



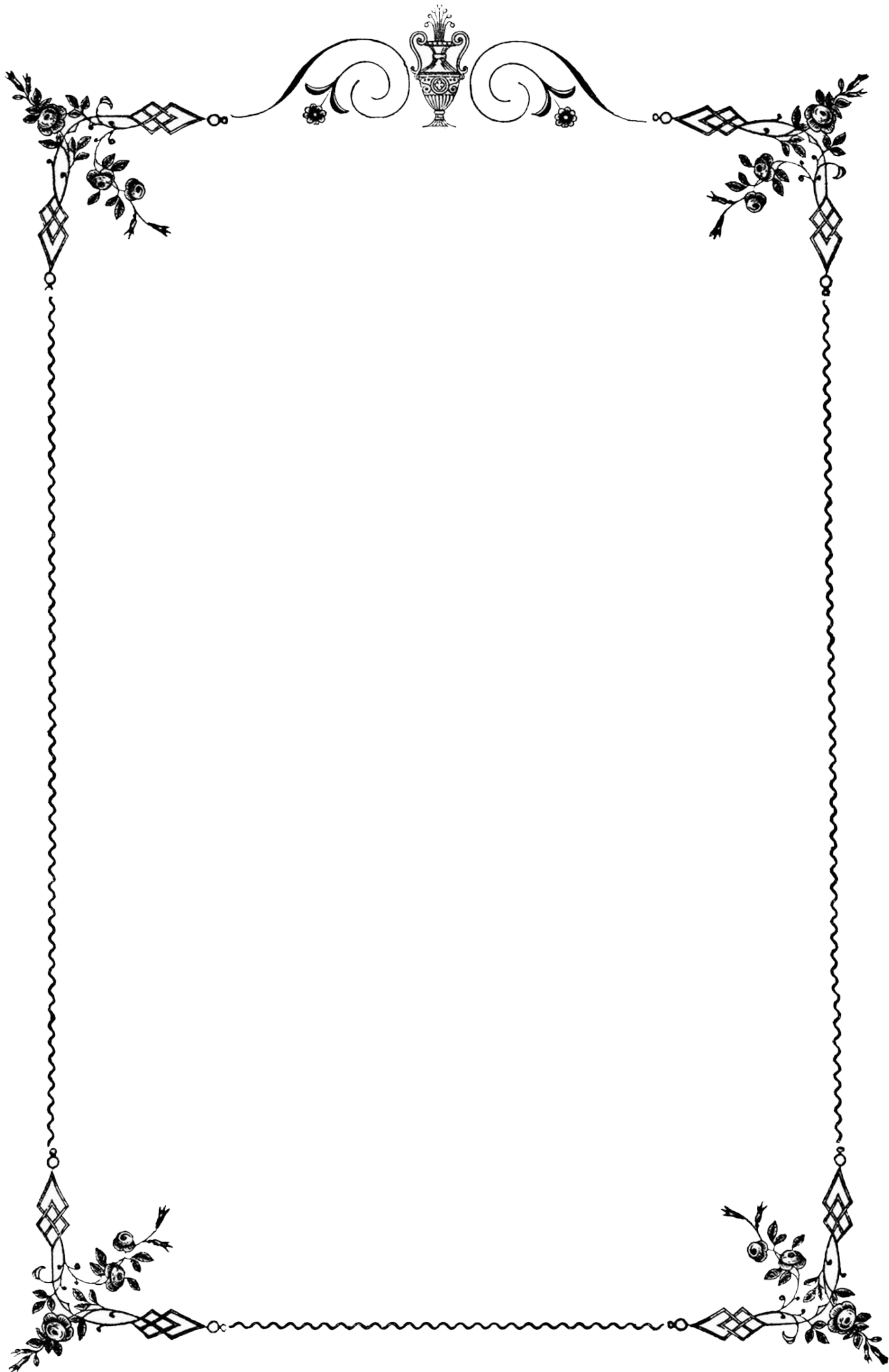
Book in every Hand

BASICS OF LIVING THE LIFE IS
KNOWING THE WORD " BASIC " .

