



# **WISDOM TIPS FOR MASTERING YOUR LIFE**

100+ Ways to Successfully Manage Daily Stress

Presenting the 10 Daily Fundamentals to Greater Well-being

by David Giller

# Wisdom Tips for Mastering Your Life

Presenting More Than 100 Ways to Successfully Manage Daily Stress

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A global movement to accelerate positive change and greater well-being

[www.ThinkPositiveWorld.com](http://www.ThinkPositiveWorld.com)

Introducing **The 10 Daily FUNDamentals to Greater Well-Being:**

- Love, Kindness & Empathy for Others
- Positive Environments / Positive Attitude
- Maximum “Comfort” for better thoughts
- Organization / Time Management
- Personal Care
- Nutrition & Eating Habits
- Posture
- Breathing Techniques
- Exercise
- “Pacing Ourselves” throughout each day

Increased practice of these principles will substantially enhance one’s level of concentration ability, creativity, self-esteem, self-confidence, overall health and well-being, and relationships.

## Tips for developing a Positive Attitude:

1. **How we handle what happens** in our lives is as important as the events themselves.
2. **Take responsibility** and be accountable for your actions.
3. **Avoid blaming others** – it only delays and complicates solutions.
4. **Avoid judging others** – imposing our values on others is not the answer.
5. **Do things with enthusiasm** and passion – learn to enjoy everything you do. This will come easier when you practice the 10 Daily Fundamentals to Greater Well-being...as you learn to feel better and take charge of your life - mentally, physically and spiritually.

6. **Develop a good sense of humor** – Always be light hearted and ready for a good laugh. Be serious about your life, but on the lighter and brighter side.
7. **Give** yourself a well earned “pat on the back” whenever you do something positive (that makes you feel good about yourself)...an accomplishment, good deed for another person...
8. **Look on the Bright Side** – Make the absolute best out of life. When life gives you lemons...make lemonade. Focus on what you still have...and not on what was lost.
9. **Take Care of Your Self** – get enough sleep, eat healthy, exercise, be organized, pace yourself...practice all of the 10 Daily Fundamentals...
10. **Use Available Resources** – If something is difficult for you to understand, get assistance. Share your problems, stress...with those who can guide you.
11. **Get involved in Activities** – Have fun! Strive to be happy in everything you do.
12. **You are not always right** – Your way is not always the right way or best way. Recognize that others can succeed through other means, as well.
13. **Be willing to Compromise Whenever Possible** – Great wars have been fought because one side was unwilling to cooperate. Give a little...get a lot!
14. **Express Yourself!** – Don't keep your emotions locked inside. It's okay to cry. Work off anger. Don't let it build and build...not only is it not healthy...it's dangerous!
15. **Take a Mental Vacation** - When you cannot physically go somewhere to help bring out better thoughts, visualize being at your favorite place or fantasy spot.
16. **Open Your Mind to Life** – Opportunities arise everyday...having an open mind is the difference between excelling in life and just getting by.
17. **Listen to and be Guided by Your True Honest Feelings** – Many answers to life's most pressing problems will come from you! Others may guide you and make suggestions, but the final decision must be yours and yours alone. Take some private time to evaluate the possibilities.

18. **Don't be afraid of failure** – Successes are built on failures. The worst failure is not trying at all. In actuality, failure does not even exist. It just adds to your overall experience, knowledge and wisdom.
19. **Be in Control of Your Life** – Take one day at a time...make every moment count. Create realistic short and long-term goals, and enthusiastically pursue them – with sensitivity to yourself and others! Evaluate these goals and be ready to adjust them as you move forward. Remember, you are the Director of your own life...you make the rules and call the shots!
20. **Learn to Flow with Your Surroundings** – Never force anything! It will only create more problems.
21. **Develop a hobby – pursue your passion...**Life is more than just “making a living.” If your work is your passion...you've got it all!
22. **Always be open to helping another...**We are all in this together!

**The following “negative” thoughts / actions / habits contribute to negative attitudes, and must be avoided and overcome as a major priority in our lives:**

1. **Worry** – When we worry about things, it is like trying to jump a hurdle, which may or may not even exist, before you get to it.
2. **Fear** – Fear holds us back from going forward in our lives and can create huge obstacles.
3. **Jealousy** – The more secure and independent we become within ourselves, the less of a reason we will have to be jealous or envious of others.
4. **Prejudice** – Prejudices are learned. We must be guided by our true instincts and not by the insecurities of others. Remember to honor and respect the dignity of every human being, no matter what!

### **“Pacing” Ourselves**

Learning how to properly pace ourselves throughout each day is probably one of the most important accomplishments in life itself. Careless accidents, fits of anger, wrong decisions...can all be related to moving too fast for our physical body or mental state to handle.

