance is subjected to the kind of role you are playing.

#### 5 Tips to be more effective:

1. Create a long term vision. At least 5 years ahead.
2. Have a proper study of market and competitors.
3. Evaluate all possible paths and select which is most cost effective and quickest possible.
4. Keep alternate path ready.
5. Take quick action.

#### 5 Tips to be more efficient:

1. Get competent people in your team.
2. Create efficient systems.
3. Define clear roles and responsibilities.
4. Set time bound goals and act accordingly.
5. Have proper feedback and review system.

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देगी क्षमता आपकी, निश्चित एक प्रभावा।  
समयबद्ध हो लक्ष्य सदा, उत्तम मार्ग चुनावा।

## BFG

### Be Firmly Good

Someone asked me question on Quora. What should I do to maintain a good character with confidence? When I talk to people with respect they think that I am weak and try to rule me and when I act confidently I lose my goodness and people think that I am proud of something in life. Prior to this few days back I read this line “Be Good Without Being Weak”. The question is how to be good without being weak. This dilemma comes in personal life as well as professional life. If we are polite and sweet in behaviour people think that we are weak but if we are strong and firm, people think that we are not a good person.



Very few people we find in life those are good and polite as well firm and strong. My taiji (aunty) was one such kind of person. She used to be always smiling but always knowing what is right to do. She will not scold anyone but her polite and firm sentences were enough, everyone to fall in line, not with fear but with respect. You may also find such persons in your life if you see around.

#### **When we study such people we find that they have following 5 qualities.**

1. They are knowledgeable about their field and they know very clearly, what they need to do.
2. They are always smiling, polite but firm in whatever they say or whatever they do.
3. They never raise their voice but communicate very clearly, what is to be done.
4. They never hesitate in taking lead and by defecto also people make them leader and they fit in leadership role very swiftly and comfortably.
5. They are good listeners also and everyone feel very comfortable and at ease in their presence.

मजबूती के साथ में, रखिये अपनी बात।  
मुस्काता चेहरा रहे, अच्छे हो जज़्बात ॥

## BMV

### Be My Valentine

For my age people (1956 Model) it's a new word that came into understanding only in the last decade. It is being said that put a finger in front of nose of any man and if no air is passing through it then you can conclude that he has stopped thinking about romance. The problem with men is that his body is subject to decay but his mind remains young till last breath.



Anyway purpose of this blog is not to explain about modern day romance but to give deep meaning to the word valentine. I wish to celebrate this day by falling in romance with whatever I do and extending my love to all beings.

Nothing worthwhile can be achieved unless and until you become passionate about your work and purpose. Before sleep if your mind is not with your goal and after wakeup if the first thing is not your purpose in your thoughts then certainly you are not passionate about your goals. On this valentine day, resolve to fall in love with your purpose, goal, target etc. The purpose of our existence is to become best in whatever we are doing. If you are a cook, try to become most passionate cook or if you are a cleaner, try to become the best cleaner around.

Being a Jain, I have been taught from my childhood not to kill even a mosquito or any living being, not even the plants. In other words the lesson is to love all living being. Everyone has equal right to live on this planet. The principle is simple. If you love someone, you cannot think of harming them. In Jainism, we have tradition that one day in a year we seek apology for all our thoughts, words and actions if that had hurt anyone knowingly or unknowingly.

So on this valentine day, I invite you all to "Be My Valentine" and I shall love all living beings.

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जो भी साथ जीवंत है, करिये उनसे प्यार।  
वेलेंटाइन संत के, यही सत्य उद्धार॥

## BPB

### Be Performance Biased

**In any organisation, staff can be divided in 4 quadrants.**

1. Performers with positive behaviour
2. Performers with negative behaviours
3. Non-performers with positive behaviours
4. Non-performers with negative behaviours.



Quality of good leader shall be to get rid of category 3 and 4 as soon as possible. It is not possible that your all employees can fall in 1st category. There will be few very good performers but will fall in 2nd category. Problem starts when those employees reach to the top level. They become necessary evils.

If one wants to take organisation to the next level, he will have no option but to be performance biased. All efforts shall be to identify 2nd category employees at early stage and push them to 1st category by positive strokes, necessary training and employee engagements. It is easier said than done because behavioural characteristics are more influence by genes and childhood grooming. However if you are able to maintain a culture of positivity in the organisation, you can succeed in maintaining harmony and atmosphere of positivity within the organisation.

**5 tips to deal with good performers with negative attitude:**

1. Identify such people at early stage before you push them higher in the ladder based on performance.
2. Arrange proper training programs for them and talk to them regularly.
3. It will be very difficult to eliminate their negativity but with good efforts an atmosphere of harmony can be maintained.
4. Be cautious in raising their level because they may reach to a level of no retrieval and become harmful at the later stage.
5. Don't hesitate to take tough decisions when you find that organisational interest is more important than personal appeasement.  
Be performance biased, not person biased.

गुणवत्ता के पक्षधर, रहियेगा श्रीमान।  
सकारात्मक संस्कृति, करे सफल संस्थान।।

## BSS

### Be Sensibly Sensitive

When you are very fragile about your emotions, you are sensitive. But when you are very careful about the emotions of others, you are sensible. According to Richard Nordquist, Grammar & Composition Expert, the most common meanings of the adjective Sensible are- practical, reasonable, having (or showing) good sense or sound judgment. The most common meanings of the adjective Sensitive are- easily hurt or offend, highly perceptive, quick to respond to slight changes. Many people call themselves sensitive but when you deeply analyze them, you will find that they are sensitive about their own feelings. They keep hurting others without realizing it.



Daniel Goleman in the book Emotional Intelligence (EQ) explained that your EQ is higher when you are competent enough to understand impact of your words and actions on the feeling of others. For most of us it is easy to understand when someone hurts but difficult to empathize feeling of others caused by our own words and actions.

When you feel hurt, think from others point of view. His/her background, education, experience, basic nature and your relationship with them. Your pain will reduce after understanding the real reasons. Being sensibly sensitive requires balanced use of mind and intellect.

#### 5 Tips How to be sensibly sensitive:

1. Be conscious of the consequences of your actions.
2. Analyze the actions of others before reacting.
3. Be quick to seek apology if unintentionally you have hurt someone.
4. Learn to let go.
5. Give benefit of lack of wisdom to others.

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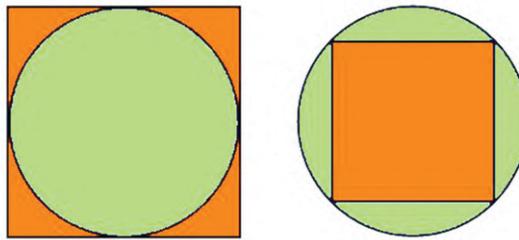
कभी किसी के भी कहीं, टूटे ना ज़बात।  
समझदार भावुक रहो, समझो सब की वात॥

## CNC

### Changes are Not Compromises

We all face events in life that requires lot of changes in our life style. Going to school, college, job, marriage, kids, parents care etc. The biggest event in our life is marriage which requires lot of changes in our life style. But most of couple thinks that they are making compromises. Word compromise is bit negative where as word change is positive. Let us change rather than let us compromise.

When 2 people have to live together or many people have to work together, every one needs to change his/her style a bit otherwise it may be uncomfortable for other to live or work together. Your thoughts, your words and your actions may be right according to your perspective but other may not like it or appreciate it. Don't expect other member to be your photocopy. We all are unique and have unique gene, upbringing, education and experiences. We all are looking at the same elephant but with different angle.



The best way to succeed in married life or work culture is to make changes in your style so that other person is not uncomfortable as long as it is not amounting to compromising on your principles and values. Even your principles and values may be right according to you but not correct according to other person. So keep ultimate goal in mind which is happiness in life and organisational goal at work.

The best way to lead happy and successful life is to keep making changes in interest of your ultimate goal and accept the people way they are rather than expecting them to be way you are.

#### 5 tips for making changes in life:



1. Set clear goal for each aspect of your life. Health, work, relationships, finances, hobbies etc.
2. We are not alone in the world. We have people in our life, some at close some are distant. So be emotionally intelligent and understand their liking and disliking and make changes in your life style as long as it's not compromise on ultimate goal.
3. Clear and straight communication is critical in every relationship. Presumptions kills the relationship faster than termite.
4. Have a periodical dialogue between/among members of family and work to discuss what thing or attitude is making uncomfortable to other member and change if needed.
5. Don't consider change as compromise. We all need to change a bit to fit in ultimate picture of life.

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स्पष्ट लक्ष्य के साथ में, बदले हर प्रतिमान।  
समझौते के स्थान पर परिवर्तन को मान।।

## CRS

### Choose YouR Side

we will place our support. It may be with family, at work, with friend or in society. Normally we have 4 choices.

1. To stand with weaker
2. To stand with strong
3. To stand with right
4. To stand with self interest

Most of us stand with our own interest and on the top we justify that we are right. However it take guts to stand with right and weak. It is not necessary that weak is always right and also it is not necessary that strong is always right. To know that what and who is right and what and who is wrong requires lot of rationality with wisdom. Most of the time our self interest cover our wisdom like cloud covers the sun.



I often say that it is easy to choose between right and wrong but very difficult to chose between wrong and more wrong or right and more right. Geeta reveals that Krishna chose Pandavas because they were right and on the path of Dharma where as Kauravas were wrong and path of Adharma.

#### 5 tips to help in choosing sides:

1. Analyse the situation from as many views as possible.
2. Momentarily keep your interest aside and review the situation.
3. Hear and learn all the sides, their stand point of view. Try to step in shoes of others.
4. In case you choose the side which is contradictory with your loved ones, explain them your reasons. Some times keeping yourself neutral may be better option to save the relationship.
5. If you are convinced that you have chosen right side then stand like a rock.

बलशाली, कमजोर या, सही गलत के साथ।  
चुनिये अपने पक्ष को, रखिये सच पर हाथ।।

## CTA

### Success is **C**onverting **T**houghts into **A**ction

If someone asks me the one reason for success of world class leaders, I will say that they quickly convert their thoughts into action. Most of us waste time on thinking, thinking and thinking. Taking action require guts, confidence and courage. It is not necessary that all actions will result into success but every success is the result of actions. Big success requires big actions, small steps covers shorter distance. All of us see the opportunities related to our dreams and desires but few of us act with determination and dedication.



Only action is not important but wise and quick action is important. Many of us take wise action but delayed one or take quick action but not wise. Wise action can be defined as the action which is beneficial to the most of parties. Wise person is one who can be right in most of the situation, to the maximum of people and at most of the time. The quality of your decision and action cannot be better than quality of your wisdom. Wisdom evolves with the experience and learning.

#### **5 Tips to convert thoughts into actions:**

1. Be clear about your vision, long term and short term goals. Thoughts and ideas will occur surrounding your goals.
2. Keep your pocket diary or notes in mobile handy for writing thoughts and ideas as they occur. We have tendency to forget.
3. Evaluate thoughts and ideas for action. Pros and cons. Positive and negative effect on all concern.
4. Take quick action for implementation.
5. Review the impact of your action and modify your strategy if needed.

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अपने सोच-विचार का, तभी सफलता नाम।  
परिवर्तन होकर बने, अच्छा कोई काम।।

## CWC

### Consume With Care

You might have heard saying Hindi ?? ???? ?? ?????, that condition of our planet (dreams) and just one supposed to fulfill the providing resources to

If we spiritually look will find that Mother about the weirdness of Mother Earth has given Matter, Fire and Space is fixed. Human can just shape and color but in reality same. Mother Earth does not have worry about the rise or drop of temperatures, earthquakes or volcanoes, storms or tsunami. It is the human being who is getting affected by abusing the nature. Survival of human being is at stake and billions of other animals suffer without any fault. In the context of nature protection, animals are more intelligent species than human because they probably understand the balance needed on earth and hence they live in complete harmony with nature. But human being, who is continuously evolving and striving for the best resources, does not live or act according to nature's will. In this process humans are destroying their own dwellings by acting against nature.

I go back to 1960s and recall my life as a child in Jodhpur, Rajasthan, India. We used to follow 3 principles (reduce, reuse and recycle) without any formal education or understanding their impact on environment. First R is Reduce our electric and water consumption to a bare minimum. We were not allowed to waste food and used to get new set of clothes only once in a year on diwali. Thus, Consumption was less even though people had enough money.

Reuse was the way of life. Like, using leftover food for breakfast on the next day

One Women 100 Suitor or in fits well with present earth. 7 billion people Mother Earth is dreams of all by each and every one.

in to the situation, one Earth is least bothered human dreams. 5 elements – Air, Water, and the overall quantity change the composition,

the total resources remains same. Mother Earth does not have worry about the rise or drop of temperatures, earthquakes or volcanoes, storms or tsunami. It is the human being who is getting affected by abusing the nature. Survival of human being is at stake and billions of other animals suffer without any fault. In the context of nature protection, animals are more intelligent species than human because they probably understand the balance needed on earth and hence they live in complete harmony with nature. But human being, who is continuously evolving and striving for the best resources, does not live or act according to nature's will. In this process humans are destroying their own dwellings by acting against nature.



morning by re-cooking it or using discarded cloth bags for buying vegetables and other shopping, making paper bags from used note books and old newspapers etc. I have gone through excellent example of water recycling. In Rajasthan there was an acute shortage of water. My mother use to give me bath in tub, reuse that water for washing the clothes in tub, again reuse the same water for mopping the floor and finally use the same water for flushing in the toilet. Now-a-days, this 3R concept is heard in corporate/environment conclaves but very little is known and practiced in modern urban homes.

**5 tips for making WED meaningful:**

1. Apply 3R (Reduce, Reuse and Recycle) in a day to day life in true sense.
2. Do not miss an opportunity to plant a tree and taking care of the same.
3. As far as possible, use renewable energy sources such as solar, wind, organic food and fertilizers etc.
4. Implement rain water harvesting in your premises.
5. Educate your children, friends and family about “Consume with Care” and forward this message in your groups.

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जल थल अग्नि वायु व्योम, मिले नहीं हैं दान।  
सोच समझ वापर करें, धरा मिली वरदान॥

## CWW

### Create Wonderful World



Every person has his/her own world. The person might not be able to control anyone else but one has full control on his/her body, mind, heart and soul. By wisdom, power, money and fame, one can expand his/her circle of influence and can have indirect control or influence on many people around. To create wonderful world around us, we need to adopt 3 principles.

#### 1. Love All Being:

Every religion/ philosophy teaches us about not harming anybody. Buddhism talks about compassion, Jainism-Ahimsa, Islam-Brotherhood, Christianity-Service and Hinduism-Worship. The quintessence of each religion is to love every living being. Every creature of the earth has equal right to live on planet and human being has more responsibility to love and protect them because he has been bestowed with intellect and wisdom.

#### 2. Do your Duty:

In life, we play many roles such as a child, parent, sibling, spouse, member of a community, society, religious group, boss, colleague, subordinate, citizen of nation and member of the planet. Every role demands certain responsibilities and duties. Our dharma is to discharge those duties as diligently as possible. Sometimes it so happens that in a relationship, other person is not fulfilling his/her duty and due to that we may decide not to fulfill our duty as well. This may satisfy our ego for time being but won't enrich our mind.

#### 3. Enhance Your Wisdom:

As per Hindu philosophy, ultimate aim of all living beings is to achieve MOKSHA. Only humans are capable of achieving it as the door of moksha can be opened through intellect. To create a wonderful world around us we should keep enhancing our wisdom by reading books and listening to enlightened souls. Wisdom helps to keep our thoughts streamlined, our words in control and to perform actions that are beneficial to all.

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सर्व धर्म सत्ता कहे, करके सबसे प्यार।  
बुद्धियुक्त कर्तव्य से, रच अद्भुत संसार॥

## CYS

### Control Your Senses

Once a motivational speaker placed one dot on a blank chart and asked everyone, what they can see. Everyone answered – a dot. Amusingly, you can see the small dot but not the emptiness on paper, he said. It's like few people see half glass as half full and some view it as half empty. Our 5 senses – eyes, ears, nose, tongue and touch are always at work. What you see, hear, smell, taste and touch gets converted into feelings and they are transmitted to mind. When they are analyzed by our conscious mind they stay in our subconscious mind.



When two people see the same thing, there is a difference in their perception level. Different people perceive the same situation differently based on their education, background, experience, upbringing, knowledge etc. At this point it is relevant to recall the story of blind students and elephant as narrated in ancient Buddhist literature. Few blind students who had never seen and heard about elephant went into forest and found an elephant. Every blind person touched the different body parts of elephant and described elephant in their own way. Jainism also described it as ANEKANTAVAD doctrine of pluralism which explains that even the truth is perceived differently by different people based on their view points.

Our view point lies on the scale of highly negative thought at one end and highly positive thought on the other end. Here it is important to keep your needle towards the side of positive thoughts. As a human being it is quite natural that our thoughts may drift to negativity but we need to monitor & control our mind continuously to bring all senses and feelings towards positivity. Till we attain enlightenment, it is a continuous process to keep the horses of senses under control.



Someone has said, “What you sense, it becomes your feelings, feelings get converted into thoughts, thoughts becomes words, words get converted into action, action becomes habits, habit forms character and your character becomes your destiny. So control your senses, they make your destiny.

**5 tips how to control senses:**

1. Always be very conscious of your senses. Either your mind will control your senses or senses will start controlling your mind.
2. It is a natural tendency of senses to drift. Not to worry, you can get back towards positive side.
3. Reading good books or listening to motivational speeches helps in enhancing wisdom. In-turn they control senses effectively.
4. Do not feel guilty about negative thoughts, words or action. Past is not important, future is critical.
5. It is easy to control action, difficult to control words and very difficult to control thoughts. Deal accordingly.

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जिसने वश में कर लिया, अपने मन का मोर।  
उसके हाथों में रहे, जीवन की ये डोर।

## CYW

### Create Your World

Small or big, every living creature has its own world where it lives with its pleasures and pains. Plants and animals create their world for satisfying the need of hunger, safety and reproduction. Their ability to create the world is limited. Human beings have potential to enlarge their world to a greater extent. A celebrity or politician may have much larger world as compared to a beggar. We do not have any control on our own creation but we have full control on expanding our world. The problem is that most of us take the given life as granted. Very few people realize their potential and take efforts to continuously expand their world.



If we do not take charge of our own world then we will have to live with the world given by others or live in the world of others. In that case we may not have any control on the environment. It may be full of pleasure and happiness or pain and agony. As a human being our initial years are spent under protection and guidance of parents, teachers, family and friends. But as we grow, we need to learn how to expand our world so that it is filled with happiness and success.

#### **5 Steps for creating your world:**

1. Find out your Purpose: The question “why am I” is more important than “Who am I”. It may not be possible to know the ultimate purpose of our life but what you want to achieve in short term to medium term can be easily established. By the way, the second best purpose is HAPPINESS. First may be attaining enlightenment or MOKSHA.
2. Make the Strategy: Once the goal is established, explore and select one best strategy to achieve that purpose. Like for achieving your financial goal, you may consider between Entrepreneurship and Employment.
3. Select the People: Few people will bring joy in your life and few may bring agony. Few people will help you in achieving your purpose, few



may become obstacle. You need to find out. It may not be easy to bring in people in your life or throw them out from your life but once you know the difference, you may try to get surrounded by people who really bring happiness and success in your life.

