

VISHVA- CHAITANYA

An experiential course on

MIND MANAGEMENT AND HUMAN VALUES



FOR

1st year Degree Students, Jain University

Conducted by

Human Networking Academy

JAIN UNIVERSITY

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MESSAGE

Dear Faculty & Students,

It is heartening to know that the **Human Networking Academy**, a distinguished division of **the Jain Group of Institutions (JGI)**, has prepared a course entitled **Mind Management and Human Values** along with suitable course materials to be included in the Jain University undergraduate programmes. I congratulate the members of the HNA for their invaluable experience, meticulous planning and tremendous energy for such a course, a reality in a very short time.

In these days of globalization it is extremely difficult to convince the students the need for and the importance of keeping their minds serene unpolluted and open so as to enable them to realize the full potential of their mental faculties.

With a view to equipping the students with the requisite knowledge and skills to strengthen their mind, the **Jain University** has introduced a course entitled **Mind Management and Human Values** in its undergraduate course curriculum.

I am happy to place on record my appreciation for **Prof. K.S. Shantamani, Chief Mentor** of JGI for planning the course and taking all the trouble to inculcate human, spiritual and ethical values in our students and her commitment and dedication.

Prof. N. Sundararajan

Vice-Chancellor

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INTRODUCTION

Chaitanya is consciousness-life force. Our individual mind is a limited entity or vyashti-chaitanya. Prayer and meditation connect us to the **Universal Mind** or **VISHVA CHAITANYA**, the power that is directing and sustaining all the laws and movements of the universe. This yoking of the individual mind with the Universal Mind is known as YOGA, best symbolized by Namaskaramudra.

Yoga is a comprehensive term which covers different aspects of personality development like restraining thoughts, fine-tuning of the body-mind complex, enhancing concentration and memory powers. In the Bhagavadgita several Yogas are mentioned. They are all practical paths that lead us to fulfilment of life by delving deep into the ultimate source of energy and bliss.

“Growth and inner evolution”, “Raise yourself by self-effort” these are the empowering watchwords of the Jain Group of Institutions. Our sources of guidance and inspiration are the wisdom of the Upanishads, life histories of ancient and modern sages, the techniques of yoga as well the insights of modern humanistic psychology.

Sri Chenraj Raichand, President, Jain University Trust is the source of inspiration for the programme.

PRAYER

**Aum bhoor bhuvah suvaha
Tat Savitur varenyam bhargo devasya dheemahi
Dhiyo yo nah prachodayat**

May the Divine Light guide us in all our thoughts and actions.

**Om Gananaam Tva
Ganapatigum Havamahe
Kavimkavinaam Upamashravastamam
Jyesh taraajam Bramhanaam
Bramhanaspata Aanashrunvan
Nutibhisseeda Sadhanam.
Om Gam Ganapataye Namaha
Ekadantaaya Vidmahe
Vakratundaaya Dheemahi
Tannodanti Prachodaayata.**

O Ganapati, Lord of the Vedas,
We invoke your blessings!

**Om Bhadram Karne BhishrunuyaamaDevaaha
Bhadram Pashye Maakshyabhiryajatraaha
Sthirayrangai Stushtu Vaagum Sasta Nubihi
Vyashema Devahitam Yadaayuhu
Svastina Indro Vrudhashravaaha
Svastina Poosha Vishwa Vedaaha
Svastianastaarkshyo Arishtanemihi
Svastino Bruhaspatir Dadhaatu
Om Shantihi Shantihi Shantihi.**

**Om Sangachadwam Samvadadhvam
Samvo Manaamsi Jaanataam
Deva Bhaagam Yatha Poorve
Sanjaanaana Upaasate
Samaani Va Aakootihi
Samaana Hrudayaanivaha
Samaana Mastu Vo Mano
Yatha Va Susahaasati
Shaantaha Prithavi Shivamantariksham
Dyournno Devyabhayanno Astu
Shivadisha Pradisha Uddisho
Na Aapo Vidyutaha Paripaantu Sarvata
Shantihi Shantihi Shantihi.**

Come together all of you! Speak to one another
Be united in your minds with perfect understanding!
Common be your goal, your hearts
Fine-tuned to one another
Let your minds be one, so that all of you may happily live together

Suryam Sundara Lokanathamamrutham
Vedaantasaaram Shivam
Jnaanam Bramhamayam
Sureshamamalam
Lokaika Chittaswayam
Indradhithya Naradhipam Suragurum
Trailokya Choodamanim
Bramha Vishnu Shiva Swaroopam Hrudayam
Vande Sadaa Bhaaskaram
Vande Sadaa Bhaskaram.

Vishwamayi Shiva-Shakti Mayi
Paramadayaamayi Prema - Mayi.

Vedamayi He Bramhamayi
Sakala – Vidyaa - Mayi Leelamayi
Sadaanandamayi Samvin – Mayi.

ASHTANGA YOGA

Ashtanga Yoga of sage Patanjali consists of eight limbs or aspects. They are Yama, Niyama, Asana, Pranayama, Pratyahara, Dharana, Dhyana and Samadhi. All these are technical words used in yoga. Various asanas and different pranayamas are part of Hatha Yoga which forms the preparation for higher yoga. Practice of first two limbs of Ashtanga yoga (Yama and Niyama) is of great importance along with Asana and Pranayama to progress on the path of yoga.

Yama and Niyama bring about refinement and steadiness of the mind. They are the foundation of Yogic life. Yama and Niyama are the ethical values to be inculcated by any individual for social health and also for self-growth. These are the strong base for a healthy and happy society.

1) **YAMA**

Yama means self-restraint

a) ***Ahimsa***

Ahimsa literally means Nonviolence. It is that moral code where an individual should abstain from harming others because every being on the earth is an expression of god and every being has right to live on this earth. In a positive way it also means expressing compassion and friendliness towards others.

b) ***Satya***

Satya is Truthfulness. It refers to truthfulness in thoughts, words and deeds. It is the principle to be followed where gap between what is said and what is being done is least. It is also refraining from deceiving others. Actions should be in conformity with thoughts and speech. This is one of the values which help to maintain the social fabric

c) ***Asteya***

Asteya is Non-stealing. It is not only abstaining from stealing but also not desiring anything which does not legally belong to oneself. It emphasizes on righteously earning wealth or any object and avoidance of coveting other's property of any kind.

d) ***Brahmacharya***

Brahmacharya means Dedication to knowledge. It also means continence. It is a process of canalizing lower energies of the body energy towards self-development and realizing the highest truth.

e) ***Aparigraha***

Aparigraha is Non Possession. *Parigraha* means collecting or receiving. Every person is allowed to possess things which are very essential to lead a healthy life in the society without exploiting others. Non acceptance of wealth of any kind which is not essential for the maintenance of life is *Aparigraha*. It is leading a simple life without greed.

2) **NIYAMA**

Niyama is disciplining the body as well as the mind.

- ***Shaucha***

Shaucha is External and internal purity and cleanliness. At the body level it implies taking a balanced, nutritious and sattvic food. The purpose is to make the body strong and healthy. External purity also includes the maintenance of hygiene around us. Internal purity refers to cleansing the mind from harmful thoughts and negative emotions. Getting rid of vices and

nurturing of virtues is of great significance in internal purity.

- ***Santosha***

Santosha means contentment of the mind. Contentment leads to serenity of the mind therefore this virtue has to be practiced. Always craving for the pleasure derived from the sense objects disturbs the tranquility of the mind. In a deep sense it implies that an individual should move from transitory pleasures toward inner bliss devoid of distractions.

- ***Tapas***

Tapas is striving steadily for a spiritual goal. *Tapas* is a systematic effort involved in disciplining the body, speech and mind. The intention is not only to purify these three instruments (*trikarana*) but to train them to withstand the challenges of life. *Tapas* enables a person to avoid all extremes in our responses and reactions.

- ***Svadyaya***

Svadyaya is devotion to studies. It is not just collection of information but applying knowledge to life situations. It should lead to self-analysis and introspection and finally to wisdom. The highest wisdom arises from the knowledge of the deepest self within.

- ***Ishwara pranidhana***

This is bowing to God with humility and devotion. It also means performing each and every action in tune with spiritual progress and offering it to the divine principle.

3) ASANA

The third limb of yoga is Asana. The core intention of asana is to

make the physical body favorable for stability of the mind. The purpose of asana is to enhance the stamina and stability of the body to make it comfortable for meditation. Various asanas are the part of *HathaYoga* designed to energize the body and increase resistance power against diseases. They have to be performed slowly and steadily with awareness.

They are generally classified into standing, sitting, supine, prone and topsy-turvy postures. They also help in bringing a harmonious connection between body and the mind.

4) PRANAYAMA

Prana is the basic life principle. It is the vital energy which is causative factor for functioning of the body. Pranayama is the process of gaining control over Prana by stretching, expansion or regulation of breath.

Three aspects of Pranayama

Puraka – Inhalation

Rechaka – Exhalation

Kumbhaka – Retention.

Practice of Pranayama removes the blockage in the Pranamaya kosha and improves health. It also helps to gain control over the mind and makes it focused.

5) PRATYAHARA

It is the process of withdrawing the senses from their respective objects. In fact it is withdrawing the mind from the sense organs to make the mind focused and prepare it for next two limbs of yoga, concentration and meditation.

6) DHARANA

Dharana is concentration. It is fixing up of the mind on any spiritually uplifting object without any distraction.

7) DHYANA

Meditation is the sustained and unwavering flow of mind towards the chosen object. Meditation becomes more effective, rejuvenating and energizing when it is practiced along with the other six components of yoga.

8) SAMADHI

This is the culmination of eight limbs of Yoga where an individual is totally absorbed in God or any noble object of meditation.

Yama and Niyama remove the agitations which are propelled by unrestrained thoughts, negative emotions and desires. Asana and Pranayama help to get rid of the disturbances originating from the physical body. Pratyahara facilitates by detaching the sense-organs from modifications they generate in the mind from the contact of external objects. Dharana helps to do Meditation and Meditation leads to Samadhi.