BOOK IN EVERY HAND



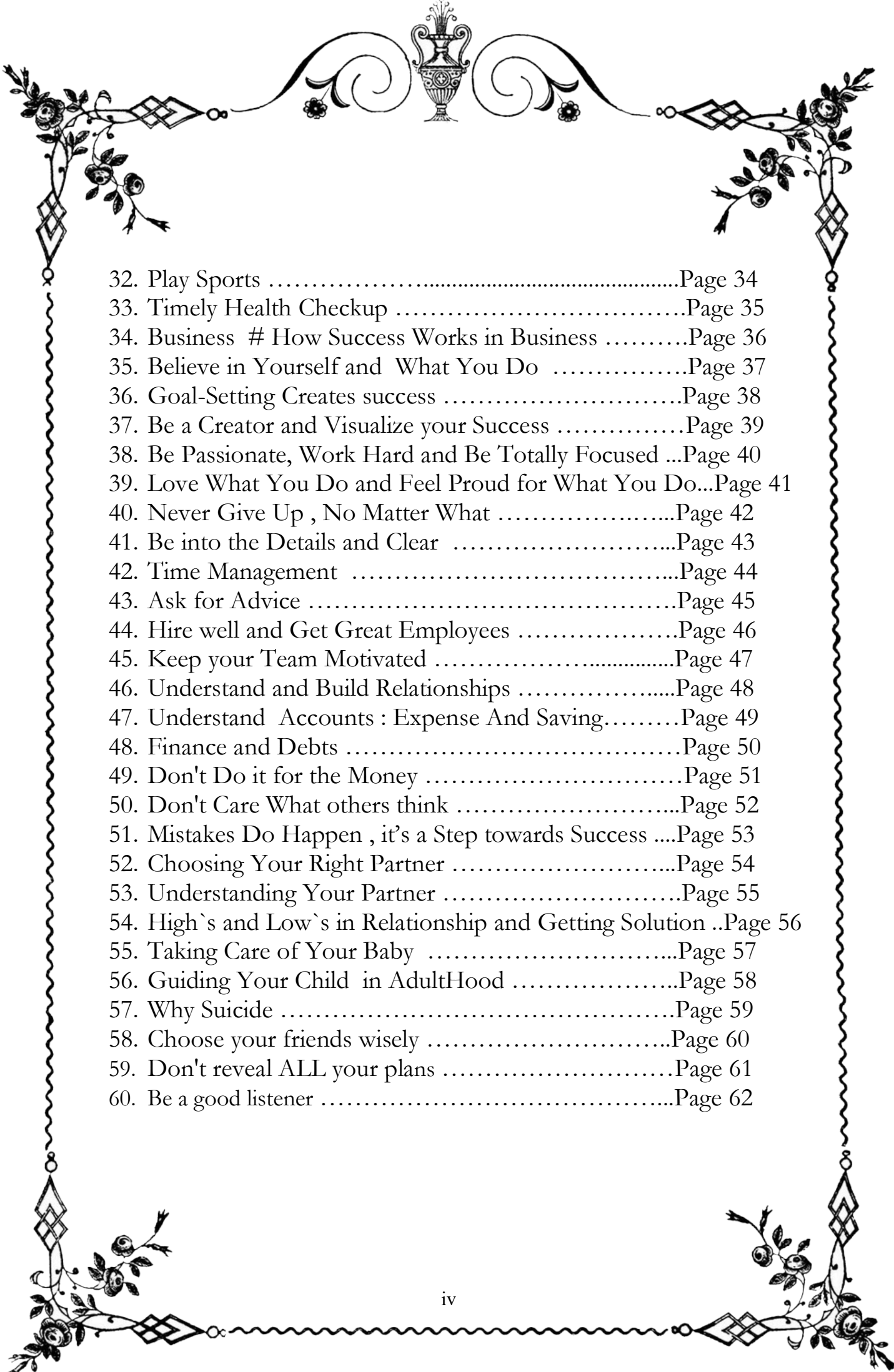
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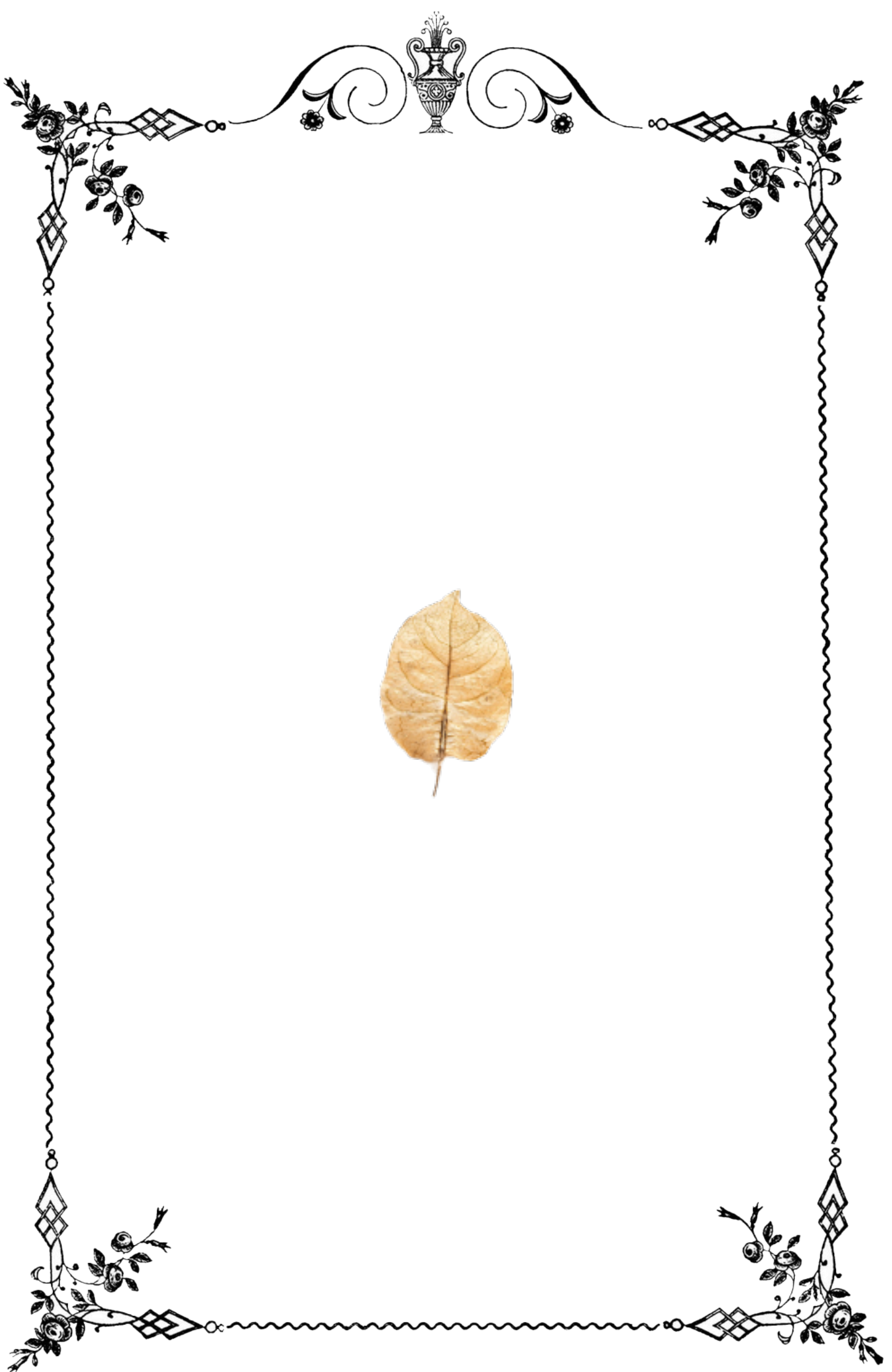