4. Help Others to Expand their World: While creating your world do not forget that you are the part of bigger world and your world is entangled with the people surrounding you. Your world can not be in isolation. The best way to have expanded happy world around you is by helping other people expand their world.
5. It's a Continuous Process: Creating your happy world is not a onetime task. It's a continuous process. It lasts till you live. If you stop expanding your happiness and others happiness then you are no less than dead wood. Pains, obstacles, problems, road blocks will keep coming in the form of people or circumstances. Some will be under your control and solvable but most may be out of your control and not-solvable. You have only 2 options. Isolate yourself or accept as destiny.

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सृजन करे निज विश्व का, होगा तुम्हें गुमान।  
रहे नियंत्रण हाथ में, निज क्षमता सम्मान॥

## DCD

### Dont Change Destination

Mountaineer will change the path if he comes across any obstacle on the way but his destination is always the Peak. A river changes the course but her destination is always the Ocean. On the path of life, we are in one of the five situations described below.

1. Person neither has any path nor any destination. Such people are mostly not doing much to alleviate their life and soul.
2. Person is actively doing something but neither the path nor the destination is clear to him. They may reach anywhere.
3. Person has knowledge that it is a good path but not much aware of about the destination. Mostly these people follow the footsteps of good soul and hope that they will also reach to good destination. Such people enjoy the journey and they are not much bothered about destination.
4. Person has clarity about destination but not sure of the path. They just keep the final destination in their mind and keep walking. They change the path as soon as realize that they are waking on wrong path.
5. Person who is clear about his destination and certain about the path. Quite possible that neither such destinations are great nor that path is exciting.

In case proper thought is not given while deciding final destination and consequences of walking on the path towards destination, chances are bright that one may have to change vision and mission frequently. That will result into waste of time, energy and resources.

Deep thinking, creativity, knowledge and experience are needed to decide vision or final destination. This will ensure effectiveness of your efforts. Right selection of path is needed to achieve highest efficiency. Though, effectiveness and efficiency both are needed for success in life; effectiveness is more critical.

It may happen that we need to change our strategy. However one shall not change the final goal unless it is established that there is no point in pursuing that goal.



छेड़छाड़ मत कीजिये,, कभी ध्येय के संग।  
बदल दीजिये रास्ता, अगर हो रहे तंग॥

## DLH

### Don't Leave Hope



Probably there is no one who doesn't reach to a situation of hopelessness at one point of time in their life. We are dependent on so many external factors that sometimes we reach a point where we are totally helpless. At that point we have 3 choices. First is to keep at least 1% hope to overcome the situation and go on doing the best possible. Second is to surrender yourself to the things, situation or people

and let destiny take its own course. And the third is to give up and run away from the situation.

Someone has said that, "If you think you will succeed you are right and if you think you will lose you are right". So, the success is completely a matter of positive thinking. Positive thinking is nothing but another expression for hope. When my father got detected for cancer at last stage and doctors anticipated just 3 months of life, he lived for next 3 years only because of positive thinking, positive attitude and never lasting hope. In my opinion hope is the single factor which differentiates successful people from failures.

#### **5 Tips to keep hope always alive:**

1. As soon as you wake up in morning, count your blessings.
2. Think of innovative ways to overcome the situation.
3. Performing continuous action is a key to keep hope alive.
4. Sometimes giving a break can offer new solutions.
5. Sometimes external factors and destiny are not in our control, then accept the situation and live with it.

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आशा का दामन सदा, कस के रखियो थाम।  
सकारात्मक सोच के, सुखद होत परिणाम॥

## DPW

### Dilute Poison Within

As per Hindu Mythology, Gods and Demons once churned the ocean of milk to obtain nectar. While extracting nectar, lot of poison surfaced up. To save the world from the effect of poison, Lord Shiva consumed the poison & hence he is also called as Neelkantha. In this contemporary world, lot of poison is being created around us. This poison may be in the form of greed, jealousy, anger, ego, hate etc.



There can be 2 causes of this evil spread. One that people have against us and another that we have against others. There can be 2 reasons for people having spite against us. First is that they do not support our words and actions and second is they are jealous of our prosperity. For second reason

you are helpless but you can control your words and actions in such a manner that people have minimum grudges against you. What people think about us is not in our control. But what we give them to think about us is in our control. When you cannot change thoughts of people just ignore and do not pollute your thoughts otherwise you will be accumulating unnecessary toxins in your mind and body.

The worst toxin is the one we gather against others without any awareness about other person. This happens mainly due to our ego, greed and jealousy. It gets accumulating and one day with little trigger it comes out as ugly vomit which spoils our relationship as well as our peace of mind. Our all efforts should aim towards zero accumulation of such malevolence in our mind. However, being a human being it may not be possible to have nil ego, greed, hate and jealousy. But the key is to keep on diluting such thoughts regularly so they never get



concentrated so as to avoid their venomous outburst.

**5 tips to handle poison within:**

1. At the end of the day, recall your thoughts/feelings and try to find what negatives you think about others.
2. Put yourself in other person's shoes and try to understand from his point of view. Chances are that your negative thoughts will dilute considerably.
3. In case you have developed greed or jealousy towards someone, analyze the reasons for the same and try to replace with positive thoughts.
4. If someone had hurt you without your fault, rather than developing ill feeling for the same person, plan to have one to one interaction to clarify the matter.
5. Forget and forgive is the best mantra to deal with negative feelings towards others.

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बिना विचारे मत रखो, जहर किसी के नाम।  
जहर जमा करना नहीं, मन-उपवन का काम।।

## DSE

### Dealing Side Effect

I was reading a blog on “7 surprising ways meditation can be hurting you” <http://www.thisinsider.com/why-meditation-can-be-bad-2018-3?share=f0b9d422> and idea clicked to write this blog. Earlier mostly I have used the term “side effect” in term of medicines. However there is nothing in this world which don’t have some side effects including mother’s love or father’s duty or spouse care. I know one my uncle who takes extra ordinary care of his ailing wife, that has made my aunt completely dependent on him and she does not want to do any thing.



Whether it’s a fruit or vegetable, whether it’s live or care or whether it’s meditation or hard work, every thing have some side effects. However those side effects may not be much harmful or can be avoided if we know about those and deal them properly. We need to weigh the cost benefit analysis of every action. If we are receiving something then some price need to be paid.

#### 5 tips for dealing with “side effects”

1. Don’t get carried away by the benefits and good side of any action. Whatever it may be. Every thing in this universe has 2 side of coin. Positive and negative.
2. Find out what are the side effects and do proper cost benefit analysis.
3. Find out the ways to neutralize side effects or accept those side effects with grace.
4. If the benefits are more than losses then only go for those actions.
5. With time, person and circumstances, intensity of side effect changes. So one need to be continuously alert about side effects.

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समय व्यक्ति, परिवेश की, करे तीव्रता काम।  
होता है हर बात का, कोई दुष्परिणाम।।

## DSN

### Diplomatically Say No



In my opinion saying NO to someone shall be last option. If a person is seeking your support in any way and in any matter, he/she considers you to be capable of for doing help. Person seeking your support may be family, colleague, friend or acquaintance. If your some time, money or resources can solve his problem, do not consider that you are doing favour to him. Either you are repaying your debt or he

will repay you in future. Just help and forget without any expectations.

However some time it so happen that other person is taking undue advantage of your good nature or you are not having enough time, money or resources to help others. In such situation mostly there is no option left but to say NO but wait still you can have 2 options before flatly saying NO.

One is politely DEFER the matter for future and another is REFER the matter to someone else who can help. If both the options are not possible than politely say NO to person and if possible explain the reason why you can not help in the matter and why you have no option but to say NO.

#### 5 Tips to before saying NO.

1. Help the people if you can. Giving without expectation gives immense satisfaction.
2. In case you are not in position to do NOW, politely defer for future.
3. In case you do not have capabilities to help in the matter REFER to other capable person if possible.
4. If not possible to help completely, try to give partial support.
5. If no option other then to say NO then say NO politely and if possible with reasons for not helping.

गलत फायदा आपका, ले कोई श्रीमाना  
बड़े वखूबी ना कहें, कहते सभी सुजाना॥

## DSO

### Develop Sensitivity for Others

It is wrong to say that people are insensitive. They are sensitive but they are sensitive towards self only. Selfishness and selflessness are two ends of one rope. The level of selfishness is determined by your level of materialistic needs. As your needs are high your selfishness will also be high and that will make you insensitive towards other people. As your needs reduce, it will increase level of satisfaction, peace of mind and selflessness. It will increase level of your sensitiveness towards others.

You will find that mostly in initial years of life when we have lot of unfulfilled desires, we remain self-centered and busy in fulfilling our needs and greeds. As we

grow and our needs start satisfying and greeds start reducing, we turn towards spiritualism, we start looking beyond self, we start understanding pain of others, we start learning joy of giving.

There are few souls who in spite of living in poverty, have sensitivity towards suffering of others. It is only because they have very less desires. At the other end there are people living with abundant resources but still no sensitivity towards others, you will find that their greed level is still very high. So it is not poverty or richness that decides your sensitivity but it is your fear and greed that decides your level of selflessness, happiness and peace of mind.

It is not possible in present world not to develop desires, problem is when our desires are coupled with greeds. Greed will paralyse your intellect and will diminish power to differentiate between what is right and what is wrong. Greed



will give strong logics to prove that nothing is wrong as long as you can satisfy him.

In nutshell desires leads to greed, greed leads to selfishness, selfishness reduces quality of intellect, that will not allow to differentiate between what is right and what is wrong and that will make you self centred and will make you insensitive towards others.

**5 Tips to develop sensitivity towards others.**

1. Keep the desires without greed.
2. Try to walk in the shoes of the others and see. The things from their perspective.
3. Treat people well specially who are lower than you in wealth, position and wisdom.
4. Develop empathy, good listening and understanding.
5. Do not react without giving proper thought to a situation.

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स्वार्थ या स्व से परे, एक डोर दो छोर।  
दूजों से संवेदना, देती सुख का ठौर।।

## DYM

### Drive Your Mind

Most of the time we are worried whether our employee is working productively or wasting time but we are unaware that how in-efficiently and in-effectively our own mind is working. If your mind is inefficient and/or ineffective how can be your performance be the best. Our destiny precedes our actions. Our action precedes our thoughts. Our thoughts are regulated by our feelings, past experiences and leanings. Very few of us at very few of occasions can regulate our mind. Our mind is horse without rein. In Hindi we say,  $\text{u}\text{C}\text{E}\text{ç}\text{ } \hat{\text{A}}\text{T}\text{ç}^{\text{a}}\text{ N}\ddot{\text{y}}\text{ç}\text{ V}\text{ç}\ddot{\text{z}}\ddot{\text{a}}\text{g}\text{ç}$  If you want to achieve your dreams, desires, goals, purpose, you need to regulate your mind and thoughts.



For regulating the thoughts we need to be conscious of each and every thought is coming into mind and how it is getting processed. Whether we are thinking about the past, present or future, important is to remain alert and conscious of all the thoughts. Practically it is not possible to have 100% consciousness about the thoughts but if we can remain even 10% conscious, the results will be wonderful.

#### 5 Tips to regulate Mind and thoughts:

1. Decide the subject on which you want to regulate your thinking. Unless the target of thinking is not there, mind cannot be regulated.
2. Mind will keep on wandering. One needs to continuously stop and think what he is thinking.
3. Early morning time is most productive for critical matters. You need to sit alone with the targeted matter and think all aspect. Personally I prefer to do on morning walk.
4. Before sleep give some home work to subconscious mind. Think of some critical problem and sleep. Mostly you will find innovative solution as soon as you wake up.
5. Focus on present moment, present task in hand, ongoing meeting, conversation with someone. Mind will keep wandering. Bring back mind in present moment. If you are eating, focus on food and chewing, you will enjoy food much more and it will be chewed better.

लक्ष्य - इच्छायें - सपन, तब पाते है जान।

जब विचार-मस्तिष्क सदा, होते है गतिमान।।

## DYP

### Dedicate Your Prayers

I am born in a Jain family. Jainism is based on philosophy that your fate is nothing but result of past Karma (actions). Whatever you do today, will be your destiny which includes future births also. All the eastern philosophies are based on this principle. With that philosophy in mind, I never thought that prayers have any role in bringing happiness in our life or removing sorrow/pain from our life.

I would like to recall an incident when I got introduced to an elderly lady for some work purpose. We hardly met 2-3 times then. That time when I fell sick, somehow she came to know about it. Later I came to know that she actually walked 20 kms to a temple to pray for my wellness. Though I never had faith in prayers but I was touched by her gesture, selfless love and care for someone who is not even a close friend or relative.

After giving a much thought to the power of prayers, I realized that prayers are not powerful because somebody is sitting there, listening to your prayer and taking action for your well being. Instead, prayers help in increasing the faith in self and becoming psychologically as well as emotionally strong. And which in turn direct all universal forces to create situation/circumstances which are required to make prayers successful.

Most of us pray for greed of getting something or fear of losing something. The best thing which I learned few days back is – Everyday, one should dedicate a prayer for someone else, selflessly. I am not sure if that will help someone or not, but it will definitely give you the utmost pleasure of selflessness.

#### 5 Tips for Dedicating Prayer for others:

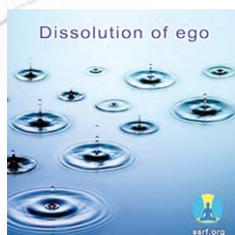
1. Everyday think of someone who is in some pain.
2. Pray to your God for his/her well being.
3. If you do not believe in any God, pray to the nature/universe.
4. You may devise your own method of praying.
5. Try to be as selfless as possible in prayers.



पूजा ऐसी मत करो, भय व लोभ हो साथ।  
परहित ही मन मे रहे, जोड़ प्रभु को हाथ।।

## DYS

### Dissolve Your Self



There are 4 elements of ANTAHKARAN (internal system) as per Indian scriptures. These are MANN (mind/ consciousness), BUDDHI (intellect), AHAMKAAR (Ego) and AATMA (soul). Most of us have unanswered questions in our life, like – Who am I? or Why am I? I am not wise enough to answer these questions. However, my thoughts about AHAMKAAR (ego) are as follow. To understand the real meaning of word I rely more on Hindi language. Because in Hindi language, every word is made out of logic. AHAMKAAR is a combination of 2 words. AHAM means I or me and AAKAR means shape or size.

As we all know; soul has no shape, size or color. But as soon as soul enters into body, it starts taking shape. Shape may be in physical, psychological, emotional, social, professional, intellectual etc. forms. As soon as I came in this world I became human being. I got name from parents. I became Oswal by community and Jain by religion. As a professional I became CA and got titles at work and in society. These all are part of my identity. Like that all of us have different identity. In sense of spiritually; name, community, religion, education, position etc. belong to us but we are not limited to these titles and possessions. They create our shape, size, position, relationship etc. but the question- who am I? Still remains unresolved.

To find out our real identity we need to drop our attachment to all these titles. We need to dissolve so called SELF. Then probably we may know our real identity which may be shapeless, colorless, formless etc. or we may call it soul – a part of super soul (PARAMAATMA). If we dissolve all these selves then there is no difference between you and me or even a mosquito.

Living in this world, it may not be possible to dissolve our all selves but meditating on that may help us to become egoless or close to egoless.

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नहीं अहम को अहमियत, कहता यही विधान।  
स्व को अपने भूलकर, मिलती है पहचान।।

## ECS

### Enhance Competence of Staff

Incompetency of the staff is one of the major problem of developing and under developed countries. The main reason for the same is poor education, lack of exposure and insufficient experience. There is no lack of sincerity or hard work but lack of innovative and smart work. Entrepreneurs neither have patience to train them nor ready to invest in the growth of employees. This ultimately result in to poor performance of individual as well as enterprise.



The difference in average organisation and world class organisation is quality of its employees. Once a great leader said that you take my all assets but leave my key employees and in no time I will again create a world class organisation.

#### 5 Tips to improve competence of staff:

1. Whenever you hire a new person, first create a job profile and role clarity and search person accordingly rather recruiting first and creating a position according to him. Neither recruit a over qualified person nor under qualified. Focus on quality of person while recruitment rather than quantity. Quality people are always expensive.
2. In any organisation only 5% tasks require innovativeness. 95% tasks are of routine nature. Create detailed processes and efficient systems for performing routine tasks so that dependence on human intervention reduces drastically. Use information technology as much as possible.
3. Invest continuously on training. Training is not an expense. Training shall be continuous process.
4. For existing employees try to match person's competencies with job requirement. If require shuffle the jobs among staff.
5. Tell people clearly what is expected of them. Set their goals in writing. Review the results periodically. Go in depth of non achievements of goals. Reset the goals for next period.

क्षमताओं को ढूँढकर, करें अगर पहचान।

बढ़ जायेगी कर्मठता, सफल रहे संस्थान।।

## EID

### Emotions Ignite Destiny

Previously I wrote 2 blogs “Dreams Drive Destiny” and “Actions Decided Destiny”. Now, I am writing on “Emotions Ignites Destiny”. You may get confused, whether it is emotions, or dreams or actions which decides destiny. Destiny is a destination and to reach destination we take up journey. Emotions, dreams, thoughts, actions are various processes which are required while having a journey. Most of you might have read that thoughts leads to actions, actions converts into habits, habits make character and character decides destiny. However, journey does not start from our thoughts; rather it starts from our emotions.



As soon as, our senses receive something from our surrounding environment, emotions are generated and are processed by ANTAHKARAN. <http://en.m.wikipedia.org/wiki/Antahkarana>. ANTAHKARAN has 4 inner organs as per Hindu mythology:-

1. Ahamkara (ego) – identifies Atman (self) within our body as ‘I’
2. Buddhi (intellect) – controls decision making
3. Manas (mind) – controls sankalpa (will or resolution)
4. Chitta (memory) – deals with remembering and forgetting

Thoughts are generated and firmed up by processing emotions in ANTAHKARAN. So emotions are basic raw material for creating destiny. For example, you see Sachin Tendulkar playing marvelous cricket and you get mesmerized. So in this case, your emotions are basically generating thoughts that you should become like Sachin. You form dreams and to materialize those dreams, you take actions and your journey started towards your goal.

Emotions are just starting point. One wrong step and your destination changes hence management of emotions is extremely important. If you analyze all successful people, you will find that they have analyzed and managed their emotions in their area of success very effectively. In a day we develop thousands of emotions pertaining to various aspects of our life but we get result in the area where we take forward our emotions to thoughts, actions and so on.

आते हैं परिवेश से, मन में अपने भाव।  
लक्ष प्राप्ति के लिये रखते भाव प्रभाव।।

## ENW

### Educated Are Not Necessarily Wise

Recently on 30th July 2015, two major events happened in India which has moved the entire population. Honorable and most revered personality Dr. APJ Abdul Kalam left for his heavenly abode and CA Yakub Memon was hanged for being guilty for 1993 Mumbai Blasts. I myself being a CA, question surfaced in my mind, “Can education guarantee wisdom?” Though my answer is plain NO, however I invite opinion of others.



In my opinion, wisdom is an ability to differentiate between what is right and what is wrong and acting accordingly. What we become is purely the result of our day to day decisions about our life. My mother cannot write her own name and father who ran an educational institute, once upon a time. But still I have always found that wisdom of my mother is superior i.e. she can differentiate between the right and wrong in more appropriate manner. Now-a-days, education has become a mere collection of information and formal degrees. Definitely it teaches us about the right and wrong but due to our selfish motives, we suppress that knowledge and act unwisely. It does not mean that educated people cannot be wise. Chances are better those educations can help a person become wiser but education does not guarantee that a person will act wisely.