YOGASANA AND PRANAYAMA

Practicals

A) YOGASANA

Yogasanas energize both body and mind. Western psychology speaks of conscious, sub-conscious and unconscious mind. Yoga psychology goes deeper and analyses human personality on 5 levels. Body is the first level of our personality. In Yoga body is referred to as Annamaya Kosha. Second level of personality is Pranamaya Kosha, Third level is Manomaya Kosha, Fourth level is Vijnanamaya Kosha and fifth level is Anandamaya Kosha

1. *Annamaya Kosha – Physical Sheath*
2. *Pranamaya Kosha – Vital Sheath*
3. *Manomaya Kosha – Mind Sheath*
4. *Vijnanamaya Kosha – Intellectual Sheath*
5. *Anandamaya Kosha – Bliss Sheath*

SURYANAMASKARA

Namaskara Asana

Basic Position



1. Urdhvasana – Inhale as you arch back



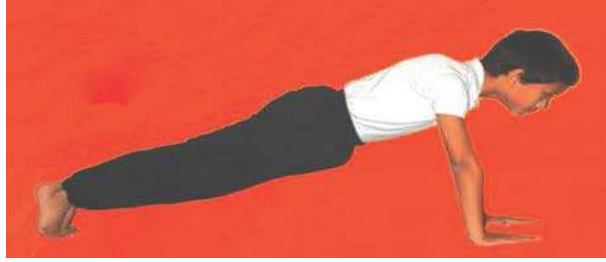
2. Utthanasana – Exhale as you bend forward



3. Eka-pada-prasarnasana – Inhale as you stretch left leg back



4. Dvi-pada-prasarnasana- Exhale as you stretch other leg back



5. Shashankasana - Inhale and exhale, Breathe regularly as you sit on your heels and bend down with your arms stretched

6. Ashtanga-Namaskarasana – Exhale and hold breath. Lie down and lift only your buttocks off the floor so that the forehead, chest, palms, knees and toes are in contact with the floor



7. Bhujangasana- Inhale as you lift your knees off the floor and arch back



8. Ado Mukhashvanasana- Exhale as you bend inward and look at your feet



9. Shashankasana - Inhale and exhale, Breathe regularly as you sit and bend down. With your arms stretched (Echo of position5)

10 Eka-pada-prasaranasana - Inhale and stretch right leg back



11. Utthanasana - Exhale Same as position 2



12. **Urdhvasana - Inhale as you arch back (Same as position f1)**



Namaskara Asana
Basic Position



Basic posture for standing asana – ***Tadasana***

- **Trikonasana (Triangle Posture)**



Benefits

- Strengthens legs, knees, ankles, arms and chest.
- Stretches and opens the hip, groin, hamstrings, calves, shoulders, chest and spine.
- Increases physical and mental equilibrium.
- Helps improve digestion.
- Reduces stress, anxiety, back pain and sciatica.

- **Parivrita Trikonasana (Rotating Triangle Posture)**



Benefits

- Gives rotational movements to the spine.
- Improves the functioning of kidneys.
- Strengthen and stretches the gluteal muscles, hamstrings, thighs and calves

- **Veerabhadrasana (Warrior Posture)**



Benefits

- Strengthens the leg, lower back and arms.
- Improves balance in the body and helps increase stamina.
- Beneficial for those with sedentary and deskbound jobs.
- Extremely beneficial in case of frozen shoulders.
- Releases stress in the shoulders very effectively in a very short span of time.
- Brings courage, grace and peace.

- **Baddhakonasana (Bound Angle Posture)**



Benefits

- Strengthens and improves flexibility in the groin, inner thighs and knees.
- Helps prepare the hips and groins for meditative seated posture.
- Stimulates the abdominal organs, potentially improving the health of ovaries, prostate gland, kidneys.
- Helps open up the lower back and relieves sciatica.

- **Paschimottanasana(Forward Seated Posture)**



Benefits

- Stretches lower back, hamstrings and hips.
- Massages and tones the abdominal and pelvic organs.
- Tones the shoulders.

- **Navasana (Boat Posture)**



Benefits

- The asana strengthens the abdominal muscle, the legs and the lower back.
- Improves digestion and aid the lower abdominal organs-kidney, thyroid, prostate and intestines.
- Ardha Navasana works on the upper abdominal organs-pancreas, gall bladder, spleen and liver.

• **Vajrasana (Diamond Posture)**



Benefits

- Enhances blood circulation in the lower abdomen improving digestion.
- If you sit in Vajrasana after eating a meal, food digests well.
- Relieves excessive gas trouble or pain.
- Nerves of legs and thighs are strengthened.
- Makes knee and ankle joints flexible and prevents certain rheumatic diseases.
- In Vajrasana, the spine is erect without much effort. It is also beneficial for practice of pranayama and as a preparation for meditation.

• **Gomukhasana (Cow Face Posture)**



Benefits

- Strengthens and stretches the hip flexors, gluteal muscles, thighs, calves and feet.
- Remove stiffness from shoulders, armpits and arms.
- Improves a rounded back and sideways curvature of the spine.
- Activates the bladder and the digestive system.
- It stimulates the kidney function and counters diabetes.

- **Ushtrasana (Camel Posture)**



Benefits

- It stretches and opens the pectoral muscles.
- It stretches the whole body in the front.
- It also strengthens the back and shoulders.
- It stretches the stomach and intestines, alleviating constipation

- **Vakrasana (Twisting Posture)**



Benefits

- Allows the spine to be twisted all the way from the base of the spine to the very top.
- This asana tones the spinal nerves and ligaments, and improves digestion.
- Stimulates the pancreas-useful for diabetes.
- Helps to reduce the fat around the waist region.

Basic posture for sitting asana – *Dandasana*

B) PRANAYAMA

- **Kapalabathi**



Padmasana



Vajrasana

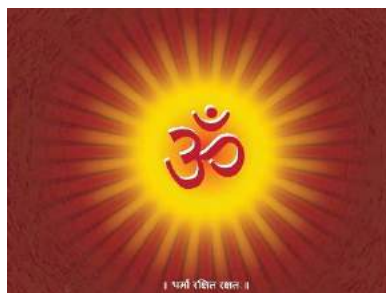
Benefits

- It clears the respiratory passages, minimizing risks of infections and allergies in the respiratory system.
- The diaphragm gets plenty of exercise, becomes more pliable and improves circulation.
- Helps increase the lung capacity and improves respiratory efficiency, making more oxygen available to the body.
- As more oxygen flows into the body, you can feel yourself infused with energy every time you perform this technique.
- Increased mental acuity, improved concentration and heightened senses.

- **Omkar Mantra Chanting**

Combination of Three Syllables

‘A U M ’



- **Nadishodhana Pranayama – Nasika Mudra**
(Alternate Nostril Breathing)



Benefits

- Excellent breathing technique to calm and center the mind.
- Our mind has a tendency to keep regretting or glorifying the past and getting anxious about the future.
- Nadi Shodhana pranayama helps to bring the mind back to the present moment
- Works therapeutically for most circulatory and respiratory problems.
- Releases accumulated stress in the mind and body effectively and helps relax and helps maintain body temperature.
- Helps harmonize the left and right hemispheres of the brain, which correlate to the logical and emotional sides of our personality.
- Helps purify and balance the nadis, the subtle energy channels, thereby ensuring smooth flow of prana (life force) through the body.

- **Bhramari pranayama (Bee Breath)**



Benefits

- Instant way to relieve tension, anger and anxiety.
- It is a very effective breathing technique for people suffering from hypertension as it calms down the agitated mind.
- Gives relief if you're feeling hot or have a slight headache
- Helps mitigate migraines
- Improves concentration and memory and builds confidence
- Helps in reducing blood pressure

Dhyana Yoga
Yoga of Meditation
Stage 1
Preparation

1. Samarpana: Instant Relaxation Technique (IRT)

- Bring your leg together; join the heels. Toes together, and palms by the side of the thighs.
- Gently bring your awareness to the tip of the toes. Stretch the toes, tighten the ankle joints, and tighten the calf muscles. Pull up the kneecaps. Tighten the thigh muscles.
- Compress and squeeze the buttocks.
- Exhale and suck in the abdomen.
- Make the fists of the palms and tighten the arms.
- Inhale and expand the chest.
- Tighten the shoulders, neck muscles and compress the face.
- Tighten the whole body from head to toe.
- Tighten, tighten, and tighten.
- Release and Relax.
- Let go apart; arms go apart, palms facing the roof.
- Assume the most comfortable position; let the whole body sink down. Let all the groups of muscles beautifully relax.
- Collapse the whole body. Enjoy the relaxation.

2. Asana: Sit straight on a carpet in a suitable posture. Be sure that your back is perfectly straight by adopting the spinal alignment technique. This is the correction given to the body or Annamaya kosha. A straight posture will help you improve your memory and your general health. It will also keep you alert. Meditation is an intense activity. You should not feel lethargic or sleepy at any point of the exercise.

3. Pranayama and Prana-Anusandhana: Regulate your breathing. Close your eyes and concentrate fully on the process of inhalation and

exhalation in the proportion 4:8 by taking deep abdominal breaths. Slow rhythmic breathing continues throughout the exercise. Gradually bring the rhythm of inhalation and exhalation to 4:4. You can practice other Pranayama exercises like Nadishodhana. Pranayama energizes your vital Pranamaya-Kosha.

4. **Purification:** Send conscious powerful mental currents of goodwill in all the directions to all the people of the world wishing them peace, prosperity and joy. This is the practice of Maitri. Through this exercise you purify your mind or Manomaya-Kosha.
5. **Energizing:** Chant AUM a few times allowing the subtle vibrations to fill your mind and energize the entire body. This is Nada-anusandhana.

Stage 2

TRATAKA (Gazing)

- Open your eyes and fix your gentle, steady gaze on the image on the screen.
- Avoid winking and practice fixing your soft gaze for about 30 seconds.
- Close the eyes and gaze internally at the orange dot/image formed on the retina. Let the mind be engrossed in the simple act of perception.
- Do not allow any thought to be formed. This is Jyotir- anusandhana.
- Repeat the exercise a few times.
- This is a simple but powerful and unfailing aid to improve concentration and thereby memory powers.

Stage 3

FOCUSING

- Look at the image once and close your eyes. It is now easy to hold the image in the heart.
- This is followed by a short prayer for guidance preferably like the Gayatri Mantra repeated with intensity and devotion. A powerful prayer raises the mind from Manomaya-Kosha to Vijnanamaya-Kosha, the higher intellect. Internalize the light of the sun. Feel the descent of the light from head to toe illuminating every part of the body.

Stage 4

EXPANSION

- Listen to the gentle AUM arising from the fine-tuned tanpura or intone AUM yourself in a subdued, continuous way.
- Raise your hands in all-inclusive gesture as you chant AUM (7 or 9 times) using the physical movement as a powerful suggestion for the mind to expand, relax and free itself from the cage of preconceived notions. This is a very effective stress-management technique.
- Recreate in your mind the visuals of vast expanses of land, water and sky.
- Align your mind-space (Chitta-akasha) with the infinite expanse of outer space (Maha-akasha)

Stage 5

DEEP PLUNGE

- Fold your hands in Namaskara mudra on the chest and centre yourself once more. Internally chant AUM and with each chanting try to plunge into your own heart keeping the mind free from all thoughts. Feel the intense silence and bliss of your Anandamaya-Kosha, the deepest and

the purest aspect of your Chaitanya. Be aware of the LIGHT WITHIN.

- Let the transition from this deep silence to the usual transactions be slow and gradual. Utter a prayer softly in conclusion.
- Meditation calms down and energizes both the mind and the body.
- Now you are ready “to work like a master” as Swami Vivekananda puts it.

