

the WINDOW of WISDOM



self development
family care
laughter time
business management
health care



the
WINDOW
of
WISDOM

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**PREFACE**  
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When I watch my daughter (Nishka, welcomed to this world just before 9 months) trying to walk, I see its countless failures; its successes are but few. If we had to limit our observation within a narrow space of time, the sight would be cruel. But we find that in spite of its repeated failures there is an impetus of joy in the child which sustains it in its seemingly impossible task. We see it does not think of its falls so much as of its power to keep its balance though for only a moment.

Like these accidents in a child's attempt to walk, we meet with sufferings in various forms in our life every day, showing the imperfections in our knowledge and our available power, and in the application of our will. But if these only revealed our weakness to us, we would die of utter depression. When we select for observation a limited area of our activities, our individual failures and miseries loom large in our minds; but our life leads us instinctively to take a wider view. It gives us an ideal of perfection which ever carries us beyond our present limitations. Within us we have a hope which always walks in front of our present narrow experience; it is the undying faith in the infinite in us; it will never accept our disabilities as a permanent fact; it sets no limit to its own scope; it dares to assert that man has oneness with the nature; and its wild dreams become true everyday.

We see truth when we set our mind towards the infinite. The ideal of truth is not in the narrow present, not in our immediate sensations, but in the consciousness of the whole

which gives us a taste of what we *should* have in what we *do* have.

We are generating money from society every day through our business. We are finding the way to give some part of it back to the society. So, We at Macro World Softwares, have always been celebrating new year by sharing our joy, warmth and varied experiences via a book with all those who have directly or indirectly contributed to our journey to success. From last few years we have started publishing books like 'The beautiful life', 'Happiness', 'The ladder of success', etc.

This year, I am dedicating this book to my daughter Nishka and my family.

We wish you all prosperous new year !



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SELF DEVELOPMENT



HAVING INTELLIGENCE IS NOT AS IMPORTANT AS
KNOWING WHEN TO USE IT.

TWO BRICKS

Two friends decided to make home. They purchased land. After they purchased the land, they were broke. They were in debt. There were no buildings on the land, not even a shed. Those first few weeks they slept not on beds but on old doors they had bought cheaply from the salvage yard; they raised them on bricks at each corner to lift them off the ground.

They were poor people who needed buildings. They couldn't afford to employ a builder-the materials were expensive enough. So they had to learn how to build : how to prepare the foundations, lay concrete and bricks, erect the roof, put in the plumbing-the whole lot. The second friend became quite skilled at building. But when he started it was very difficult.

It may look easy to lay a brick : a dollop of mortar underneath- a little tap here, a little tap there. But when he began laying bricks,

He had tapped one corner down to make it level and another corner would go up. So he had tap that corner down then the brick would move out of line. After he had nudged it back into line, the first corner would be too high again.

He had patience and as much time as he needed. He made sure every single brick was perfect, no matter how long it took. Eventually, he completed his own first brick wall and stood back to admire it. It was only then that he noticed- oh no !-he had missed two bricks- All the other bricks were nicely in line, but these two were inclined at an angle. They looked terrible. They spoiled the whole wall. They ruined it.

By then, the cement mortar was too hard for the bricks to be taken out, so he asked first friend if he could knock the wall down and start over again-or, even better, perhaps blow it up. He had made a mess of it and he was very embarrassed. The first friend said no, the wall had to stay.

When the second friend showed his first visitors around our fledgling home, he always tried to avoid taking them pass his brick wall. He hated anyone seeing it. Then one day, some three or four months after he finished it, he was walking with a visitor and he saw the wall.

“That’s a nice wall,” the visitor casually remarked.

“Sir,” he replied in surprise, “have you left your glasses in your car ? Are you visually impaired ? Can’t you see those two bad bricks which spoil the whole wall ?”

What he said next changed his whole view of that wall, of himself and of many other aspects of life. He said, “Yes. I can see those two bad bricks. But I can see the 998 good bricks as well.”

The second friend was stunned. For the first time in over three months, he could see other bricks in that wall apart from the two mistakes. Above, below, to the left and to the right of the bad bricks were good bricks, perfect bricks. Moreover, the perfect bricks were many, many more than the two bad bricks. Before, his eyes would focus exclusively on his two mistakes; he was blind to everything else. That was why he couldn't bear looking at that wall, or having others sees it. That was why he wanted to destroy it. Now that he could see the good bricks, the wall didn't look so bad after all. It was, as the visitor had said, “a nice brick wall.” It's still there now, twenty years later, but he have forgotten exactly where those bad bricks are. He literally cannot see those mistakes any more. He could convert his house to home.



HOW TO BE A VIP

It was quite a large order, so the man at the sales counter, Fred, didn't mind spending a little extra time explaining what parts were needed, why they were needed, and how to glue it all together. Eventually, with a lot of patience, common sense, and advice from Fred, the waste water plumbing at the home was all finished.

A few days later, the bill arrived for the plumbing parts.

Raj asked for a check from his treasurer and sent it off with a letter of thanks, especially to Fred for helping them to start their home.

Raj did not realize at the time that such a big plumbing firm, with many branches, had a separate accounts department. His letter was opened and read by a clerk in that section, who was so stunned at receiving a letter of praise that they took it immediately to the manager of accounts. Usually, when accounts receives a letter along with a check, it is a complaint. The head of the accounts department was also taken aback, and took his letter straight to the managing director of the company. The managing director read the letter and was so pleased that he picked up the phone on his desk, rang Fred at the sales counter of one of their many branches, and told him about Raj's letter on his desk.

"This is just the sort of thing we are looking for in our company, Fred. Customer relations ! That's the way ahead."

"Yes, Sir."

"You've done an excellent job, Fred."

"Yes, Sir."

"I wish we had more employees like you"

"Yes, Sir."

"What salary are you on ? Perhaps we can do better?"

"YES, SIR !"

"Well done, Fred !"

"Thank you, Sir."

As it happened, Raj went into the plumbing shop an hour or two later to change a part for another job. There were two big plumbers, with shoulders as wide as septic tanks, waiting for service ahead of him. But Fred saw Raj.

"Raj !" he said with a big smile, "Come here."

He was given VIP treatment. He was taken around the back, where customers were not supposed to go, to choose the replacement part that he needed. Fred's buddy at the counter told him about the recent phone call from the managing director.

Raj found the part that he needed. It was bigger and much more expensive than the part he was giving back.

"How much do we owe you ?" Raj asked. "What's the difference ?"

With a smile from ear to ear, Fred replied, "Raj, for you, there's no difference !"



"Nobody is born VIP, the attitude makes them VIP."

A CUP OF TEA

The captain ordered his soldier to offer a cup of tea to each surrendered enemy soldier. The soldier looked at him differently. It was very difficult for him to digest this order. He was just thinking about the last war before 3 years. The same captain killed all surrendered enemy soldiers heartlessly. Why this person is so soft with enemy !

The Captain : "Soldier don't you hear my order ?"

The soldier : "Yes sir."