What are some of **the indicators** that tell us we are moving too fast for our own good?

- **Forgetting** – not being able to recall or remember something when necessary

- **Dropping** or spilling something
- **Slurring our words** – unclear thoughts
- **Not paying attention** to a physical need (i.e. having to go to the bathroom)
- **Negative thinking** – worry, fears, jealousies, guilt, anxiety...
- Constantly **reacting negatively** to people / things around us
- Other **nervous action** – biting nails, scratching, playing with your hair, eating too fast (gulping), lack of patience with other (i.e. a store clerk), or lack of patience with ourselves (i.e. changing a flat tire).

## How do we “pace” ourselves?

“Pacing ourselves” means to listen to ourselves throughout the day – to tune in to what is on our minds...to keep coming back to the “control tower.” Some basic questions we should be asking ourselves repeatedly, as often as possible, are:

- How important and how necessary is what I’m doing at this very moment?
- How do I really feel at this very moment? Am I tired...hungry...pushing too hard? Do I need to relax?

Learning how to pace ourselves throughout each day can help us to think more positively, solve more problems and be more productive. It can also considerably reduce our chances of heart disease or other stress-related illnesses.

## Additional tips on how we can pace ourselves:

1. No matter where we are or who we’re with, we must always be honest enough to **tune into ourselves** and acknowledge our real thoughts.
2. We must **learn how to flow with things**. Taking everything to heart can lead to a heart attack at an early age. Accept those things you cannot change.

“God grant me the serenity  
to accept the things I cannot change;  
The courage to change what I can,  
and the wisdom to know the difference.”

--- Anonymous

Some of you may recognize this poem from “Alcoholics Anonymous.” Why should one have to learn things like this after they become an alcoholic or drug

addict? The purpose of this entire way of thinking is to learn adapt these principles the easy way – not the hard way. Think smarter...not harder!

3. **Learn how to meditate** – Communicate with yourself. Always return to the “Control Tower.” Find a quiet, comfortable place with no distractions (light, noise, smells), shut your eyes, sit up straight, take a deep breath and continue to be focused on the breath, concentrate and see what comes to mind. Don’t try and think of anything in particular. Let it come. You are in communication with your higher self...to tap into what is important to you...or just to “Be” in peace with no outside input. No one can tell us better than ourselves how we are feeling or how to handle a situation or problem. The answers are always there (from Spirit). We just have to allow them to surface. Meditation will help facilitate the answers to our innermost problems and help us to strategize toward the achievement of our goals and dreams. There are many excellent books and pamphlets available on how to meditate.
4. A mixture of **stretching exercises, breathing techniques, posture and meditation** is an excellent combination for pacing ourselves (winding down from a rough day). When it’s not possible to do all these things at once, we must do whatever we can, however we can. For example, teachers can take deep breaths and stretch for a few moments during a break and also together with their students before starting the next class.
5. **Take a vacation** – even for a day or two. A change of scenery will help generate fresh thoughts and strategy for positive action.
6. **Slow down!** As we slow down the pace and tune into ourselves more, we will find that we will ultimately be even more productive in all facets of our lives. This also means we will feel better and be more accurate in what we do, with less additional problems being created for ourselves and others.
7. **Unwind before bedtime** – Using the same techniques as mentioned in (4) above, relaxing before retiring will assure the best nights sleep.
8. **Allow extra time for yourself** in the morning so that you can set a nice relaxing, productive pace for a highly enjoyable day.
9. Whenever possible, take a nice **relaxing bath** to relax sore muscles and relieve tension.
10. Treat yourself to a invigorating **massage** as often as possible. You deserve it!

11. Take “**time out**” to **relax** regularly – Get away from tedious tasks – take a break – do your stretching and breathing.

12. Suggested Individual Exercises:

Based on the above information, there are a variety of exercises that can be done to enhance good posture, breathing techniques and knowledge of how to pace yourself throughout the day. We suggest the following and encourage you to expand upon these ideas:

- **Breathing exercises**

Whenever possible, sit up straight in a properly supported chair, put your shoulders back and begin to do deep breathing exercises. Concentrate and become aware of your breath. Breathe through your nose, hold for a second or two and exhale slowly. If you do just two or three of these patterns in one sitting, it will make a big difference. As you do it, place your hands on your abdomen and feel it moving outward when you inhale and inward when you exhale. I like to equate the importance of breathing like this on a regular basis to driving a standard shift car. If you have ever driven a three or four speed vehicle, you know that you start out in first and then when the engine begins to rev or even strain, it is time to shift to a higher gear. To do this, you must step down on the clutch while you shift gears. The clutch is like your diaphragm. As you breathe deeply, you are actually propelling yourself to a higher energy level to bring you forward in the day in a more relaxed manner. Like the vehicle, you can keep shifting to higher gears throughout the day.