SWOT ANALYSIS OF THE NATION

Incredible India

The reinterpretation of humankind's early history has the most profound implications for our understanding of modern society and its problematic future. Understanding our Nation's history, strength and the present day weakness is of far more than academic importance; it is at the heart of our collective understanding of our roots and our apparent destiny.

INDIA IN THE PAST (STRENGTHS)

1. Cradle of Wisdom

The ability to:

- Perceive, comment upon and declare hard core scientific ideas
- Produce a knowledge base that is anywhere between 400-4000 years ahead of the Western thought
- Make accurate predictions of fairly complex things
- Enhance the quality of life

2. Spirituality the core character

3. Culture- The strong roots

4. Land of Arts Literature and Architecture

5. Temple of Knowledge

- Takshashila- world's first university established around 700 B C
- Nalanda- Established in 4th Cent A D

6. Pioneers of science

- Invention of 0 and the place value system
- Bhaskaracharya II- Gravitation, 400 years before Newton
- In 499 AD, Aryabhatta explains the spherical shape, size diameter, rotation and correct speed of Earth.
- **Madhavacharya** discovered Taylor series of Sine and Cosine function about 250 years before Taylor

- Pythagoras Theorem was given by Bodhayanah (Sulabha Shastra) 800 BC
- Speed of Light-Rig Veda (01:50:04) 6000 B.C

7. Health and Medicine

- Charaka father of Indian Medicine
- Sushruta Father of Indian Surgery
- Sushruta the father of Indian surgery is said to have performed cataract, plastic surgery, caesarean, and also neurological surgeries.

8. Richest Country

- Trade Hub of the world
- Richest country till the 17th century.
- The only diamond and pearl market for a long time

PITFALLS

Cultural Degradation and issues that followed

India gained independence from the British in 1947. But intellectually and educationally India continues to be a European colony. This is the intellectual establishment continued to encourage colonial institutions and thinking. The result today is that there is English educated elite that identifies itself more with the West than with India and her ancient civilization.

We are constantly looking at things and events through a prism that has been fashioned by centuries of western thinking. And as long as we do not get rid of that tainted glass we will not understand rightly the world in general and India in particular.

For the stamp of Western civilisation will still take some time to be eradicated. By military conquest or moral assertiveness, the West imposed upon the world its ways of thinking; and it created enduring patterns, subtle disinformation and immutable grooves, which play like a record that goes on turning, long after its owner has attained the age of decline.

PITFALLS

1. Distortion of Indian History
2. Fading away Human Values and Character
3. Poor political administration
4. Cultural degradation leading to Inferiority Complex

INFERIORITY COMPLEX LEADING TO

1. Pseudo definitions of Modernity
2. Mindless Imitations
3. Degeneration of Social and Cultural Values
4. Materialism and Consumerism
5. Focus on Physical Beauty
6. Lack of National Identity and Pride

The Way Out

In the words of Dr David Frawley, an American teacher, historian and author- *“unfortunately, over the first fifty years since Independence, India has not discovered its real roots. Its intellectuals have mimicked Western trends in thought. They have forgotten their own profound modern sages like Swami Vivekananda and Sri Aurobindo who projected modern and futuristic views of the Indian tradition.*

While Westerners come to India seeking spiritual knowledge, Indian intellectuals look to the West with an adulation that is often blind, if not obsequious.”

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In search of the cradle of civilization by David Frawley, Siddharath Kak

GOAL SETTING

What is a goal?

- A goal is a statement describing a broad intent, state or condition.
- A general statement of an intended outcome.

Why is Goal-Setting Important?

- **Clarity and purpose** - Goal-setting forces you to examine your current life circumstances and take an active role in choosing what you want to experience. You recognize your power to choose and create more meaningful, enriching circumstances. The result: increased clarity and purpose in every aspect of your life!
- **On-going personal and professional development** - When you work consistently on strengthening your skills, talents, capabilities and aspirations in life, you enter into a process that keeps your life circumstances fresh, new and ever more exciting. You not only gain a stronger appreciation for your true potential in life, you also end up feeling much more in control of who you are and who you want to become eventually.
- **Greater fulfilment and satisfaction in all areas of your life** - When you know how to effectively set and achieve goals, you'll never end up stuck in dissatisfying circumstances again. You'll be able to create a career you love, rampant success in everything you do, and healthy relationships that add great meaning and joy to your life.

Qualities of an Achievable Goal

Every goal you set should have a few qualities that ensure your ability to achieve them in the most efficient way possible:

- *Goals should be **Specific***: Goals should be straightforward and specific. They should answer the questions – Who, What, Where, When, Which, Why?
- *Goals should be **Measurable***: Measuring your goals helps you stay on track. If you can't measure it, you can't manage it. How much? How many?
- *Goals should be **Attainable***: A goal must be capable of being reached. The goal must be achievable and still stretching. So you feel you can do it and it will need a real commitment from you.
- *Goals should be **Relevant***: The goal must be able to produce an impact or change. In addition, the goal must also be important to you and your personal value system.
- *Goals should be **Time Bound***: Set a timeframe for the goal. Putting an end point on your goal gives you a clear target to work towards.

How to set goals?

For the question of how to set goals, we have a very simple process that you can go through to set your personal goals. These steps can help you achieve your dreams and goals more easily.

- **Identify your personal values and mission statement.** Your personal value is the big direction. If you can identify your personal values, your

personal goal will not go wrong. The starting point of all achievement is desire.

- **Figure out the goals you want to achieve.** After you know your personal values, find out what you really want to achieve in every life aspects. Life has many aspects and in order to lead a happy life, you should set goals in every aspect. Personal SWOT analysis is a look at you and your life. It is a tool to help you find out if the goals are achievable.
- **Write your goals down.** Make sure the goals are SMART and they are top quality goals. Find out if your goals are smart goals. Write them down. Please pay attention to this. You must write your goals down on a piece of paper. If not, they will only become dreams. You should limit your goals to between 5 and 6 at any one time. To achieve your goals you have to focus your efforts and energy. As you progress and complete goals, you may add new goals.
- **List the skills and knowledge required to reach your goal.** Success needs a lot of preparation. If you want to be successful, you need to prepare well. Nothing happens just by accident. Take a look at all of the factors that are keeping you from accomplishing your goal and develop a plan to overcome them. You also need to find out the people or group you need to work with to reach your goals. Fully mobilize all the factors to help you achieve the goals.
- **Develop a personal action plan.** You need to make a detailed schedule according to your goals. Develop a personal action plan and follow them.
- **Review your progress and update your goals accordingly.** Make sure you are making progress. If not, analyse why the goal is not being met.

Find a coach or friend to help you if you have trouble. Realize your goals step by step.

- **Celebrate your success** At last you achieve your goals. Congratulations! Thanks for your hard work and you have succeeded.
- **Start the process all over again.** When you have achieved a goal, you may set a new one from the beginning. Cultivate good goal setting habits. Goal setting is a lifelong process. Once you have completed one goal, you should work on a new goal. You are walking your way to success.

Preparing for Obstacles - Very often, the only difference between success and failure is being prepared! If you can think ahead and be ready for possible obstacles and challenges you may face while pursuing your goal, you will empower yourself with the ability to overcome them quickly and eagerly. While it's not possible to predict every possible obstacle you'll face, preparing as much as you can is a good idea because you'll have a stronger level of determination from the get-go, rather than unrealistic expectations. Remember too that there are usually two types of obstacles:

- *Obstacles caused by external influences:* Outer obstacles are usually related to things beyond your control, like circumstances or events that block progress on the path you've chosen.
- *Obstacles that come from within you:* Inner obstacles can often be more daunting than the outer ones. E.g.: inner resistance or limiting thoughts popping up and before you know it, you've stalled.

SOME INNER OBSTACLES ONE HAS TO OVERCOME

- **Pessimistic Attitude** - “Whatever the mind can conceive and believe, it can achieve”, if you notice this line closely you can easily understand that, if you conceive and believe, you can achieve. I repeat in bold letter “conceive and believe”. If there is a fraction of doubt in your mind that you cannot achieve something, you won't be able to commit yourself to it.
- **Procrastination** - If you notice that you're beginning to put off working on your goals, take it very seriously! Everyone procrastinates to some degree, like putting off a complex task for a few hours until you're better able to concentrate – but if you notice that you're procrastinating frequently and for extended periods of time, you'll have to take action to turn it around! The best way to deal with procrastination is simply not allowing you to do it. As soon as you notice that you're putting something off, get to the root of the issue (why you're avoiding the activity) and then take action on it immediately.

CONCEPT OF SELF

Facets of Self-Concept

Self-concept is a complex system of many beliefs and attitudes. We can compare the self to a many-faceted diamond. Each facet contributes to the brilliance and completeness of the whole stone, but each is a unit in itself. Of the many facets we'll examine five: the thinking, feeling, needing, attitudinal, and physical. Each of these, in turn, is composed of several dimensions, creating in each person a many-faceted self.

Thoughts

One of the facets is in ideas and thoughts. This is the cognitive, thinking self. This dimension of self provides reasons, observations, inferences, rationalizations, conclusions, and judgments.

Feelings

Self also has a feeling facet. Feeling responses are very important aspects of self. The feeling dimension of self can make you physically sick, socially maladjusted, and mentally incapable of functioning. When people recognize and accept feelings as real, legitimate, and normal, they can more effectively live because they've accepted one of the most important facets of self. Being aware, we must learn to manage feelings effectively.

Needs

Needing dimension of self is equally important. Each human being must have certain needs satisfied merely to survive, and other needs must be satisfied to exist in a social and personal world.

Attitudes

Your values and attitudes are important part of your total self. Attitudes predispose you to respond in certain ways to specific stimuli. These predispositions rely heavily on your values. Both attitudes and values determine much of what you are and how you see yourself. Values and attitudes vary widely among people, but for each person, values play a vital role in perception of self and determine many behaviours.

Physical existence

You have existence, and a perception of yourself as a physical being. You may not be conscious of your body at all times, but the image you have of it is one of the strongest influences on the way you behave. If you see your body as fragile, you'll be more protective of yourself in dealing with the "outside" world than if you see it as husky and strong. If you see your body as ugly, you'll dress differently, walk differently, and sit differently than if you think you we attractive.

Self-Disclosure

Self-concept also influences our communication, with others. It creates or limits our ability to be open and honest with others. To know self is perhaps the most important knowledge we can have to improve communication, while at the same time, to communicate with others is

perhaps the most important way we can gain knowledge of ourselves. Seeking feedback is vital in effective communication.

The Johari window

The Johari window model is a simple and useful tool for illustrating and improving self-awareness, and mutual understanding between individuals within a group. The Johari window can also be used to assess and improve a group's relationship with other groups.

The Johari window model was devised by American psychologists Joseph Luft and Harry Ingham in 1955. Luft and Ingham called their Johari Window model 'Johari' after combining their first names, Joe and Harry.