Our conscious plays a major role in giving us signals for wise decisions but our greed and fear instigate us to act otherwise. Strong determination is needed to act according to our conscious. Wisdom do not guarantee that you will get wealth, fame and power in life but it certainly guarantee happiness and bliss in life.

#### 5 Tips to act wisely:

1. Always be alert before action and listen voice of your conscious.
2. Continuously expand your wisdom by reading, writing, listening and thinking.
3. Develop strong will power and determination to resist negativity.
4. Keep happiness as main goal over money, fame and power.
5. To act once, listen twice and think four times.

पढा-लिखा हरदम नहीं, बुद्धिमान इंसान।  
सही-गलत जिसको समझ, वही सही विद्वान।।

## EYI

### Expand Your Influence



I recall a term “Circle of Influence” explained by Stephen Covey in his book – 7 Habits of Highly Effective People. One of the past ministers in state government is my neighbor. We used to see lot of crowd in front of his house whenever he was at home during his minister-ship. But as soon as he

lost the election and his position, he has become lonely. On the other hand there are great people who departed thousands of years ago from this earth but their followers are ever increasing.

If we deeply analyze them, we will find that it all depends on what is there at the center of Circle of Influence. Is it position, money, power, charisma, love or wisdom? The aura or circle of influence will be dependent on that fundamental nature of tangible and intangible things you choose. The influence of position, money will remain as long as they are with you. The day it is gone, your influence is finished but the aura of love, care and wisdom will last longer, sometimes even after you have left the planet.

Stephen covey explains that our success and effectiveness depends on how, when and where we are spending our time, energy and resources. If we focus on the areas which are out of our circle of influence, we will be wasting our time and energy. But if we focus within our circle of influence, results will be faster and better. One cannot control competitors but one’s product, services and employees are in their control. So they should focus on motivating employees, improving the quality of product and effectiveness of services. This principle can be applied to various problems and circumstances surrounding us. When you focus on your circle of influence, slowly your circle expands and your authority also widens.



**5 tips to expand circle of influence:**

1. Focus and deploy your resources within circle of your influence and ignore circle of no influence and circle of no concern.
2. Knowledge and wisdom is power. The durability of knowledge and wisdom will last longer than money and position.
3. In this modern era, social connectivity can help in expanding circle of influence.
4. Do not depend on one source of energy because once that source is finished your circle of influence will pounce like punctured balloon.
5. Life of intangible things like love, care, knowledge and wisdom is far longer than tangible things such as money and position.

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सदा बुद्धि और ज्ञान का, पैदा करो प्रभाव  
सदगुण करते आपकी, कीर्ति का फैलाव।।

## EYW

### Enhance Your Wisdom

Ignorance is bliss. What you do not know cannot hurt you. Not knowing something is often more comfortable than knowing it. All these quotes suggest that less you know, happier you are. However all great philosophers, scientists and successful people had knowledge and wisdom as a great asset. Whether you talk about Buddha, Mahavir, Christ or Mohammad, all had great wisdom. Kabir and Rahim are still remembered for their wisdom.



Knowledge is power and wisdom is respected. To live a successful life one need to take right decisions at every step of journey and wise decisions are outcome of thorough knowledge and deep wisdom. Formal education helps in enhancing knowledge but lifelong learning is needed for continuous enhancement of wisdom. It is not necessary that a wise person always earn more money but certainly he leads a happy and satisfactory life.

#### 5 tips to continuously enhance your wisdom:

1. If you have 8 hours to chop a tree, spend first 6 hours in sharpening the axe. Same way if have to speak for 2 minutes, spend minimum 6 minutes in contemplating what would be the right words. Meditation & deep thinking are the best tools to enhance wisdom.
2. Education is not limited to school/college. Rather education is a continuous process. We must have thirst for learning till last breath of life. We should do reading and writing on continuous basis as they help in gaining clarity of thoughts.
3. Keep the company of enlightened people. Listen them, question them and understand them.
4. Nature is the best teacher. Every plant, every animal, every human being and every non-living thing can teach us if we are ready to be a student.
5. Every religion, every philosophy has something good to offer. Keep your all senses alert for learning.

साथ रहे बल ज्ञान का, बुद्धिमान के पास।  
ध्यान व गहरी सोच से, बुद्धि करे विकास।।

## FBS

### For Butter Stepout



Intensity of desire & the power to achieve is the thing that differentiates humans from animals. Animals are satisfied with the food they get once in a day but humans have higher desire/wants and makes effort to accumulate at least for 7 generations. Philosophically it may not be right but humans have a natural desire to grow and there is nothing wrong in making continuous efforts for achieving the growth.

Study shows that children who are raised in a comfort zone perform poorly in studies as compared to children whose future is not secured by their parents. Comfort zone can give normal growth but to reach next level one needs to step out and take risk. Why it happens that employees in private sector are more productive even though they are paid less as compared to public sector and government employees. The reason is simple. Job of government sector employees is secured and private sector employee can keep his job as long as he is performing.

After completing education, you will find that students who choose job, deep inside they are searching for comfort zone and students who are ready to take risks and face the world, would try out entrepreneurship. If you are presently living in a comfort zone due to any reason but want to go next level and grow exponentially, step out and take risks.

#### 5 Steps for getting out of the comfort zone:-

1. First identify, whether you are in comfort zone and do you have any need to leave it. If your growth since last 5 years is not more than 5-10% then you are living in the comfort zone.
2. Do your SWOC analysis – Strength, Weaknesses, Opportunities and Challenges.
3. Consciously search opportunities in your areas of strength.
4. Make proper business plan and do risk analysis.
5. Choose most appropriate opportunity as per your SWOC analysis and take action to make it successful.

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सुविधाभोगी आदमी, थोड़े में संतोष  
रोटी पर मक्खन मिले, हो इच्छा और जोश।।

## FMM

### Find Meaning to be Meaningful

Ancient Indian scriptures have described 4 Purusharthas or goals of human life as:-

1. DHARMA – Righteousness, Duty and Moral Values
2. ARTHA – Wealth & Prosperity
3. KAMA – Worldly Desires & Pleasure
4. MOKSHA – Liberation



These 4 principles are somehow related to 4 stages of life also. During childhood we spend most of our time to get education and as we grow younger, we learn dharma and moral values of life. Early adulthood is spent in earning prosperity and enjoying pleasures. And mature adulthood is devoted to spirituality and attaining liberation. Over a span of life, meaning changes. And the purpose of life is evolved and elevated.

If there is shortcoming in learning right values at the early /education stage, one is going to neither create prosperity righteously nor enjoy it morally. At the student age what we learn through senses. At the later stage we have to make sense of what we have sensed. At every age and every stage we have to find out meaning of our life and make life meaningful.

When we enter into the phase of work and family, we start creating resources, earn money, build wealth and relationships, gain name & fame. In others words we start building means and means have power to make you meaningful as well as meaningless. If the means are accumulated for selfish motto, your life become meaningless but if those are created for benefits of others, your life becomes meaningful.

The problem with most of us is- we become so busy in creating wealth and enjoying pleasure that we forget Dharma which we have learned while taking education and end up in making our life meaningless.

#### 5 tips to find meaning and make life meaningful:

1. While pursuing ARTHA and KAMA, do not forget DHARMA.
2. Ultimate purpose of life is to get liberation, everything else is intermediary.
3. Purpose of life gets evolved and elevated as our level of wisdom increases.
4. Do not worry about liberation; keep doing your KARMA righteously.
5. Forget about the past & don't worry about future. Just live in the present moment with right moral values.

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काम अर्थ दोनों सधे, धर्म न पाये गत्या  
मोक्ष हमारे जीवन का, बस अंतिम है सत्या॥

## FSU

### Follow & Spread Universalism

Universalism is to eliminate pain from our life and filling our life with happiness. Founding words of Universalism is Wisdom, Love and Duty. In this



world there is no one who is either not suffering from some pain or who is continuously trying to work for happiness in life. These pain and pleasure may be of any type, physical, emotional, mental, financial or spiritual. These pain and pleasure can be personal, professional or social. In last few years I made efforts to know the main cause of pain and pleasure and after lot of study, discussion and thought research, I have

concluded that there are mainly 3 reasons for our suffering or not getting happiness. These are not new, every religion and philosophy has taught them but we keep forgetting and there is continuous need to be reminded.

From the point of importance, first basic reason for suffering is lack of wisdom. Ample information and knowledge is available at touch of finger but what we lack is wisdom. An ability to take right decisions, at right time, in right circumstances and with right people. It is easy to chose between right and wrong but very difficult between right and more right or wrong and more wrong. Our greed, selfishness, jealousy and fears do not allow us to think rationally and act wisely.

Second basic cause of our suffering is not doing our duty. In life we get many roles. Role of son, daughter, parent, spouse, employee, employer colleague, neighbour, citizen, friend etc. but we fail to understand about our duty as per our role. We decide our duty based on our own benefit rather than based on our role. Over doing duty can also be as harmful as not doing our duty. Sometimes we decide our duty based on response of other party. We give excuse that if other person is not doing his duty then why shall I do my duty. Doing your duty irrespective of the situation is key to happiness.



Third but most important basic reason for our suffering is lack of love. Due to greed, jealousy, selfishness and fear we have forgotten to love. We give love to only those people who fulfil our expectations or we have hope that our expectations will be fulfilled. Giving unconditional love is nowhere to be seen. It may not be possible to love all but at least we can take a vow that we will not hate anyone. The person whom we hate occupies more rent free space in our mind and thoughts as compared to person we love.

Among wisdom, duty and love, wisdom is supreme quality we need to have because quality of our duty and love can not be better than quality of our knowledge and wisdom. If you agree with me then let us take oath:

**I pledge to my supreme almighty that I will:**

1. Enhance my wisdom till my last breath.
2. Perform my duty regardless of situation.
3. Love all living beings unconditionally.
4. Abide by the above principles and keep making MITRA.

**VISION**

**One World**

**MISSION**

To have a cheerful life by spreading LOVE and eliminating hatred.

To encourage people to perform their DUTY.

To reduce ignorance by enhancing WISDOM.

**Main Principles:**

1. Love All Beings.
2. Enhance Your Wisdom.
3. Do your Duty.

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तीन शब्द है जीवन में, बहुत अधिक बलवान।  
देते जीवन को दिशा, प्रेम कर्म और ज्ञान॥

## 5WH

### Five WH for Decision Making

Decision making is part of our day to day life. Quality of life depends on quality of our decisions. It will not be wrong to say that our decisions drive our destiny. It's strange that we do not get formal education about how to take effective decisions. Though quality of our decision depends on quality of our thoughts, knowledge and wisdom; however, if we follow FWH method, we can improve quality of our decisions.

FWH is nothing but 6 types of questions. What, Why, Where, When, Who and How. The most important questions we need to answer before taking any decision is – What we want to do? And Why we want to do? All 6 type of questions are not important in all circumstances. However, one should try to write down all possible questions and probable answers before taking final decision. When we write, our thoughts become clearer and quality of decision becomes better.

Since every situation is unique from the perspective of time, person and circumstances. It is better not to apply previous decisions in current situation without rethinking with zero base. Quality of thoughts, words and actions differentiate 2 persons and proper answering of 5WH will determine quality of thoughts, words and actions.



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कब कैसे क्यूँ कहाँ, कौन करे क्या काम।  
जो सोचे हर बात को, उसका होगा नाम।।

## HBA

### Happiness Bank Account



Does your HBA (Happiness Bank Account) have enough balance to keep you happy for the rest of the day? If you have smile on your face as soon as you wake up and at the end of the day when you retire for your dreams then you have deposited enough happiness in the account during the day. If you ask yourself what ultimately you want and if you keep on asking by thinking deeper and deeper then you will find that happiness is ultimate goal (for most of us).

But we have to analyze whether our thoughts, words and actions during the day are leading to increase the HBA.

Greed, jealousy, anger, all these negative emotions keep on eating our happiness like termite which spoil our mood, our performance, our relationship, our prosperity and for that matter even our destiny. As a human being all these negative emotions are inevitable but the beauty is that if we control and manage those emotions effectively then the impact will be minimum and our balance in HBA will remain intact if not increase.

#### **5 tips to increase balance in HBA:**

1. While waking up and before opening eyes, plan how you will keep yourself happy today. And before going to sleep, review the day. Analyze what were the factors that pulled down your happiness.
2. Make a list of your strained relationship and one by one make efforts to improve those. People are more responsible your unhappiness rather than things.
3. Few people you will find in life, who are very negative and when you come in their contact, they pull down your enthusiasm or bring negativity in your life. Either avoid them and if not possible to avoid ignore them



and even if it is not possible to ignore then you have no option but to keep them happy as much as possible. It is not easy but you have no option.

4. Think before you speak or act. Particularly when you are upset. It is better to leave the place and people when you are not in good mood. It will aggravate the situation and pull down your HBA.
5. Do some act everyday which are selfless. Appreciate, give, help etc. This will increase your balance of HBA, manifold.

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मुस्काने होवे सुबह, शुरु रजनी मुस्कान।  
खुशियों का खाता सफल, भरा हुआ है जान।।

## HHP

### How to Handle Prosperity?

Most of us have a question at some point of time in our lives, whether prosperity is a matter of luck or a result of our efforts. Somebody has very nicely explained it. Prosperity is wealth/ success lying in bank locker. One of that locker's key is with bank manager and one is with us. Unless and until both the keys are applied, it cannot be opened. To have prosperity you need to work continuously hard and smart. And then the result of our karma opens the lock of prosperity. Karma here may be of this life or past life.

In the last 35 years of my career, many times I have experienced that I did not get what I deserved because of my efforts and sometimes I was not doing any effort and got the promotion or profit in the deal. Prosperity is a relative term. For person like me who had to live in 12×12 room along with parents and 3 younger siblings and now living in 5 BHK house is a prosperity and person who born in 5 BHK house and now living in mansion is a prosperity.

The purpose of writing this blog is to share my thoughts about how to handle prosperity. In a book "The Geography of Bliss" by Eric Weiner, I read that people in Switzerland hide their prosperity like old Marwari people in India to avoid envy, Qatari people flaunt prosperity like Vijay Mallya or Mukesh Ambani in India, Icelandic people share prosperity like Goa/ Punjabi people who believe in party and enjoyment with family and friends. It is difficult to say which is the better way but having a balance in life is more important than extremes.



In childhood I read one story which I faintly remember now. When someone was asked about spending a rupee earned then he said, "25% I spend on self and family, 25% I save for future, 25% I spend on repaying my obligation towards parents and 25% I donate to needy to earn better luck in future lives." The crux of the story is spending in a balanced way.



**5 Tips to handle prosperity:**

1. Have balance in life. Avoid extremes. Too much of flaunting, hiding, sharing etc. is not good.
2. Taking care of parents and fulfilling their wishes shall be the priority and giving best education to children and settling them in their career is an obligation.
3. Enjoying life with comfort and fulfilling own desires are also equally important.
4. Helping needy and giving back to society and nation is our moral responsibility.
5. In India we say LAXMI (Prosperity) is CHANCHALA (Temporary), so be prepared for all eventualities.  
Live a balanced Life!

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समृद्धि की चाबियाँ, दो होती श्रीमान।  
एक कर्म के नाम की, दूजी भाग्य विधान।।

## HLS

### HL (Hate - Love) Scale : 9 Points

#### 9 Points of HL SCALE about Human Relationship

You must be wondering what this HL stands for. It's not Hemant Lodha. LoL. H stands for HATE and L stands for LOVE. This is same as Hedonic scale.

<http://www.sensorysociety.org/knowledge/sspwiki/Pages/The%209-point%20Hedonic%20Scale.aspx>

Our relationships can be broadly divided in 2 categories. One, we obtain during/after our birth in a particular family and another, we create as we grow. Relationship can be with friends, relatives (at home) or peers/colleagues (at work). At any stage of life, relationships can be placed at various points on HL scale. 9 points of hedonic scale are as follows:

- |                   |                   |                      |
|-------------------|-------------------|----------------------|
| 1. Hate           | 2. High Disliking | 3. Average Disliking |
| 4. Low Disliking  | 5. Neutral        | 6. Low Liking        |
| 7. Average Liking | 8. High Liking    | 9. Love              |



The secret of peace and happiness is to keep our relationships on the scale more towards L-Love rather than towards H-Hate. It is easier said than done but once we know at what point particular relationship stands than one can make conscious efforts to move towards L. Our ego, anger, jealousy, irritation etc. are major cause of holding or pushing the relationship more towards H but sacrifice, let go, maturity, caring, helping kind of attitude can push relationship more towards L. Every relationship needs to be tackled consciously.

#### 5 steps to know how to move towards Love on HL scale:

1. First check where your relationship stands on scale from Hate to Love.
2. Depending on the importance of relationship set the target where you want to take your relationship on that scale.
3. Consciously analyze what are the factors from your side and other persons side is holding your relationship to move forward.
4. If possible talk to the other person candidly that you are genuinely interested in strengthening relationship with him/her.
5. Even if that person is not responding positively, you keep making efforts which are in your control.

नेह अधिक नफरत नहीं सुख-शांति का राज।  
महापुरुष कह कर गये, कहता यही समाज।।

## HWC

### Handle With Care

Many times we buy expensive show pieces or items which needs handling with care. We take full care of those items by instructing our domestic servants and our children to care of those things with extra care. When we check in glass items at airport we insist airport staff to handle such fragile items with extra care.

Same way few people and relationships are fragile in our life. But do we take extra care? We mostly fail to handle those people with extra care though otherwise they are very sweet, caring, supporting and loving in our life. I have 2 children. One son and one daughter. Whenever they ask me question to whom I love the most? I always reply



diplomatically. I say that son I love you more intelligently and daughter I love you more emotionally. Once by mistake I said that, “son I love you more than your sister” and my daughter came to know about it. She did not speak to me for more than 3 months and still she feels sad some time and taunts me.

Nature has wired women to be relationship oriented and sensitive where as men more target oriented and problem solver. Any relationship with women as mother, sister, girlfriend, wife or friend needs to be handled as you handle your most expensive and fragile thing. Rather more than that. Women need more love and care and men needs more understanding. Whereas men spend his more time in understanding the women rather than love and care and women spend more time in loving and caring rather than understanding.



**5 tips to handle relationship:**

1. Give more love and care to women rather than understanding her. And try to understand men rather than showing your emotions. It's the most difficult task because we are wired opposite.
2. Drop your ego in relationship and not saying sorry shall not be at the cost of relationship.
3. Whenever differences created, a men needs some space and time where as women needs immediate love and care. Whereas we do opposite.
4. Money, fame and power are meaningless if your relationships are strained. Save important relationship at any cost
5. Happiness should be the ultimate goal.

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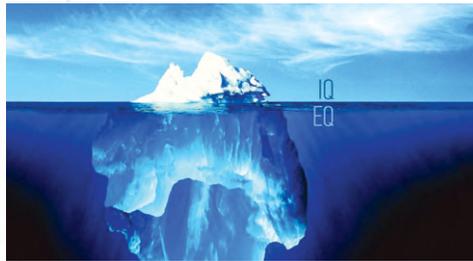
रिश्तेदारी कांच सी, रखिये सदा संभाल।  
अहम् छोड़कर नेह का, रखें सजाकर थाल।।

## IVE

### IQ Vs EQ

#### **IQ- Intelligence Quotient. EQ- Emotional Quotient.**

Often there is a question whether IQ is superior or EQ is superior. In my opinion both are necessary however I have tried to panned down differences in IQ and EQ.



IQ is having right knowledge  
EQ is using the knowledge rightly.

IQ is taking right decision. EQ is implementing the decision at right time with right people in right circumstances.