(He had no right to think. He had to obey the order. So, he went to kitchen.)

The soldier : "Hey cook, make 300 cups of tea for enemy soldiers."

The cook : "What ?"

The soldier : "I said, 300 cups of tea for enemy soldiers."

The cook : "Are you sure ? Who gave this order ?"

The soldier : "The captain !"

The cook : "Do you know, we are 950. We have ingredients to prepare just 2000 cups of tea. We have to use it for next 4 Days !"

The soldier : "I understand. Let me inform captain."

(He went to captain's tent.)

The soldier : "May I come in ?"

The captain : "Yes, John. Have you served tea ?"

The soldier : "Actually, I want to inform you that we have ingredients to prepare just 2000 cups of tea. We have to use it for next 4 Days. How to give that to enemy ?"

(John was very good friend of captain.)

The captain : "Well, John !" "Do what was said to you."

The soldier : "But ! ! But ! !"

The captain : "Is that clear in your mind ? Do it now..."

(John went to cook and ordered him to make 300 cups of tea and was serving to enemy soldiers with harsh attitude. Because, he was not happy with this treatment. He was not ready to give his food to enemy. But, order is order !)

(The captain visited the place and)

The captain : "Be polite with these soldiers. They are also human. Serve with love."

Another soldier whispered : "This man is mad. Too strong for us and soft for ****!"

(Enemy soldiers were wondering and were not expecting treatment like this.)

(The captain left. John followed him.)

John : "Captain, May I ask you a question ?"

The captain : "I know your question. I am offering tea to these soldiers because of one old woman. Do you remember a day before 15 days, I was left alone while fighting at night ?"

John : "Yes !"

The captain : "I was lost in desert. No water. No food. Just going and going without direction. For the whole day I was walking and searching water and food to survive. At evening, I reached a poor village with population of approx. 150 people. Everybody was staring at me. One poor old woman came forward and offered me a glass of water. Meanwhile one villager ordered not to offer anything to me. He recognized me as enemy. The woman replied, "He is not our enemy, he is just a soldier. If I will not give water, he

will die. We are not killers.” She offered me tea too. I drank and tried to pay something. She said, “No, nothing.” I tried to give \$100. She refused. I could not believe. I tell her to buy new cloths for herself. She said, ”I cannot take reward to help.” I insisted again. She said, “If you really want to pay something. Give food to needy people as and when you get chance.” I said, “I will. But, I want to give something to you. You know I am your enemy still you helped me and saved my life. ” She said, “Your superior must have given order to fight. You are not fighting for yourself. You are not my enemy. Enemy is the our ill attitude toward innocent people.”

I came back to fight to win but, my intentions were changed. I am not deployed here to murder anybody. I am here to fight for my nation.”

John was speechless.

(After 7 days, war ended.)

As per negotiation between both Governments, equal numbers of enemy soldiers were released from prisons. John’s country got 300 soldiers back. John went to captain’s office to congratulate him.

John : “Congratulations ! You didn’t killed 300 enemy soldiers that day, so, we are getting 300 soldiers back. You saved 300 lives.”

The General : “John you are poor in mathematics, he saved 600 families !”

Captain : “Old woman, I have paid my first installment.”

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**WISE ANSWER**  
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When Swami Vivekananda went to U.S.A., a lady asked him to marry her.

When Swami asked the lady about what made her ask him such question. The lady replied that she was fascinated by his intellect. She wanted a child of such an intellect. So, she asked Swami, whether he could marry her and give a child like him. He said to that lady, that since she was attracted only by his intellect, there is no problem.

My dear lady, I understand your desire.

Marrying and bringing a child in to this world and understanding whether it is intelligent or not takes very long time. More over it is not guaranteed. Instead, to fulfill your desire immediately, I can suggest a guaranteed way. Take me as your child. You are my mother. Now your desire of having a child of my intellect is fulfilled. The lady was speechless.

Great thinking.

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“It is very easy to defeat someone,
but it is very hard to win someone.”.

A MILLIONAIRE & THREE BEGGARS

There was a good-natured millionaire in the town. Three beggars thought of approaching him for help. The first man went to the millionaire and said : “O Lord ! I want five rupees. Please give me.” The millionaire was taken aback at this man’s impudence. “What ! You demand five rupees from me as though I owe you the money ! How dare you ? How can I afford to give five rupees to a single beggar ? Here, take these two rupees and get away,” he said. The man went away with the two rupees. The next beggar went to the millionaire and said : “Oh Lord ! I have not taken a square meal for the past ten days. Please help me.” “How much do you want ?” asked the millionaire.

“Whatever you give me, sir,” replied the beggar. “Here, take this 100 rupee note. You can have nice food for at least three days.” The beggar walked away with the 100 rupee note.

The third beggar came. “Oh Lord, I have heard about your noble qualities. Therefore, I have come to see you. Man of such charitable disposition are verily the manifestations of God on earth,” he said.

“Please sit down,” said the millionaire. “You appear to be tired. Please take this food,” he said, and offered food to the beggar. “Now please tell me what I can do for you.”

“Oh Lord,” replied the beggar; “I merely came to meet such a noble personage that you are. You have given me this rich food already. What more need I get from you ? You have already shown extraordinary kindness towards me. If

you want to give, please, help me to develop good qualities. The millionaire, struck by the beggar’s spirit, gave him job in his company, the beggar was now no more bagger, he performed well so, the millionaire built a decent house for him and looked after him for the rest of his life.

God is like this good millionaire. Three classes of people approach him, with three different desires and prayers. There is the greedy man full of vanity, full of arrogance, full of desires. He demands the objects of worldly enjoyment from God. Since this man, whatever be his vile desires, has had the good sense to approach God, He grants him some part of the desired objects (even these very soon pass away, just as the two rupees the first beggar got are spent before nightfall).

The other type of devotee prays to the Lord for relief from the sufferings of the world, but is better than the first one, in as much as he is ready to abide by His Will. To him the Lord grants full relief from suffering, and bestows on him much wealth and property.

The third type he merely prays to the Lord : “O Lord, Thou art Existence-Absolute, Knowledge-Absolute, Bliss-Absolute, etc., etc.” What does he want ? Nothing, the Lord is highly pleased with his spirit of self-surrender and eagerness to learn quality of excellence. Therefore, He makes him eat His own food. Over and above this, He makes the devotee to have good job for ever and took care of him for the whole life.



THE MAN WITH FOUR WIVES

MAN, WHO WAS SUCCESSFUL in life, maintained four wives. When his life was about to end, he called to his bedside his fourth wife, the most recent and youngest.

“Darling,” he said, “In a day or two I will be dead. After death, I will be lonely without you. Will you come with me ?”

“No way !” declared the illustrious girl. “I must stay behind. I will speak your praises at your funeral, but I can do no more.” And she strode out of his bedroom.

Her cold refusal was like a dagger to his heart. He had given so much attention to his youngest wife. He was so proud of her in fact that he chose her as his escort to important functions. She gave him dignity in his old age. It was a surprise to find out that she did not love him as he had loved her.