The Johari Window model is also referred to as a 'disclosure/feedback model of self-awareness', and by some people an 'information processing tool'. The Johari Window actually represents information - feelings, experience, views, attitudes, skills, intentions, motivation, etc - within or about a person - in relation to their group, from four perspectives, which are described below. The Johari Window model can also be used to represent the same information for a group in relation to other groups. Johari Window terminology refers to 'self' and 'others': 'self' means oneself, ie, the person subject to the Johari Window analysis. 'Others' mean other people in the person's group or team.

When the Johari Window model is used to assess and develop groups in relation to other groups, the 'self' would be the group, and 'others' would be other groups. However, for ease of explanation and understanding of the Johari Window and examples in this article, think of the model applying to an individual within a group, rather than a group relating to other groups.

The four Johari Window perspectives are called 'regions' or 'areas' or 'quadrants'. Each of these regions contains and represents the information - feelings, motivation, etc - known about the person, in terms of whether the information is known or unknown by the person, and whether the information is known or unknown by others in the group.

The Johari Window's four regions, (areas, quadrants, or perspectives) are depicted in the model below

		SELF	
		What I know	What I Don't know
Others	What you know	Open Window Or Shared Knowledge	Blind Spot
	What you don't know	Closed Or Hidden Area	Unknown Area

Johari Window's Four Regions

- **Open Window/ Shared Knowledge**- what is known by the person about him/herself and is also known by others

Johari region 1 is also known as the 'area of free activity'. This is the information about the person - behaviour, attitude, feelings, emotion, knowledge, experience, skills, views, etc. - **known** by the person ('the self') and **known** by the group ('others').

- **Blind Spot** - what is unknown by the person about him/herself but which others know.

Johari region 2 is what is **known** about a person by others in the group, but is **unknown** by the person him/herself. By seeking or soliciting feedback from others, the aim should be to reduce this area and thereby to increase the open area, ie, to increase self-awareness.

- **Closed/Hidden window** - what the person knows about him/herself that others do not know.

Johari region 3 is what is **known** to us but kept hidden from, and therefore **unknown**, to others. This hidden or avoided self represents information, feelings, etc, anything that a person knows about him/self, but which is not revealed or is kept hidden from others. The hidden area could also include sensitivities, fears, hidden agendas, manipulative intentions, and secrets - anything that a person knows but does not reveal, for whatever reason. It's natural for very personal and private information and feelings to remain hidden, indeed, certain information, feelings and experiences have no bearing on work, and so can and should remain hidden. However, typically, a lot of hidden information is not very personal, it is work- or performance-related, and so is better positioned in the open area.

- **Unknown Area** - what is unknown by the person about him/herself and is also unknown by others

Johari region 4 contains information, feelings, latent abilities, aptitudes, experiences etc, that are **unknown** to the person him/herself and **unknown** to others in the group. These unknown issues take a variety of forms: they can be feelings, behaviours, attitudes, capabilities, aptitudes,

which can be quite close to the surface, and which can be positive and useful, or they can be deeper aspects of a person's personality, influencing his/her behaviour to various degrees. Large unknown areas would typically be expected in younger people, and people who lack experience or self-belief.

POSITIVE MENTAL ATTITUDE

- **BEING POSITIVE**

Think positively about everything you want to do and it will come to you. Develop the attitude you can get anything you set out to have and once you decide this, nothing can stop you from accomplishing that. By being remove you all the negativity from your life. Surround yourself with positive people in your life. If you are around negative people you can't help but to be negative, too. It takes time to develop and keep a positive train of thought. Once you decide that you don't want negativity in your life anymore and disconnect yourself from the people who have nothing but negative thoughts, you can accomplish being a positive person. Thinking you can't accomplish anything will keep you from doing that. Having negativity in your life is a major downfall. You can't accomplish anything without having positive thoughts. Anything you want from a new job, losing weight or gaining financial stability require you to think positive thoughts to succeed. Negative thoughts will develop into negative actions. That's when you physically won't go after the things you want because your thoughts will keep you from doing something to get it. Since you think you can't do it or have something anyway, you won't go after it and you will never get what you want.

- **MAKE AFFIRMATIONS**

Affirmations are strong statements or commands from our conscious mind to our subconscious mind. They over ride old information and reinforce new, positive habits of thought and behaviour. For example, if

you're trying to improve your health and general well-being, then positive self-talk such as this will help: "I'm feeling better now" "I feel young and vital., 'I'm reaching my best weight' and 'I can really feel the difference my exercise program and change in eating habits are having.'

- **AFFIRM ALOUD**

Begin and end each day verbalizing your affirmations. You'll be amazed how more confidently you will behave and feel when you're feeding yourself the right messages. So, in the days leading up to a job interview, for e.g., tell yourself-aloud, whenever you get the chance: 'During my interview I will be calm, confident and in control!' Don't forget: what you 'see' is what you get; what you 'feel' is what you are.

- **EXPOSE YOURSELF TO HIGH-QUALITY INFORMATION ONLY**

The more you read, listen, watch and learn about your subject are, the more confident and capable you'll feel. But we need to have also discretion to choose we right quality of information we expose ourselves to. Look on information as food and we should be careful to feed ourselves only the best food. Insulate yourself against bad influences develop and samskara.

- **ASSOCIATE WITH POSITIVE PEOPLE**

Fly with the eagles instead of scratching with the chooks. Remember that 'we are judged by the company we keep'. To meet new, positive people, you have to stop associating with the loser brigade, those dull excuse-makers who end up dragging you down to their level of

complacency and incompetence. Our elders emphasized the need to have satsang

- **IMITATE POSITIVE PEOPLE**

The qualities we admire and envy in others usually reflect our own underdeveloped capacities. Imitation is essential to learning. Identify those around you with a positive mental attitude and watch what they do. How do they work, what do they say, how do they carry themselves? Select one small behaviour at a time and emulate it.

- **TEACH OTHERS**

When you attempt to articulate and explain a concept to others, you will understand it and internalize it better yourself. Seize every opportunity to share with others as a way of helping you to become even more familiar with it.

RELATIONSHIPS

The rapid pace of life assisted by advanced science and technology and the growing selfishness and inhumanity of man has increased the stress pushing our tensions. The ever increasing competitions have pushed everyone in to the rat race. People tend to forget their natural being-human beings- being humane. People tend to become 'human having' forgetting that they should be good 'Human Being's. All these factors contribute to disharmony among people leading to broken relationships, increased stress levels, high tensions, severe health problems, absence of peace and happiness. We should remember that good relationships depend upon the education of the heart.

It is said that 'The heart of education is the education of the heart'

To establish a good and healthy relationship:

- Have a heart: be understanding, appreciative
- Take yourself lightly and others seriously
- While deciding on the matters concerning you use your head and heart
- Never run up the stairs and rundown people
- Be kind, considerate, compassionate

Have the right attitude.

- Always be positive
- Look for positive in others
- Don't be a complainer
- Don't be egotistic
- Be humble

- Show empathy
- Accept your mistakes
- Insulate yourself don't be too sensitive

Communicate well

- Communicate to accumulate
- Be an attentive listener- Listen more- Talk Less

Practice Commandments

- Use 'We' avoid 'I' as far as possible
- Use 'Thank you' 'If you please', 'what is your opinion?', 'Sorry', 'I am proud of you' whenever appropriate
- To change others change yourself
- Smile- it is the shortest distance between two people
- Laugh with people not at them. Laughter is the oil for the wheels of life, without which there is more 'noise and more 'friction'
- Don't play always to win, be prepared to lose
- Don't argue. If you argue you have the risk of losing both; the argument and the relationship.
- Accept more don't expect too much
- Hold your temper- short temper is not a virtue, it's a weakness.
- Avoid gossip
- Appreciate in public and correct in private
- Don't be a perfectionist
- Address people by name

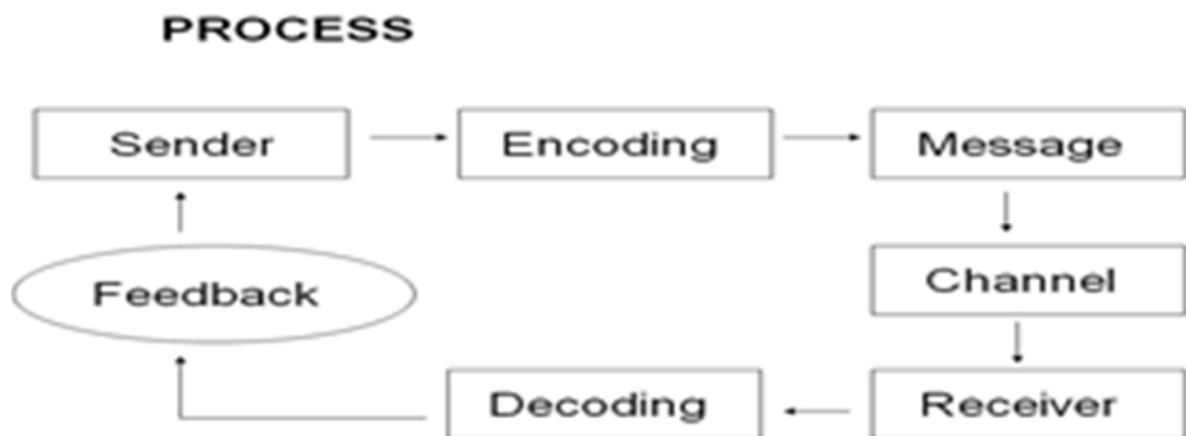
COMMUNICATION SKILLS

Session Objectives

- Provide a basic overview of verbal and non-verbal interpersonal communication
- Identify personal obstacles to effective interpersonal communication
- Define some strategies for improving individual and group communication

Definition

“The interchange of thoughts or opinions through shared symbols”



Why we communicate

- Share our ideas and opinions
- Provide feedback to others
- Get information from others
- Develop social relationships
- Channels self-expression and our culture
- A message is sent to convey information.
- Information is meant to change behaviour

Channels

- Words(Written/Oral)
- Pictures
- Videos

Forms

- Upward/Downward
- Vertical/Horizontal
- Internal/External

Barriers to communication

- Personal limitations- Physical/Mental
- Time Pressure / Stress
- Semantics, Jargon
- Vocal tone / Inflection
- Hearing, Selective listening
- Perception, Preconceived notions / Expectations
- “Knowledge is Power” - Information hoarding
- Attention span
- Emotions / Moods
- Prejudices/Bias
- Tradition
- Conflicting feelings, Goals, Opinions
- Fear of rejection / Peer pressure
- Unorganized thinking
- Others possibly becoming defensive
- Having to deal with aggressive people

Ways to effective communication

- Talk Less, listen more
- Observe more
- Decipher the sublime
- Prepare to listen by focusing on the speaker

- Control and eliminate distractions
- Opportunity to get information, share another's views and broaden your knowledge
- Don't prejudge the message based on who is delivering it - Focus instead on the content
- Monitor the way you listen by asking yourself questions
- Effective use of Body Language
- Have patience
- Empathise
- Ask questions
- Keep a clear mind

KINESTHETICS

A Framework for Understanding Body Language

As we approach the end of the twentieth century, we are witnessing the emergence of a new kind of social scientist-the non-verbalist. Just as the birdwatcher delights in watching birds and their behaviour, so the non-verbalist delights in watching the non-verbal cues and signals of human beings. He watches them at social functions, at beaches, on television, at the office or anywhere that people interact. He is a student of behaviour who wants to learn about the actions of his fellow humans so that he may ultimately learn more about himself and how he can improve his relationships with others.