- **Meditation**

Meditation can be done along with the above mentioned breathing exercises, which is part of the initial meditation process. As you begin to concentrate, you may feel a sense of relief as stress leaving your body as you focus on the area in between your eyes (also known as your “third eye” or “psychic eye.” Remember to incorporate some kind visualization into the process, where you picture yourself in a safe, pleasant environment, such as a beach, at the top of a mountain, or at a park with beautiful flowers and a gazebo. Then let your thoughts come naturally. Do this for at least 5-10 minutes. You may want to keep a pad and pen nearby...or a tape recorder...as sometimes answers to your life’s most pressing challenges may come to you during this process. Or...you may get spiritual thoughts or guidance. Anything can happen when you let go of the reality around you which usually manifests through your 5 senses. Get used to listening to your inner voice...your own true thoughts and feelings!

## Organization – What it means to YOU!

1. **Neatness** – Living in clutter is like driving around with a dirty windshield. You can ultimately see where you are going, but only with more effort along the way. There are numerous advantages to putting things away neatly where they belong. Here are just a few:
  - a. **The feeling of clarity** – The mind can think much clearer if it doesn't have to constantly remind us to “put that away,” “make that look right,” “straighten up in case someone comes over...”  
The feeling of clarity frees the mind and sets the stage for higher concentration, more creative thoughts, greater accomplishments and higher productivity, which all lead toward increased self-confidence and emotional well-being.
  - b. **Safety** – Accidents can happen when things are not securely in place. This can cause serious injuries and delay achievement of our life's dreams.
  - c. **Knowing where things are** – What's worse than being on a tight time schedule and not being able to find our keys, an address, an important paper or document? Knowing where things are enables us to move quickly and accurately, two necessary ingredients for successfully reaching our goals in these challenging times.
  - d. **Preserving what we have** – Just throwing things on the floor, in the closet or refrigerator, without folding it or packaging it adequately can cause food spoilage or ruin our clothing. Most people aren't in a position these days to buy new dresses or suits every other week, or bring clothes to the cleaners after wearing them just once.
  - e. **Pride** – Caring about having a neat environment will give us a sense of pride, and assist in developing a sense of caring in the most important areas of our lives – our work, our relationships and our goals. All of this will, in turn, help build our self esteem and assist us in our caring for and about others.
  - f. **Less frustration and stress** – All of the above will help to reduce bad habits, which are accelerated by frustration and daily stress.



**Time Management** – How we use our time these days is vitally important. We need quality time for ourselves, our spouses, our children, our peers and our work. Most of us have to do quite a juggling act to accommodate all of these urgently important time demands. Sadly to say, many of these areas, such as quality time spent with our children, are suffering terribly. The average parent spends only 12 minutes of quality time with each child each day. How then can we cut out wasted time from our lives to insure availability for the top priorities? Here are some important tips:

**a. Reduce Wasted Time** – Much of our counter-productive thoughts and actions (time spent worrying, jealousy, prejudice, fear, anxiety, preventive illnesses...) can be substantially reduced by: (1) a conscious effort to recognize these thoughts and actions as being insignificant in our lives; and (2) increased practice of the 10 Daily Fundamentals to Greater Well-Being - which gives us the positive impetus to overcome these daily obstacles.

**b. Function vs. Aesthetics** – It's always important for things to look nice and make a good impression. But first and foremost, is functionality. If it comes down to choosing a particular color as opposed to something considerably more efficient, the choice should be clear.

**c. Schedules** – Making schedules for yourself will help keep you on task in your daily activities, and give you an important edge in overcoming the unknown that arise each day. Especially in today's climate of information overload, schedules should be used as a guide – with flexibility. Feeling you have to do everything on the schedule, with absolute rigidity, will put even more stress on you. You don't have to buy expensive time management systems to effectively work with daily schedules. In fact, you can make your own. Here are some **time management tips**:

**1. Get up earlier** – even just a few minutes to allow for unexpected morning “obstacles.” Allow time for stretching to help you pace your entire day's activities. Take control of the day – don't let it control you!

**2. Allow extra time for appointments** – Being on time can make the difference in whether or not you achieve your goals. Be realistic when routing yourself...not to making too many stops along the way.

**3. Your schedules are created because it is important for you to get things done. Do not to get distracted** by personal phone calls or e-mails during your allocated productive time.