Still, he had three more wives, so he called in the third wife, the one he had wed in middle age. He had worked so hard to win the hand of his third wife. He loved her deeply for making so many joys possible for him. She was so attractive that many men desired her; yet she had always been faithful. She gave him a sense of security.

“Sweetheart,” he said, “In a day or two I will be dead. After death, I will be lonely without you. Will you come with me ?”

“Absolutely not” asserted the seductive young woman in a businesslike manner. “Such a thing has never been done, I will give you a lavish funeral, but after the service I will go with your sons.” His third wife’s future infidelity shook

him to the core. He sent her away and called for his second wife.

He had grown up with his second wife, She wasn’t so attractive but she was always there for him to help him with any problems and give invaluable advice. She was his most trusted friend.

“Beloved” he said, gazing into her confident eyes, “in a day or two I will be dead. After death, I will be lonely without you. Will you come with me ?”

“I’m sorry,” she said apologetically, “I cannot go with you. I will go as far as your graveside, but no further.”

The old man was devastated. He called for his first wife, whom he had known seemingly forever. He had neglected her in recent years, especially after he had met his alluring third wife and distinguished fourth wife. But it was this first wife who was really important to him, working quietly behind the scenes. He felt ashamed when he saw her come in ill-dressed and very thin.

“Dearest,” he said imploringly, “In a day or two I will be dead. After death, I will be lonely without you. Will you come with me ?”

“Of course I’ll go with you,” she replied impassively. “I always go with you from life to life.”

The first wife was called Karma. The second wife’s name was Family. The third wife was Wealth. And the fourth wife was Fame.

Please read the story once more, now that you know the four wives. Which of the wives is most important to take care of ? Which will go with you when you die ?



Anger

The following is the general text of Mr. Goenka's remarks at one of the panels of the World Economic Forum in Davos, Switzerland, January, 2000 on the subject of anger:

What happens when someone is angry? The law of nature is such that one who generates anger is its first victim. One is bound to become miserable as one generates anger even though most of the time people do not realize that they are harming themselves by generating anger. Even if someone realizes this, the truth is that one is unable to keep oneself away from anger; to keep oneself free from anger. Now let us see why one becomes angry.

It is quite obvious that anger arises when something undesirable has happened, when someone has created an obstacle in the fulfillment of your desires, when someone has insulted you or when someone has expressed derogatory remarks about you while backbiting. All such reasons make one flare up in anger and are the apparent reasons for one to become angry. Now is it possible that someone can attain so much power that no one should say or do anything against him? This is certainly impossible. Even to the most powerful person in the world, undesirable things keep on happening and he or she is helpless to prevent it. Even if we can stop one person from insulting us or saying something against us there is no guarantee that another person will not start doing the same thing. While we cannot change the whole world according to our wishes, we can certainly change ourselves to get rid of the misery that one suffers because of generating anger. For this one has to seek a deeper reason for the anger within oneself rather than outside.

Let us understand within ourselves the real reason for generating anger. For example, let us understand from the standpoint of Vipassana the real reason which causes us to experience anger within ourselves. If you learn the art of observing the reality within yourself it will become so clear at the experiential level that the real reason for anger lies within and not outside.

As soon as one comes across some undesirable thing outside there is a sensation in the body. And because the object was undesirable the sensation is very unpleasant. It is only after feeling this unpleasant sensation that one reacts with anger. If one learns how to observe bodily sensations equanimously without reacting to them one starts coming out of the old habit of flaring up in anger and harming oneself. The practice of Vipassana helps one to develop the faculty of observing all the different kinds of sensations which one experiences on different parts of the body from time to time and remain equanimous by not reacting to them. The old habit had been that when you feel pleasant sensations you react with craving and clinging and when you feel unpleasant ones you react with anger and hatred. Vipassana teaches you to observe every sensation, both pleasant and unpleasant, objectively and remain equanimous with the understanding that every sensation has the quality of arising and passing away. No sensation remains eternally.

By practicing the observation of sensation equanimously again and again one changes the habit pattern of instant blind reaction to these sensations. Thus, in daily life whenever one comes in contact with something undesirable one notices that an unpleasant sensation has arisen in the body and one starts observing it without flaring up in anger as before. Of course, it takes time to reach a stage where one is fully

liberated from anger. But as one practices Vipassana more and more one notices that the period of rolling in anger is becoming shorter and shorter. Even if one is not able to feel the sensation immediately as it arises, maybe after a few minutes one starts realizing that by the blind reaction of anger one is making the unpleasant sensations even more intense, thereby making oneself even more miserable. As soon as one realizes this fact one starts coming out of anger. With the practice of Vipassana this period of realization of misery pertaining to unpleasant sensation becomes shorter and shorter and a time comes when one realizes instantly the truth of the harm that one is causing to oneself by generating anger. This is the only way to liberate oneself from this mad habit of reacting with anger.

Of course there is also a way that as soon as one realizes that one has generated anger one may divert one's attention to some other object and by this technique one may feel that one is coming out of anger. However, it is actually only the surface part of the mind that has come out of anger. Deep inside one keeps on boiling in anger because you have not eradicated the anger but merely suppressed it. Vipassana teaches you not to run away from the reality but, rather, to face the reality and start objectively observing the anger in the mind and the unpleasant sensation in the body. By observing the reality of the unpleasant sensations in the body you are not diverting your attention somewhere else nor are you suppressing your anger to the deeper level of the mind. As you keep on observing the sensations equanimously you will notice that the anger that has arisen naturally become weaker and weaker and ultimately passes away.

The fact is that there is a barrier between the smaller part of the mind, that is the surface of the mind, and the

larger part of the mind, the so-called subconscious or half-conscious mind. This larger part of the mind at the deepest level is constantly in touch with the bodily sensations and has become a slave of the habit pattern of blind reaction to these sensations. Due to one reason or the other there are different kinds of sensations throughout the body at every moment. If the sensation is pleasant then the habit pattern is to react with clinging and craving and if it is unpleasant the habit pattern is to react with aversion and hatred. Because of the barrier between the small surface part of the mind and the rest of the mind the surface part is totally unaware of the fact that this constant reaction is taking place at the deeper level. Vipassana helps to break this barrier and the entire mental structure becomes very conscious. It feels the sensations from moment to moment and, with the understanding of the law of impermanence, remains equanimous. It is easy to train the surface level of the mind to remain equanimous at the level of intellectual understanding but this message of intellectual understanding does not reach the deeper level of the mind because of this barrier. When the barrier is broken by Vipassana the entire mind keeps on understanding the law of impermanence and the habit pattern of blind reaction at the deeper level starts changing. This is the best way to liberate yourself from the misery of anger.