Charlie Chaplin and many other silent movie actors were the pioneers of non-verbal communication skills; they were the only means of communication available on the screen. Each actor was classed as good or bad by the extent to which he could use gestures and other body signals to communicate effectively. When talking films became popular and less emphasis was placed on the non-verbal aspects of acting, many silent movie actors faded into obscurity and those with good verbal skills prevailed.

As far as the technical study of body language goes, perhaps the most influential pre-twentieth-century work was Charles Darwin's *The Expression of the Emotions in Man and Animals* published in 1872. This spawned the modern studies of facial expressions and body language and many of Darwin's ideas and observations have since been validated by

modern researchers around the world. Since that time, researchers have noted and recorded almost one million nonverbal cues and signals. Albert Mehrabian found that the total impact of a message is about 7 per cent verbal (words only) and 38 per cent vocal (including tone of voice, inflection and other sounds) and 55 per cent non-verbal. Mehrabian found that the verbal component of a face-to-face conversation is less than 35 per cent and that over 65 per cent of communication is done non-verbally. Most researchers generally agree that the verbal channel is used primarily for conveying information, while the non-verbal channel is used for negotiating interpersonal attitudes, and in some cases is used as a substitute for verbal messages. The fascinating thing is that the human animal is rarely aware of his postures, movements and gestures that can tell one story while his voice may be telling another.

What is Body Language?

Body language is the unspoken or non-verbal mode of communication that we do in every single aspect of our interaction with another person. It is like a mirror that tells us what the other person thinks and feels in response to our words or actions. Non-verbal communication includes facial expressions, eye contact, tone of voice, body posture and motions, and positioning within groups. It may also include the way we wear our clothes or the silence we keep.

According to the social anthropologist, Edward T. Hall, in a normal conversation between two persons, less than 35% of the social meanings is actually transmitted by words.

So, at least 65% of it is conveyed through the body (non-verbal channel).

Our ability to use body language in a positive way and to read other people's minds through their body language separates the men from the boys (or women from girls), and can be a powerful tool to our overall personality development. Imagine creating a great impression for work, business, and love by being knowledge-able in this not-so-common yet powerful field of study. It is the unspoken tool to a successful life.

CHARACTERISTICS OF EFFECTIVE COMMUNICATORS

- 1) Listen to what other people say
- 2) Control and manage what they say themselves
- 3) Aware of the signals their body language gives.
- 4) Read and interpret other's Body Language

IMPORTANCE OF UNDERSTANDING BODY LANGUAGE

Non-verbal behaviour can communicate more powerfully than the spoken word.

- Impacts your success.
- Makes the most effective and efficient use of your time.
- Attracts attention of others
- Helps good Impression Management
- Our ability to use body language in a positive way and to read other people's minds through their body language can boost our interpersonal skill.
- Can be a powerful tool to our overall personality development

MAIN ASPECTS OF BODY LANGUAGE

- Eye contact
- Distance maintained in a group
- Facial Expressions
- Body Postures
- Voice, tone and tenor
- Silence
- Dress sense

BODY LANGUAGE CLUSTERS

Body language comes in clusters of signals and postures, depending on the internal emotions and mental states. The following are some of the Body language Clusters:

- **Aggressive body language:** Showing physical threat.
- **Bored body language:** Just not being interested.
- **Closed body language:** Closed Attitude.
- **Deceptive body language:** Seeking to cover up lying or other deception.
- **Emotional body language:** Identifying feelings.
- **Evaluating body language:** Judging and deciding about something.
- **Open body language:** Open and fair attitude

CREATIVITY

The concept of creativity has gained importance in recent years. For example, a vast amount of management literature has been increasingly focusing on how to enhance creativity in the workplace, in order to cope with constant changing environments.

Creative thinking is the ability to let your mind create thoughts that are often different and unusual. Creative thinking revolves around the idea of thinking beyond the scope of the norm. It is all about being able to think outside the box and be original in your thought process.

Creative thinking is something you can train your mind to do. Some people are actually born with creative thinking abilities, while others have to really work to let themselves be a creative thinker. However, it is possible for anyone to become a great creative thinker whether they were naturally born or they have to work at it.

You hold the key to adopting creative thinking in your life and by doing so; you could change your life, your thoughts and your world, forever.

What is Creative Thinking?

Thinking, in general, is a process. It is natural. We all do it and it usually is not something we spend a lot of time perfecting. However, in some cases, the ability to be a creative thinker is important.

Creative thinking is all about being able to come up with ideas and thoughts that are not something the average person would come up with. Creative thinking can be defined as thinking outside the box, which means thinking beyond the normal scope.

Definitions

Sternberg and Lubart maintain that “Creativity is the ability to produce work that is both novel (i.e. original, unexpected) and appropriate (i.e. useful concerning tasks constrains)”. Runco present several authors that define creativity as involving the creation of something new and useful.

A creative solution has Three Attributes:

- It is *new / novel* (otherwise it would not be creative).
- It is *useful*, in that it solves the problem (otherwise it would not be a solution).
- It is *feasible*, given the messy real world constraints like money and time.

Benefits of Creative Thinking

Creative thinking can make a person a perfect problem solver. Being able to think creatively allows a person to come up with solutions to problems that others may never even think about. A person is able to come up with good ideas that may not be so obvious. Creative thinking is something that can be a huge benefit to almost any profession because quick thinking is a great skill.

Creative thinking can give a person a completely new outlook. They will be able to use it in their professional and personal life. They will start to implement creative thinking techniques no matter what they are doing because it will come naturally. Creative thinking can change a person whole attitude. It will make them more confident and allow them to live up to their full potential because they will not doubt their abilities. It can be a real morale booster and allow a person to really show what they can do.

Above all, creative thinking can be a ticket to success and great accomplishment. A creative thinker is hard to hold back. They are always thinking and they are always on top of their game. It is hard to deny a creative thinker anything because they are good at what they do. They are able to bring their creative thinking to the table to help improve their life and accomplish their goals. Creative thinking has some amazing benefits. It is hard to deny that creative thinking can do a lot for a person. It is easy to start being a creative thinker and make it change your life.

When To Use Creativity?

While tackling old problems, During free time after problems, When pay off of new ideas is large, Routine reexamination of assumptions, Generating alternative decisions, Inferring new utility of data, Inferring new utility of data, To find new opportunities, To dissolve artificial problems, When logical thinking fails.

Creative Thinking Techniques

The way a person goes about creative thinking is a very individual process. There really are no hard-set rules, but creative thinking, as any way of thinking, usually follows a general process. Understanding the general process can help you to be a better creative thinker and make it easier for you to be a creative thinker.

Early 20th century reformer Graham Walls describes four stages of creation. The creative thinking process involves 4 steps.

Stage 1: Preparation

The person expecting to gain new insights should know his field of study and be well prepared. You begin by looking over the situation. You should take in everything you can about the situation. Get details and ask questions. You must really get to know the situation at this point. Preparation involves finding out elements like who, what, where, when and how of the situation. Once preparation is complete, you should be able to completely explain the situation including any obvious problems or issues.

Step 2: Incubation

This is the true area of creative thinking. Once you know about the situation, you can begin to start thinking. Creative ideas come only at a period of time spent away from the problem, usually after actively engaging with the problem.

Step 3: Illumination

In this stage there is a sudden “CLICK” or “FLASH” of ideas. It is a mysterious stage when ideas will suddenly start appearing.

Step 4: Verification

Now that there is a collection of ideas, one can start going through them and weeding out ones that will not work or change an idea just a little that it will work much better. This step is all about tweaking ideas.

Finally one should be able to go into detail of how each idea will work and how it will be implemented.

Tools for enhancing Creativity

Brainstorming

Brainstorming is a useful and popular tool that you can use to develop highly creative solutions to a problem.

It is particularly helpful when you need to break out of stale, established patterns of thinking, so that you can develop new ways of looking at things. This can be when you need to develop new opportunities, where you want to improve the service that you offer, or when existing approaches just aren't giving you the results you want.

Used with your team, it helps you bring the experience of all team members into play during problem solving. This increases the richness of solutions explored (meaning that you can find better solutions to the problems you face, and make better decisions.) It can also help you get buy in from team members for the solution chosen - after all, they have helped create that solution.

Mind Maps

Mind map is a vastly superior note taking method because it does not lead to a "semi-hypnotic trance" state induced by other note forms. Buzan also

argues that the mind map utilizes the full range of left and right human cortical skills, balances the brain, taps into the alleged 99% of your unused mental potential, as well as intuition (which he calls "superlogic").

A mind map is often created around a single word or text, placed in the center, to which associated ideas, words and concepts are added.

Mind maps have many applications in personal, family, educational, and business situations, including note taking, brainstorming (wherein ideas are inserted into the map radially around the center node, without the implicit prioritization that comes from hierarchy or sequential arrangements, and wherein grouping and organizing is reserved for later stages), summarizing, revising, and general clarifying of thoughts. One could listen to a lecture, for example, and take down notes using mind maps for the most important points or keywords. One can also use mind maps as a mnemonic technique or to sort out a complicated idea. Mind maps are also promoted as a way to collaborate in color pen creativity sessions.

Mind maps can be used for:-

- Problem Solving
- Outline / Framework Design
- Anonymous collaboration.
- Marriage of words and visuals.
- Individual expression of creativity.
- Condensing material into a concise and memorable format.
- Team building or synergy creating activity.
- Enhancing work morale.

Lateral thinking:

Lateral thinking is a term coined by Edward de Bono, for the solution of problems through an indirect and creative approach. Lateral thinking is about

reasoning that is not immediately obvious and about ideas that may not be obtainable by using only traditional step-by-step logic.

ROAD BLOCKS

Internal Factors

That threaten your creativity include psychological and mental attributes, such as the degree to which you are open minded or self-confident. A positive outlook and a healthy sense of well-being motivate to be more creative, and dare to open to new experiences. Most individuals find that they have much more control over the internal factors than over the external ones. If you take the time to understand and master the issues that create internal conflict, you can affect a tremendous change in your personal creativity.

Fear of Failure

From childhood, people learn that success is rewarded, and failure is punished. This implicit message can be very debilitating, as many adults develop an exaggerated fear of failure. For some, the fear of failure can serve as a mobilizing force, impelling them to succeed. More often, however, this fear makes them avoid taking risks and shy away from competitive situations.

This often paralyzing force keeps us from working to our potential. The more creative you are, the more you will periodically re-evaluate the worth of all existing practices. And the more you improve existing operations, the more creative you will feel. Creativity begets creativity.