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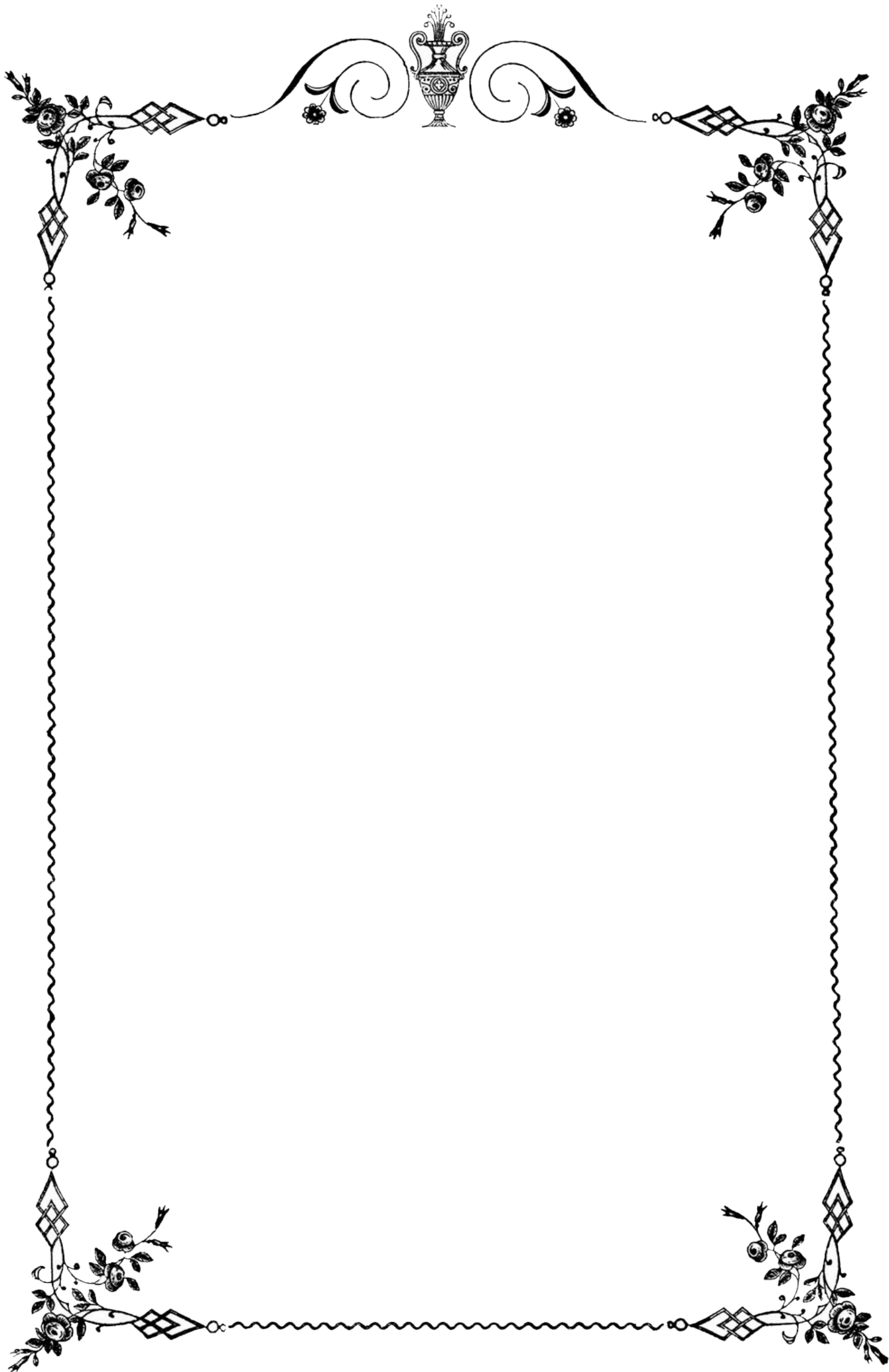


ACKNOWLEDGMENTS

Book in Every Hand is a Exceptional Book that intends to give life lessons to its readers. It's that one book you should carry around in your bag wherever you go. This book has a solution for every problem you might face and it will help you overcome them.

The book has been written to help people achieve success at work and in life. The sole of this book is to provide brief but adequate teachings on different aspects of life. It has practical solutions that will help you build your career step by step. And not just your career, the book will also teach you how to live a good life.

The author of this book has taken immense care to come up with 60 tips that will enhance your life and widen your horizon. He/she has gathered immense knowledge about work and career, and now they want to impart it to the world.





Chapter 1: What is Basic?

“It is always the simple that produces the marvelous.”—Amelia Barr

Fundamental things that form the core basis of our life are known as basics. For example, air is a basic necessity because we need to breathe to live. Water is also another basic entity that is crucial for our survival. Similarly, nature, earth, sky, animals etc are all basic things without which we cannot function. But apart from these universal ones, there will be some basic things that only you will need. You need to figure out the most important things you need. Only then you will be able to lead a peaceful life. Understanding basics is important for both work and life success.



Chapter 2: What is Life?

“The most important thing is to enjoy your life -be happy- it’s all that matters”—Audrey Hepburn

Life is what you are experiencing at the moment. It’s the greatest gifts of all time and you should use it in the best possible way. Your life is a way of improving other people’s lives and to make the world a better place to live in. There is a purpose to your life and you should start looking for it as soon as you mature. What does your life demand you to do? Find the answer and works towards it. Life is not the flesh and bones that you are made of. It’s much more than that. It’s about the good work that you do and how you utilise it.



Chapter 3: Nature is Magnet

“Look deep into nature and then you will understand everything better”—Albert Einstein

A magnet attracts and repels just like the way nature does. In order to be attracted by nature, you have to understand it's forces of attraction and repulsion. The best way to do so would be to spend some time in nature and observe its beauty. Take a walk by the lakeside or plant a tree and you will feel the magical power of nature. It offers one of the best therapies in the world. Just walking barefoot on grass will provide immense relief from your everyday stress and worries. By staying close to nature, you will soon start feeling its positive energy and attraction force.



Chapter 4: Act – React

*“How people treat you is their karma; how you react is yours.”—
Wayne Dyer*

Every action has an equal and opposite reaction, we all know that. And, sometimes in life we react to a situation and then realize our foolishness. You don't have to react at everything that happens around you. If someone is yelling at you, keep your calm and try to reason out. It's never wise to control a raging bull by its horns. Instead, always think many times before reacting. Sometimes, it's good to let it go to avoid unwanted situations. However, if a situation demands your reaction, react smartly and not without thinking. A smart reaction will generate positive outcomes while a hasty reaction will give rise to bad relationships.



Chapter 5 :

Personality Development

“Personality is to a man what perfume is to a flower.”—Charles M. Schwab

Your personality is your identity and it gives you a certain social status. It is that one aspect of your life which defines you and helps you make an impression on people. Having a strong personality not only garners admiration, but also helps you progress in your career and life, in general. A positive attitude is one of the important traits of a strong personality. If you spread happiness and a positive aura, then people will automatically warm up to your personality. Also, having a strong opinion about important social issues gives an edge to your personality. Be informed and never shy away from speaking your mind.