For more information go to : www.dhamma.org



3 IDIOTS- LIFE'S LEARNING

1. Starting : Never try to be successful , pursue excellence.
 - ⇒ Success is the byproduct & the result.
 - ⇒ Excellence always creates success & it is a process of continual improvement.
 - ⇒ Never run after success.
 - ⇒ Let it happen automatically in life.
2. Freedom to Life - Life is beautiful.
 - ⇒ Don't die before the actual death.
 - ⇒ Live every moment to the fullest as if today is the last day.
 - ⇒ Life is gifted to humankind to live.
 - ⇒ Live & Live happily towards happiness.
3. Passion leads to Excellence.
 - ⇒ When your hobby becomes your profession, the passion becomes your profession.
 - ⇒ You will be able to lead up to excellence in life.
 - ⇒ Satisfaction, joy, pleasure & love will be the outcome of the passion.
 - ⇒ Following your passion for years , you will surely become somebody one day.
4. Learning is very simple- Never stop.
 - ⇒ Be humble.
 - ⇒ Teachers do fail, Learners never fail.
 - ⇒ Learning is never complicate or difficult.
 - ⇒ Learning is always possible whatever rule you apply.

5. Life is management of emotions & not optimization of intelligence.
 - ⇒ Memory and regular study have definite value and it always helps you in leading a life.
 - ⇒ You are able to survive even if you can make some mark in the path of the life.
 - ⇒ With artificial intelligence, you can survive & win but you cannot prove yourself genius.



THINK HIGHER

A man saw a poor boy looking at his beautiful and expensive car; he offered the boy a drive....

After the drive the boy said : “Your car is so marvelous, it might be so expensive ?! How much does it cost ?”

Man : “I don't know; my brother has gifted it to me

Boy : “Wow so nice of him....”

Man : “I know what you are thinking. You also want to have a brother like him !”

Boy : NO; I WANT TO BE A BROTHER LIKE HIM !!!

Moral : Always Think Act higher than the people's expectations.



FAMILY CARE



GOD DOES NOT LIKE THE HARDNESS OF TONGUE AND HEART. THAT'S WHY HE MADE THEM BONELESS.

JUST FIVE MORE MINUTES

While at the park one day, a woman sat down next to a man on a bench near a playground.

“That’s my son over there,” she said, pointing to a little boy in a red sweater who was gliding down the slide.

“He’s a fine looking boy” the man said. “That’s my daughter on the bike in the white dress.”

Then, looking at his watch, he called to his daughter. “What do you say we go, Melissa ?”

Melissa pleaded, “Just five more minutes, Dad. Please ? Just five more minutes.”

The man nodded and Melissa continued to ride her bike to her heart’s content. Minutes passed and the father stood and called again to his daughter. “Time to go now ?”

Again Melissa pleaded, “Five more minutes, Dad. Just five more minutes.”

The man smiled and said, “OK.”

“My, you certainly are a patient father,” the woman responded.

The man smiled and then said, “Her older brother Tommy was killed by a drunk driver last year while he was riding his bike near here. I never spent much time with Tommy and now I’d give anything for just five more minutes with him. I’ve vowed not to make the same mistake with Melissa.

She thinks she has five more minutes to ride her bike. The truth is, I get Five more minutes to watch her play.”

Life is all about making priorities, what are your priorities ?

Give someone you love 5 more minutes of your time today !



AN ASSAY

One day teacher asked the class to write essay. The subject was, “If God gives choice to change my life. What will I love to be ?” All students wrote essay with enthusiasm and handed over to the teacher. Teacher took all essays to her home to examine.

In evening, when she was examining essays, her husband came in her room, she was crying.

He asks her, “What happened ? Why are you crying ?”

The teacher answered, “I am examining essays.”

She gave a notebook and asks him to read the essay. He read the essay.

The child wrote : “Oh God ! If you can really make me something then make me Television (T.V.). I want the same position as T.V. has at home. All family members should be with me like T.V. has. I swear, I want to be T.V. only. So that, I will get 100% attention of each family member, they can listen me with complete concentration and nobody will ask silly questions. Even when I will not working (switch off) everybody will take care of me. Even when my Papa would be tired, as a T.V., I will get company and when my mummy is sad or in tension, instead of ignoring me, she would like to see me as T.V. and my brothers and sisters will fight to be with me. I want to feel, each family member leaves everything aside and giving me time. And lastly, make me T.V. so that, I can give happiness to my family, I can entertain them. Oh God ! I am not asking anything else.”

Still, the teacher was crying. The husband said, “Oh God ! Poor child !! How horrible parents are !!!”

The teacher looked at her husband and said with pitiable voice, “Our son wrote this essay.”



CHILDREN LEARN WHAT THEY LIVE

- ⇒ If children live with criticism, they learn to condemn.
- ⇒ If children live with hostility, they learn to fight.
- ⇒ If children live with fear, they learn to be apprehensive.
- ⇒ If children live with pity, they learn to feel sorry for themselves.
- ⇒ If children live with ridicule, they learn to be shy.
- ⇒ If children live with jealousy, they learn what envy is.
- ⇒ If children live with shame, they learn to feel guilty.
- ⇒ If children live with tolerance, they learn to be patient.
- ⇒ If children live with encouragement, they learn to be confident.
- ⇒ If children live with praise, they learn to appreciate.
- ⇒ If children live with approval, they learn to like themselves.
- ⇒ If children live with acceptance, they learn to find love in the world.
- ⇒ If children live with recognition, they learn to have a goal.
- ⇒ If children live with sharing, they learn to be generous.
- ⇒ If children live with honesty and fairness, they learn what truth and justice are.
- ⇒ If children live with security, they learn to have faith in themselves and in those around them.
- ⇒ If children live with friendliness, they learn that the world is a nice place in which to live.
- ⇒ If children live with serenity, they learn to have peace of mind.

With what are your children living ?



MAA

When I came home in the rain,
My Brother Asked : Why you Didn't take an Umbrella.
Sister : (Advised) why didn't you wait till rain stopped.
Father(Angrily) : Warned ! only after getting cold, U will realize.

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Mother : while drying my Hair, said,
"STUPID RAIN ! couldn't it wait, till my child came home."
That's MAA (Mother)



Definition of Mother - The bank where we deposited all our hurts and worries. We get love and harmony as interest.

ARE YOU HAPPY ?

There was a welcome party for newly appointed director. One woman asked the director's wife, "Are you happy because of your husband ? The director was attentive but very much assure about the positive answer. He and others were shocked by listening his wife's answer, "No I am not happy because of my husband."

Everybody was astonished. The husband was as still like a statue. The answer was not assumed by anybody.

The woman : "I am not happy because of him. I am (myself) happy !

My happiness does not depend on him.

"My happiness is depended only on me."

"I am feeling happiness every moment of my life."

"If we have to be depended on others and situations to be happy, than I will be in trouble."

Everything in our life is changeable (impermanent) :

Human, wealth, my body, climate, joy, desire, wish, taste, liking etc.

All this are impermanent.

I learned few matters in my life :

I am taking decision to be happy. All other matters are subject to experiences or situations.

For example, understanding, accepting, listening, supporting :

I am living with my husband like this only.

Real happiness is in to forgive and to love others.

...Make me happy is not his (husband's) responsibility.

He also has his own experiences and situations.

What so ever is situation, but, I love him and he loves me.

He is changing and I am also changing.

Atmosphere is changing. All matters are changing.