IQ is understanding what is said.  
EQ is understanding which is not yet uttered.

IQ can make you good manager. EQ will make you a good leader.

IQ can guide you to right decision EQ will help you in understanding consequences of that decision.

IQ can show you the right destination. EQ will guide you which path will be the best to reach that destination.

IQ is a straight line EQ is with rhythm

IQ can give you success. EQ will give you holistic success.

IQ is a function of brain. EQ is function of mind.

IQ is needed to create relation. EQ is needed to maintain relation.

IQ may create friends. EQ will eliminate enemies.

You can impress with IQ. You will embrace with EQ.

IQ can help you in achieving perfection. EQ will help you is achieving affection.



IQ is more needed at work. EQ is more needed at home.  
IQ can make you angry. EQ will manage your anger.  
Zero percent IQ and 100% EQ needed to love or to be loved.  
IQ is masculine quality, EQ is feminine quality.  
IQ is dry with facts. EQ is wet with emotions.  
IQ is learning. EQ is listening.  
IQ will give you more knowledge. EQ will give you more understanding.  
IQ seek success. EQ seeks happiness.  
IQ will help in understanding differentiation between us. EQ will help in understanding similarities between us.  
IQ will help to know outer world. EQ will help to explore inner world.  
IQ will help in gaining knowledge. EQ will help in spreading knowledge.  
IQ is a logical side of brain. EQ is creative side of brain.  
IQ is tip of iceberg. EQ is entire iceberg.  
Both have no connection. You may have either. You may have both. You may have neither. But certainly EQ is superior than IQ.

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बुद्धिमान के पर उसे, देते बड़ी उड़ान।  
समझदार के हाथ पर, जग की रहे कमान।।

## JFC

### Jealousy Fuels Competitiveness

#### Competitiveness and Jealousy

In the world where parents compare siblings and teachers compare students, it is not possible to have a positive competitive spirit always. The issue arises whether that competitive spirit is without any jealousy or it is contaminated with jealousy. It is quite possible that a person is motivated due to jealousy which may develop competitive spirit



in him, which helps him achieve success in life. But when level of jealousy is higher it is quite possible that he does not enjoy the fruits of success. Because on the path of success his subjects (with whom he is/was jealous) will keep changing and he will always be dissatisfied.

Jealousy is like a fuel for developing a competitive spirit. In fact, it is not possible for a person to have high level of competitive spirit without having jealous outlook at any moment. Important is how one handles the consequences of his actions that are motivated by jealousy. Chances are very bleak that a person will enjoy happiness and bliss when his competitive spirit is fueled by jealousy.

Having competitive spirit fueled by jealousy is ok but the worst condition is when a person is jealous and do not develop any competitive spirit. That person will always lead a life of despair and disappointment.

#### 5 Tips to handle Jealousy:

1. If you are jealous do not worry. Develop fire in your belly to achieve the next level of success.
2. Do not allow jealousy to let you go in inactive mode. Either be jealous and develop competitive spirit or evaporate the jealousy.



3. Mostly jealousy exists in close relationships. Do not allow jealousy to spoil the relationship.
4. Success is the sum total of several factors and few of them are not in your control. We call it destiny. So accept the fruits with humility.
5. Jealousy can set your goal or target but achievement purely depends on your efforts and your competitive spirit.

P.S. – The above blog is limited to work and career and do not include relationship and love.

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डरने की ना बात है, ये भी करे सहाय।  
सदा जलन की भावना, प्रतिद्वंद्विता बढ़ाय।।

## KBB

### Keep Building Bridges



From first breath to last breath our personality changes at 4 levels. Physical, Psychological/Emotional, Intellectual and Spiritual. Physical changes are visible. However other 3 changes may not be visible. Because of these changes one person is different from another person. Because of these differences each person behaves in a different way which sometimes becomes the

reason of conflict.

In life every person we meet, we try to find common ground, attractions, liking and interests and develop relationship. These attractions and interests create bridges between 2 people's at these 4 levels. If bridges are short and we keep strengthening these bridges, relationship become better and better. The day we build a bridge at spiritual level, relationship becomes long lasting.

#### **Relationship at Physical level:**

Physical relation may start with a handshake or a hug. If it happens with opposite sex, it may sometimes end up in sexual relations. It is more guided by sensual desires/needs and once that need is fulfilled, its attraction is lost. However this need may grow continuously, becoming a strong habit which helps couple to live longer together. However, if a need is exclusively at physical level, chances are more that it will be fulfilled soon and result into separation.

#### **Relationship at Emotional level:**

Most of the personal relationships whether with family, relatives or friends, are guided by emotions. Basis of emotional bonding is sacrifice, care and love. It works like an emotional bank account. The day you withdraw more than you have deposited, relationships start sliding. To make relationship strong on emotional ground it requires you to give, give and give.

#### **Relationship at Intellectual level:**

Most of the professional and social relationships are based on intellectual level.



In such relationship, we give and we take. We give performance, we get reward. Reward may be in form of money, fame or power but such relationships are purely based on self interest.

#### **Relationship at Spiritual level:**

To develop such kind of relationship, it requires highest level of wisdom. At this level a person ignores all differences at physical, emotional and intellectual level and develops an ability to see another person at soul/ supreme level. He considers other person like himself (at the soul level). One accepts the other person as he is. Not as he wants. Differences, conflicts or confrontations completely melt down.

It is not that we have connection with another person at one level only. We have mostly mix of all these levels. The problem arises when these 4 levels are not in harmony and bridges created are weak or we burn those bridges by our stupidity. If you wish to have strong relationships, keep narrowing bridges and keep strengthening bridges by love, care, intelligence and wisdom.

#### **5 tips for building bridges of relationship at different levels:**

1. First decide to what extent you need to build bridge in particular relationship. For example, it may not be appropriate to have physical relation with a person other than spouse or intimate emotional relation with your office staff. Having right knowledge of limits in relationship is a key to develop long lasting relationship.
2. Each relationship is separate and each requires different bridge at all the 4 levels.
3. Keep building, narrowing, strengthening bridges by love, care, intelligence and wisdom.
4. Clear communication is a key to remove any misunderstanding and it helps in building everlasting relationship.
5. Keep analyzing relationship. It's a continuous process. Accept mistakes without hesitation. Forget and forgive.

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तन मन बुद्धि से बँधे, रिश्ते बने अनेका  
परम आत्मा से जुड़े, बिरला कोई ऐका।

## KWC

### Keep Wild Card!!

#### Always Carry Wild Card in Your Pocket

#### According to Google, Wild Card means:

1. A playing card that can have any value, suit, color, or other property in a game at the discretion of the player holding it.
2. An opportunity to enter a sports competition without having to take part in qualifying matches or be ranked at a particular level.

#### I will call Wild Card a sort of Brahmastra (ब्रह्मास्त्र)

The ultimate tool, which one can use to overcome most difficult situation in life. On lighter side, just as most of the females use their tears as a last resort to turn the entire table on their side. Whether in personal life or professional life, situation arises due to unexpected events in your environment which are out of your control. In personal life, events such as unexpected death of dear one, failure in any relationship etc., in professional life; events such as change of job, change of boss, unexpected entry of new product or new competitor, new government rule etc.



During ancient times, people used to practice lot of meditation to acquire various weapons. Similarly in this modern era one should prepare themselves by keeping all the senses alert and deeply imagine about unexpected events, devising alternatives to deal with such situations. Building and keeping wild cards means creating resources, alternatives etc. to deal with unexpected situations so that damage can be minimized or even benefit can be obtained from such situation. If you have wild cards, you can convert problems into opportunities. It may so happen that wild card is never used but that gives a feeling of insurance towards unwanted/unexpected event in life.



Many people keep very good relations with powerful people. So whenever the situation arises they can unleash the potential of their contacts. Major wild cards are in form of resources and contacts. Money is one of the most powerful wild card in present era. However, continuous enhancement of wisdom in your professional and personal life will help you in dealing any difficult situation.

**5 Tips to create wild cards in your armor:**

1. Continuously enhance your wisdom so that you get very less surprises in your life.
2. Continuously build resources in your life in form of money, wealth, reputation and contacts. You never know when it will be able to pull you out of mess.
3. Use wild cards to convert your problems into opportunities. Creativity and innovation is needed to sharpen continuously.
4. Do not disclose your wild cards to opponent till last moment. It will give you strength and courage to deal with any situation.
5. Mental and emotional toughness is the strongest wild card one can develop by continuously enhancing wisdom.

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जीवन में जब भी कभी, कठिनाई आ जाय।  
दूर करे जो औषधी, रामबाण कहलाय॥

## LEC

### Are You Laying Eggs, Continuously?

Are you laying eggs continuously or adding value to whatever you are doing? If not, then you are useless to the organization you are working for or a family you are living with. At the end of every day before going to sleep, question yourself what value you have added to your personal and professional life. In personal life we can add value every day by enhancing our wisdom, strengthening our relationships and purifying our soul. In professional life we can add value by improving our performance on daily basis; thus moving closer to our goals and achieving them.



Most of us have a habit of broadcasting our old achievements. Often we come across an elderly person who very proudly speaks about his achievements at the age of 25 and so the comparative fairy-tale. More often than not we find that he has been proudly boasting of that particular achievement practically every day to every person he has met in last 25 years. His entire self-worth is built on that particular one achievement. In my opinion if you are narrating an achievement which is older than one year just to seek attention or to feel worthy, no matter how big it may be, you have stopped laying eggs and your life has lost its meaning. You need to look at your life critically, redefine it and recreate value for yourself, your loved ones and your organization.

#### 5 Tips for adding Value continuously:

1. Set your goals and review them periodically. Maintain a Daily-To-Do-List, review and update it regularly.
2. Use your creativeness and innovativeness in whatever task you are doing.
3. If your present job/ field/ role is not giving you any value addition and you feel that you have stopped growing then change it.
4. In present era, where both members of family are working, it is important for both of them to share the responsibilities at home and create happiness.
5. Check with your superiors and surroundings, what more you can do to add value to your present role.

स्पर्धा के इस दौर में, सतत नया निर्माण।  
स्थापित रहने के लिए, देना हमें प्रमाण॥

## LIO

### Love is Optional but Hate Shall Never be an Option

Generally, you do not love the one who harms you. A normal human being won't love Dhatura, Pig or a Terrorist. For them, there are 3 options. Fight, Ignore and/or Hate. For example we may fight with mosquito, ignore the snake and hate the pig. We fight when we know we are more powerful and can win. We ignore when we know that there is no point in fighting because the opponent is more powerful than us and it is not going to harm if we ignore. However, we hate when it is neither possible to win nor to ignore. And it has either harmed us or we are fearful that it will harm us.

Every religion teaches us to love and not to hate. If one goes deep into the feeling of hate, one can find that winning & ignoring is almost impossible. We may feel defeated & sometimes angry which develops the feeling of hatred. But we have to realize that hate is responsible for depression, disappointment and stress which harms us only. Hate is like an acid. It can damage the vessel in which it is stored as well as destroy the object on which it is poured. Hate is too strong emotion to waste on someone you dislike. It's not worth. In my personal opinion, hate is a psychological disease which eats us from within.



#### 5 tips to deal with the feeling of Hate:

1. As soon as you feel that you are developing hatred for someone, stop and analyze the reasons for the same. It may be anger, jealousy, greed, or just an imaginary reason. Deal with those emotions wisely.
2. Try to see things from the object's point of view. For example, you hate a Scorpio even though you have never experienced its sting. It is foolishness.
3. First try to replace your feeling of hate by ignoring. Try to be in-different with the object or subject you hate.
4. As you start looking from other's point of view, your hate feeling may convert into sympathy and understanding.
5. Loving all is ultimate point of enlightenment which was achieved by persons like Buddha, Mahavira, Christ, Mohammad etc. They did not hate even the people who harmed them.

प्रेम करें या ना करें, राहें अपने पास।  
पर नफरत के रास्ते, मिले गले की फास।।

## LLB

### Live Good, Leave Better

Human being in general wants to live good life but rarely he thinks of leaving better. Leaving may range from toilet to this planet. We use toilet, room, office, public places etc and many times complain that it is not properly cleaned by previous user but how many times we make sure that we leave better what we got or at least same as we received before we started using it.



When we come to life, we get parents, family, society, city, nation and this planet. These are blessings to us because we got all these without being any efforts. It is our duty to leave this planet better than what we got. cleaning the toilet seat before leaving, closing the cap of paste, throwing waste in the basket, planting trees, not spoiling the public places, keeping cordial relationship with others, helping the needy etc are few examples of leaving better than what we got.

#### 5 tips for Live Good Leave Better:

1. Make quality and cleanliness way of your life.
2. Cleaning of thoughts is as important as cleaning of body or surroundings. Keep learning.
3. Pause before you leave the place whether you are leaving a toilet or job. Think how can you leave better.
4. Be organised. Place for every thing and every thing is in place.
5. Dont complain about what you got, accept it as blessings.

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स्वस्थ और उम्दा रहे, जीन के दिन चार।  
छोड़ विरासत जाइये, उत्तम जीवन सार।।

## LSU

### Love Spouse Unconditionally

26th January is celebrated as spouse day in few countries however in India it's a republican day. But I feel that once we are married, everyday becomes spouse day. Our daily happiness, peace, health, relationships, success depends on whether we have pleasant or tensed relationship with our spouse. During initial days of



marriage, we behave like best caring and loving person but after few days it becomes impossible to keep acting and our masks starts falling and our original nature starts emerging. From loving and caring we move to tolerating, compromising and adjusting. That's also a sort of wearing mask. After some times even compromising becomes difficult and relationship starts falling apart.

If one wants to have happy and peaceful life then compromising is not answer. Key for successful relationship is accepting the person as he or she is. Out of 2 one may be organised but other may be disorganised, one may be introvert another may be extrovert, one may be care free another may be very cautious. If both can accept the way they are, it will be highest kind of understanding. But it is easier said then done. It may take years to understand and in modern days lack of patience leads to broken relationship. Accepting the person is nothing but unconditional love.

#### **5 tips for loving spouse unconditionally:**

1. KYS- Know Your Spouse. Find out basic qualities of your spouse. One can learn skill but it is hard to learn attitude and change the nature.
2. Don't ask to change. It is futile exercise. Neither you can change nor your spouse. Momentarily one may promise to change, he or she may sincerely try it but very rarely one changes. Change in nature is extremely slow



process.

3. Don't expect that one person can fulfil your all needs. He or she is not super human. Find out morally acceptable ways to fulfil your needs. And if some desires remain unfulfilled, accept them as your destiny.
4. Give space. Nowadays everyone needs some space. Interference in small-small things leads to irritation and mistrust.
5. Marriage is relationship of interdependence. Before marriage either we were dependent on parents or in hostel we learned to live independently. But in marriage both persons are dependent on each other. A feeling and attitude of surrendering to each other unconditionally needed to be developed.

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जीवन साथी के प्रति, हो बिन शर्त लगाव।  
रिश्ता सदा निभाइये, जाने मूल स्वभाव।।

## LVM

### Let The Kids Learn Value of Money



If someone asks me, which are the 3 most important things for leading a successful life; I will answer relationships, work and money. Most of the education is to train for work but maintaining relationship and value of money needs to be learned from parents. Money is one of the most sought after commodity in our life. Value of money is well understood in lower and middle class families but children who are raised in higher middle class and rich

families sometimes do not get proper opportunities to understand the value of money. It is nature's rule that things which are abundant in nature are not valued much. A person living in desert knows importance of water so well that we cannot expect the same level of consciousness from a person who is living near river which is flowing with fresh water all the 365 days.

Teaching the value of money is prime responsibility of parents and grandparents. We cannot expect this from teachers. Most critical age is between 5-10 years when parents should be more careful in handling money matters in front of children. Fulfilling all reasonable and unreasonable desires of the child without any conditions, buying child's attention and love through expensive gifts, spending money recklessly in front of children are few practices which create an impression in child's mind that money is freely available. And those impressions and experiences becomes great hurdle throughout his/her life to overcome.

#### **5 Tips to teach value of money to children particularly when you have abundance of it:**

1. There is no problem in living in a big house, having all comforts, owning luxury cars etc. Important is to develop a habit of avoiding wasteful expenditure.



2. Be strict about unreasonable demands of the children and do not bend against emotional blackmail. What is unreasonable is one's own wisdom.
3. Try to develop a system of give and take. Child gets reward for whatever good acts he does. Nothing should be easily available except basic needs.
4. Take him to charity trips. They must realize that they are fortunate to have luxuries in life.
5. Right, relevant and proper education must be top agenda for the parents.

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बचपन को बतलाइये, धन दौलत का मूल्य।  
आगे जीने के लिए, होगी सीख अमूल्य।

## LTW

### Love The Women

I do not know how the word WoMEN invented but as per my definition Worth of Men is zero without WoMen. Men is worthless without love of women. Whether she is in our life as mother, sister, friend or wife, she need to be respected with love. If the men is sun, women are rays. If the men is moon, women are its brightness. If the men is water, women is its coolness. If the men is fire women is its warmness. If the men is air, women is its freshness. If the men is balloon, women is air in the balloon and if the men is tree women is its root.



Men is mostly guided by his duty but women need love along with duty. Women is mainly guided by love but she fulfils her duty with love. In Eastern culture women was worshipped from ages and particularly in Bharat Bhoomi women was well respected since civilisation barring last millennium. The prosperity of India attracted invaders and women needed to be guarded but slowly women was suppressed. However since last 50 years government of India and society is trying to empower women. On a lighter side after 50 years may be men starts asking for their rights.

Love the women, whatever relationship you are in with her. Do not treat women as your duty only. Fulfil duty with love. Happy women's day.

#### 5 tips to treat the women:

1. Do your duty towards women with love.
2. Women needs to be respected and cared for her feelings.
3. Develop EQ (Emotional Intelligence) to understand her feelings. She may be very talkative but expresses her needs in very subtle ways to her dear ones.
4. Do not appreciate another women in her presence. Most of the women have strong jealous feelings. Women please excuse me for this.
5. Men is worthless without women in life so drop your ego to keep them in your life.

माँ, बहना, पत्नी, सखा चाहे सब सम्मान।  
प्रेम उन्हें सादर करे तभी बढ़ेगा मान।।

## LUL

### Let Unique Live United

I am writing this blog exclusively keeping in mind the date 15th August i.e., Independence Day of India. I am very active on social media sites such as Facebook, LinkedIn, Twitter, Google+, WhatsApp etc. I receive several messages everyday which are communally biased, politically motivated, unauthenticated rumors, hurting a particular group or an individual which really feels a lot.

India is a land of diversity. Whether it is religion, caste, community, language or economic disparity. We have no option but to live peacefully united and in harmony. Britishers were famous for divide and rule policy but even after 68 years of independence; our political party plays the same game of divide and rule. In era of social media explosion this may be disastrous and devastating.

The most unfortunate part is that majority of our population is illiterate. Their emotions and mind can be ruled by few shrewd politicians who can divert the mind & energy of such public for achieving the selfish motives. There is a great need to inform / enlighten every citizen that interest and safety of our country is above their caste, creed and religion. We may have individual faiths, liking and choices. But when we are united/collective, interest of country shall be supreme.



Good governance is possible where either the society is enlightened such as few European countries, U.S. etc. or where dictatorship is ruled such as Arab countries, China etc. In country like India, it will take few more decades for citizens become enlightened and political parties to be matured. Probably we need directed dictatorship in every state headed by a clean person.

My appeal on Independence Day to all educated and enlightened people is not to encourage the spread of messages which are biased or critical to particular group. We all are unique. Let us live United and follow Universalism.