Chapter 6 - Understanding Yourself

“The better you know yourself, the better your relationship with the rest of the world.”—Toni Collette

One of the best ways of lead a happy and satisfied life is to hear and know your inner voice and understand yourself better. You can expect to find satisfaction only when you know what you are looking for. Make a list of all the things that make you happy and what you would like to be in life. Once you have understood yourself, there will be no stopping you from gaining success and happiness. Also, when you are analyzing yourself, don't be afraid to face your flaws and weakness. Your positive and negatives together make you and so embrace them with dignity.



Chapter 7: Organize Yourself

“The more we can organize, find and manage information, the more effectively we can function in our modern world.”—Vint Cerf

The first step towards leading a normal and happy life is to keep it organized in the first place. If you have an erratic time schedule and half of your things are always missing, then you can never expect to have stability in life. Organizational skills are imperative as they help you ease through your daily chores and keep you stress-free. Buy a planner and jot down your daily schedule. Stick to as much as possible and make sure that all your things, important files, and general household things are organized. Take a day off during the weekend and sort out your home or office so that you can breeze through the coming few weeks.



Chapter 8: Respect, Motivate, and Appreciate

“The bird is powered by its own life and by its motivation.”—Dr. APJ Abdul Kalam

These three can be found in all successful men and women who have created a niche for themselves in their respective industries. You should respect your as well as your peers’ work. Mutual respect between competitors is very essential, because then you don’t take anything for granted. Next, always motivate yourself to do better than the previous day. Push your mind and body towards your goal without stressing out too much. Lastly, appreciate what you are and what you have. When you are grateful for what life has bestowed you with, you will find more gifts and success gracing your life.



Chapter 9: Day and Night

“Think in the morning. Act in the noon. Eat in the evening. Sleep in the night.”—William Blake

Set activities for different parts of your day. Wake up early in the morning and get some exercise; you can even meditate for a while. After that, begin your day by having a healthy breakfast and dressing well for work. Plan your work in a way that it doesn't extend into late nights. Once you are back from work, relax and do activities that will relieve you off stress. Watch a movie or read a nice book. Take light dinner, like a soup or salad, and go to bed by 10 pm maximum. Make sure you get a minimum of six to seven hours of sleep every night so that you are up and running the next day again.



Chapter 10: Discipline

“Discipline is the bridge between goals and accomplishment.”—Jim Rohn

Since an early age, our parents and teachers have taught us to be disciplined in whatever we do. Whether you are working out at the gym or doing your household chores, everything demands discipline. You cannot expect to be successful if your working and living style doesn't follow a specific pattern. Be dedicated and sincere towards your work and life and stick to plans as much as you can. Determine what works best for your work and life and set some rules according to them. Follow these rules as much as you can and you will notice a positive difference in your life. Sincerity and discipline go hand in hand, and so make sure that you don't miss out on both.



Chapter 11: Think Positive

“In order to carry a positive action we must develop here a positive vision.”—Dalai Lama

Positive thinking can not only help you achieve success, but will also help you overcome failures. Many battles are lost just because of a lack of positive outlook and a negative approach. You need to tell yourself that with every day, new opportunities will knock your door and no matter how many hurdles you face on the way, they will ultimately lead you to success. Whenever a negative or gloomy thought crosses your mind, think about your accomplishments and the hard work you are putting in. Remember that even a sunny day can look gloomy if you decide to look at the clouds rather than the sun rays.



Chapter 12: Be True

“Three things cannot be long hidden: the sun, the moon, and the truth.”—Buddha

If you are not being true to yourself, you are only paving the way for failures. It's very important to be honest with your conscience so that you can learn from your mistakes and move ahead. Also, if you have made a mistake at work or you promised to mow the garden but forgot, just tell the truth and own it up. Telling a lie is easy only for the first time and later it requires several cover ups. Whereas, sticking to truth is difficult at first but later on it makes your life easier and helps you live a happy and guilt-free life



Chapter 13: Keep Patience

*“Great works are performed not by strength but by perseverance”—
Joyce Meyer*

We live in an era where we want everything to happen at lightning speed. If you have just started your first job, you might already be thinking of a promotion. Remember that old adage, ‘Rome wasn't built in a day’? You need to be patient if you want to taste success. Also, while you are working hard, focus on the job at hand rather than thinking about results. It’s always important to get your act right today rather than thinking about the future. Perseverance and hard work go hand in hand. And, if you have these two qualities, then there’s no stopping you from conquering the world.



Chapter 14: Making Right Decisions

“Sometimes you make the right decision, sometimes you make the decision right.”—Phil McGraw

At every step of life, you need to take some important and some not so important decisions. You might face challenges every day and sometimes, you might be required to take quick decisions. During such times, making a reasonable decision might be tough, but not impossible if you stick to your priorities. For example, if your job is not paying you enough but you like the people, then you need to decide what you want more, money or happiness? Money is an essential element of success and that’s why you need to keep your emotions at bay and make the best choice for your career. This logic applies to most life and work situations.



Chapter 15: Control Over Mind

*“To enjoy good health, to bring true happiness to one's family, to bring peace to all, one must first discipline and control one's own mind.”—
Buddha*

Self control is the biggest challenge for human race today. It's very difficult to not give into an indulgence when no one's looking or to commit a mistake just because you won't be caught. If you can train your mind to listen to your instructions and not lose focus, then you will be able to achieve a lot of things in life. From stopping yourself from eating unhealthy food to studying hard for an exam, everything is controlled by your brain. It's like your computer's hard drive and it's up to you to direct it in the right direction by controlling its actions. So, exercise self control, but don't be too harsh on yourself. A little slip here and there is perfectly alright!



Chapter 16: Daily Diary

“I never travel without my diary. One should always have something sensational to read in the train.”—Oscar Wilde

How often have you felt the need of talking to someone after work? The need for expressing your feelings increases even more if you live on your own, and come back to an empty home. So, instead of keeping all your pent-up frustration inside, why not let it out in a diary? Buy a nice notebook or a leather-bound diary so that you feel like returning to it every day. You don't have to worry about writing in impeccable English or maintaining your grammar. Write in the language you use to talk to yourself. That way, you will form maximum connection with your inner self. Pour in your thoughts and express your opinions. Remember that your diary is a good listener and it will never judge you.