Forgiveness is root of true love.

Revolution(changes / challenges) are always coming and truly speaking, both should face changes / challenges with love.

If we keep on loving and forgiving each other than challenges will also become experiences or situations. That is making us wealthy and powerful. We will not feel that, we just exist together."

True love is very difficult.

True love means,

To forgive,

To forgive without expectation.

To accept experiences and situations as it is.

And face it together and to be happy with result.

Many people will say, I cannot be happy.

...Because, I am ill.

...Because, I do not have money.

...Because, it is too hot.

...Because, I was insulted.

...Because, now, he / she is not loving me.

...Because, now, he / she is not praising me.
But, they do not know, in spite of being.
Ill,
Very hot,
No money,
Insulted,
Without love
or
Without fame
You can be happy.
TO BE HAPPY IS OUR ATTUDE TOWARDS OUR LIFE.
AND THAT WE HAVE TO DECIDE !



TO A FRIEND'S HOUSE, ROAD IS NEVER LONG

To a friend's house, road is never long,
The distance is short when relation is strong.

Distance becomes near by helping in need,
Friend in need is a friend indeed.

With positive attitude near ones become close,
When there is close feeling, there is nothing to pose.

With idea partnership closeness becomes oneness,
When Thoughts are linked it is distance-less.

With unity of Actions, feelings and thoughts too,
The friend's house's and heart's
doors are always open for you.



“The happiness of your life depends on the
quality of your thoughts.”

Friendship make prosperity more shining and
lessens adversity by dividing and sharing it.

SMILE PLEASE



"A SMILE IS HAPPINESS YOU'LL FIND RIGHT
UNDER YOUR NOSE."

**Talk the language
which listener (Customer) wants !**



USE LICENCE SOFTWARE

One day in a school in London, a teacher said to a class of 5-year-olds I'll give 10 pounds to the child who can tell me who was the most famous man who ever lived."

An Irish boy put his hand up and said, "It was St. Patrick."

The teacher said, "Sorry Paddy, that's not correct."

Then a Scottish boy put his hand up and said, "It was St. Andrew."

The teacher replied, "I'm sorry, Hamish, that's not right either."

Then a Jewish boy put his hand up and said "David", The Buddhist boy said "Gautama Buddha" and the Muslim boy said "Mohammed".

They all were not successful. Finally, a Gujju boy raised his hand and said, "It was Jesus Christ."

The teacher said, "That's absolutely right, Jignesh, come up here and I'll give you the 10 pounds that I promised."

As the teacher was giving Jignesh his money, she said, "You know Jignesh, since you're a Hindu Gujarati; I was very surprised you said Jesus Christ."

Jignesh replied, "Yes. In my heart I knew it was Krishna, but Bijness is Bijness !!!!! !

Moral : Talk the language which listener (Customer) wants, not that which you know.



~~~~~  
**SOME IMPORTANT LAWS**  
~~~~~

- LAW OF QUEUE** : If you change queues, the one you have left will start to move faster than the one you are in now.
- LAW OF TELEPHONE** : When you dial a wrong number, you never get an engaged one.
- LAW OF MECHANICAL REPAIR** : After your hands become coated with grease, your nose will begin to itch.
- LAW OF WORKSHOP** : Any tool, when dropped, will roll to the least accessible corner.
- LAW OF THE ALIBI** : If you tell the boss you were late for work because you had a flat tire, the next morning you will have a flat tire.
- BATH THEOREM** : When the body is immersed in water, the telephone rings.
- LAW OF COFFEE** : As soon as you sit down for a cup of hot coffee, your boss will ask you to do something which will last until the coffee is cold.

☘ ☘ ☘

“If you see a friend without a smile,
give him one of yours.”

~~~~~  
**WHAT AN IDEA SIR JI !**  
~~~~~

On a ship an American, a Russian, and an Indian (SIR) were sailing. Suddenly a devil appeared and said,

“Drop something in the sea, if I find it I will eat you... If I can't then I will be your slave!”

American dropped a diamond... Devil found it and ate him. Russian dropped small platinum piece... Devil found it and ate him too.

Now its SIR's turn. Before knowing what SIR did, take a moment to think what would you do if you were in place of SIR.

Let's see if your thought meets with SIR ?

SIR opened a water bottle and poured some water in the sea and asked to find it.

Devil fainted !!

Wow !!!!! what an Idea SIR JI !

☘ ☘ ☘

“Doing nothing is better than
being busy doing nothing.”

BUSINESS MANAGEMENT



THE BEST WAY TO PREDICT THE FUTURE IS
TO CREATE IT

WHAT A BOSS SHOULD BE

Scientists at the Rocket launching station in Thumba, were in the habit of working for nearly 12 to 18 hours a day. There were about seventy such scientists working on a project. All the scientists were really frustrated due to the pressure of work and the demands of their boss but everyone was loyal to him and did not think of quitting the job.

One day, one scientist came to his boss and told him - Sir, I have promised to my children that I will take them to the exhibition going on in our township. So, I want to leave the office at 5:30 pm.

His boss replied - O K, , You are permitted to leave the office early today.

The scientist started working. He continued his work after lunch. As usual he got involved to such an extent that he looked at his watch when he felt he was close to completion. The time was 8.30 p.m.

Suddenly he remembered of the promise he had given to his children. He looked for his boss. He was not there. Having told him in the morning itself, he closed everything and left for home.

Deep within himself, he was feeling guilty for having disappointed his children.

He reached home. Children were not there. His wife alone was sitting in the hall and reading magazines. The situation was explosive, any talk would boomerang on him.

His wife asked him - Would you like to have coffee or shall I straight away serve dinner if you are hungry. The man replied - If you would like to have coffee, I too will have but what about Children ?? Wife replied- You don't know - Your manager came at 5 :15 pm and has taken the children to the exhibition.

What had really happened was the boss who granted him permission was observing him working seriously at 5 : 00 p.m. He thought to himself, this person will not leave the work, but if he has promised his children they should enjoy the visit to exhibition. So he took the lead in taking them to the exhibition.

The boss does not have to do it every time. But once it is done, loyalty is established.

That is why all the scientists at Thumba continued to work under their boss even though the stress was tremendous.

By the way, can you hazard a guess as to who the boss was ?????

He was A P J Abdul Kalam.



“A leader is dealer in hope.”

SMART, SMARTER AND SMARTEST : ARJUNA, EKLAVYA AND DRONACHARYA

Arjuna was a great Archerer known for excellence. He was the favorite of the great teacher Dronacharya who was the Guru of Kauravas and Pandavas. Arjuna was an exemplary learner. He was dedicated, he always engaged in gentle and respectful dialogue, discussion, deliberation and debate and without any cross questions. He was also a disciple who served the master in every way.

Dronacharya was much pleased. One day he promised Arjuna and declared publicly that Arjuna would be greatest archerer of entire world. Arjuna had great faith in his Guru.

Arjuna was delighted and was deeply grateful to Dronacharya who taught him with care beyond what master gave to his own son Aswatthama.