रूप-रंग और जाति धर्म, अलग-अलग पहचान।  
अनेकता में एकता, अपना हिन्दुस्तान ॥

## MEL

### Most Important Eight Lessons of my Life

Where we reach in life, lot depends on, from where we started and the quality of our decisions in our life. Quality of decisions measured by ultimate results of decisions which lot depends on circumstances which are mostly beyond our control. It's not that I have achieved the great height but at this stage of life I am feeling contended, satisfied, happy, peaceful and blissful. And I think that shall be the goal of each and every person. Few problems were always there and will always be there because problems are inevitable and beyond our control. It is not in our hand to stop the pains to come in our life but it is completely in our control to have positive reactions to the situation and face it with smile. I still remember clearly that when Papa was told that he has reached to last stage of cancer, his immediate reaction was that not to worry, cancer is to my body but not to my soul.



It is always better to learn from others experiences because we don't have enough time to do all the mistakes and learn. Though I got enough but I made lot of mistakes also and based on my learning and experiences I am sharing few of my lessons. It is not good to give advise without asking but since you all are my close family and friends, so sharing.

**PAHLA SUKH NIROGI KAYA-** Health first:Papa used to say that take care of health. 3 things are most important to take care of health. one hour daily workout, healthy and controlled diet and proper sleep. Never compromise on health. There is a lot of impact of our genes on our health however those are not in our hand but these 3 things are perfectly in our control.

**PARIVAR HI SARVOPARI –** Family is Sureme:it so happen that when we are rising in life the first thing we ignore is our health and relationships but when we are in problem the first thing is we fall to our family. Family can be defined as immediate family, close family and extended family however it is important that we recognise each and every relation and build it to the full potential. Dont consider family as umbrella to be used in rain time but it shall be considered



integral part of life. Taking care of parents, good understanding with wife, giving space to the children, respecting elders and love to young are some of our sankar which shall be adhered to no matter what.

Money is important but not every thing: The kind of life most of us are living is dream of billions. We are fortunate enough to get enough to survive and lead respectful life. It does not mean that young of our family remain contended. contentment is good at old age but young shall be full of enthusiasm and strive for great success in life but not at the cost of health, relationships and values. Dont make money as centre of your attention but make good purpose in life as centre of your focus. Let Money follow you rather than you are running after money like mad.

Do What you love or Love what you Do: Nothing can be great if our passion and profession is one but mostly it may not happen so it is better that we love what we do. Dont be complainer about our job and boss. Give your 100% on work irrespective of any damn reason. Apart from work we get many different roles and every role calls for a duty. Do your duty irrespective of any situation.

Give back to Society: When we born we inherited this earth with lot of nature and man made facilities. It is our duty that we leave the world better than what we got. There will be always few billions which are less unfortunate than us. As per our capacity give back to society in form of money, our time and energy.

Ahimsa Parmodharam: Live and let live. We are fortunate to born in Jain family. Though Jain darshan is very vast but Ahimsa is the greatest principle of Jainism out of 5 main principles. Every living being including plants have right to live their designated life. We have no power to give life then how can we have right to take life. Love all beings.

Keep enhancing your wisdom: Quality of our life depends on quality of our wisdom and quality of wisdom depends on what we are learning every day. Keep reading, keep learning and keep experiencing. Meditation and yoga helps in enhancing wisdom.

Every action has reaction: It is a greatest misconception that there is a God sitting who has power to give us pain or pleasure. Our present karma is our destiny. What we do and what we give, we get back. Karma is a very scientific theory However prayers or going to temples will motivate us to think right, speak right and do right. Dont go to temple out of fear or greed. Go for self refinement. Our soul has ability to become pure soul by becoming passionless. Equanimity in pain and pleasure shall be achieved to become blissful.

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रोग रहित काया रहे, सर्वोपरि परिवार।  
वापस करें समाज का, है जिन पर उपकार॥

## MHM

### 3 Mistakes, Human Make

Nothing is Perfect! Man is a bundle of mistakes. Life is a series of successes and failures. It is not possible to find a person who has not made any mistakes and has never failed. Mostly, we come to know whether our action was right or wrong only when we get the result of that action.

The root cause of every success and failure is our initial thoughts. Thoughts are the seeds of actions. Thought trigger emotions and emotions leads to actions. So, the process of actions can be divided in 4 major categories. The success of action mostly depends on what process



we adopt. Since lot of external factors also determines the result of your action, the major reason of success and failure is the kind of process we adopt before taking action.

1. Thinking Without Action – This is the first common mistake people make. Such people just keep thinking and due to fear of failure, they do not take any action. Hence, there is no question of success.
2. Actions without Thinking – This is the second common mistake generally people make. Such types of people do not think about consequences but rashly take actions. Some time they may succeed but chances are more that their actions will not give proper results. Such people's actions are governed by their emotions such as anger, unhappiness, overflow of happiness etc.
3. Non-Synchronization of Thoughts and Actions – This is the third common mistake generally people make. Their thoughts and actions are not



synchronized. They know beforehand that if they take particular actions, result may be disastrous but their emotions so much dominate their intellect that they forget the consequences and take actions which are more driven by their lust. It may happen that they are escaped from negative consequences but when they fail, they fail miserably and consequences are severe. Quick money, lust for sex, etc. fall in this category.

4. Synchronization of Thoughts and Actions – This is the best process. Thinking properly about consequences and then taking action with well thought out strategy.
5. Still it is not necessary that you will get success always but chances are that your actions will lead to success most of the times.

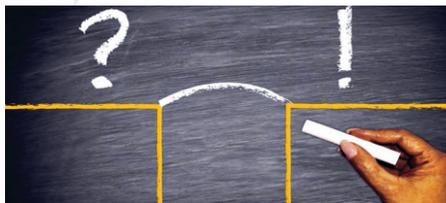
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मानव के हर कार्य का, होते बीज विचार।  
हार जीत के मूल में, इनका ही आधार।।

## MIM

### Make Intervals Meaningful

Your growth and development depends how meaningful you make your intervals. The plethora of distractions that the 21st century brings in our lives with smart phones, TV social media, games, shows and Netflix drive us to become consumer instead of creators. Thus as soon as we get little interval from our routine office work or home work, we start playing with our phone or shifting TV channels for the next meaningless real ease of dopamine.



We can't focus all the time on our prime work and we are bound to get mini intervals during whole day. If we can develop a meaningful hobby which can help us in learning new knowledge or skills, it will help us in developing our personality. Reading, writing, blogging, podcasting, producing art work, creating music are just some small ways we all can become creators instead of consumers.

#### 5 ways to making intervals creative:

1. Select 1/2 hobbies which you can pursue anywhere in any situation and which are meaningful.
2. Refrain yourself from getting addicted to wasteful activities.
3. Keep your secondary goals which can be pursued in free time.
4. Free time can be utilized for expanding network. Meeting, talking or chatting with relevant people.
5. Intervals are good to be utilized for thinking on constructive topics.

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अंतराल हमको मिले, दो कामों के बीच।  
सकारात्मक सोच को, लेकर आयें खींचा।

## MOC

### Modes Of Conversation

Language we use in communication, either verbal or written has lot of impact on relationship whether personal or professional. Language we use can be broadly divided in 12 categories from most desirable to most damaging. If we can think before speaking, we can use better type of language and can avoid lot of bitterness which is unnecessary.



**Appreciating:** Appreciation is a tonic for receiver and this create positive aura between giver and receiver. However it is important that appreciation should be honest.

**Requesting-** In this type of conversation we start with please and we end with thank you. Most of the people go out of way to fulfil request and our things can be get done without much of hassles. As a culture we use requesting tone with our elders and seniors but if we can use same tone with our juniors and younger, we will be always praised at our back.

**Informing –** many times we have to pass just a information with facts and figures than it is better to avoid any emotions and just convey.

**Suggesting –** this kind of language to be used when you want to express your point of view particularly to seniors and peers. It is always a safe way to express without hurting anyone's sentiment and without pressing your point. This also gives an air of receptiveness on your part and will help in understanding point of view of others and enhance your knowledge.

**Advising –** mostly this kind of language is used with your clients, peers and some time juniors. This type of language should be used only when you are expert in your field and receiver is looking for your advise. We indians have a tendency to give advise even it is not asked for. Indian proverb says नमक और नसीहत बिना मांगे मत दीजिये ।



**Assertive:** When you are confident about your views, do not argue but be assertive. With children also we need to be assertive.

**Ordering** – mostly this type of language is used by seniors or elders with their juniors and younger. My suggestion is even if you are talking to junior, avoid this kind of tone and use suggestive or advising tone, impact will be much better.

**Criticising:** many times we have to criticise actions of our juniors and younger. Criticism should be like sandwich. Where first layer start with appreciation or positive note than your message criticising the behaviour or act but not the person and end again with positive note.

**Sarcastic:** few people have habit of being sarcastic on every thing. Such people never get respected except you are a cartoonist.

**Argumentative:** Discuss do not argue. This type of language should be totally avoided. This leads to next level, annoying and fighting. This is beginning of spoiling the relationship.

**Abusing:** a junior may not have a capability to reply your abusive language but surely he never carry good wishes for you so as far as possible avoid such language.

**Fighting:** this is last stage and often ends up in broken relationship. Wise people stop much before this stage.

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मार्ग नहीं बचता कभी, संप्रेषण के बाद।  
सोच-सोच कर कीजिये, कोई भी संवाद।।

## MYF

### Make Yourself Free

As soon as we complete our education, our freedom is lost. For next 30 years main aim is to earn money, create wealth and secure old age. Marriage, children's education, building home, buying car, enjoying vacation etc. becomes the main objectives. Most of us get completely busy in making money so that we can fulfil all our material desires. There is nothing wrong in that but at the same time we become slave of money making machine.



Money can be earned by 3 ways. First is to use our own energy and skills. Second is engaging people who makes money for us and third is passive income where wealth makes money for us. Unless you become celebrity at very young age, it is not possible to earn huge money through first method. You would be surprise to calculate your present worth. For example you are earning ? 50,000 per month. Your worth is meagre around 50 lacs and if you have ability to earn ROI (return on investment) of 25% than it is hardly 25 Lacs. The house you own is worth more than you.

To make yourself free in long term it is important that in initial years try to make multiple source of income so that after 10-15 years you can have passive income where your money makes you enough money to live your balance life comfortably so that you can do whatever you wish to do and where there is no compulsion of becoming slave.

Hey, do not misunderstand here that making yourself free mean stop earning money. One shall never stop earning money. But when your passive income is more than your active income and active income is mainly from the profession which is your passion then you are FREE.



Main sources of passive income are rent, interest, dividend, appreciation of assets etc. where your personal efforts are negligible.

**5 Tips How to become free.**

1. Develop multiple source of income during initial years of your career and one of the source shall be from your passion such as photography, painting, writing, teaching etc.
2. Invest your savings in assets which can start giving you passive income.
3. Make all efforts to grow income from source which you are passionate about and reduce your efforts from sources which you do not enjoy.
4. Take the professional help if needed to manage your assets and passive income.
5. Find entrepreneurs who are passionate about their ideas and become investing partner in their ventures.

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अच्छाई जग में रहे, करना है पहचान।  
अपने अंदर ही बसे, साधु और शैतान।।

## NAW

### Nurture Angel Within



During earth formation, neither angel nor demon existed. At ancient times, humans were like all other animals. Their main purpose of existence was survival and reproduction. Nevertheless, human was one of the most intelligent animals, having mind, consciousness, intellect and ego of better quality. Beginning of inclination towards

ownership became the root cause of all problems. Probably, that is the point when angels and demons birth took place.

Anyways, it is difficult to establish how we evolved but as on today every one of us carries an angel and a demon within us. We use them as a tool to fulfill our desires in self interest. If I ask entire human race, no one will agree that he/she has a demon within. He/she will prove with all his/her logics that he/she is a good person Alas, if this would have been the case; then there would have been no crime, no pain, no hate, no jealousy and no greed. The major problem of today's life is that everyone wears a mask of an angel over his/her intentions of a demon.

I usually tell my friends that most of us worship God due to two main reasons. Either we have a greed to get something or a fear to loose something. The intensity of desire/ fear decides what is going to be picked up within us, weather an angel or a demon. When angel is selected, we spread happiness and pleasure around us but when we prefer demon, we always spread pain and problems around us.

#### **If we analyze human acts, we can put them in following six categories:-**

1. When a person acts with cruelty where his/her intentions is to completely destroy others. In this case, person is in complete control of a demon.
2. When a person acts to fulfill his/her desires and gets pleasure even at the cost of pains for others. Still the person is in control of a devil.



3. When a person is concerned about his/her own benefit and is not bothered whether others will get a pain or a pleasure, he is standing at the boundary where sometimes he acts like a devil and sometimes like an angel.
4. When a person never harms others for getting his/her own benefits, he/she is acting like an angel.
5. When a person just acts and is not bothered by pain or pleasure, he/she reaches stage known as enlightenment.
6. The worst situation is when a person acts with ill intentions wearing a mask of an angel. Nowadays, population of such persons is increasing day by day.

To achieve permanent bliss, destroy your demon, adopt angel and try to move towards enlightenment where neither you need a demon nor an angel.

**5 tips to manage emotions:-**

1. Be conscious about your emotions. Watch them carefully.
2. Use your mind and intellect carefully to process your emotions.
3. Emotions may be negative or positive. Both types of emotions need proper analysis and thought process before taking any action.
4. Imagining the consequence of action is pre-requisite for having proper fate of emotions.
5. Do not allow emotions to control you, control your emotions by utilizing 4 organs of ANTAHKARAN.

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सुख दुःख के कारण कहीं, और नहीं श्रीमान।  
अपने अंदर ही बसे, साधु और शैतान ॥

## NIU

### Nothing Is Ugly

Human is the only creature on earth that uses his mind and intellect to judge & experience the things, plants, animals and other human beings. If you believe in the God and trust everything that is created by him then judging anyone/anything ugly is blaming the God. He has created everything unique but our ignorance makes decision on the basis of an outer beauty. If we like, we appreciate. If we do not like, we hate.



It is our senses that decide our likes and dislikes. Our senses are slave of our genes, upbringing, education and experiences. So the ugliness is not in the things or beings but ugliness lies within. When someone asked Dalai Lama, What is love? he said “Love is absence of judgment”. Judgment leads to liking and disliking, love and hate. Stop judging and start accepting the things and beings as they are and not as you like them to be.

#### **5 Tips how to stop judging:**

1. Be conscious about your senses, mind and intellect. As soon as you start judging, control it.
2. Try to look beyond looks. You will see usefulness in everything.
3. Everything is unique. Nothing is bad and ugly.
4. Being a human being sometimes it will not be possible to control your mind and intellect but at least control your words and actions to express your bad opinions.
5. Keep enhancing your knowledge and wisdom by reading and listening to wise people.

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दुनिया में सब कुछ सही, कुछ भी नहीं कुरूप।  
भेद नहीं हम कर सके, सब में उसका रूप।

## NNT

### Nurture Natural Talent

Once upon a time God decided to conduct competition among all the things he created so far. Various things, plants, animals and human being came forward to participate. The first competition was for the Best Smell. Sandal-wood won the competition because it didn't lose its amazing smell inspite of rubbing till end. The second competition was for the Best Taste. Sugarcane won the competition because it didn't lose its sweet taste inspite of all twist and turns. Last competition was for the Best Appearance. Gold won the competition because it didn't lose its shine inspite of continuous heating.



When God called all the three objects to give away the prize, he found that all of them were sad. He asked all of them for their reason of sadness. Sandal wood said, "God you gave me the best smell of universe, but didn't bestow me any taste or beautiful appearance." Sugar cane said, "God you gave me best taste, but neither smell nor good appearance." Gold said, "God you gave me best appearance but neither gave any taste nor any smell." God smiled and said, "I have all the 3 qualities, what you individually have. I have given one of my best qualities to you. You are supposed to maintain what is bestowed upon you and be happy."

The man was standing and witnessing the entire event. He asked the God, "Sir you have given one specific quality to every creature. What about me? What is my inherent quality?" God said, "My son, you are unique! Objects, plants and animals of same type are similar in nature but every human being is unique. I have given you the mind and intellect to find that unique quality and continuously explore and flourish the same. However, humanity is the common quality I have granted to every human." Humanity is defined as compassion, fellow feeling, brotherly love, empathy, benevolence, generosity, magnanimity etc.



**5 tips to flourish your uniqueness.**

1. Find out what you are best at. If not able to, take help of experts.
2. Parents and teachers have a greater responsibility to find out uniqueness of child. Flourish/ grow and refine it.
3. Focus on that unique quality and invest your time and energy to make it continuously better.
4. Whatever you do and wherever you reach, never leave humanity.
5. People may criticize you for the qualities or abilities you are not good at, just ignore them.

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हुनर छिपा है आप में, करिये जरा तलाश।  
खुद को साबित कीजिये, करके सतत तराश।।

## NRW

### Never Retire from Work

Person like Stephen Hawking and Abdul Kalam never retires. Not even after death.

Recently when I was devising a retirement policy for the company, the question- “When really a person should retire?” stuck my mind. Most of the companies set an age limit for retirement (normally between 58-65). But in my opinion it is not a wise policy. I have even



seen septuagenarians with a very active & creative brain and also people in their 40's, lethargic and uncreative. An organization should have a policy that the day the person stop adding any value or his contribution falls short in comparison to his compensation or he is not performing his duties diligently, he/she should be asked to retire. People who are doing purely physical job may start losing physical strength as they age. However, people whose job is purely intellectual; they may become more productive with age and experience.

However, if you are working for an organization that has a retirement policy then you have no option but to plan your next inning after retirement. I have seen many people at the time of retirement are physically and mentally fit but only because of not having planned about work-life post retirement, they suddenly start losing their physical and mental strength. And they start ageing rapidly. It may be social work or work with minimal remuneration; one must keep working till he is mentally active. Read about top 10 celebrities who despite of having some kind of physical disability became super-successful. Case of Stephen Hawking is worth reading. <http://techblogbiz.blogspot.in/2006/09/ten-famous-disabled-persons-who-became.html?m=1>



**5 Tips for Planning Life Post Retirement:**

1. One should never retire from work unless & until one becomes physically and mentally incapacitated.
2. In case your organization has a retirement policy, plan well in advance about how you are going to keep yourself occupied in constructive way.
3. Sometimes it becomes imperative to give chance to next generation, so it is better to handover reins at appropriate time but plan your future engagements properly.
4. In world there are lots of needy people and organizations who can benefit from your experience. That may not give you a monetary satisfaction but will give lot of spiritual satisfaction.
5. Last but not least; planning your finances, regular income, wealth and will is foremost.

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जब तक मन मस्तिष्क ये, दे ना हमें जवाब।  
लगे रहे बस काम पे, नही उमर का दाव।।

## NTN

### Nurture The Nature



A very intelligent couple of parrot gave birth to 2 children. It so happened that one was taken by the sage and another by some uneducated notorious person. Both the child parrot got an excellent ability to articulate the human voice. The parrot that grew up in sage's hut learned excellent civilized language and used to greet new comer with NAMASTE and other welcoming remarks. Whereas parrot nurtured at devil's

house learned very rough language and used to speak abusive words.

Often there arises a question whether our DNA is responsible for what we are or it is the environment we raised in. In my opinion both play an equally important role. An excellent seed can't guarantee an excellent tree unless it is nurtured with care.