Rigidity

Rigid people take a formula approach to life, and fail to adapt, even though “exceptions to the rule” are constantly presenting themselves.

It is a functional fixedness, whereby you fail to see alternative uses for things, beyond those uses for which they were originally intended.

Following the rules

A passionate set of pre conceived beliefs that are often un-wanted by actual information shuts more doors than it opens. Tendency to conform patterns to accepted patterns of belief or thought –the rules and limitations of the status quo hampers creative breakthrough.

Over reliance on Logic

Investigating all intellectual capital into logic or analytical thinking (step by step) excluding imagination, intuition, feelings or humor may lead to inadequate solutions.

Creative thinking is a gift, a skill. Creative thinking is something you can live without, but why would you want to. Give it a try, at least and see how far it can take you. You will never know unless you try. So, put creative thinking to work in your life starting today. Have a little fun training your mind to think creatively.

EMOTIONAL INTELLIGENCE

The most popular and accepted mixed model of emotional intelligence is the one proposed by Goleman (1995). He viewed emotional intelligence as a total of personal and social competences. Personal competence determines how we manage ourselves, whereas social competence determines how we handle our interpersonal relationships.

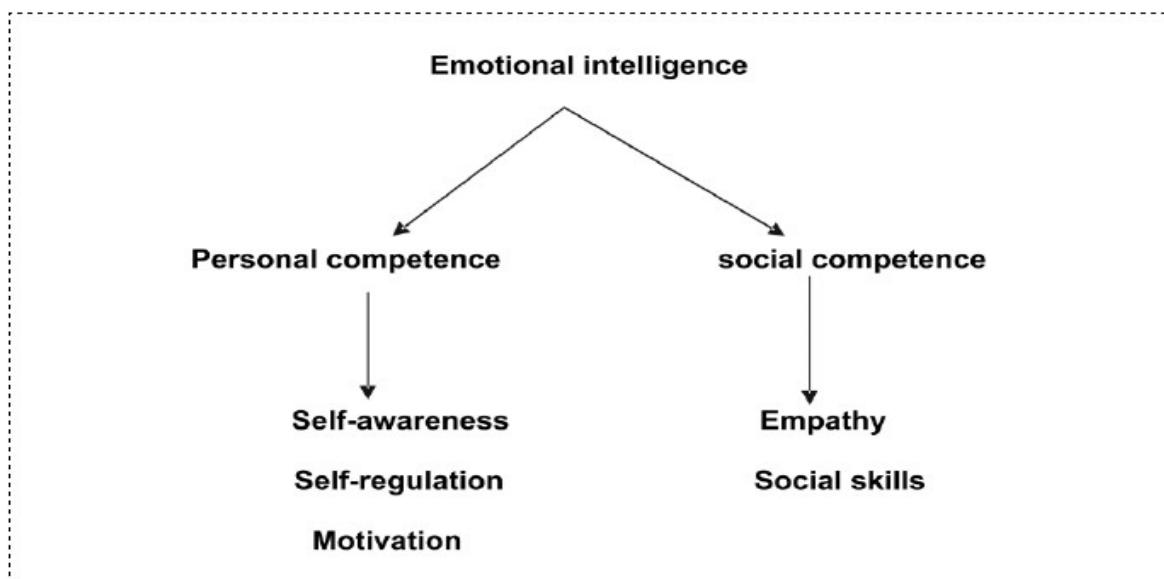
Daniel Goleman's Definition of Emotional Intelligence

Emotional intelligence is the capacity for recognizing our own feelings and those of others, for motivating ourselves, for managing emotions well in ourselves and in our relationships.

Biological Purpose for Emotion

- Signaling function (that we might take action)
- Promote unique, stereotypical patterns of physiological change Provide strong impulse to take action

The Five Components of Emotional Intelligence



- **Self-awareness:** The ability to recognize and understand personal moods and emotions and drives, as well as their effect on others. Hallmarks of self-awareness include self-confidence, realistic self-assessment, and a self-deprecating sense of humour. Self-awareness depends on one's ability to monitor one's own emotion state and to correctly identify and name one's emotions.

- **Self-regulation:** Is the ability to control or redirect disruptive impulses and moods, and the propensity to suspend judgment and to think before acting. Hallmarks include trustworthiness and integrity; comfort with ambiguity; and openness to change.

- **Internal motivation:** A passion to work for internal reasons that go beyond money and status -which are external rewards, - such as an inner vision of what is important in life, a joy in doing something, curiosity in learning, a flow that comes with being immersed in an activity. A propensity to pursue goals with energy and persistence. Hallmarks include a strong drive to achieve, optimism even in the face of failure, and organizational commitment.

- **Empathy.** The ability to understand the emotional makeup of other people. A skill in treating people according to their emotional reactions. Hallmarks include expertise in building and retaining talent, cross-cultural sensitivity, and service to clients and customers. (In an educational context, empathy is often thought to include, or lead to, sympathy, which implies concern, or care or a wish to soften negative emotions or experiences in others).

- **Social skills:** Proficiency in managing relationships and building networks, and ability to find common ground and build rapport. Hallmarks of social skills include effectiveness in leading change, persuasiveness, and expertise building and leading teams.

Emotional Hijack

Goleman establishes the notion of an emotional hijack. The major saboteur of EQ,

Emotional hijacks occur when emotions take over conscious choice, are inappropriate in intensity or type to the situation, and/or are basically responsible for social difficulties whether in child or adult - the emotional outburst» as it were! According to Goleman, The hallmark of such a hijack is that once the moment passes, those so possessed have the sense of not knowing what came over them.

(This condition, according to the literature, is neurally based and long-thought to originate in the amygdala, a center in the limbic system that part of the brain often thought of as the emotional brain).

Emotional Intelligence Characteristics

- Ability to assess and supervise one's emotions, thoughts, and self.
- To be aware of the emotions of others and of groups.
- To discriminate among emotions and thoughts and use this information to guide future thinking and actions.

Basic Emotions presumed to be hard wired and physiologically distinctive

ANGER

Causes-High expectation, Faulty perception and thinking, Personality factor, Poor communication skills

How do you feel? Frustration, Jealous, Disappointment, Irritability

Manifestation

- **Express** – fight, physical/verbal assault, fault finding, demand, control, put down others, gossip, transfer to someone
- **Suppress** – withdraw, cry, guilt, preoccupied, feeling of low, hold it in your mind
- **Transform** - use excessive energy deal with the person or situation in an appropriate manner.

Positive effects of anger-Energize us to do something, Enable us to assertive, Help us to survive, Way of communication, Motivate to act

FEAR

What is fear?

- Awareness of danger
- Expectation of pain
- Extreme reverence or awe
- To be afraid of - Person - Thing - Place - Situation

Reasons -Lifestyle changes, Stress, anxiety, pressure, Traumatic experience, Dreaded situation, Fear syndrome

Manifestations- Increased heart rate/blood pressure, Feeling sick / nauseous / faint, Muscle tension, Loss of self-control / startled reactions, Sense of helplessness / feeling of impending disaster, Breathlessness, Hand tremors / perspiration / weeping / refusal to move out of known places.

Responses/Reactions-Flight (avoidance), Fight (hostility), Freeze (denial), Faint (disassociation)

JEALOUSY

Reasons

- Fear of being replaced in position / affection
- Unhappy due to another's possessions / luck
- Bitter in the face of rivalry
- Intolerance, hostility and violence

Forms

Sibling rivalry, Status issues, Envy, between partners, Professional jealousy

Manifestations

- Fear of loss, Suspicion or anger
- Low self-esteem , Sadness over defeat
- Uncertainty, Loneliness, Distrust
- Intolerance, Disruption / violence

EGOTISM

Egotism is the motivation to maintain and enhance favourable views of oneself. Egotism means placing oneself at the centre of one's world with no direct concern for others. Egotism, then, is a mask we wear to hide the faults or weaknesses we believe we have. The foundation of egotism is the delusion that we're different, the delusion that some of us are better than others. But our mask will fall aside of its own accord once we realize that we are all the same. We share the same fears, hopes, and dreams. Once we understand that, there is nothing to fear, nothing to get upset about. We must take care not to become trapped in the imaginary world of superiority and inferiority. There is much more than peace of mind at stake. Much of the harm that is done in the world is done by people who want to feel superior. Why can't the Jews and Palestinians get along? Why do the Sunni and Shiite factions quarrel? Why do Hindus and Muslims fight? It is hardly surprising that Thomas Carlyle (1795 ~ 1881) wrote, "Egotism is the source and summary of all faults and miseries."

Causes

- Insecurity
- Fear of failure
- Superiority Complex
- Lack of empathy

Manifestations

- Exaggerated sense of his own self-importance (Narcissism, Cocoon Mentality)
- Self-amplification/ Arrogance (Disrespect, Indifference, Complacency, Insensitivity)
- Excessively occupied with his own attributes /potential
- Taking advantage of others

Emotion related dysfunction

- Cognitive Distortions
- Impacts on Physical Health
- Impacts on Relationships
- Impacts on Mental Health

Strategies for Enhancing Emotional Intelligence

- Take time for mindfulness
- Recognize and name emotions
- Understanding the causes of feelings
- Learn optimism to challenge distortion
- Learn distraction techniques
- Listen to voice of experience
- Develop Listening skills
- Empathy
- Acceptance

LEARNING MADE EASY

INTRODUCTION

Obtaining good grades in examination enhances the self-esteem of any student. So it is natural that all students desire to achieve good grades. But it doesn't come easy. Many give up the effort and settle for a mediocre performance, while others wonder how the few who make it with apparent little or no effort. Good performance of few is then assumed or attributed to either their good luck or their abilities or both. Nothing can be farther from truth than this assumption.

All that a student should do is to understand that learning is a continuous and any disruption in it would cause great difficulty at later times.

Build-up of ignorance

When a student scores 60% aggregate in any examination, he has demonstrated 60% knowledge in the tested area, he has also displayed 40% ignorance (or lack of knowledge). Most students ignore this aspect. When this fact is not recognized and remedial measures initiated early enough, complacency sets in.

Eliminating Ignorance

Questions arise as to what can be done to reduce this ignorance build up and how to do it. This can be done by the "5R" Principle.

"5R" Principle

- **Review**

First step is to review the question paper and identify the questions that were not answered or were not answered with certainty.

- **Revise**
Go over the books, find the right answers, discuss, clarify doubts and thus bridge the knowledge gap.
- **Rewrite**
Now create examination conditions, set time limit and answer the question paper as it pertains to the revised portion.
- **Revalue**
Once writing is over, student should get the paper revalued by another person or do it himself.
- **Repeat**
Until full satisfaction is achieved repeat the above process.
- Knowledge enhancing method
- Identify the weak area
- Revise the syllabus
- Follow 5R principle
- Carry out a fair assessment
- By repeating this process he would have enhanced his knowledge. He would be surer of what and how much he knows.