Arjuna, indeed, thought he was greatest and his inner ego was in a silent rise. He was not only smart, he appeared smart, acted smart and thought himself as smart.

One day when Guru Dronacharya and five brothers went to a thick jungle, one terrible wild dog came running towards them barking and was ready to bite them with long sharp teeth.

Arjuna was fearless. "Do not worry !" he said to others and aligned a powerful arrow on his bow and aimed towards the wild dog to hit and kill it. Dronacharya approved the speed, proactiveness and non-wavering alignment of bow and arrow of Arjuna. Then just before Arjuna discharged the arrow, suddenly four arrows came from nowhere and converged on the mouth of the dog.

The four arrows got interlocked around the mouth of the wild dog in a stunning bind. The dog could neither bark nor bite. It fell on the ground and rolled round and round.

Yudhistar, Bheem, Nakul and Sahadev were shocked. Arjuna was confused. Dronacharya looked at the arrow-bind and recognised the par excellence of the archery.

He looked around. All of them looked. A tall aboriginal young man was coming towards them in gentle unhurried but powerful stride. He was dark, handsome and there was a shine on his face.

Arjuna looked at Dronacharya, There were thousand silent questions in that look, which the Master-Guru understood.

What is this new trick ? You did not teach me this ? Who is this man You promised me that I would be the best archerer in entire world. How is this unknown boy is clearly better than me ?

The boy came bowed to Guru Dronacharya and said "pranam" ("Reverence"). Dronacharya said "son ! did you discharge those four arrows to bind the dog ?"

The jungle boy said "yes I sir !,

The dog was about to attack you all. There was no time to lose. That is how the dog was disarmed without being killed."

Arjuna was burning with jealousy. Pandavas felt inferior. Drona smiled, "Very good work ! dear son ! who are you ? What is your name !!".

The jungle hero said respectfully "sir ! my name is Ekalavya. I am the son of the King of this jungle". Drona said "Oh ! from where did you learn such superb skills with bow and arrow ?" Ekalavya said "it is all because of grace of my Gurudev !".

Dronacharya said “Dear son ! who is that great Guru who is fortunate to have Master-student like you ?! I would like to know about him and meet him”.

There was gleam in Ekalavya’s eyes. He said with gentle smile “Sir ! my Guru is greatest teacher Revered Dronacharya !!”.

There was stunning silence. Arjuna felt cheated and let down. How his own teacher could do this underground teaching ? Bheema, Nakul and Sahadev looked accusingly at the teacher. Yudhishthira was patient. He appealed silently to Dronacharya to solve the riddle.

Dronacharya was not at all perturbed. He said to Ekalavya “Oh ! wonderful ! Ekalavya ! when and where you learned the archery from your Guru Dronacharya ?” Ekalavya bowed down and fell near the feet of Dronacharya and said “sir you are my Guru ! You are my savior ! You are ever in my heart. My pranams to you”. All were listening. The Master-teacher was smiling. Arjuna continued to burn.

Ekalavya said “sir ! when I come to Gurugram to see the training programme I saw you teaching to many princes. I was impressed. I was especially impressed by Arjuna. His dedication, accuracy, completeness, defectlessness, economy of movements, effectiveness, concentration and awareness were the signs of a world-class champion. He became my ideal. I aspired to become like him. I vowed to myself that I would acquire Arjuna-like excellence and expertise. Then I chose you as my Guru and met you in the evening. I prayed to you to accept me as your disciple and student. You looked at me and asked about my origin, background and qualification. I told you about my humble background. You looked at me kindly and regretfully and said “young man ! I am

sorry to disappoint you. Only the teachers or sons of teachers and kings and princes are eligible to become my students. I cannot teach you”. I was instantly depressed. Then you looked at me kindly and said “But you can learn in other ways. Teaching is limited. Learning is unlimited. No one can stop a learner ! Dear son ! Let you achieve what you aspire for ! These are my blessings !” At that moment I realised that there was no way you would accept me as a student. Then I bowed down to you and returned to jungle.”

“Teaching is Limited, learning is Unlimited There is no one who is smartest There are no boundaries for Human Excellence.”

Ekalavya continued, “on the way I was deeply thinking. Your words were ringing in my mind, They are ringing now also. Teaching is limited ! learning is unlimited !! No one can stop a learner !!!”.

Then I remembered your face, your words. You could not accept me as your student. But no one can stop me to accept you as my Guru and Master. Sir ! even you could not !! At that moment I decided myself to accept you as my teacher.

I came back to my home. I made a beautiful statue of you and installed it under the beautiful Peepal tree in the fore ground and collected all my friends and said “Friends ! this is our Guru Dronacharya ! Let us learn with his grace and gaze to become masters of archery !”.

“Sir ! then I practiced, practiced and practiced. We used to discuss amongst ourselves the ways to learn, improve, prove and become perfect. I used to describe about Arjuna to my brothers and friends and made him our ideal. Sir ! whenever I had doubts I would sit near you, in the form of statue and discuss with you. I would ask and receive the

answers within myself ! That is how we learned. Sir ! there is an end to teaching, but there is no end to learning. Learning is the process of earning excellence. Sir ! I am deeply grateful to you for not accepting me as student. I am also grateful to you for giving me greatest and wonderful lesson about learning.”

Arjun was smart enough to get maximum teachings from Dronacharya. But, Eklavya was smarter to learn upto the sky. Arjuna’s target was to get maximum from available resources (from the great teacher). Eklavya was wise, he understood the situation and his target was established to drag the best from within.

Teaching is Limited. Learning is Unlimited. There is no one who is smartest. There are no Boundaries for Human Excellence.

This is not the end of the story. Dronacharya asked right thumb of Eklavya as fees(Guru Daxina) to teach him. Yudhishtar was shocked and said, “NO !” Other pandavas said, “YES !” Eklavya said, “YES...YES”. He cut his thumb and gave to the teacher. Only Yudhishtar was unhappy and the teacher was speechless, others were happy and eklavya was more than happy. WHY ? It will come after few lines.

After few years, all pandavas are ready to go to palace after finishing graduation. They decided to go to jungle with the teacher. In the jungle, while six of them were moving, another wild dog came aggressively towards them, Arjuna took four arrows and aligned them on Bow and was about to bind the mouth of the dog. At that instant two arrows with half moon heads came from distance and lifted the dog and carried it to a half a kilometer and deposited on a tree.

This was a new shock. Arjuna asked Dronacharya, “who is this now again ?!”

Eklavya came near to them. Dronacharya said, “I how could you do this ? ! Did I not take away your right thumb ?”

Eklavya said, “Sir ! I did it with left hand !!”. Pandavas were surprised, Drona asked slowly, “Oh ! then did you practice with left hand and acquired same mastery ?!”, Ekalavya replied with a glint in his eye “yes ! sir ! I did practice with left hand. But, Sir ! I was lefty from the beginning.”

Yudhishtar said, “Daxina-Fees is given once. You cannot ask again.”

Drona smiled and said, “When Eklavya came to me first time, I was known to it. But, my situation was very critical. Arjuna was losing faith on me. He would have lost if I wouldn’t take this action.”