As a human being we fall on the scale of destiny at one end and our Karma at another end. Some people are extremely destiny dependent and some believe only in karma. But one must understand that as soon as we are born our DNA freezes & the cycle of karma begins. We can make our personality as we want, based on the intrinsic qualities. The tree is the product of a seed but every seed grows the way it is cultivated. We have no option but find out our basic nature and nurture it. Rather than blaming our destiny, we must focus on the present karma.

#### 5 tips for best nurturing:

1. Every child is different. Find out the best quality and nurture that quality rather than focusing on attribute with no traces.
2. Do not compare and compete with others. It can be like a lion is compared with shark.
3. A successful human being is not who has accumulated power or wealth but who had maintained and nurtured his basic quality which is humanity.
4. People are not difficult, they are different. Try to find their nature and environment they grown in and deal accordingly.
5. As a human being our 3 main purposes are:
  - a) Love all Beings
  - b) Perform Duty Rightly
  - c) Enhance Wisdom

देखभाल जो ना मिले, मिले न अच्छी खाद।

उम्दा उन्नत बीज भी, हो जाते बरबाद ॥

## PAB

### People Are Bridges

While giving title to my blog, I recalled Marshall Goldsmith's book titled "what got you here won't get you there". In business and profession most of the time it so happens that one person is so efficient and effective at one point of time that he takes the organization to new height. But at some point he reaches to a "level of incompetence" as doctrine by management guru Peter Drucker and organization gets stuck with that person. The problem is more severe when that person is either owner or so senior in hierarchy that removing him just becomes impossible. But most of the time it has been seen that it is bad for that person as well as for the organization. I have worked in an organization where the top executive was seen as most indispensable and most of the outsiders misunderstood him to be owner rather than executive. When shareholders finally decided to part away, that organization grew multifold as well that person became successful Entrepreneur.

One needs to understand that parents can handhold a kid but he/she needs school teachers to pass away primary education and a professor to get the university degree. It's the rule of nature that you need different people and circumstances at different level.

The person who brought you to the base camp can't take you the peak of Everest. It does not mean that importance of that person is vanished. It only means that now you need a different person to take you to the next level. If my primary school teacher would not have taught me ABCD then how I would have written this blog. The importance and respect for that teacher will always remain but to get further knowledge and wisdom I needed different people in my life.



**5 Tips to deal with people who are becoming bottleneck in your progress.**

1. If your organization is not growing with fast speed or it has got stagnant or slow down, identify whether it is due to complacency of the people or some outside forces.
2. If it is due to person then either gracefully retire that person or sideline with specific responsibilities and authorities.
3. Hire a consultant and take un-biased view for reason of stagnancy or sliding down.
4. Try to invest in raising the competency of that person. Sometimes proper training and exposure can raise his bar and may be useful for organization.
5. Do not mix the emotions and profession, time has come to move forward with different people and disruptive strategy. Or you will lose both in future, business as well as person. Mind it well that the person or circumstances that brought you here, cannot take you there!

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सेतु सम हर आदमी, जीवन पथ में आय।  
है महत्व हर एक का, सबका होय सहाय।

## PRE

### Process To Remove EGO



I will divide the ego in 2 categories. Real ego and false ego. Real ego is about 'what you have'. False ego is about 'what you do not have' but you think that you have.

We shall not keep false ego and shall drop it as early as possible. Real ego is also an illusion but we need to keep that illusion as long as we are living SAMSARIK life. But we need to

make real ego powerless by removing attachment with things, peoples and titles we have.

**The process to remove attachment would be as follow.**

1. Make the list of all real egos.
2. Take one at a time.
3. See and observe that ego as drashta.
4. Imagine that ego is destroyed and has no effect on you.
5. Make that ego powerless and tiny in front of you.

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पद-प्रतिष्ठा का रहे, हमको नहीं गुमान।  
झूठी बातों का अहम, पालो ना श्रीमान।।

## PTS

### PAUSE !!! To Succeed

All living beings have 2 main purpose. Survival and recreation. For survival they want food and safety and for recreation they mate. However human beings think beyond survival and recreation. Since we have better mind, intellect, conscious and ego, we do millions of different things than animals. The question is why we do what we do apart from survival and recreation. We are a highly action oriented breed.



Every action is backed up by thought. Thoughts preceded action, some time we consciously know it, but most of the times subconsciously we do it. So we can divide actions in 2 parts. Conscious actions and subconscious actions. I am excluding here inner body actions which are controlled by the system of our body. Whether it's conscious action or subconscious actions, both are backed by thoughts( present thoughts or past thoughts). Thoughts are generated by either our past experiences and memories or present learning through senses. Intellect analyse our present learning and past experiences and decides for actions. However many times we ignore our intellect and conscious but follow the instincts which can leads to either creativity or disaster.

Action leads to reactions and destiny so better action leads to better destiny. The wise is one who keeps pause between thoughts, words and actions. Research says that well paused thought can lead to 25-40% better decision and action. The key of success is PAUSE between thoughts and actions.

When you pause, search answer for what, why, when, which, where and how and you will find that your life has become many fold better than previous. Pause before action is key success mantra.

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थोड़ा रुककर जो करे, सोच समझ कर काम।  
यही सफलता मंत्र ले, पाता जग में नाम।।

## PTW

### Process Thoughts Wisely



In India, as the summer approaches; you will come across sugarcane juice extracting machine on the road side. When they put sugarcane from one end, the sugarcane gets crushed giving out sweet juice and the waste goes out from the other end. The same practice can be used for processing our thoughts. Our mind keeps on receiving thoughts continuously which generates emotions. Mostly people do not keep watch on those thoughts and very few process them intelligently and hence can keep control on emotions.

Our thoughts are like sugarcane. Sweet juice is like positive emotions and waste is like negative emotions. In short, our mind is a juice extracting machine.

It is imperative that every day we get thousands of good as well as bad thoughts and if we do not process them properly then the negative thoughts will generate negative actions/ emotions while positive thought will create positive actions/ emotions. If we keep our mind and intellect always alert, negative thoughts will get destroyed and only positive thoughts will materialize into positive actions.

#### 5 steps for processing thoughts:

1. Watch your feelings. Broadly it can be categorized as positive, negative and indifferent.
2. Analyze the thoughts behind those feelings. Feelings are normally accumulation of thoughts. So, go deeper to know root cause of those thoughts.
3. Imagine the consequences of actions you take, based on such feelings and thoughts. If they are negative, try to eliminate those thoughts. If they are positive, go ahead.
4. Initially you will need conscious efforts to do that and may fail many times to eliminate negative thoughts but slowly your subconscious mind will take over this process and success rate will improve.
5. Sometimes in spite of knowing negative consequences, your senses will force you to take action for pleasure of body and mind; however continuous efforts will be needed to destroy negative thoughts.

चलिए सुनियोजित सदा, कर के सोच विचार।

लक्ष्य मिलेगा आपको, बस! अनुभव के द्वार।।

## QGL

### 5 Qualities of Great Leaders

**Leaders of any field whether business, politics or philanthropy they share few basic qualities.**

1. **Visionary** : they all are visionary. They can imagine forest in a small seed. They have capability to imagine which even does not exist. They are big dreamers. While dreaming they do not feel any limitation. They can visualise impossibles. Gandhi dreamt of getting independence by non-violence. Which was unheard of that time. Ambani visualised giving mobile in the hand of poorest of poor. Ambedkar have spread the philosophy of Buddha in the life of masses.
2. **Strategist** : once their vision is set, great leaders have ability to find most simple and effective strategy or path to achieve their goal. They can see the path even where no path exists. It's like climbing Everest and finding easiest and quickest path. They have amazing capability to explore all possible options and select the most effective one.
3. **Hire Smart People** : Successful leaders know that to reach the goal they need the help of most competent people who have quality of execution which he may lack. He will always hire and surround people who are smarter than him. He understand that his mission requires several capabilities which neither he got all not any one person can have. He believes in collective and team efforts.
4. **Action Oriented** : great leaders are action oriented. Always full of energy. Very quick in giving decisions. They have quality to see weak link in the chain. They never waste time and energy. They create efficient system



and delegate responsibilities so that collective efforts give them exponential results.

5. Positive Thinker : Last but not least, great leaders are positive thinkers. Very optimist. Every leader and his team has to pass through lots of ups and downs but they are always full of positive thinking, positive attitude and keep morale and motivation of team very high. It is not that they do not fail but failure work as lesson and experience for them and they come up with alternate strategy and plan very quickly. They bounce back with even higher zeal. Even multiple failure do not raffle them.

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सकारात्मक जो रखे,अपने साथ विचार।  
नेतृत्व करता वही, जिसकी दृष्टि अपार।।

## RAG

### Role and Goal Clarity



Shri Ashit Sinha, an HR guru, always say that keep clarity of role and goal in the organization. Role and goal clarity improves the performance, efficiency as well as effectiveness. In most of the Indian organizations, particularly in the family run businesses, the role and goal clarity is either missing or present in abstract form. Consequently employees are clueless about their accountability, authority and lines of hierarchy. On the top of it, if systems are not robust, entire organization runs in chaos. Blame game, abdicating responsibility etc. becomes very common. This can be controlled as long as organization is small but as it grows, inefficiency grows along after a certain point organization starts collapsing.

In such organizations many times HR head is hired but without much of freedom and authority. The paralyzed culture doesn't allow professionals to work efficiently and effectively. Mediocre employees stay and smart performers flees.

#### 5 step process for role and goal clarity:

1. Vision, mission, values and strategy shall be finalized at top level in consultation with senior management.
2. Proper organization structure shall be created with clear authority and accountability. One employee, one boss and span of control shall be taken into account. Organization structure shall not be made as per availability of people rather it should be created as per need of organization keeping long term vision in mind.
3. Job profile shall be created from top to bottom and KRAs (Key result areas) shall be decided for each position.
4. Periodical review system shall be in place depending on criticality of position. Most of the organizations finalize the goals of employees but they fail to review.
5. Proper training program across the organization shall be introduced so that people can grow their skills and attitude as the organization grows.

जैसे जीवन में मिला हमें हमारा गोल।  
वैसे ही अभिनित करे अपना-अपना रोल।।

## RDD

### Role Decide Duty

In Mahabharata, Arjuna had identity crisis on the battle field of Kurukshetra. He came as fighter on the battle ground but when he saw his relatives, guru and friends on opposite side he forgot that he is fighter and remembered just his relation with each of them. Facing the duty as a warrior to fight the Dharma Yudhha or righteous war between Pandavas and Kauravas, Krishna counseled Arjuna to fulfill his duty as a warrior and establish Dharma. This conversation in Geeta made Arjuna realize his real role and real duty.



In our day to day life also we face identity crisis. Our identity changes according to people, place and circumstances. At work we are boss and at home we are life partner. With parents we are children but with children we become parent. Before taking any action if we can recall our real role in given circumstances, place and people; our actions cannot go wrong.

Difficulty arises when the role is complex and duties are contradictory or conflicting. In such situation deep and clear thinking can help in realizing right duty. Many times it is advisable to be just observer and onlooker rather than taking any action.

#### **5 Tips How to decide real Role and Duty:**

1. Think about your real role before speaking or acting.
2. In case of confusion, clarify and get clarity about your role from all the concerned people.
3. Do not speak or act till role is ascertained.
4. As far as possible use suggestive tone instead of judgmental language in dealing with others. Use decisive language only when you have clarity about role.
5. Take advice of right people in clarifying your role before taking any action.

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देखी हमने पात्रता, कर जाती कुछ भय।  
सदैव पात्र कुपात्र से, तय होते कर्तव्य॥

## RID

### Righteousness Is Dharma

Often we face dilemma, whether we are performing right actions or not. Most of the time it is easy to distinguish between right and wrong but very difficult to differentiate between right and more right or wrong and more wrong. Right or wrong can vary on scale of universal truth and individual perceptions. Since it is subjective and depends on society, religion and profession we belong to; it is very confusing. If we leave apart the universal truth, most of the value system is governed by country, religion, society and work groups. Keeping 4 wives is considered doing dharma in one religion whereas in other religion it is not at all

accepted. Eating non-veg food is well accepted in one society but in another society it may be strictly prohibited. Such a paradoxical system we have.

RIGHTEOUSNESS

According to Stephen Covey, principles are universal and they are like the light houses. They never change but values and belief system

change as per time, individual, group and circumstances. This is the main reason that definition of righteousness also changes from person to person. Righteousness needs to be understood at different levels and from various points of view. In my view righteousness can be explained at following 6 levels.

**Universal Righteousness:** There are certain universal principle and practices such as honesty, love, duty etc. that are acknowledged by all the religions and societies in every part of the world. Every human being is expected to follow these principles otherwise that person may not be treated with respect. So keep walking on the path of Dharma.

**National Righteousness:** Every nation has its own constitution and legal system. Every citizen of that country is expected to follow and abide them.

**Religious Righteousness:** Every religion has its own belief/faith system and if



you belong to that religion then you are expected to follow their principles and holy book of that religion.

**Social Righteousness:** Every community and society has its own value system and if you are part of it, you are expected to follow otherwise that community may disown you.

**Professional Righteousness:** Every profession has code of conduct and ethics defined and if you belong to that profession you are advised to follow the same.

**Individual Righteousness:** Individuals can have his own moral system based on their education, society, personal beliefs etc. However, same may not be acceptable to others.

**5 tips to decide the path of righteousness:**

1. Identify all the groups you belong to. Find out their code of conduct and follow them.
2. Don't worry if you are not on right path, having knowledge that you are on wrong path is the first stage of awakening. Most of the people are ignorant.
3. Sudden change in behavior and attitude is not possible. It's a slow process. As long as you are progressing on right path, it is a good enough.
4. Identify which is the most dangerous value system you are ignoring and first work on those so that you can be saved from major consequences.
5. It is a continuous process till you get enlightenment and liberation. So keep on walking on the right path.

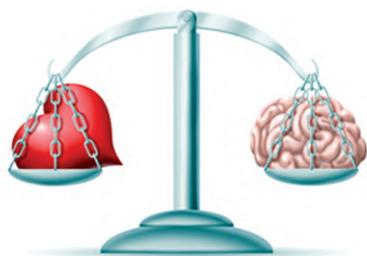
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सात्विकता के साथ में, करिये अपना कर्म।  
दुनिया में कुछ है नहीं, सदाचार ही धर्म॥

## ROE

### Rational Or Emotional

Our behaviour fall between highly rational to highly emotional/irrational. On 1-9 scale say 9 is for highly rational and 1 is for highly emotional. Geeta explains it beautifully. Every living being have combination of 3 qualities. रज, तम व सत. I will relate highly rational as rajoguni and highly emotional as tamoguni. If you balance between rational and emotional than you can be termed as satoguni.



Whether we will act as rajoguni, tamoguni or satoguni depends on 4 aspects. Self, other person, time and circumstances. The problem with humans is that in same circumstances they may act differently with different people or different time. That way we are unpredictable.

Self is guided by gene, upbringing, education, experiences and self interest. Our tuning with other person also plays big role. What phase of time we are going through can also change our behaviour and what circumstances we are going through also decides our actions and reactions.

So our behaviour or behaviour of other person depends on complexity of time, situation, person and self (emotions and intellect). It is easy to predict satoguni (balanced person) compared to rajoguni (rational) or tamoguni (emotional).

तर्क संगत, भावुक हम, करते जो व्यवहार।  
परिस्थितियाँ, समय स्वयं, सब हैं जिम्मेदार॥

## RRR

### Receive - Reflect - Respond

Except when we are sleeping, our mind is engaged in one of the 3 activities – Receiving, Reflecting and Responding. We receive inputs from our environment through our senses then we analyse those inputs by reflecting and finally we respond as per the decision/signal given by our brain.

Even the animals do all these 3 things. However, their capacity of reflection is limited to food, safety and sex. We human beings are fortunate to inherit better brain which reflects by analysing and understanding the situation based on present circumstances and past experiences. But irony is that most of us do not use full capacity and potential of reflection and very quickly respond without thinking about consequences.



#### 5 Tips for better reflection on thoughts:

1. Do not react quickly. Hold your response if possible.
2. Analyze the inputs from various angles.
3. Try to see the situation from various stakeholders' point of view.
4. Listen views of others who are concerned with situation.
5. Always keep plan B ready in case your response is not giving desired results.

रहे चपल जो सोच में, रखते चित्त सचेत।  
वाणी पर अंकुश रखे, तो फल ईश्वर देत।।

## SBM

### See Beyond Masks



In this world, 99 out of 100 people wear mask while interacting with others. Few people are so expert in changing the mask while dealing with different people, at different time and in different situations, that it is impossible to know the truth. Honestly, we have become so used to change the mask that we ourselves have forgotten our true identity; leaving a little chance for others to know our real nature, intentions and personality. Whether you are dealing with an employee, customer, supplier, boss, colleague, friend, relative or even your own spouse, possibility cannot be ruled out that person has something beyond his words and actions. However success of a person whether at home or at work depends on how accurately one can see beyond the mask and understand the real intentions of people. When our actions are in accordance with real intentions of people, effectiveness increases manifold. It is not that people always have bad intentions, even good intentions are hidden and one needs to know what lies beyond the mask. Sometimes it is almost impossible to know the real intentions of people but if we are alert and conscious, most of the time we will know that person has some hidden agenda and we will be alert next time.

#### 5 tips on how to see beyond the mask:

1. Initially, start with zero level of trust with other party. It does not mean that we distrust the person. Even a person we trust the most, sometimes do not have right words to clarify his/her intentions.
2. Be alert in interaction. Be conscious. Keep alert your all senses. People convey 65% of their message through body language only.
3. Ask questions where answers are not just limited to Yes or No, but one is compelled to describe more and more.
4. Every person has his own reputation, aura and past record. If dealing first time, take referrals. More you know about a person, more it will be easy to crack his masks.
5. At the end if you have doubt on your judgment about a person's intention, either withdraw or take no action or minimal action.

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मुखर मुखौटे हो रहे, चेहरे होते गौण।  
चेहरों को पहचानिये, आखिर में है कौन॥

## SFS

### Share Feelings Selectively

#### Sharing of Pain/Pleasure

I read somewhere that one should not share his/her pain or problem with the people always. Because 50% people are not interested in your problems and the rest are happy to see you in pain/problem. This compels me to think whether one should share his/her pleasures or not. Because 50% people may not be interested in your pleasures and rest may get jealous with you.



In the era of social media this question has become more pertinent whether one should share his/her pains/pleasure or not. Many a times we accept totally unknown persons as our friends on Facebook and other networking sites. And sometimes we even share insignificant matters in public. And people who have never seen you hit like buttons or comment on it, which seems that it is just an artificial show of happiness or concern.

Research shows that in-general men are hesitant to share their pain as compared to women but are liberal to show off their pleasure. The reason is probably men are more target oriented and as soon as they achieve their goal they like to disclose to entire world. And they prefer to hide their pain because that would expose their weakness. Whereas women are more emotion oriented and empathetic which makes them share pain or pleasure irrespective of differences of opinion.

In olden days, they believed that if you share your sorrow it becomes half and if you share your pleasure it gets doubled. But is it still relevant in a world where people are jealous with your progress and secretly happy for your pains? It's



really difficult to conclude! However, I would like to give my personal views about sharing of pain and pleasure in following tips.

**5 tips about sharing of pain and pleasure:**

1. Share the pain with genuinely closed people. Share with those who really care for you or have capability to reduce the same.
2. Share the pleasure in as humble manner as possible.
3. Remember that pain and pleasure both have short duration. With the passing of time, either it becomes irrelevant or pain may get converted into pleasure or pleasure may get converted into pain. Too much demonstration of both is not good.
4. Use your emotional intelligence while sharing pain or pleasure. Time, person and circumstance should be taken into consideration before sharing.
5. Public demonstration of both should be minimized.