Study Technique

STUDY	REST	STUDY	REST	STUDY	REST
60 mins	10 mins	60 mins	10 mins	60 mins	10 mins
Rest = Recall					

Study Technique

Before starting studies students must do ten minutes of meditation to calm the nerves and remove any disturbing thoughts out of the mind. While studying he should follow the technique of Study-Rest-Study as should in the

figure above. Rest period should be used for recall of what has been studied earlier.

Study Methods

Different subjects need different approach as different of the brain come into play.

For example:-

Language would need sensitivity in human values

Mathematics would need Logic and Practice

Science would need Logic and Visualization

Social Sciences would need Appreciation

History would need grasping the sequence of events ability and so on.

Periodic Revision

Regularity in studies helps in better reading, faster revision, instant recall and superior performance. If one is not regular, memory is likely to fade affecting the ability to ready recall. Ready recall enables faster decision making. Studying different subjects in smaller amount each day would retain interest in studies as well as enhance absorption.

Mix and Match

One should study all subjects every day to save time and to keep a high recall level. Studying any one subject for a long time results in burden and consequent ineffective absorption. Studying different subjects in smaller amount each day would retain interest in studies as well as enhance absorption. One should find the method appropriate to oneself.

Identify thrust area

Students must understand that the subjects are a basket and they need to

do well in all of them in a balanced manner. Ignoring a subject or emphasizing on one subject would lead to imbalanced academic development.

Consequences of not liking a subject

When one mentally says “I do not like the subject”, he is likely to read less of it. As a consequence he would register less of it. This would result in less or weaker collection and reproduction. The result is fewer score. Once less score results, the feeling ‘I do not like the subject’ finds a justification to perpetuate. The downhill run gathers momentum. Students must understand the power of mind / auto suggestion as a great motivator. By repeatedly suggesting “I like the subject” would be beneficial. In fact, the subject in which one scores least offers maximum scope for improving the overall score.

Conclusion

Acquiring knowledge is easy if one is systematic in approach regular and balanced on a daily basis. In fact, how one approaches one’s education provides an insight into how one is likely to live his life.

TIME MANAGEMENT

Introduction

Being focused is essential for being effective. This essentially involves identifying what needs to be done and finding time to do it. This chapter aims to provide certain basic ideas towards Time Management for focused functioning and result oriented action.

Characteristics of Time

We need to first identify the special characteristics of Time to understand its importance and to utilize it in a productive way. Important characteristics of Time are:-

- Cannot be saved.
- Cannot be lent or borrowed.
- Available throughout our life but in small measure at a time (Seconds / minutes)
- Uni-directional (moves in one direction; it cannot be reversed).
- Once gone, it is gone forever.
- Activity or No-activity, it gets spent.

Need to Manage Time

Having understood the characteristics of Time, the first question that comes to mind is –

‘Why do we need to Manage Time?’ Particularly so, when we have no real control over it. Well, some of the reasons could be:-

- Get through our backlog.
- Eliminate Time wasters.
- Meet Deadlines and Commitments
- Get more done in less time.
- Enhance our efficiency.
- Have time left for doing those jobs that we really want to do (like Hobbies, Adventure activities, Entertainment, Acquiring new skills, Social

service etc.).

- Avoid / Reduce Pressure & Stress in our life.

Working Sharper

Many a time, we get down to do jobs in hand enthusiastically, progress for a while and then get stuck either due to lack of data, resources or skill / knowledge. Time spent on activity thus far does not lead to completion of the task, resulting in waste of time and disillusionment. In such cases, hard work does not pay.

The way to manage time effectively is to work sharper, which essentially means thorough and detailed Planning, Preparation to scout the required resources, skill and knowledge & team and finally speedy and efficient Execution.

Available time should ideally be spent in the proportion of Planning 70%, Preparation 20% and Execution 10%. This clearly indicates that more time is spent on visualization (Planning). Preparation takes less time (as we would know what exactly needs to be prepared) and Execution takes least time (as we would know how exactly to use the resources). Of course, there is no cut & dry division of time for Planning, Preparation and Execution. In some cases initial planning may be the only activity, to be followed by preparation going on concurrently with planning; thereafter, either preparation or/and execution may be carried out concomitantly. It all depends on the situation and the task in hand.

Time Inventory

As it is, 24 hours of each day is spent by us in one activity or the other. Therefore, the question is, “From where to find time for new and/or additional tasks?” Answer to this is in our finding how we spend our time. This is easily done by maintaining a Time Inventory as given below:-

TIME INVENTORY

Time		Event	Comment
From	To		
6.00am	-	Wake up	
6.00am	6.15am		
6.15am	6.30am		
6.30am	6.45am		
6.45am	7.00am		
-	-		
-	-		
-	-		
-	-		
9.00pm	9.15pm		
9.15pm	9.30pm		
9.30pm	9.45pm		
9.45pm	10.00pm		
10.00pm		Lights out (Retire to Bed)	

For each day a separate sheet is maintained. All activities of the day, from the time one wakes up to the time one goes to bed, are faithfully recorded in time blocks of 15 minutes each. If one was engaged in an activity that took an hour, it should be reflected in four time blocks. The recording is done as and when activities take place to ensure that nothing is omitted. At the end of the day, a review of the Time Inventory of the day should be the last activity of the day. In the Comment column against each activity, after due consideration, noting should be entered as follows:-

- a) A(Y/N) (i.e.) Was the activity Avoidable (Yes / No)?
- b) N(Y/N) (i.e.) Was the activity Necessary (Yes / No)?
- c) U(Y/N) (i.e.) Was the activity Useful (Yes / No)?
- d) G(Y/N) (i.e.) Was the activity towards a Goal (Yes / No)?

Thus, Time Inventory would help one to identify the area where time and effort are unproductive. Ways and means can then be found to either eliminate or reduce such activities. Time saved, may be one slot of 15 minutes, can be used for useful and productive activities.

Time inventory should be maintained on a daily basis for a period of at least two weeks. Thereafter when it is analysed, one would notice that a trend emerges. It would indicate the activities and time that one repeatedly spends. One would also realize that each of us has two sets of timings:-

- a) One for working days.
- b) Another for Sundays / Holidays.

One would notice that on working days, one is brisk and in great hurry to meet various time deadlines. Various external and internal factors force one to be on toes. On the contrary, on Sundays/ Holidays all activities are slow and less productive. This is because, one generally feels that there is nothing to do. This is where time is wasted. By tasking oneself with work and setting deadlines to complete them, one can remain efficient and more productive on Sundays/ Holidays too.

Thus, Time Inventory is a great Tool in not only indicating how time is spent but also suggesting where and how one can find time for more meaningful activities.

Time Waster

We must understand that none can waste our time without our concurrence. A Time Waster need not be an individual. It can be defined as 'anything that prevents / prohibits / interferes / distracts one from moving towards one's Goals and Objectives.

Time wasters can be classified as Minor Time wasters and Major Time wasters.

Minor Time wasters

Some of the activities /habits as listed below can be classified as Minor Time Wasters:-

- a) Lazing in Bed after waking up.
- b) Slow motion activities.
- c) Last minute searching of clothing, Accessories, Books, Pens, Socks, Coin/changes & so on.
- d) Unwanted & Extended Telephone calls.
- e) Waiting for others (with no specific purpose) beyond a reasonable time.
- f) Gossip (leading to strained inter personal relations later on).
- g) Meeting without Agenda / specific purpose.
- h) Dropping in at friends place unannounced.
- i) Fads and so on.

The above mentioned acts can waste some time on some days, or every day. But when faced with an urgent or important activity or demand of circumstances, these automatically cease to exist for that moment; but may resurface once the urgency is over. Generally, these are results of one's habits. These can be changed by determination, thought and practice.

Major Time Wasters

These result in waste of a life time and great regret at a later part of our life.

These are our problems with our Goals / Objectives, Priorities and Attitudes. When we have no goals or clear goals or do not work systematically to fulfil our goals, we have an unfulfilled life. If we cannot get our priorities correct we may end up doing such jobs as may be less relevant and important, pending the real ones. Similarly, if we do not bring about the necessary attitudinal changes needed to evolve, our habits may get the better of us.

Therefore, we must have clear Goals if we wish to spend out Time usefully. Goal setting has been dealt with separately in this book.

How to achieve stated Goals?

Once Goals have been stated, we would realize that there are handicaps / difficulties / hurdles...Etc. in realizing them. We may be ill-equipped as far as Attitude, Skill & Knowledge that are needed to achieve our stated goals. To rectify / modify /acquire them, we may be required to go through certain processes. These will then form our intermediary goals. Without achieving intermediary goals, we cannot move towards our Terminal goals.

Prioritization

Once goals and Intermediary goals have been finalized, we should find ways of actualizing them. Too many jobs and thoughts clutter of life. There are too many things to do at a time. We are unable to decide what to do and where to start from. At a time we can do only one thing. So we must prioritize.

So, what is Priority?

It is the Ranking in Urgency, Order of Importance of that which compels us to do a job immediately.

For ease, we can classify those jobs that must be done as Priority A, that can be put off for a while as Priority B, that which can wait without much affecting our life as Priority C. Against each of our Goals (Life Time, Five Yearly, one year, six month, one month and this week goals) write their respective priority. While doing this sequence of achieving the goals must be kept in mind.

Now rewrite your goals under various headings (Personal, Professional, Educational, Financial, Spiritual, Societal and so on) under three lists viz. Priority A, Priority B, and Priority. This is you List 'A'.

Jobs other than Goals.

In life, we have activities other than those oriented towards our goals. These may be activities connected with sustenance, social needs or family needs. List them out as List 'B'.

We may be required to delegate some of our jobs due to lack of time and

resource or to even enhance our efficiency. Converse of this is others may too delegate some of their jobs or needs to us. This we cannot refuse. In fact, doing certain jobs for others brings in lot of good will and also builds effective network. So, list them out as List ‘C’.

Thus we have three lists.

How to Work.

Step 1. List out all jobs connected with Goals: List ‘A’.

List out jobs not connected with Goals: List ‘B’

List out jobs assigned by others: List ‘C’

Step 2. Prioritize.

Step 3. Plot on a work chart. (See figure below).

	URGENT	NOT URGENT
IMPORTANT	1	2
NOT IMPORTANT	3	4

Now enter the list serial (e.g. A1, A3, B2, B6, C7, C8, etc.) in Quadrant 1 of those jobs which you have prioritized as Urgent and Important. Enter in Quadrant 2 jobs that are Not Urgent but are Important; Quadrant 3 jobs that are Urgent but not Important and in Quadrant 4 those jobs that are neither Urgent nor Important at this point in time.

With this you will be clear as to which job needs your considered attention; go ahead and complete it.

Every day, review this to update (Delete jobs completed, Add new jobs and rearrange jobs in the quadrant) as per emerging situations.

Managing Time

Now we come to the important aspect of finding time to complete the jobs that we have listed.