Chapter 17: Proper Planout

“A good plan violently executed now is better than a perfect plan executed next week.”—George S. Patton

Planning is important when it comes to leading a stable and happy life. You might think that not all your plans work out the way you expect them to. But, have you thought what would happen, if you didn't have a plan? You will not be able to bag that much-coveted promotion if you didn't plan out your present job profile properly. You will not be able to go on that international trip if you don't plan your finances. You don't have to plan like you are going to war, but you can just chalk a layout of how you want things to be. Plan your short-term and long-term goals and take important steps towards making your life more fulfilling and successful.



Chapter 18: Wait For The Right Opportunity

“Opportunities are like sunrises. If you wait too long, you miss them.”—William Arthur Ward

Waiting for the right opportunity is one of the biggest challenges you will face in your life and career. Some may argue that every opportunity is right and we need to just seize the day. Well, if you are worth a diamond, why would settle for gold? If you have planned your career carefully and you know that sooner or later, a good opportunity will come knocking on your door, then wait for it. Explore all your options and weigh them meticulously. Don't let any opportunity swing by without you evaluating them. Only after you have ascertained that this is not what you have been waiting for, let that opportunity pass on to someone else.



Chapter 19: Select Right Equipment (Technology/Electronics)

“Dreams about the future are always filled with gadgets.”—Neil deGrasse Tyson

Choosing the right tool or gadget is important in today’s tech-savvy world. If your work demands you to be on the internet all the time, then you definitely need a 3G phone with internet services. Depending on your job profile and hobbies, you need to buy the appropriate gadget. If your hobby is photography, then save up some money and invest in a good digital camera. The correct equipment will help you get along with important day-today activities and also let you pursue your hobbies. Apart from these, also ensure that you have adequate lighting in your study area or library. Lastly, make sure that your kitchen and home is well-equipped so that you don’t waste time doing mundane daily chores.



Chapter 20: Future Planning

“Plans are nothing; planning is everything.”—Dwight D. Eisenhower

You are probably thinking there’s too much ‘planning’ advice being piled onto your plate. It’s only because you will feel like falling down the rabbit hole without any proper planning. While you are probably deciding what to wear to office, you also need to decide where your office will be in the next 5 years. People who don’t have a goal in their life are like a ship that keeps swaying in it storm until it breaks down. You can’t afford to be like that ship. You need to take charge of your ship, steer it in the right direction, and also save it from storms, which is where future planning comes into play.



Chapter 21: Forgiving and Forgetting the Past

“The weak can never forgive. Forgiveness is the attribute of the strong.”—Mahatma Gandhi

To err is human and to forgive is divine.

This is an old adage that we have all come across at least once in our life. But really, how many of us practice it in real life? You probably still remember about that high-school bully who cracked a distasteful joke about you in front of other students. There’s nothing wrong in remembering who offended or hurt you. The wrong is holding on to your past and not moving ahead. Remember, your past is like the Bermuda triangle and it will pull you down. Forgiveness is the fuel that will propel you ahead in life. So, forgive and forget the past, and only keep your eyes fixed on the road ahead.



Chapter 22: Life Is Short, Get the Best Out of It

“Life is short, the art long.”—Hippocrates

Life is indeed short for good things get over in a flash, while bad things haunt us for a long time. That’s why it’s so important to set your priorities right and get the best out of life. Don’t wait for something to happen, instead do it yourself. You want to go exploring the Great Barrier Reef in Australia? Then you have to work hard enough to reach there and take that plunge. Because the reef isn’t coming to you! So, succeed in your career, but also take time to indulge in what you love to do. Don’t for the right moment because the right moment is whenever you decided it to be.



Chapter 23: Keeping Memories

“Take care of all your memories. For you cannot relive them.”—Bob Dylan

Memories serve as a window to your beautiful past. Take as many pictures as you want and capture your moments in a blog or diary. Several years later, when you delve in these memories, you will find yourself smiling and perhaps, shedding a lonely tear. Memories are also important, because they keep you grounded. They remind you where you come from and feel you with positivity. However, while keep good memories is valuable, throwing away the bad ones is equally important. So, keep going back to your good memories once in awhile and make sure that you become with sense of rejuvenation and happiness. Also, isn't a funny picture of you dancing in your PJs always worth the effort?



Chapter 24: Relieving Stress

“The greatest weapon against stress is our ability to choose one thought over another.”—William James

As we are trying to move ahead in life and make a name for ourselves, nothing is hampering us more than stress. The horrible feeling of being in a constant state of anxiety and worrying about life and work can harm you in more way than one. So, it's very important that at the end of a long and tedious day, you unwind yourself and relax for some time. Watch your favourite movie or read a good book. You can also spend some quality time with your family members and friends. Do whatever it takes to get stress off your mind and prepare yourself for another challenging day ahead.



Chapter 25: Health

*“It is health that is real wealth and not pieces of gold and silver.”—
Mahatma Gandhi*

It seems legit that we talk about health right after we have discussed stress. Your health is your biggest asset and if you are not taking proper care of it, then you are not doing justice to your hard work and talents. How will give an amazing presentation if you feel dizzy or suffer from a nagging backache? The best way to stay fit is to detox your body once in awhile and maintain a healthy diet and do regular exercises. Of course, one cheat meal in a week will not harm anyone, instead it will only make you feel better. But apart from that, eat fresh fruits and vegetables and stay as fit as a fiddle.



Chapter 26: Eat Right Food

“I like food. I like eating. And I don't want to deprive myself of good food.”—Sarah Michelle Gellar

Food provides the fuel necessary for your body to function normally. If you don't eat the right kinds of food, then your body will not be able to endure the physical and mental stress you are putting it through. Eating fresh fruits and vegetables is very essential for your overall well-being. They contain nutrients like vitamins, calcium, iron, and other minerals which help you stay fit and healthy. If you are more likely to eat junk and sugary foods, then your productivity will come down. There's nothing wrong in indulging in your favorite foods once in awhile but taking them regularly is not at all good for your health.