Dronacharya was smartest at a glance. He show that he had fulfilled his commitment. But, again the action was taken with his short vision to prove him the true one. As a teacher of future kings, he should be aware with one fact, king’s efficacy does not exist in excellence in one art or in ego of being master of one art. His effectiveness exists in wise decisions with vision of growth of whole kingdom. If he can make friends and get his work done, he should not make anybody enemy or should not harm anybody due to his personal ego. He should have to teach Arjuna to be friend of Eklavya and not only get his services but his kingdom’s power as and when required. That would help Arjuna to double his power during the war against Kauravas. That is called wisdom. We can also use wisdom in daily life at office with team members, customers, vendors and even with competitors too.

THE SEVEN KEYS TO BUSINESS LEADERSHIP

“Management is creating an atmosphere for people to give performance and results.”

THE SEVEN KEYS

1. **TRUST** : is the key which opens the doors to hearts of people. When hearts are open the person gives his best dedication.
2. **VISION** : is the key to future. What we will be tomorrow depends on what we perceive of that tomorrow today.
3. **COOLNESS** : is the key to the storehouse of stability. Coolness under fire is like refrigerator in summer.
4. **RISK** : is the key for progress. Real risk is doing nothing.
5. **EXPERTISE** : is the key for treasure of Excellence. Expertise is the integrated result of knowledge, skill efficiency and effectiveness.
6. **DISSENT** : is the key for the base of ideas, alternatives and creativity. Two views are minimum required for generating new.
7. **SIMPLIFICATION** : is the key for understanding. Great problems invariably have simple solutions.

Leadership is showing the way Seven keys illustrate effective way,

1. In your ability you have the trust. Your own people you must trust.
2. Win hearts of people by your trust. Then only responsibility you entrust.

3. Vision is the key for future. As you visualise is your future.
4. Visionary goal conceive first. Missionary zeal develop next.
5. Under pressure keep your cool. With things in fire you be cool.
6. With coolness you take steps to safe situations let lead your steps.
7. Encourage people to take right risk. There is opportunity in every risk.
8. Calculated risk is proper risk. Real danger is in avoiding risk.
9. Become expert in your field. An expert is the master of field.
10. Know and practice and learn first. Whatever is learned you teach next.
11. Encourage dissent see others' view. Point and counter point give better view.
12. Strategy emerges from different views. If everyone says yes it is bad news.
13. Think for clarity simplify things. Economy, Excellence, Simplicity brings.
14. Solve your problems in simple way. For every situation there is better way
15. For leadership treasure are seven keys. Open the treasure house with these keys.
16. For leader's success people are first. With teamwork, harmony realise best.

❁ ❁ ❁

CUSTOMER CARE

I : "I am having problem with this handset. I had sent it many times to service centre during last year. They are fixing problem and the same problem is arising again after 3-4 days."

Customer care executive (CCE) : "I cannot do anything. You have to go to service centre."

I : "They are not fixing my problem since last 1 year."

CCE : "Sorry, you have to talk to them, I cannot do anything."

I : "I know service centre people will not fix it. I need new piece of handset."

CCE : "Sure, select model from this page. You have to pay for new handset"

I : "I am ready to pay. I do not want big size handset. I need small one like existing one."

CCE : "We do not have that in stock."

I : "Should I wait till your next stock arrive ?"

CCE : "No, this model will not be available."

I : "Ok, show me smallest one from your stock."

CCE : "Sure !"

I : "I need same phone number and tariff plan. "

CCE : "Let me check."

(After few seconds with computer)

CCE : "Your number will be the same. But, your tariff plan will change once you change handset."

I : "I am just changing handset. How can you change my tariff plan ? I need the same plan."

CCE : "That was limited time offer with instrument."

I : "I am not asking my deposit back. I need the same tariff plan with new handset."

CCE : "If you want to change handset, you have to change tariff plan too."

I : "Your sales executive didn't inform me about this fact."

CCE : "I cannot do anything else."

I : "This is not fare policy of your company. This is illegal. I will go to consumer court."

CCE : "You have to talk with my superior."

I : "Sure, lets meet him."

CEE : "Right now he is not in office. You have to come back tomorrow."

I : "Ok !"

(Second day, I went to the same customer care centre)

I : "May I meet your superior ?"

CCE : "Sure ! He is busy. He will come within few minutes. You have to wait."

I : "Sure, make it faster. I have to reach my office."

CCE : "Please, wait for a while."

(After 15-20 minutes superior came to me. I explained the same situation. He refused to give support. I decided to go to consumer court.)

(Third day morning, I was thinking about company policy. "The company is reputed. Let me talk to higher authorities." I found phone number of Mr. Akshay Pandey (Sr. Vice President, Technology). I called him.

I : "May I speak to Mr. Akshay ?"

Akshay(with soft voice) : "Speaking. May I know who is on the line ?"

I : "I am customer of your company. My name is Maulik Bhuptani. I have a problem which is not solved by customer care centre. Can we talk for a while ?"

Akshay : "Sure !"

(I explained him the situation.)

Akshay : "Customer care department is not under me. But, I will try to solve your issue. Give me your phone number."

(I gave him number. After 30 minutes, I received a call from the company. It was surprising.)

Caller : "Good Morning Sir, I am calling from telecom company. I have received a complaint from you. May I come to your office to meet you ?"

I : "Sure, welcome !"

Caller : "I will come in next 1 Hour, will it be okay for you."

I : "Sure !"

(Caller came to my office in 45 minutes. I explained him the problem of microphone in handset, which was not fixed after many services too. He didn't check my handset and gave commitment to replace handset within 4 hours.

After 3 hours, the same executive came to my office.)

Executive : "Here is your new handset. Same model and brand new."

I : "Oh ! Nice !"

Executive : "Let's change it."

I : "Sure ! Let's change. Will you please transfer all phone and mobile numbers of existing handset's directory to new one ?"

Executive : "Sorry, this is basic phone, it is not having data transfer facilities."

I : "Contacts are important for me."

Executive : "I can understand. Can you take manual backup(entry in computer or note book) ?"

I : "I don't have option. I can do it now. But, it will take some time. May be 15-20 minutes."

Executive : "No problem ! I will wait."

(I could take backup in 25 minutes. The executive sat in my officer with smile on face. He changed instrument. I called Mr. Akshay (Vice president, Technical).)

I : "Hello. Mr. Akshay."

Akshay : "Yes, Mr. Maulik."

I : "Sir, my problem is solved. Your company replaced the handset at free of cost. I am happy."

Akshay : "Is your new handset working ok ?"