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सुख दुःख अपना बाँटिये, रखिये मगर ख्याल।  
कभी प्रदर्शन ना करें, दोनों का हर हाल।

## SHO

### Select Head of Organisation



During last 33 years I have worked with several organisations, in India and abroad. I have been part of various non profit organisations also. Some time as member or some time got opportunity to lead the same. My conclusion is, head of the organisation has capability to either make organisation better or break it in pieces. Many times you might have observed that organisation remain the same but as soon as the head changes either it get so efficient, vibrant and captivating or becomes dull and lifeless.

The quality of organisation is complete reflection of quality of its leadership. An energetic and efficient leader can single handedly make, even a very big organisation, efficient and effective. Selection of right leader is the single most critical factor to make organisation successful or failure.

#### 5 Tips for selecting Head of Organisation:

1. Leader must have good communication skills.
2. Leader shall be competent enough to Head of Organisation.
3. Leader shall be willing and energetic to take the responsibility to run the organisation.
4. Leader must have enough time to lead the organisation and create successor.
5. Change the leader immediately if any of the above attribute is missing otherwise organisation will have slow death.

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संप्रेषण की हो कला, अतिशय क्षमतावान।  
नेतृत्व की बस वही, होती है पहचान।।

## SIT

### Shall I Talk?

Most of us are not very conscious about what we speak or what we do not speak. People fall between highly introvert to overly extrovert category. Reason may be genetic, upbringing etc. over a period slowly it becomes our habit and it becomes our nature. Generally it is observed that comparatively men talk less than women.



Psychotherapists says that communication happens at 3 levels. Cognitive is more related to exchange of information. Affective is exchange of emotions and conative is exchange of intentions. To be wise, one shall have more communication at cognitive and conative level at work and more communication at affective level at home.

My personal view is one must talk minimum required at work and maximum possible at home. At office talking more may lead to less productivity and unnecessary confusions where as talking less at home may lead to dryness in relationship.

#### 5 Tips about Talking.

1. Be alert and conscious while talking. As far as possible, think before talking.
2. At work prepare well before talking. Quality of words matter more at work.
3. At work use less emotions in talk and use more intellect.
4. At home use more emotions in talk and less intellect.
5. Take full interest in talks at home though most of the matters may look very trivial and unimportant. One may be taking million dollars decision at work but at home participating in maid problem is equally important.

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बौद्धिकता ज्यादा रहे, कम होवे जज़्बात।  
संयम रखिये बोल में, जब भी करिये बात।।

## SOS

### Silence Or Speak-out

Often question arises in life whether I should speak out or be silent. Many times silence at wrong time gets converted into unwise situation. On other hand an argument may take the shape of violence if not planned properly. Silence and speaking-up, both have a capability to make or break relationship. Keeping silence or confronting depends on time, person and circumstances. One needs to apply both the tools at the right time with right people and in right circumstances. The key of relationship is trust. If the trust is absent neither silence nor speaking-up is going to work.



Confrontation can be private or public. For example, if you are travelling by taxi and driver is drunk where it becomes a risky situation, then keeping silence is foolishness. However silence or speak-up is more crucial in close relationship. Private confrontation at work may be between employee and boss, peer to peer or with

external agencies such as clients, suppliers bankers etc. Personal confrontation may be between couples, families, friends, neighbors etc. Whether you decide to confront or keep silence, it is important to plan it properly, think of consequences and then apply. Unplanned confrontations mostly results in regression.

Question arises why people remain silent where situation demands to speak-up or why people confront for irrelevant issues. Probably a person's basic nature is also a crucial factor whether one will go in a shell or confront. Nature ranges between highly introvert to highly extrovert, highly dominating to highly submissive or highly organised to highly disorganised and so on. Lack of wisdom, fear of losing relationship or lack of speaking skills can also be cause of person opting for silence over confrontation. There is an another view point that our education system, society and work teaches us more how to hide our



thoughts and feeling rather than how to express it effectively.

**5 Tips for effective use of silence and confrontation:-**

1. Whether to be silent or speak-up should be a conscious decision. Tool of silence or speech shall be applied taking into consideration the factors such as time, people and circumstances.
2. Sometimes “let-it-go” can be a right approach for insignificant matters which hardly have any effects in the long run.
3. Keep the higher goal in mind. At home, relationship is more crucial whereas at work, performance is more important.
4. It is not necessary that you are always right. Look at the situation from other person’s perspective. Be empathetic. If needed seek apology for your wrong behavior irrespective of your position.
5. Use suggestive language more often than judgmental language. That creates better environment of listening and understanding.

“World has suffered more because of silence of good people than violence of bad people”.

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मन ही निर्णय ले सदा, किसे बताये कौन।  
कहाँ मुखर रहना हमे, और कहाँ पर मौन॥

## SOE

### eScale - Scale Of Extremes

Our life is always moving on scale of extremes from one end to the other end. Scale may be related to love relationship, work, money, fame, knowledge, performance, spirituality, skills, and our nature or for that matter anything. The scale is normally in the inclined position where good things are on the higher side and bad things are on the lower side. It is always little difficult to move up towards the good things but easy to slide down towards the bad things.



It may be necessary to be at the right position towards the most positive end always. Sometimes staying at the neutral position or little more towards positive side is enough. More important is to make sure that we do not slide towards negativity or do not stay on negative side for a long. The right position on scale is decided taking into consideration the people, time and situation. For example take the scale of hate to love which has different points in between such as dislike, neutral and like. It is not possible to love everybody in life but it is important that we do not hate or dislike anyone. Another example can be the scale of money. Where at one end there is an extreme poverty and at other end there is an extreme affluence. Your journey shall always be towards becoming rich/better than what you are today. You may not necessarily become the richest person on earth but it is important to have enough money to take care of worldly needs and live a comfortable life.

Important is to understand the scale of extremes about every aspect, to know where you stand on this scale, to decide your reasonable goal on the scale and move towards achieving that goal.



**5 steps for walking on eScale:**

1. First determine which aspect of life you want to check your position on eScale.
2. Create your milestones between 2 extremes from worst situation to the best situation with respect to time, people and circumstances.
3. Decide your goal on that scale which shall be rational and realistic.
4. Start making efforts to walk towards that goal.
5. Review in between – your position, efforts, strategy and goal. Keep walking forward.

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पैमाने पर नापिये, खुद को बारम्बार।  
चले बुराई छोड़ के, अच्छाई के पार॥

## SSP

### Scripture Script Path

The scriptures, holy inscriptions of religion or philosophy, are expressions of enlightened people. But the scripture don't necessarily express the real feelings of those enlightened people. Like it is not possible to exactly describe the smell of sandal wood, the sound of Om, appearance of Kohinoor diamond, taste of Amrut or feel of clouds. One has to experience it. Enlightened people experienced the spirituality, the soul, the God, the nature, the energy or whatever the name you call it. To express one takes the help of words and words do not have power to express 100% what you feel. The other problem with words, sentences, paragraphs and book is that everyone finds different meaning. Even one person reading same thing at different point of time or in different situation, finds different meaning.



In my opinion scriptures work like a lamp. They show you the path but one has to walk himself and find the meaning of life and eventually feel the god. Scriptures work like a path. One has to walk to reach the destination. Scriptures are not god. Scriptures give food for thought to reach the god. Our planet earth is no more than a sand particle in this universe. All the enlightened souls whose scripture we read are born on this planet. We have not been able to explore our own solar system which is also like a sand particle in the universe. There may be planets which are more advance than us. Their knowledge and wisdom may be much more than what we have.

#### 5 tips to read scriptures:

1. Read scriptures of all the religions with open mind.
2. Scriptures are lamps. One need to walk himself for enlightenment.
3. No scripture can be final word on wisdom of entire universe.
4. The written wisdom is no more than a sand particle on a sea beach.
5. Respect the scripture and keep enhancing your wisdom.

दर्शन और आध्यात्म का, पावन हर पल ध्यान।  
अत्त दीप भव भावना, जीवन पथ निर्माण।।

## SYP

### Shift Your Paradigm

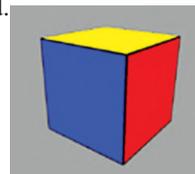
Imagine a cube with 6 square faces each painted with different color. While looking at the cube from one angle, we can see only one colored face. Unless we change the angle, we cannot see other 5 colors. And so is Life. Every situation and every problem have various dimensions but we fail to see other dimensions and often we cannot find any solution or the best possible solution.

Paradigm shift is changing the fundamental thinking and assumptions. While having conversation with my friend who worked at top position in the world Class Company earning best package, he expressed dissatisfaction. According to him, his peers were better taken care off. I told him, the reason for your unhappiness is not your problems but it is your inability to see others happy that is making you discontent. This simple sentence changed his entire thought process and he had a paradigm shift in his behavior. Another day, one of my friends (highly learned) was discussing with me about his parents extreme affection for his younger brother even though he is not successful in any sense. I told him that normally parents are intellectually attached to a strong child but emotionally to a weak child. Since then his thought process changed and he is not having any problem regarding his parents' favoritism.

Moreover, paradigm shift is needed when your growth is stranded or traditional solutions are not working. It requires innovative and different thinking. Paradigm shift can give breakthrough improvements and help you in taking to next level.

#### 5 steps to have paradigm shift:

1. Identify problem/area where paradigm shift is needed.
2. List your present fundamental assumptions.
3. Try to see the present situation from various angles.  
Use innovative and creative thinking.
4. Sometimes brain-storming sessions can help in visualizing the situation from various angles.
5. Take the expert's help if needed.



नहीं समस्या देखिये, एक नज़र से आप।  
समाधान के है सदा, अलग अलग परिमाण।

## TBF

### Think Before Forward



WhatsApp has become an essential part of our life. It has several advantages but few disadvantages also. To be a member of any group has become more of pain than pleasure. I salute those who strictly avoid becoming a member of any group but for most of us it is not easy to avoid groups. The pain is more severe when one is member of several groups and receive the same message several times a day. Problem is aggravated by the people who are experts in creating fake and spicy news and then posting on the social media platforms. Sometimes an emotional stuff is circulated long enough where it has already lost its significance and relevance long back. Most disgusting is when post is to demean any particular religion, community; political party or social group and when that group has few members who belong to such backgrounds.

My appeal is to follow certain rules before forwarding messages. Let us be emotionally intelligent while posting messages in the social media groups.

#### Tips to use emotional intelligence before forwarding messages:

1. Rotary's THE FOUR-WAY TEST of things we think, say or do is very useful.
  - A. Is it the TRUTH?
  - B. Is it FAIR to all concerned?
  - C. Will it build GOOD WILL and BETTER FRIENDSHIPS?
  - D. Will it be BENEFICIAL to all concerned?
2. Never ever forward messages which may hurt anyone's religious, communal or political sentiments.
3. Do not forward messages without checking it.
4. Groups are formed with specific purpose. Your message may be very good but if it is not in line with the purpose of the group, refrain yourself from posting. Or at least take permission of admin before posting it.
5. Think before forwarding. Messages should be forwarded when they are absolutely necessary.

सोच समझ कर भेजिए, सधे हुए बस तीरा।  
नई नई संवाद की, उभर रही तस्वीर।।

## TDL

### To-Do-List (A tool towards perfectionism)

Dr. Atul Gawande in his book “The Checklist Manifesto: How to get things right” has rightly said that collective knowledge on any subject has become so vast in the present era that individuals do not have the ability to deliver it correctly, consistently and securely. Till the 2nd half of 20th century there were more generalists than specialists. In last 50 years, the repository of human knowledge has become so vast and varied that one person cannot be a master of all. One needs to choose or one can hope to master any one field. It needs years of dedication to choose and master the field whether it is Math, Physics, Chemistry, Biology, Commerce, Arts or any other field.



To complete any task, whether building a high rise tower, producing a film, manufacturing thousands of cars every day, performing life saving operations, making an aircraft, launching rocket to the moon or simply baking a cake; one needs expertise and inputs from multiple sources and everything needs to be coordinated and synchronized properly for a successful endeavor. Meticulous planning, coordination and monitoring have become critical for completing any project within time, in budgeted cost, of required quality and (with) appropriate safety.

A To-Do-List is an important tool for all professionals to schedule, collaborate, coordinate, follow up and monitor tasks and projects. You (may) call it a task list, check list, schedule or agenda. It is an effective tool of control that helps in setting priorities, ensuring execution and eliminating errors. And best part is that it is so simple and un-demanding.

A proper Daily-To-Do -List helps in ensuring that tasks and sub-tasks are completed within time, flawlessly. A daily review and follow up of To-Do-List



makes sure that mistakes or goof ups arising out of omission are avoided, plan is well executed and perfection is approached. It also allows quick response when adjustments or modifications are required. In short it is a great tool- a sword and shield combined, that enhances execution and also prevents us from being surprised.

**5 Tips on How to make and Follow Daily-To-Do-List:**

1. Identify the various agencies/persons/actions required in completing a task/project.
2. Ask all involved parties to make a task list with their subordinates and send it to a co-coordinator.
3. Depending on the level of complexity, use software or manual chart to plot all activities.
4. Each person/group should update and review their Daily-To-Do-List and modify if needed.
5. Use internet or intranet to have widely shared, real time communications among all concerned.

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सूचीबद्ध कर लीजिये, अपने सारे काम।  
समाधान व पूर्णता, पाते लक्ष्य तमाम॥

## TER

### Twenty % Efforts, Eighty% Result

Pareto Analysis is a statistical technique in decision-making used for the selection of a limited number of tasks that produce significant overall effect. It uses the Pareto Principle (also known as the 80/20 rule). The idea is that by doing 20% of the work you can generate 80% benefit out of the entire job. In any given task, job, report, project, situation etc. 5% or less is vital task and the rest 95% is not very significant. Many a times, it so happens that we are hooked to that 95% of tasks wasting our energy, time and resources. The 5% tasks which are more significant are often overlooked.



For example, in accountancy; less than 5% items in the financial statement are vital which needs your attention. If we talk about production, less than 5% machines are most critical which are critical for whole process. In case of marketing, less than 5% customers are most important who can give your maximum business. In other words, this principle is applicable in almost all type of situations.

#### 5 tips to focus on Essentials:

1. Find out maximum 3 vital areas which are critical for achieving your goal.
2. Focused and priority efforts in essential areas will give much better results as compared to non-significant areas.
3. Develop skills and talent to manage those areas.
4. Focusing on vital areas will increase your efficiency as well as effectiveness.
5. Vital areas may change from time to time and according to the circumstances.

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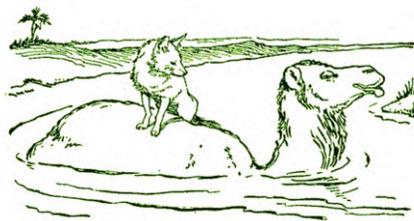
बुद्धि और चातुर्य को, रखिये ऐसे थाम।  
साधन कम से कम लगे, अधिकाधिक परिणाम॥

## TFT

### Tit For Tat

The term “Tit for Tat” is explained through many children books/fable stories. Camel and Jackal or Fox and crane etc. are mostly the terms which are used in negative sense. If someone hits you, you hit back may be with the double force. However, in India we read about people such as Buddha, Mahavira and Gandhi who propagated the concept of Ahimsa – the non violence. Gandhiji’s famous quote is that “If someone slaps you, you offer your another cheek”. When children or even we adults read such type of contradictory stories, it is obvious to get confused.

In my opinion we should adopt a policy forgiving for the first time and adopt Tit for Tat rule then, instead of immediately giving back with the equal force or complete Ahimsa. If someone treats you badly, first time give him a benefit



of doubt. However, express firmly your concern with indirect threatening that if same is repeated then you may retaliate with the double force.

Further, we can use the concept of Tit for Tat in the positive sense in case someone treats us with love & care. Then we shall give back that love, care and help with bonus and topping. So for all good things it should be extra giving back.

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नफरत को नफरत मिले, मिले प्यार को प्यार।  
तभी आज के दौर का, चल पाये संसार।

## TSO

### To Standout, be Outstanding

Who doesn't want to stand out? Even the spiritual guru also wishes that he becomes the best yogi and is known to as many people as possible. A fruit or a flower wants to stand out so that it gets attention of all. Most ladies dress and apply make-up and wear jewellery so that they stand out in the crowd.



To stand out one needs to be outstanding. To become outstanding one can focus on 4 aspects of his/her personality. Mind, Body, heart and soul. The most visible part of the personality is body. Though the body is genetically given by Parents, a person can use clothing, makeup, jewellery etc to stand out. These are the

most basic methods of efforts to stand out. Let us term it is PQ- Physical Quotient. PQ plays critical part in outstanding performance. Physical appearance is first impression. Study shows that average height of great leaders in the world is more than average of general population. Though height is given by God but we can make efforts to present ourself better by having proper clothing and right body language.

The second level of efforts are in the area of intelligence (IQ). In initial years we make all out efforts to get first class first in class and give outstanding results to our parents. At later stage when we go for professional studies we make efforts to become best professional in whatever area we chose. IQ gets improved by formal education and experience. The real race starts when we start our career. The canvas become bigger and requires continuous focused efforts to perform outstandingly. As we go higher, space becomes narrower and competition becomes tougher. It is not necessary that if at education level you were gold medalist but in career also you will be number one.

The next aspects of personality is emotions and relationships (EQ). Nowadays



emotional skills. Emotional skills are mostly derived from basic nature and behavioural pattern though with training and practice some of these pattern can be modified and emotional skills can be improved. Most of the people may be emotional but very few are emotionally intelligent.

The last aspect of personality is spiritual quotient (SQ). To be spiritual means when one can realise the importance of higher spirit, the ultimate creator and tries to connect his/her soul with supreme soul in whatever way he feels appropriate.

To be outstanding is developing all 4 aspects and having highest average of all 4 quotients. PQ, IQ, EQ and SQ.

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धर्म कर्म बुद्धि समझ, और दरस छविदार।  
अलग भीड़ में हम दिखें, इतना ही है सार॥

## TTD

### Try To be Dev

Indian astrology has divided entire human race in 3 categories depending upon their basic qualities like:

1. Dev (Angel)
2. Manav (Human)
3. Raakshass (Demon)



If you want yourself to be remembered in the history, then either be Dev or Raakshass. Normal human being has never been remembered. We remember Ram-Ravana, Krishna-Kans, Arjun-Duryodhan and Gandhi-Hitler. Normal human being has to remain at mercy of both Dev and Raakshass. Raakshass wants to kill and Dev wants to protect. In a fight of Dev and Raakshass, normal human beings are crushed. Every one of us has all the 3 characters sitting within. Who will become strong depends upon to whom we feed more. As per Indian mythology, Dev are more powerful than Raakshass as they use power for good whereas Raakshass use power for bad/destruction. It is a rule of nature that weak shall not survive.

The message of Ahimsa (non-violence) by Buddha, Mahavir and Gandhi is misunderstood by the masses. Non-violence does not mean to be weak and not to protect self. Protection is basic need of all. How it is possible that such great philosophers will give us the message to stay weak. Dev and Raakshass both gather power but the intentions of both are different. Gain and gather high power. Be powerful but keep your intentions like Dev. Use power to save weak & kill the Raakshass/evil. It's an eternal fight everywhere around as well as within. Continuously move towards becoming Dev. Being human means becoming Dev.