Chapter 27: Fitness

“Take care of your body. It's the only place you have to live.”—Jim Rohn

Fitness can be divided into two broad categories, food and exercise. Most of us confuse fitness with body weight. If you have lean body, it doesn't necessarily imply that you are fit. On the other hand, even if you are not a size zero, you can still be fit. A fit person is someone who is free from diseases, always thriving with energy, and has a positive outlook towards life. You too can become fit if you indulge in regular exercise and maintain a clean diet. Eating nutritious food and getting some cardio exercise at least 4 to 5 times a week is sufficient to keep you healthy and fit in the long run.



Chapter 28: Doing Yoga/Meditation

“Meditation is the soul's perspective glass.”—Owen Feltham

Yoga is not just a form of physical exercise, it's much beyond that. Originating in India, it's a form of physical, mental, and spiritual discipline. Yoga not only helps you lose and maintain your weight, but it also tones your body. When you do yoga asanas, your mind, body, and soul are aligned together and they experience a sense of calmness. You can do yoga regularly in the morning to feel good throughout the day. Once you are done with the asanas, take at least 15 minutes to meditate and free your mind from all kinds of negative energy. Concentrate on one good thought and you will feel much lighter and better than you have ever felt before.



Chapter 29: Cleanliness

*“Cleanliness becomes more important when godliness is unlikely.”—
P.J. O’Rourke*

We have been taught this adage since our school days, yet sometimes we neglect our surroundings and continue to live in a dirty environment. Remember that a cramped space or a smelly backyard will not only make your surroundings look awful, but will also mess with your own well-being. If you don’t maintain hygiene and cleanliness, germs will thrive in you and soon you will start falling ill. Also, when you stay clean and keep your surroundings spic and span, your mind feels more relaxed and peaceful. Imagine coming back to a smelly and dirty home. Unpleasant, right? To avoid this feeling, maintain cleanliness at all costs.



Chapter 30: Inspiring Music and Movies

*“One good thing about music, when it hits you, you feel no pain.”—
Bob Marley*

Art is the best form of inspiration. Sometimes, there will be hidden feelings and thoughts in your mind, which may need a push to come to the forefront. If you are living alone, away from your family, there must be times when you feel low and disappointed. At such times, instead of talking to someone and confusing yourself with their opinion, it's better to listen to some inspiring music or watch a movie. There are some movies which will inspire you to make the most of this small life that you have been gifted with. If you don't know which movies to watch, do a quick search on the internet and pick one. In case of music, instrumental ones can be very soothing and relaxing.



Chapter 31: Dance

“When you dance, your purpose is not to get to a certain place on the floor. It's to enjoy each step along the way.”—Wayne Dyer

If you don't like exercising and running on the treadmill looks boring to you, then there's no better therapy than dance. You don't have to be a seasoned dancer to enjoy this art form. Dance can unleash your emotions and feelings and help you unwind. If you are feeling low or you want to quickly burn some calories, put on some peppy music and get grooving. Dance forms like zumba and Afro are great for losing weight and keeping your body in shape. If you don't have the time to attend dance classes, you can look for some tutorial videos on YouTube and dance at home.



Chapter 32: Play Sports

“Sports do not build character. They reveal it.”—Heywood Brown

Playing sports is one of the best ways of relaxing your body and mind. This doesn't mean that you have to represent your country at Olympics. It simply means that indulging in a sport will give your life a purpose and also help you stay fit. Choose any sport you like, be it football, volleyball, basketball, or cricket. You can enroll at the local club to practice your sport and indulge in a friendly match with your colleagues or friends. After regular practice, you will notice that you feel more fresh and energetic. You don't have to fit in the sport in your busy schedule, play it during the weekend or on holidays.



Chapter 33: Timely Health Checkup

“I believe that the greatest gift you can give your family and the world is a healthy you.”—Joyce Meyer

Do you remember to service your car or get a home maintenance service on a regular basis? But can the same be said about your health? How often do you visit your doctor and discuss your health with them? Health is one of the most neglected aspects of human life. You have to pay more attention towards it than you normally do. Go for a complete health checkup at least once in 6 months and for a dental checkup every 3 months. Nowadays, people are more prone to diseases due to a hectic and sedentary lifestyle, which is why it's important to protect yourself from the onset of harmful, or even fatal, diseases.



Chapter 34: Business

“If you don't drive your business, you will be driven out of business.”—B.C. Forbes

If you are an entrepreneur in charge of your own business, then you need to make sure that your organization tastes success every time you take on a project. The success of your business doesn't only mean your bank balance will increase, but it also means that your employees will be able to live an independent life. A business is more than just a revenue-earning model. It's a contribution towards the society because it contributes to the economy of your country and creates jobs. So, if you are running a business, you need to be extra cautious because any step you take will not only affect your company, but will also cast an impact on the lives that are attached with it.



Chapter 35: Believe in Yourself and What You Do

“You cannot believe in God until you believe in yourself.”—Swami Vivekananda

The problem with us, human beings, is that we look for validation in others. Are my parents happy with my work or are my friends impressed with my success? These are some of the questions that might haunt you when you are trying to break stereotypes and trying to do something different. Remember that you are your best judge and no one can tell you how good or bad you are better than yourself. Don't let someone's opinion of you bring you down. Believe in your ideas and thoughts. If you have the willpower, dedication, and hard work to move a mountain, then know that the mountain will move one day.



Chapter 36: Goal-setting Creates Success

“Set your goals high, and don't stop till you get there.”—Bo Jackson

If you don't have pre-defined goals, then you will not be able to achieve the success you desire. Unless you know where you want to reach, how will you decide the path? It's very important that you set both short-term and long-term goals, which can be ticked off as soon as you achieve them. Your short-term goals will help you gear up the long-term ones. If you have a whiteboard at work, write down your short-term and long-term goals in two separate columns. Keep checking them every day and tell yourself that you can achieve what you have set out for. This will take you closer to success, one step at a time.



Chapter 37: Be a creator and visualize your success

“Dare to visualize a world in which your most treasured dreams have become true.”—Ralph Marston

Success comes to those who can visualize the future. So, let get of all your negative energy and tell yourself that you can achieve the impossible. You have to create a scenario in your mind where you have already achieved success. Imagine the same scene over and over again, while you are working hard at fulfilling your goals. This will help you stay closer to your dreams and will also create hope in your mind. It's believed that if you believe in something strongly, you will be able to achieve it. Hard work and faith go hand in hand when it comes to achieving success and leaving your mark on the world.