4. **Don't Know? Ask! Be clear!** Find out exactly where and when you have to go, who you have to see, how to get where you are going...and write it all down. Be as specific as possible...remember the Who? What? Where? When? Why? How? and How much? Questions. They will save you much time and stress in the long run.
5. Whenever possible, **make back up - contingency plans** to allow for weather problems or unforeseen circumstances.
6. **Be prepared** - especially if you are driving, think through the entire trip and anything you may need-staying an extra day, emergency, etc.
7. The time of the day that you are normally at your best should be allocated for your highest productivity/ creative projects, and the time you are usually at your lowest energy should be designated as relaxation - winding down time.

## **Proper Nutrition & Eating Habits – BASIC “TIPS”**

1. Carefully **read all labels** – Know what you're going to put into your body. Become as knowledgeable as possible about what you are consuming. There is a lot of research information available on the Internet, as well.
2. Eat as many **fresh and natural products** as possible. Whenever possible, avoid fried foods and foods cooked or heated in the microwave. Be careful of manufacturers' use of the words “all natural” – which could also mean it contains natural sugar, caffeine – “light” which can be interpreted as less calories could also mean light in color, such as salad or cooking oils.
3. **Don't leave tempting, non-nutritious food around** the house... excessive potato chips and chocolates filled with saturated fats are not good for staying trim or healthy.
4. **Avoid eating heavy** – especially late at night when the body activity is minimized before retiring – can cause restless sleep. At least 70% of our daily intake should be consumed earlier in the day, preferably by 1-3 PM when the body is more active and can burn off the calories.

5. **In general, eat only when hungry.** If you listen to yourself, your body will tell you when you need to eat. Avoid snacking between meals. At work, use break times for relaxation, rather than coffee and doughnuts.
6. **Eat slowly** – If you're gulping your food, you're eating too fast. Nutrients do not get properly assimilated when you eat too fast, as most people do. It also puts stress on your digestive system and related systems as well.
7. **Relax** – even for a minute or two (if that's all you have available at the time) before and after eating. Avoid getting upset during a meal, which can be very bad for digestion and put extra pressure on the heart. This means not discussing serious, controversial issues at the dinner table, or watching the latest tragedies on the local newscast.
8. **Prepare a nice table for yourself** – you are special! Take the time to prepare a nice meal with nice atmosphere – even if you are dining by yourself. Make the process an enjoyable one. This will help the digestion as well as the self-esteem.
9. **Plan ahead for the day** – If you will not be some place that offers good, wholesome nutritious food, bring your own with you.
10. If you are consuming too much food, try **eating smaller portions** with smaller utensils. It will take the same amount of time, can be enjoyed as much, and you will consume less. Most Americans do overeat. Obesity is a major problem in the U.S., starting with very young children.
11. Check into the many sources available for **more information on nutrition.** The library, bookstores and the Internet are loaded with excellent materials. Take the time to care about yourself and your loved ones. The quality of the rest of your life will be affected.

## **Exercise: Flexibility – lots of S-t-r-e-t-c-h-i-n-g**

Dogs and cats do it. In fact, all animals do it – because stretching is instinctive. If our human minds weren't so preoccupied with other thoughts around the clock, chances are we too would be doing more stretching. Besides incorporating stretching as a necessary warm up for cardiovascular and muscle strength activities, stretching is one of the most important types of exercise in maximizing and regulating bodily functions. When you first wake up in the morning, your body

needs to be stretched. You have bodily tension, accumulated from sleeping all night in a flat position, which needs to be released. Tension settles throughout every cell in the body and can lead to serious problems. For example, your body's alignment and function can easily be affected when tension is allowed to build up in muscles and joints.

The following series of stretches in the morning can help prepare you for the day's mental and physical challenges. Be sure to incorporate deep breathing as you go along, and make sure the room is properly ventilated. Note: If you have any physical limitations, you should first check with your doctor or chiropractor.

1. **When you first wake up** (or after you freshen up) – just lie there and stretch your arms, then stretch your legs;
  - a. then lift your legs, one at a time;
  - b. lie on your side, bending your bottom leg...bring it as close to your chest as possible...then lift your outer leg straight up. Reverse this process.
  - c. Then, do some rolls...on your bed or on the floor...put your hands on your knees, pulling your knees back as close to your chest as possible and then go back and forth in a rocking motion. This is a good start for doing sit ups. Stretching sit ups do not have to be the real strenuous kind. You can be creative about your exercises. The important thing to remember is that you should do what you feel should automatically come next. Listen to your true honest feelings...which is the same principle that should govern every aspect of our lives.
  