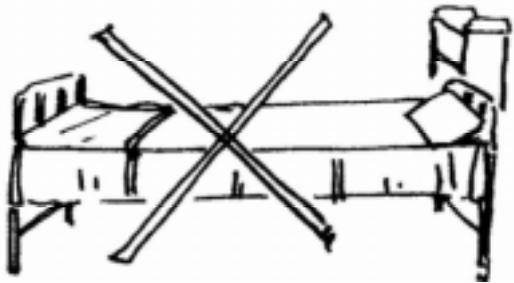
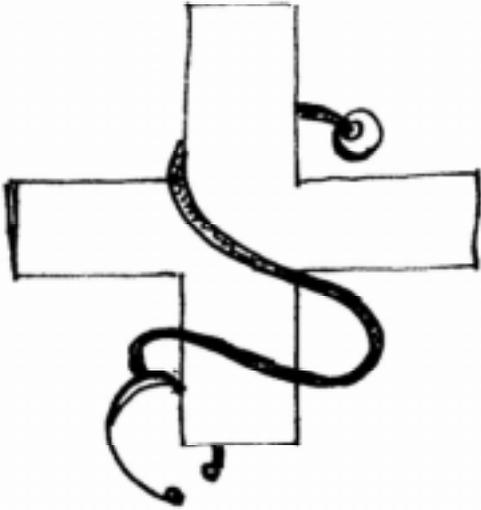
I : "Yes."

Akshay : "Do you know ? We are trying our best to give best services to our customers. But, many times front office customer care executives cannot understand the policy with wisdom. I am sorry for the trouble you face. Will you please, send an e-mail informing this issue ? I want to use it in training."

I : "Sure !"

(I send detail e-mail to him. After 2 years. I needed one more mobile. I decided to go for the same company. I informed Mr. Akshay about it. Today, we are having four phones/ mobiles of the same company and we are paying Rs. 7,000/ year to the company as telephone bill.)

HEALTH CARE



“THE GREATEST WEALTH IS HEALTH.”

FIVE DON'TS WHEN YOU'RE SLEEPING

1. DON'T SLEEP WITH WATCH : Watches can emit a certain level of radioactivity. Though small, but if you wear your watch to bed for a long time, it might have adverse effects on your health.

2. DON'T SLEEP WITH PHONE : Putting the phone beside your bed or anywhere near you is not encouraged. Though some of us will use phones as alarm clocks, but please put the phone as far as possible. Scientists have proved that electrical items including mobile phone and television sets emit magnetic waves when used. These waves can cause disruptions to our nervous system. Therefore if you need to put your Mobile phone near you, switch it off first.

3. DON'T SLEEP WITH MAKE-UP : People who sleep with make-up might have skin problems in the long run. Sleeping with makeup will cause the skin to have difficulty in breathing and problem in perspiring. You will also need a much longer time to go into deep sleep.



“Physical health is mirror of your mental health.”

OFFICE EXERCISE

Working in an office or at a computer for prolonged periods of time can put strain on the neck, shoulder and back muscles which in turn can lead to tension and stiffness. This tension can cause headaches, as well as back, neck and shoulder pain. If left unattended, it could also impact your ability to function effectively at work and your overall quality of life. Simple techniques such as Office Yoga may help alleviate the pain and other symptoms by releasing tension and increasing muscle strength and flexibility.

Take a few minutes for yourself and incorporate some Yoga into your daily routine. Here are some simple Yoga techniques for:

Right Posture :

Neutral sitting or standing should most essentially be practiced. Often we fail to place ourselves in the correct posture whether standing or sitting and soon the problem begins. However, this simple exercise will help you to keep the position of your spine in order.

- ⇒ Place your feet hip-distance apart and bend forward.
- ⇒ Then look down at your feet. Your feet should be parallel (||).
- ⇒ If you are sitting, keep check that your hips and your knees are in right angles.
- ⇒ Sit straight and tall at the edge of your chair. The Warrior Pose is recommended for relaxation of the upper body. Here are the steps :
 1. Raise your arms to the sides with fingers pointed out.
 2. Take a big step with the left foot turned out and knees bent.

3. Your right leg should be straight and planted on the ground.
4. Keep breathing.
5. Keep your upper body in rest.
6. After few minutes, switch sides. Now, extend your right leg.

Breathing Techniques To De-stress :

Are you yawning heavily at the start of the day or in the post lunch session? Your stress has increased so profusely that you are falling asleep in office? Try this breathing technique, it will surely help you to release your stress and you will be fresh to start your work again.

1. Put your right thumb on your right nostril.
2. Deeply breathe in and out the air using your left nostril.
3. Similarly press your left nostril with your right index finger.
4. Inhale and exhale as much as air you can.
5. Practice this for 1 minute, if you have time, for it to be effective.

Neck Training :

While sitting on a chair or in front of the computer, your neck gets affected the most with terrible aching and severe cases, at times leading to spondylitis. Here is a simple way which can relieve you from the stress caused and prevent you from any kind of aching.

1. Keep your hands on your waist and slowly lower your chin so that your neck is relaxed.
2. Your entire body should be straight while you are doing this exercise.
3. Hold 2/3 breath with you neck lowered.
4. Gradually lift up your neck to its neutral position.
5. Then lower you right ear to your right shoulder and repeat the same for the left side.

6. Finally rotate your entire neck from its right to the central neutral position. Keep 2-3 breaths for areas where you need a relaxation.
7. Repeat the same for the left side.

For Your Shoulders :

Shoulder problems often crop up when you sit in the same position for a long period of time. Here is an easy method to keep away your shoulder pains.

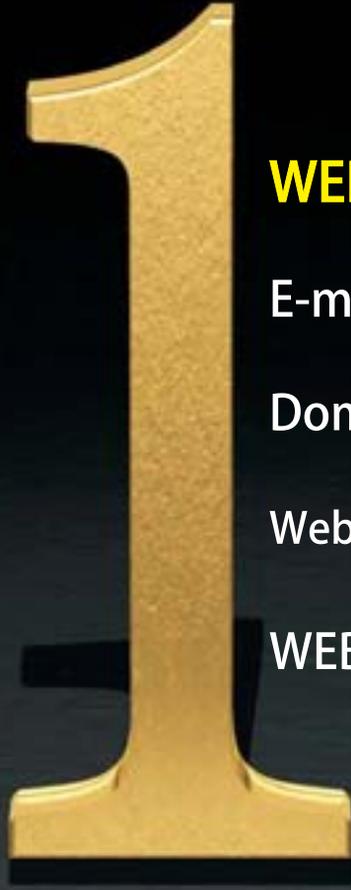
1. Stretch your hands on both sides up to your ears, while you inhale.
2. Drop them down to your sides in their normal position, while you exhale.
3. The process should be gradual and raising/dropping of hands should follow your breathing.

Eye Exercise :

Your eyes are mirrors to your soul and the most divine gift. Therefore it becomes your duty to take utmost care of them. Overusing your eyes, improper light during work and stress can harm your eyes. Here are some simple ways to prevent any kind of damage to this precious gift.

1. Look forward and straight.
2. Gradually look up towards the ceiling keeping your head & neck in the neutral position and by sucking in the air.
3. Slowly drop your sight down on the floor while taking out the air and maintaining the position of the neck and head.
4. Practice this at least 5 times.
5. Then blink your eyes several times and close them to relax.
6. Do the same side wise.
7. Then gradually rotate your eyes in a clockwise manner.





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