Chapter 38: Be Passionate, Work Hard and Be Totally Focused

“Follow your passion, be prepared to work hard and sacrifice, and, above all, don't let anyone limit your dreams.”—Donovan Bailey

Unless you are passionate about what you do, you will not be able to achieve success. If you are bored of your work and only doing it for the sake of money, then you will never be able to achieve success. You have to believe in the work you do. This can only happen if you are passionate about what you are doing. Once you find your passion, work hard towards your goals. Stay away from distractions and focus your entire energy on the work at hand. If you have these three qualities, you will be able to taste success in no time at all.



Chapter 39: Love What You Do and Feel Proud for What You Do

“Don't aim for success if you want it; just do what you love and believe in, and it will come naturally.”—David Frost

You might have heard of the term *Work is Worship*, which means you should love your work and be faithful towards it. If you love what you do, your work will not feel like a burden. Instead, you will wait for the day to begin so that you can get back to work. Also, you should be proud of what you do, no matter what the world says. Your work will make a difference in the world and that should be reason enough for you to take pride in it. Treat your work like one of your shiniest trophies and you will never feel the need of proving yourself.



Chapter 40: Never Give Up, No Matter What

“Never give up. Today is hard, tomorrow will be worse, but the day after tomorrow will be sunshine.”—Jack Ma

The key to success is never giving up. You should not let anything come between you and your goals. No matter how many times you fail, get up and start working again. Hard work and dedication will definitely get you success, but for that you need to keep working towards it. Have patience and don't give up the instant you face failure. Losses and wins are integral parts of work life and you need to come to terms with both of them. So, accept your failures and no matter what happens, keep working and achieving your goals, one step at a time.



Chapter 41: Be into the details and clear

“For every complex problem there is an answer that is clear, simple, and wrong.”—H.L. Mencken

Be clear of what you want and don't let your thoughts be clouded. No matter what your job profile is, get into the details and understand each aspect of it. When you have the details, it will be easier for you to work and fulfill your requirements. The same can be said about life. Be clear of what you want and work towards achieving it. If a certain relationship is not working out, find out why and try to mend it. This way, you will never be confused of what you are supposed to do at work and in life.



Chapter 42: Time Management

“Time management is a big part of the director's job.”—Debbie Allen

Time management is the most important thing you should consider when you are trying to gain success. If you can't meet your deadlines on time, how will you ever be successful? You have to keep a tab on how much time you are allocating towards your work and recreational activities. It's important to find out time to do both. However, with a busy lifestyle, it might be difficult to juggle both work and play. The best way would be to set out allocated times for both and stick to it. Remember that you have to manage your time well if you want to complete the tasks assigned to you.



Chapter 43: Ask for advice

“It takes a great man to give sound advice tactfully, but a greater to accept it graciously.”—Logan Pearsall Smith

Want to know one trait that all great people had? They never shied away from asking for advice. In fact, by asking for advice, you will be able to learn a lot more than by researching yourself. Consider this, you know someone who’s good at a particular job. If you ask their advice, you will be able to do the same task quite easily. But, instead, if you spent time trying to learn the tricks of the trade, you will be spending valuable time and energy. So, never stop yourself from asking questions whenever the need arises. Also, choose your advisors wisely so that you are not misled.



Chapter 44: Hire well and Get Great Employees

“Time spent on hiring is time well spent.”—Robert Half

Your employees will represent your organization and be the building force behind its success. So, if you are not careful while hiring, you will be placing your company in the wrong hands. One wrong employee and your reputation could be at stake. To avoid this, ask your HR manager to look for employees who have the potential to take your company forward. Also, try and hire candidates from diverse backgrounds so that you can have a great company culture. The working environment of your company will determine the quality of work churned out every day. So, hire people who can add value to your organization.



Chapter 45: Keep your Team Motivated

“A champion needs a motivation above and beyond winning.”—Pat Riley

Now that you have hired great employees for your company, it's time to keep your team motivated. A team is only as strong as the leader makes it. As their mentor, it's your duty to help them stay focused on their work and to love what they are doing. A team will have member with different capabilities and it's your job to make sure that everyone utilizes their best potential. Talk to your team often and address their issues. Tell them that you appreciate what they are doing and also let them know that you are always there for them. Organizing motivational seminars might also help.



Chapter 46: Understand and Build Relationships

“My belief is that communication is the best way to create strong relationships.”—Jada Pinkett Smith

Strong interpersonal relationships are keys to building a successful venture. You must have a good working rapport with all your employees so that they look up to you as their mentor. Understand the need of each employee and get to know them during team outings. If you are running a big organization, it might not be possible for you to interact with each and every employee, but you can definitely meet up team leads. By doing so, you will be able to maintain a good relationship with the business heads of your organization. Start by sending out appreciation letters and interacting with your employees during informal lunches.



Chapter 47: Understand Accounts: Expense And Saving

“Wealth can only be accumulated by the earnings of industry and the savings of frugality.”—John Tyler

When you are growing up the success ladder, you need to understand the balance between expenses and savings. Neither of them should go overboard. In fact, you have to find a mid way in which you can balance both expenses and savings. Find out what are your major areas of expenses and make a list of them. Curtail expenses that are unnecessary and keep that money in savings. Apply the same logic to your organization, but keep the comfort of your employees in mind. Don't cut down amenities that your employees will need from time to time. Meanwhile, find a way to make savings from your revenue too.



Chapter 48: Finance and Debts

*“Beware of little expenses. A small leak will sink a great ship.”—
Benjamin Franklin*

If you have a business loan to repay, then you must do so immediately. It's not a good idea to let your debts pile up when you are trying to make savings. As soon as the revenue comes in, first clear all your outstanding payments and make sure that you never default. A defaulter is never given enough importance in a country's financial market and it might affect your future loan applications too. Also, keep a check on your finances to understand the expenses and income. You should have a thorough idea of how the funds of your organization are being handled.



Chapter 49: Don't Do it for the Money

“Money is only a tool. It will take you wherever you wish, but it will not replace you as the driver.”—Ayn Rand

As a rule of thumb, it's never a good idea to do anything for money. The reason behind doing everything should be passion and dedication. If you work only for the money, then you will not be able to excel in your work. You will take the salary at the end of the month, but your job quality will either suffer or remain stagnant. Therefore, never take up a responsibility just for the money. Find out why you want to do something and when you are satisfied with the reason, do it. This way, there will always be a purpose behind your actions.