2. **Stand up** – At first do everything slowly. Remember when you stretch, you have to be sure of what you're doing before moving faster (like in football, make sure you have the ball tucked away firmly before you start running toward the end zone.
  - a. **Baseball stretch** – Pretend you are standing at home plate in your batting stance. Concentrate on what you are doing. You are holding the bat, waiting for the ball to be pitched to you. Here it comes...step into the pitch and swing your entire body around as if you are actually trying to hit the ball. Go all the way around. Again, do it slowly...now do it reversed. If you are a right handed hitter, do it left handed. Eventually, you can build to 10 swings each way and then 20 each and then 30 each.
  
  - b. **Golf stretch** – Pretend you are standing at the golf tee. You are relaxed and concentrating on the ball...as a golfer should be. You

have your imaginary golf club lined up to the imaginary ball. You are now ready to hit it. Come all the way back, swing and follow through all the way up...try and hold it there in the position you wind up for a few seconds. Do several of these...then switch to the other side (right handed – then left handed, or vice versa). You can see the difference in these two stretches alone. The baseball stretch swings around on a horizontal level and the golf stretch is more vertical.

- c. Now for the **tennis stretch** – I prefer the back hand. Again you have the (imaginary) racket in your hand. Make sure you have the clearance in the room to come across with your arm as if you were hitting a backhand shot. Start from all the way up, come down and then go all the way up to the other side. Now reverse it (right handed, then left handed or vice versa). Here we have a combination of the baseball stretch and the golf stretch.
- d. **Swing your arms stretch.** Again, make sure you have the room. Arms outstretched, swing one arm at a time, straight out from side to side. Go as far around as possible with the one arm, then alternate to the other arm. Then use both arms as if an umpire is signaling the runner safe. Now you can use your creativity / imagination to mix up some of these stretches. For example, while you are swinging one arm, bring your other arm up and flex your muscle. Then reverse it. Also, extend your arm straight over your head towards the ceiling of the room...then make a fist...then, with your arm still extended upward, open and close your hands invert your hands as if you were trying to push the ceiling higher. This is a great stretch. To get the maximum results in tightening your body, while you are doing this and all the stretches, pull in your stomach muscles and tighten your buttocks.
- e. **Use elastics or towels for stretching** – This expands the stretching process and allows you to exercise muscles which would normally not be used. Strong elastic material can be purchased at sewing and fabric shops.

Stretching works hand in hand with good posture, breathing exercises, and pacing ourselves throughout each day (previously discussed). You can use any of these stretches throughout the day as well as in the morning. In fact, the more you get used to the benefits derived from stretching and how good it makes you feel, you will probably feel the need to do them whenever possible...and wherever possible...at work, at school, at home, at a friend's home...anywhere!

Besides the physical benefits of stretching, there will always be a mental and spiritual reward. Because you are feeling better from the stretching, it helps to bring out a **higher quality of thoughts and actions**. It's like learning how to drive a car...at first we have to pay close attention to every move we make – in this case, how to get the maximum benefit from stretching while standing, sitting and lying down. Once we've mastered this, in and around our daily environments, we will begin to do it automatically. This will allow other positive thoughts to come to us as we stretch. These thoughts are similar to meditation. They can be of a spiritual nature, creative, or they could be the answers you need to hear in dealing with your daily challenges. The importance of stretching, as a major part of our everyday routine, cannot be emphasized enough!

## **Additional Exercise “TIPS”**

- a. Always make sure that the exercise areas where you are working out is properly ventilated (AC/fan, etc.). Learn how to breathe out – like blowing out a candle. Pay attention to your physical self.
- b. Have a **water spray bottle** available for cooling off.
- c. **Never force anything** or strain too hard. Listen to yourself at all times when exercising. Your body will tell you when you've had enough. Listen to yourself – not others – who don't know how you are feeling. If you're not up to rigorous exercise, do something else...like light stretching.
- d. **Start very slowly** and build gradually
- e. Always spend **5-10 minutes minimum warming up** before exercising.
- f. Exercise with friends.
- g. Get up earlier to **allow time to exercise**.
- h. To avoid boredom and to tone the body, **do various types of exercises**.
- i. **Include exercises** in your daily schedule – like you would an appointment.
- j. **Allow flexibility** in your exercise schedule – just be sure and get it in.

- k. **Avoid distractions** when exercising. Concentrate on what you are doing.

**“FEELING GOOD” is the KEY  
to a SUCCESSFUL, PEACEFUL,  
PRODUCTIVE, REWARDING LIFE!**

**START PRACTICING  
THESE “FUNDAMENTALS” TODAY  
AND BRING YOUR LIFE INTO TOTAL BALANCE!**

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