#### 5 tips on how to become Dev:

1. Dev and Raakshass both collect ASTRA (weapons) to be powerful. In modern world main Astra/weapons are money, political and bureaucratic



- power, fame and social contacts. Collect it as much as possible but through good means and with good intentions.
2. To become powerful one need to be fearless. Strong character makes one fearless. Never compromise with principles otherwise you will have money, power and fame but fear within.
  3. In today's world creating social network is not difficult. Connect with good powerful people.
  4. Whatever the capabilities you have, help and train your surrounding people to become Dev from Manav. They will become your force in future.
  5. Utilize your power to protect weak and fight with Raakshass. Demonstrating your power is as important as having it. Raakshass outside and within should know that you are more powerful than them.

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कुछ भी हासिल है नहीं, बनकर मानव - मात्र।  
देव बन इस जीवन में, बने प्रशंसा - पात्र।

## UDC

### Uproot Doubts Completely



We are masters of making opinions, doubting people, guessing situations. These all leads to lot of thinking and forming our next moves in form of words or actions. It is not necessary that these doubts and opinions represent the truth. Main reasons of these doubts and opinion is our upbringing, surroundings and prejudices gathered in past or wrong information circulated in present. It's obvious that taking any action based on false opinions and doubts

leads to unwise actions and later to the regret.

It is not possible to verify all opinions and doubts but if we make fairly good efforts, we may be better informed. Always doubt your opinions which are not backed by fairly authentic facts. Many times we have to take action based on opinions because facts are not available in such cases be prepared for consequences if premise proves to be wrong.

#### 5 tips to uproot doubts:

1. Check whether your opinion/ doubt is backed by any facts or not.
2. Make reasonable efforts to find facts. How much efforts shall be put in, depends of gravity of the action based on opinion.
3. Be prepared for consequences if opinions are not backed by proper facts.
4. Uproot the doubts as early as possible otherwise that will be rooted strongly in your mind and memory that can lead to wrong decisions in the life.
5. 100% clarity is not possible so be cautious while taking decision based on doubts and opinions.

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शंका अपने जीवन में, सदा भ्रान्ति का मूल।  
मन से शक के बीज को, करिये नष्ट समूल।।

## WAI

### Why Am I ?

The question “Why am I” is more critical than “Who am I”. Why I came to this planet? What is the purpose of my existence? Am I doing the job for what I have been sent on this earth? The answer to these questions is not as simple as question looks. Thousands of sage and philosophers spent their entire life to find the answer and most of them failed. Honestly, I am also searching for the answer.



When a farmer plant 20 seeds to grow oranges, his entire efforts are to get best oranges from all the trees but in spite of growing on the same field, using same type of seeds, on similar soil, using samewater and fertilizer, each tree gives different quality and quantity of oranges. The reason for this differentiation is beyond comprehension. But one thing is sure; the purpose of every seed is to become the best tree and purpose of every orange to become the best orange.

If we apply the same logic, purpose of our existence is to become best human being and best in our field. If you are a farmer, become the best farmer and if a janitor, become the best janitor. The problem with us human being is, we focus less on our present role and keep on thinking more about future by comparing or criticizing others. We focus less on task-in-hand and waste our creativity in performing irrelevant tasks. We focus less on our circle of influence and interfere more on circle of no concern.

The best way to know “Why am I here” is to focus on present role, discharge present duty as diligently as possible, keep enhancing present capabilities and expanding level of wisdom. As you walk on right path, vision will keep becoming clear and destination more certain.

#### 5 Tips to find your purpose:

1. Find out your present role/current duties and do it diligently.
2. Keep enhancing your abilities and wisdom, which will help in getting clarity about future path.
3. Find a Guru or mentor to get guidance about personal and professional life.
4. Look at others to get inspiration without envy.
5. If you are not getting answer of “Why am I”, don’t worry. Keep walking on the right path.

सदा सुपथ पर ही रहे, लेकर अपना आज।  
मैं क्यूँ हूँ इस प्रश्न का, खुल जायेगा राज।।

## WAO

### We Are Opposite

Entire earth's existence is dependent on the North and the South Pole. The earth is embraced by these two poles. Just as both the banks keep river flowing, both the tracks keep train moving, similarly both parents keep family growing. It so happens that most of the couples are way apart in physical outlook, mental state of mind, intellectual level or spiritual level. However if they understand their differences then life is wonderful and if they do not then their life is miserable.



It is very rare that both the husband and wife have same opinion on various day to day issues of life. But respecting each other's opinion can reduce the friction and can make life lovable and livable.

#### 5 Tips for opposite couple:

1. Never put your proposal for any subject without proper thought and strategy.
2. Never react instantaneously if you have opposite views on any proposal put up by your partner.
3. Try to keep issue at discussion level instead of drifting towards argument stage.
4. If the issue has no long term significance, drop it if consensus is not possible.
5. Keep happiness and peace the main goal.

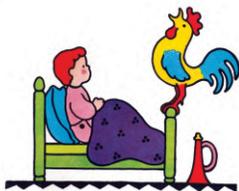
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पति -पत्नी दोनों रहे ,सदा सदा दो छोरा।  
इक-दूजे को जान कर, चलते सुख की ओर।।

## WBR

### When to Bed, when to Rise

Teacher says 'Early to bed and early to rise, make healthy, wealthy and wise' but child see at home that his parents are healthy wealthy and wise but they believe in late to bed and late to rise. Question is whether child get confused in what is taught at school and what he learns at home. Yes and No both. Depends on how understanding and enlightened are his parents.



As long as couple has same habit about partying late or going bed early, no issues but some one said, in a party 50% people want to leave early and 50% want to enjoy till early morning and unfortunately they are married to each other. Polar opposite can become main cause for frustration in relationship.

In my opinion there is no golden rule in present era where both partners are working hard during day time and they want to have some relax and happy time in the night with their friends and family. But one can not forget and ignore ailing parents at home or early morning school going kids or strict morning times at job.

#### 5 Tips to decide about when to bed and when to rise:

1. There is no denial that early rising is good for health and keeps the day more effective, still it depends on each persons circumstances.
2. Synchronisation between husband and wife about sleeping and rising time is one of the important factor for healthy relationship.
3. Good news is body is flexible enough to develop any habit in 21 days routine.
4. Accommodate the needs of other members of family in your routine. Do not be selfish.
5. Weekdays and weekends can be treated separately.

कब सोना कब जागना, अपनी-अपनी बात।  
सुबह-सुबह, आँखें खुले, होता मधुर प्रभात।

## WIG

### Who Is Guru ?

When somebody asked Dr. APJ Abdul Kalam, “What would you like to be remembered as? Scientist, missile man, President of India or Bharat Ratna?” His answer was totally unexpected. He said TEACHER. Teacher means Guru. The word “Guru” is derived from Sanskrit language and now a days, the word Guru is being commonly used all over the world. In Sanskrit GU mean darkness and RU mean light. So Guru means who can take you from darkness to light. Darkness is ignorance and light is wisdom.



In our life, our first Guru is our parents. We learn the first lessons from our mother and father. Scientists say that our 85% brain gets developed till the age of 5 and this is the age when we are mostly guided by our parents. We get our second Guru when we start schooling. Kabir – a great poet of 15th century in India has considered Guru as greater than God.

In ancient days, Guru was not allowed to receive and keep money. It was society’s responsibility to take care about needs of Guru. Hence, Guru used to impart knowledge selflessly. But, in present days imparting education has become completely commercialized. This has resulted into lesser respect for teachers. However, digitization and internet has made all the knowledge and information available at a click and that too free of cost. Still, we need teacher in our life that can teach us, enhance our wisdom and make us aware of what is right and what is wrong.

If a man has continuous thirst for knowledge/ learning and he/she is ready to be student than anything or anyone around is a teacher. Because no one knows everything but everyone knows something. To learn, we should keep all our senses alert all the time.

Real Guru is one who is like a candle in dark room and he lights the candle of his student so that when both the candles are lit, one cannot differentiate between sources of the light in the room.

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अंधकार में जो हमे, सत्यमार्ग दिखलाय।  
चाहे जीव अजीव हो, वही गुरु कहलाय॥

## WII

### World Is Illusion

Even though it was a weekday, I had to wait for half an hour to get the seat in a busy restaurant. On entering, they allocated seat near the entrance of the kitchen. Suddenly my eyes went on the signage on kitchen door saying, "Guests are allowed in the kitchen." I was pleased! Because so far, I have seen the "Entry for Staff Only" signage's mostly. After ordering the food when there was some time for dishes to arrive, I expressed my desire to see the kitchen to our waiter.



Courteously, the waiter took me inside the kitchen. The kitchen was neat, clean and well organized beyond my imagination. The kitchen staff nodded with smile. While leaving, a thought flashed in my mind that if a food is delicious; it does not necessarily mean that its kitchen is in order and vice-versa. This holds true for every visible thing.

If you enter any house and if drawing room looks very attractive it does not mean happiness and peace is spread over the entire house. When you buy fruits and vegetables, it is only after cutting, cooking and consuming you come to know about its quality. We used to read that seeing is believing. But in fact most of the things and people we see is just an illusion till we analyze them outside-in and they reveal themselves inside-out. Knowing the people is much more difficult than knowing the things because people may change according to time and situation. However, it does not mean that we do not believe what we see. But the important thing is that Truth is like an onion. You know as go on peeling.

In Bhagavad-Gita Krishna says that our world is not an objective one; rather, it's subjective, pliant, endlessly mutable. Our senses- the very means by which we gather data about the world, are unreliable because they are prone to illusion. They don't give us direct access to an objective world; rather, they give an illusion of objectivity.



**5 Tips for dealing with an illusionary world:**

1. Nothing is absolutely true except some universal principles. Right and wrong is relative. It all depends on time and circumstances and changes from person to person.
2. Neither trust anybody or anything 100% nor distrust 100%. Be analytical, observant and conscious all the time.
3. Things are neither good nor bad. They are just there. They may be useful or not useful for you.
4. People are not difficult. They are different. And it is human nature to change as per time and circumstances so never feel shocked surprised.
5. Nothing is permanent. Change is the basic attribute of nature. Accept change willingly and whole heartedly otherwise you will have to accept it painfully.

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नहीं झूठ कुछ भी यहाँ, न ही सत्य का सारा।  
समय समय का खेल है, माया यह संसार॥

## WOW

### Let Your Customers Say **WOW!!**

If any one receiving something from you, he is your customer. It may be your product or your services and even your love or your care. Why a child can never forget her mother? Because mother always exceed the expectation of a child and child feel WOW for entire life. It is not that we have customers when we are working in a marketing department. We have customers in all type of roles we are playing whether it is personal life or professional life. In business term we call it internal customer or external customers. But customer is customer. To get WOW from customer we need to exceed the expectations of customer.

#### 5 Steps to exceed the expectations:

1. Find out who all are your customers. Make list of them.
2. Make a list of their general expectations.
3. Make a list of what extra you can give, which he is not expecting.
4. Act and exceed the expectations.
5. Take continuous feedback of customers expectations and find innovative ways to exceed.



सेवा या उत्पाद की, समुचित हो परवाह।  
इक पल को उपभोक्ता, मुख से बोले वाह।।

## WYS

### What is Your Score??

So far, visitors from 175+ countries read 100,000+ pages on my website. When I was going through this report from Google analytics, I realized that most goal oriented people keep a constant eye on some kind of a score. This score may be related to money, work or passion. That score gives a sense of achievement and feeling of success. Many times that score may not make any sense to others but for that person it provides the focus to stay on the path and the drive to achieve more and more and thus move closer to or even surpass the set goals. Just to make it clear, Goal is the final destination one need to arrive at and score is to keep track how far one has reached.



It is important to achieve desired goals but the kind of goals you are pursuing is more important. If you pursue insignificant things in life your success will be mediocre. Effectiveness is more important in life than efficiency. At work, bottom line may be more critical than top line. For marketing executive total value of orders may be more important than total number of orders. For sportsman number of wins may be more important cumulative scores.

#### 5 Tips to pursue right Goal:

1. Find out the most important and critical parameter of your success and performance. Set the worthwhile goals.
2. Set minimum 3 and maximum 5 major targets.
3. Create efficient system to measure and maintain your score.
4. Review your score periodically and if needed reset it.
5. Take the help of experts if needed.

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अपनी क्षमताएं लिए, गढ़ो एक तस्वीर।  
आँख निशाने पर रहे, और हाथ में तीर।।

## YAU

### You Are Unique

We all are same and we all are unique. Call it a paradox or an irony of life. But it is the nature's fact. We all have same body structure and organ makeup but science has proved that even the drop of our sweat is unique. At the same time, at the same place, in the same circumstances we think differently, we talk differently, we act differently and react even more differently. This is amazing! We may have the same parents, same teachers, and same friends but still we behave differently. Our talents are different and our skills are different. Upanishad says "EKO BRAHM, DWITIYO NAST" meaning whatever is created, it is one and only one. Second copy doesn't exist.

It's ironical that parents do not accept their kids as they are. They keep on comparing with other siblings. When kids grow, parents and teachers compare with other fellow students. When they become adults, their partners compare them with other friends/companions. In this entire process, we forget our original nature. Neither we become like others nor do we retain our originality. So there is no point in comparing with others. Rather, Compete With Self.

You are unique and everyone else is unique. Try to find your unique capabilities and passion. Developing and nurturing the unique qualities require less effort; give faster results, better understanding, stronger relationship, earlier success and more happiness.

#### 5 Tips to find out uniqueness:

1. You can ask your parents, teachers; check your school report cards. If you have children observe them minutely and note down all important events to know their uniqueness.
2. Find out in past what you have enjoyed the most, worked for hours together but never experienced fatigue.
3. Go for psychometric test; take help of counselors and experts.
4. Meditate and try to go within, introspect.
5. Use elimination method. Stop doing things you dislike. In due course you will know what you love to do the most.

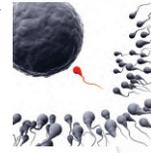
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होता है हर आदमी, इकलौता ये जान।  
समय, स्थान या परिस्थिति, चाहे रहे समान।।

## YCW

### You Can Win!

Given a chance, would you attempt a task where the chance of success is 1 out of 300 million? Only insane will say YES. But, do you know that all of us have already attempted and succeeded too. Even after release of 300 sperms, probability of single sperm reaching an egg is exceptional and so the birth of a Human Life.



50 years ago people lived in joint families and there used to be a line of children living under one roof and struggling for limited resources. During last 5 decades, scenario has changed drastically. Mostly there are nuclear families with 1 or 2 children, raised in most possible comfortable situation. Hence the realization of need to struggle for survival is very low. Science & Technology is making life as easy and comfortable as possible. The effect of this is – we are reducing our strengths (physical and mental both) to deal with unexpected/ out-of-the-blue situations. The stress level is increasing and we are developing all sorts of stress related diseases.

Barring few, everyone is facing tough situation at some point of time in our life. The problems may be related to health, money or relationships. Due to weak immune power, small problems also appear as big as mountain and we lose happiness & peace of mind very quickly. So, make yourself physically and emotionally strong to face any situation and do not live in the illusion that your good time will last forever. If it lasts, treat yourself lucky. If you can win among 300 million, you have immense potential to win any battle of life! It's just that you have to realize your true potential.

#### 5 tips to realize your potential:

1. Remember you born as one among 300 million. Your genes have capability to survive & win.
2. Your own negative thoughts reduce your potential than anyone else.
3. You cannot change your genes but you have infinite capability to change your environment and circumstances.
4. Do not compare and compete with others. Competition limits your capabilities.
5. Continuously think and act for growth. It is our basic nature to grow.

बाहर दुश्मन है नहीं, मन को कर लें सीता

लाखों में खुद को समझ, होगी तेरी जीता।

## YOG

### Align Mind, Body, Heart and Soul?



#### How to align our Mind, Body, Heart and Soul to have a better Self-control.

Before I started writing this blog I was of the opinion that we can control ourselves but not others. However, when my friend questioned how we can have better control on our mind, body, heart and soul then I realized how difficult it is to control ourselves. If we have minimal control on aligning our mind, body, heart and soul then you can imagine how bare minimum control we have on others.

We may have misconception that we are controlling our spouse, our children or our juniors but in reality we control their body or mind for some time due to our position and authority. However, there is no real control on complete being. There are great personalities who have charisma and can control others, if not complete life but some aspect of their life but completely controlling life of others is impossible.

The foremost need is to have alignment of our own mind, body, heart and soul. Body includes senses and feelings. And mind, the intellect. Our senses receive input from external environment and develop feelings. Feelings awaken the consciousness. Intellect helps us to make decisions based on previous experiences, inner feelings and consciousness. Mostly it so happens that our senses, feelings, consciousness and past experiences are not properly aligned. In such case, intellect falls for senses and feelings which are contradictory to our conscious and inner voice.



Geeta has beautifully depicted this in the form of chariot where 5 horses represent 5 senses. A rein of the horses is MANAS (mind). The charioteer is intellect. Passenger is soul. You can imagine that if the mind, body, heart and soul are not in unison, we will be like an uncontrolled chariot. The question is how to have alignment of all these.

**5 Tips to have proper alignment of mind, body, heart and soul:**

1. To start the journey within. Most of us are after money, power, fame and lust. We cannot have outer journey without inner unity.
2. Have a better control over Body with Yoga and Pranayam.
3. Have a better control over Mind and Intellect by doing regular meditation.
4. Most often we will lose the track; persistence is the key to success on this path.
5. Do not carry past guilt along the journey.

यथा चित्तं तथा वाचो यथा वाचस्तथा क्रियाः।  
चित्ते वाचि क्रियायांच साधुनामेकूपता॥  
अच्छे लोगों के मन में जो बात होती है, वे वही वो बोलते हैं,  
और ऐसे लोग जो बोलते हैं, वही करते हैं।  
सज्जन पुरुषों के मन, वचन और कर्म में एकरूपता होती है।

तन से मन को जोड़ता, केवल एक प्रयोग।  
अंतस तक लेकर चले, नियम प्रमाणित योग॥

## ZED

### Zero Effect, Zero Defect



The Quality Council of India (QCI), Ministry of Micro, Small & Medium Enterprises and the Department of Industrial Policy & Promotion (DIPP) jointly have come up with very innovative proposal called “ZED Maturity Model” which derived its name from our honorable Prime Minister Mr. Narendra Modi’s speech while launching “Make In India” and “Zero Defect, Zero Effect” campaigns. He urged Indian industries to adopt clean technologies in order to have zero defects in their products and hence zero effect on the environment. This can surely make Indian manufacturing industry a global competitor.

So far, most of the Indian manufacturers have very low consciousness about quality as well as environment. In the past few decades, many organizations have improved the quality of their product and services to remain competitive but concern about environment is still very low. Better quality can have immediate impact on top and bottom line but most of the organizations still see environmental compliance as an added expenditure only.

Indian Government has setup a “Japan Plus Team” that will do the performance assessment of SME in India. Accordingly, ZED rating based on 61 parameters will be given which will have lot of thrust on quality and environment. Government is also planning to give financial assistance to upgrade the technologies and enhance skills of youth so that SMEs become internationally competitive. My view is that in the coming time, Indian manufacturers and business media are going to witness a rising ZED movement.

#### 5 tips to improve ZED rating:

1. Keep an eye on government schemes as regards to ZED and take their advantage if those are appropriate to your business.
2. Align the quality desired by your customer with your system and processes.
3. Do technological up gradation wherever feasible.
4. Do the environment impact study of your processes and products to take mitigating measures.
5. Engage your employees in ZED process.

गुणवत्ता के मार्ग में, होगा ये बदलाव।  
शून्य कमियों का सदा, होगा शून्य प्रभाव।