Chapter 50: Don't Care What others think

“I don't care what you think about me. I don't think about you at all.”—Coco Chanel

Some people exist so that they can talk and find out what's wrong with the world. They don't have any other job to do and hence they will not leave a single stone unturned to criticize you. But, if you have faith in yourself and you are quite sure of the work you do, then you should never pay heed to what others have to say. Just carry on with your work with sincerity and dedication and you will soon see the negative people moving away from your life. Never allow anyone to tell you what you are good at and you what you ought to be doing.



Chapter 51: Mistakes Do Happen, it's a Step towards Success

“Do not fear mistakes. You will know failure. Continue to reach out.”—Benjamin Franklin

Whether it's life or your workplace, as a human being you are bound to make mistakes. But, that should not diminish your spirit of going for the stars. Remember that failures are the stepping stones to success and each failure will take you an inch closer to success. Take some time to figure out why the mistake happened in the first place and once you have found the reason, move on. Learn from your mistakes and don't repeat them in future—that is the mantra for success. Your mistakes should help you get a clear insight of you what you should and should not do.



Chapter 52: Choosing Your Right Partner

“For me, a dream partner is someone who is willing to learn and to put their trust in me.”—Derek Hough

In life, you will need someone with whom you can share your feelings and emotions. They will offer a shoulder in times of emotional distress and help you feel better. Your partner should be someone who can help you move ahead in life and be your support system. Both of you should be able to support each other's dreams and make this world a better place. Also, it's always wise to be with someone who loves you for the person you are and not for what you look like. Choose someone who hold your hand through thick and thin, and will always be there for you.



Chapter 53: Understanding Your Partner

“Peace cannot be kept by force; it can only be achieved by understanding.”—Albert Einstein

When it comes to relationships, understanding and patience is key. If you can't understand your partner, you will not be able to connect with them. Connection is important if you want to help them and understand their worries. If you are new in a relationship, take time to understand the likes and dislikes of your partner. Give them time to open up to you and try to perceive their thoughts. Not everything will be said in words and so you should try to judge their character from their habits. This will help you understand them better and will deepen your bond.



Chapter 54: High's and Low's in Relationship and Getting Solution

“You can discover more about a person in an hour of play than in a year of conversation.”—Plato

No relationship is devoid of ups and downs and it's up to you to increase the former and reduce the latter. It's very normal to go through some rocky patches in your relationship. But that doesn't mean that it's not going to work out. In fact, if you try to find a solution to the problems you and your partner are facing, your relationship will last forever. Just maintain your mental balance and think patiently. Discuss issues with your partner and try to come to an amicable solution. By doing so, you will be able to maintain the love in your relationship.



Chapter 55: Taking Care of Your Baby

“A baby is God's opinion that life should go on.”—Carl Sandburg

A child is the most precious gift you will ever have in life and it's your responsibility to take care of the blessing. Make a note of their necessities and see to it that they have a comfortable life. Always keep the surrounded by positive energy so that they can grow in a healthy environment. Make sure that you attend to their medical needs and give them proper vaccination from time to time. The first few years of your child's life will be crucial in determining their character. So, make sure that you teach them good habits from a very young age.



Chapter 56: Guiding Your Child in AdultHood

“If you can give your child only one gift, let it be enthusiasm.”—Bruce Barton

When your child reaches adulthood, it’s important to teach them the importance of life and career. Guide them towards the right path so that they can take important decisions with your support. Don’t be overly strict with your child as that might stop them from being truthful to you. Instead, be their friend and try to understand their problems. Teach them the importance of good health so that they stay away from substance abuse. Also, teach your kids the art of money and time management. Tell them the importance of investments so that they can start saving from an early age.



Chapter 57: Why Suicide

“Suicide is a permanent solution to a temporary problem.”—Phil Donahue

Life will sometimes embrace you and at other times, it will disappoint you. A mix of good and bad things will happen in your life no matter how carefully you live. An unfortunate event or a failure in career should not diminish your hope of a better life. If you ever feel suicidal, think of all the people that love you and how they will react to your death. A major part of the world population lives in hunger and poverty. They have little to no hope of a comfortable life. So, should everyone just unite and kill themselves? Will that solve the problem? Think about it!



Chapter 58: Choose your friends wisely

“A real friend is one who walks in when the rest of the world walks out.”—Walter Winchell

You probably spend more time with your friends than with your family. Which is why it becomes more important that you choose them wisely. Be friends with people who can enhance your life and bring positivity into it. They should be able to understand you well and provide support whenever needed. Sometimes, you will be friends with a person who will instill negativity into your life. You really don't need such people around you because life is already very complicated and you don't need negative energy. Once you have found the perfect friend, hold on to them and never let them go.



Chapter 59: Don't reveal ALL your plans

"We're all working together; that's the secret."—Sam Walton

We live in a very competitive world and no matter how much you trust someone, it's never good to spill all your beans. You have to be selective about what announcements you make to the world. Don't tell everyone everything. Some of your plans need to be successfully executed before you can talk about them. This reduces chances of intellectual property theft and also increases your chances of being successful. Also, it's believed that the more you talk about your plans, the less motivated you become to fulfill them. So, be careful of what information you reveal and think twice before letting everyone know what's on your mind.



Chapter 60: Be a good listener

“One of the most sincere forms of respect is actually listening to what another has to say.”—Bryant H. McGill

The art of listening doesn't come to everyone, but whoever possesses this talent is sure to succeed in life. People are always eager to tell their part of the story and what happened to them. No one wants to take a moment and listen to what the other person has to say. You should be a good listener and a sparse talker. Listening will teach you more lessons and give you more insights than talking ever will. Whether you are at home or at work, be a good listener and try to understand other's problems. You will be surprised to know how much you can learn by just listening.



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ABOUT THE AUTHOR

Book in Every Hand is an Exceptional Book that intends to give life lessons to its readers. It's that one book you should carry around in your bag wherever you go. This book has a solution for every problem you might face and it will help you overcome them. The book has been written to help people achieve success at work and in life. The sole of this book is to provide brief but adequate teachings on different aspects of life.

Nitin D Deshmukh