A suggested method is as follows:-

a) Start each day at a fixed time irrespective of what time you retired to bed the previous day.

- b) Have a schedule for working on Holidays.
- c) Each day pick up at least five jobs from the work chart and try to complete them.
- d) Every Night:-
 - a. Recollect each of your goals. (To remain focused)
 - b. Plan for the next day. (To have a reason to start a day).
 - c. Review the day. (To learn from each day).
 - d. Review Time Inventory. (To find time slots that can be saved and utilized).
- e) Plan for activities for time gain and time slip.
- f) Reduce Repetitive activities and Routines to the barest minimum.
- g) For all the jobs that you could complete, think how could have completed it in less time, energy. This shall indicate better and creative ways of doing it and enhance your efficiency.
- h) For all the jobs you could not complete, review the Factors, Timing and Effort that resulted in the non-completion of the job.
- i) Check if you adequately or inadequately delegated your job to others and how that has been done.
- j) Find out if you have done anything Progressive, Creative and towards your goals.
- k) Check how you feel at the end of the day (Satisfied or Guilty of wasting a day?).

Above is the SMART way of working viz. Planning, Preparation and Execution.

When we continuously repeat this process on a daily basis, we shall emerge as an effective person.

Conclusion.

Remember that there is time that is under our control and there is time not under our control due to various factors. When it is under our control, we must see how to use it to the best advantage

VISHVA CHAITANYA

The reason to title the course or the 6 days orientation program as '**Vishva Chaitanya**' -

'**Vishva**' is Universe and '**Chaitanya**' is Consciousness. So, Vishva Chaitanya means Universal Consciousness. The underlying consciousness within all of us is one single energy particle called different names by different people. The same energy is called Quarks by physicists and consciousness by psychologists. The energy within us and energy found in the nature is of high potential. Animals, birds and other living creatures instinctively connect very well with the nature and are extremely sensitive to the good and bad of nature.

Man, like animals and birds, has within him all the energy to connect with nature. The inner energy within an individual is called **Vyashti Chaitanya** (Individual Consciousness), whereas the external collective energy is called **Samashti Chaitanya** (Collective Consciousness). So the goal of every human being eventually is to connect with the collective energy and attain a Vishva Chaitanya state!

Unfortunately, Man, due to his negative qualities like consumerism and too much materialism, has stopped connecting with nature and become highly insensitive. The reason for such large scale turmoil in the society is because of the loss of the inherent capacity to connect with nature.

After analysing the problem, now it is important to find the solution. Hence the question arises - How do we develop such an ability?

The ability to connect to nature can be possessed by an individual, by being more focussed and curious.

By tapping the conscious and sub-conscious mind power, one can achieve both personal goals and global goals i.e., making this planet a better place to live.

Mind Your Mind

The students of a Zen Master noticed that whenever their Master sat on the shore of the ocean to meditate, the seagulls and other birds would freely and fearlessly sit on his shoulders and head. The birds seem to enjoy the atmosphere of peace and harmony that the Master's aura created. The students wonder why the same did not happen when they sat for meditation.

“We would like to touch these birds and fondle them affectionately just once for the sheer delight of the experience, Master,” they said, “Please catch one or two of them when they sit on you. Please Sir, just once.”

The Master agreed to oblige his students. That day to the surprise of both the Master and the student, not one bird alighted on the Master when he sat in meditation. The birds seemed to have sensed the intention of the Master. They did not want to lose their freedom. They hovered round his head and vanished!

Mind is indeed a very sensitive medium. Our own mind and the minds of plants birds and animals are all aspects of the Universal consciousness or **‘Vishva Chaitanya’**

Conscious mind has four properties-

1. **Atomicity**- which means one individual at one given point of time can execute only one action perfectly. This knowledge regarding the functionalities of the mind will facilitate us in channelizing all our mental energy on one goal or one objective rather than spending it on numerous things and wasting the same.

2. **Principle of Calmness and Alertness [SATTWA]** - which means the ability to keep our mind calm and serene. All the bitter and sweet memories we have collected over a period of time are those which we have gathered in an alert state of mind. The memories of the rhymes which we learnt during our Pre-KG days are still within us because our mind was alert then without any dilemmas and problems which helped in internalizing it.

3. **Principle of Random Activity [RAJAS]** - Our mind is constantly behind activities. Right from the time we get up early in the morning till we slip to deep slumber, we indulge into different activities. Alas, these activities are random and most of the time not performed consciously. As a result, the activities performed and the memories borne out of them are short-lived. Hence, the mind in this state is not conducive in achieving our goals.

4. **Principles of Inertia [TAMAS]** - Our mind is plugged off from the normal course of life when we are tired, exhausted and fatigued physically and mentally. Hence, in the deep sleep state, the mind has no existence. But when such a state is voluntarily brought in, this is impeding to achieve our goals. Such an inertia state, which is voluntarily brought in, is the source of our lethargy, laziness, procrastination, etc. Lethargy turns eventually into depression, which is an obstacle to achieve higher goals of life.

So, it is important we realize the importance of Principle of Calmness and Alertness.

Sub-conscious mind has two properties:

Sub-conscious mind is a very powerful instrument to achieve our goals. It has to be optimally used and by doing so, one can change his/her attitude characteristics, behaviour and other aspects on one's personality.

1. **Samskaras:** The first property in regard to sub-conscious mind is the feeding of the sub-conscious mind. When we perform multiple activities, the sub-conscious mind takes a note of the same.

When we do one particular action for quite a number of times or repeatedly on a regular basis, it percolates deep into the sub-conscious mind

and it becomes our personality.

It is important that we selectively choose good and noble activities and also activities which will help us to go closer to our goals. The more we perform such positive activities and make it part and parcel of our life, our personality is moulded so.

Hence, it is vital to know the role of our perception, as it matters most. We are what we perceive!

2. **Vasanas**: This word in Kannada language means smell. But in Sanskrit it means 'Impressions'. In this context, we prefer the Sanskrit meaning and not the one in Kannada. We create multiple impressions by performing multiple activities. So, every impression has in it the potential to shape our personality.

Hence, it is wise to allow positive impressions to go deeper to the sub-conscious mind, rather than negative impressions as negative impressions once formed are hard to erase, so as positive images!

When we start to tap the conscious and sub-conscious mind, we by default also in the process start to mould our personality. To reach a considerable success level, what matters are the skills and abilities we possess, but from there on, it is character. Character has five components, viz,

1. **Dharma** – Righteousness and not religion!
2. **Satya** – Truth at three levels, viz, physical, mental and verbal
3. **Bala** – Inner conviction
4. **Vritta** – Etiquette
5. **Shree** – Prosperity [Achieving balance amongst four goals of life, i.e., professional, financial, health and relationship].

UNIVERSAL MESSAGE OF THE BHAGAVAD GITA

Society is seeing a major change in the fields of science and technology. Science and technology is attempting to make people's life easier. Yet, people are unhappy and still haven't found as to what their search is all about. We see such a situation because the education system today has failed to convey to the learners as to what is the primary objective of life.

People in this country have always wanted to be updated, more scientific and keep abreast with all the latest news and views. Unfortunately, the same people have failed to analyse and know that the current education system was designed for the 20th century 'Industrial Revolution'. In an industrial set-up, the crux and the most essential things are raw materials, employees, factory, testing of the products and launching of the products. In the current education system, we see a replica of the before mentioned system, wherein raw materials are the students, factories are the schools, testing of the students through examination to determine their quality is similar to the testing of the product. Just like raw materials are forcibly cut, chopped and sliced, the students are forcibly cut, chopped and sliced against their temperaments and inherent potentials. As a result, students are in a confused state of mind; roaming aimlessly; searching for 'something' they are unaware of.

Primary objective of life is happiness. Happiness is acquired when a person lives with whatever he/she has and by executing things which he/she is good at. But by following the age-old system of education designed during industrial revolution, the quality of people is deteriorating in the society. Society is in itself a collection of individuals. When an individual deteriorates, the society on the whole is affected by the same.

For us to see a stable society, we need to find an alternative educational system or emulate the system followed by the ancient Indians. Ancient Indians learnt to educate themselves by looking at Nature. For them, nature was a great

source of inspiration. They considered every child to be earth. Earth is known for its rigidity. But the rigidity is only until it is mixed with the education called water. The child becomes soft and supple. Child, when it is baked with fire called knowledge, becomes a complete personality. The knowledgeable child walks around with a great sense of authority; becomes a free-flowing element like the air and spreads the knowledge it has gained. Eventually the child learns the most important of the virtue called Adaptability like the fifth element of the nature has in it.

The Bhagavadgita is a right text which conveys to humanity the need of a balanced life style and a very poised outlook towards life. It teaches through its third chapter two important ideas called ‘parasapara bhavana’ and ‘loka sangraha’.

- ‘Parasapara bhavana’ - Mutuality, interdependence is the way to progress; not by isolation; not by confrontation; not by exploitation. We violate nature & we become violated by nature.
- ‘Loka sangraha’ – Welfare of the people.

Bhagavadgita is part of Mahabharatha and it has 18 chapters. Out of which the first three are of great importance as they convey to humanity the greatest virtues.

First chapter named as ‘**ARJUNA-VISHADA-YOGA**’, speaks of the pain and fear Arjuna went through, seeing his own cousins, relatives and even Gurus as his enemies in the battle field.

Second chapter named as ‘**JNANA-YOGA**’, speaks about the eternity of the Atman and the duties of the people in the society, to make it a better place to live.

Third chapter named as ‘**KARMA-YOGA**’, speaks of the need to work and also the need to work with the right attitude. Man plagued by fear and insecurity has become inefficient or has redefined his perspective towards any

work as a source of some seen or unseen profit. He has no permanent friends and no permanent enemies, but all he has is a few people for profit. As a result society is filled with people who are selfish and who are always grabbing.

Karma means Work; Yoga means Union; Karma Yoga means a deeper involvement with whatever Work you take up.

But by changing our perspectives and attitude towards work, we can make every work nobler and execute every work more efficiently. People who have developed such attitude and outlook for work are called karma-yogis.

Anna Hazare is one such Karma-yogi who changed the fate of Ralegaon Siddhi! Ralegaon Siddhi was an infertile and quarantined land, before the advent of Anna Hazare. Today with Anna Hazare's guidance, Ralegaon Siddhi is a green belt area. Every single child goes to schools. There are a few wells through which water is distributed judiciously to farmers. Rainwater harvesting is being done. Women are empowered. Ralegaon Siddhi is today a model village and it is so because 5 principles are being followed stringently.

- Ban on Alcohol
- Ban on grazing on restricted areas
- Ban on tree cutting
- Family planning
- Donation of voluntary labour

Purushartha:

Our ancients structured and organized their life based on four principles

- Dharma – Righteousness
- Artha – Money/transaction (Knowledge transaction, Money transaction and Emotional transaction)
- Kama – Desires
- Moksha – Emancipation (Liberty from all problems of life)