

CAREER HEALTH

The Benefit of Mind Mapping Your Goals in the Workplace

By Arjen T. Hoeve

Are you trying hard to climb the ladder of social or financial success? How is this going? Much of the reason why it may seem so difficult to move upward fast is probably because of your lack of goal setting.

Most successful people created a plan for their future. They wrote down their relevant and achievable goals. This helps them to know where they are going and what they should be doing.

The use of a mind map will aid you in assessing your goals, plans and yourself. From this you create your own personal GAME PLAN!

Why use a mind map? Mind mapping is a remarkable way of organizing your thoughts. It helps you to transform them into useful information that will guide you through your daily responsibilities. You can apply mind maps to the simple task of planning your activities for the day to creating a life-long plan that will show and probably determine your future. This simple yet effective method is a powerful tool that will help you to get faster results. It will guide you through life and help you to achieve your goals.

Personal Goal Setting with the Use of Mind Maps

Goal setting is a powerful method to envision your future and motivate yourself. By knowing what you want to achieve in your life, you will be able to identify what's really important and where you should concentrate your efforts. Setting your goals will enable you to cope with the distractions and irrelevant concerns that usually limit you from realizing significant results.

Even better is mind mapping your goals. This way you will have a visual picture on what you want to achieve and what your options are in achieving them.

Properly set goals are incredible motivators

that could help you develop self-confidence. This encourages you even more to pursue your goals as you realize the positive outcome instantly.

Steps in Goal Setting

1. Start by identifying a lifetime mission that gives you an overall perspective that shapes all other aspects in your life.

Set goals in some of these following categories:

- Attitude - What are the positive traits or outlooks that you possess and can develop further to help you in achieving your goals? Are there negative attitudes or habits that hinder you from moving forward?
- Career - What do you want to achieve in your career? What do you need to do to enhance your efficiency and productivity? How will you advance in your work and how long should it take?
- Education - Are there skills or information that you need to acquire to help you move forward in achieving other goals?
- Financial - How much do you want to earn? How much do you need to live comfortably?

2. Set the smaller goals you need to achieve in the near future that support your lifetime mission. Identify a 5 year plan, 1 year plan, 6 month plan, 1 month plan that are anchored in the main plan you previously developed.

3. Make a daily plan to guide you through your everyday activities.

4. Daily or weekly review your plans and modify them if necessary to reflect your changing priorities and experiences.

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Quick Exercise Routines

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a scouting expedition around your house and see what you find that could work as weights; then store them behind the couch and start using them twice a week or three times, consistently, and you'll start noticing a change within a short time - usually in a month or six weeks definitely.

My first exercise equipment was a pair of dumbbells, a one pound and a five pound set. You don't have to have a fully equipped home gym to exercise at home.

Push ups are an incredible exercise, men's and women's style. No special equipment needed, just get on the floor and start. Standing squats (pretend you are going to sit in a chair, then stop at about or before chair level, and return to standing straight). There are even books written for exercising on the commercial breaks such as "The Commercial Break Workout: Trim and Tone Two Minutes at a Time" by Linda Buch and Seth Anne Snider-Copley.

Grab some Extra Minutes and Get Started

I wanted to get up an hour earlier so I could work out in the mornings. When I exercise first thing, nothing else interferes. No matter what comes up, it doesn't take away from my fitness program. Unexpected calls or invitations, traffic jams, nothing ruins my day's plan to ride my bike or lift weights. The consistency of a regular exercise program just makes me feel good - you might find it does the same for you, and if you have had a difficult time finding time - make time. Grab some extra minutes during commercials on TV, get up earlier, and find whatever works for you. Write it on your calendar, make a date with yourself, and get started.

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"Nobody can go back and start a new beginning, but anyone can start today and make a new ending."

-Maria Robinson

VALUES - BASED QUALITY OF LIFE™ Newsletter

Because Making Smart Choices About Your Money Impacts The Quality of Your Life

Over the years, we have found that there are elements of your life that are more important than money. These elements - Physical Health, Relationship Health, Inner Health and Career Health - cannot be delegated. We hope that you find these articles to be of value in improving the quality of your life.

PHYSICAL HEALTH

Quick Exercise Routines

By Kathryn Martyn

Exercising During Commercials

I'm getting up an hour earlier these days. At first I said I'd never be able to do it: I was already sleep deprived rising at 6 AM; how would I ever get up at 5 AM? I'd never been able to get to sleep earlier (this is still true), and a hundred other reasons why it wouldn't work. And then I tried it, and it does work. I'm still sleep deprived, but that extra hour in the morning is a Godsend. I love it.

How Do You Present Ideas to Yourself

So, why did it take me so long to "just do it?" Probably the way I presented the idea to myself. Notice, I used words such as "never" and "already" as in "I'm already sleep deprived." I kept telling myself it wouldn't work, that it was a bad idea and until the first time I actually tried it, I secretly believed when the alarm rang, I'd just turn it off and go back to sleep. I'd forgotten how much I enjoy getting up early. Mornings are my best time of day. I'm the most productive in the morning so it makes sense to give myself an extra hour.

I Don't Have Time to Exercise

Sometimes a small adjustment in how you run your

day can help enormously in freeing up some time for things like exercise. "I don't have time." I hear that a lot, but if asked, "What's your favorite TV show?" most people can list a few -- hours spent sitting and watching. There's nothing wrong with enjoying some TV, but there's also no reason you can't exercise during the commercials.

If you enjoy TV, consider how much time there is available during the commercials and start using it. Whether for exercise or cleaning, or anything else you need to get done: responding to correspondence, studying, paying bills, grooming the cat. There are lots of little chores and physical activity we need to do: no reason we can't carry them into our TV room and get them done.

Turn TV Time into "Get Fit" Time

You can turn your TV room into a fitness room easily: a cushy floor mat, if the room isn't carpeted, a pair of dumbbells or two. Empty bleach jugs make good dumbbells, but be careful if they are only partially full of sand, dirt or water (whatever you use to fill them with something to create the weight) because if the weight shifts during the movement you could injure yourself. Canned foods make good homemade weights. I have half pound and one pound cans, heavier can may be too difficult to hold. Go on

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RELATIONSHIP HEALTH

Self Acceptance & Self Improvement

By Robert Elias Najemy

Some fear that if we accept ourselves as we are, then we will have no motive to improve ourselves.

There is a small possibility that self-acceptance might cause a few people to lose interest in self-improvement. In most cases, however, it opens the door towards natural change and self-betterment.

Contrary to what many think, self-acceptance is usually a prerequisite to moving beyond aspects of our selves which we would like to leave behind.

It is as if that aspect which we want to change is another person whom we are rejecting and asking to be different. They will usually resist and become even more deeply entrenched in the behaviors we would like them to change.

The same seems to happen when we reject aspects of ourselves. Those tendencies or "sub-personalities" tend to resist letting go of their ways of functioning and behaving. Thus, we often delay our freedom from such undesired habits or characteristics when we reject them or ourselves for having them.

Say for example, we smoke, or eat, or drink too much; or, we might tend towards aggressiveness, jealousy, anger, fear or other unwanted emotions. We might prefer to be more assertive and dynamic in achieving our goals.

Rather than reject ourselves for what we would like to change, a much more effective approach is to:

1. Accept that undesired aspect of ourselves as a natural evolutionary response to the various stresses, disappointments, difficulties, and challenges we have encountered until now in our lives. We have developed these habits and tendencies as an attempt to "protect" our selves from "dangers" or to "relax" from our tensions.

2. Learn to understand these aspects of our being. They are the part of us which deserve our love and acceptance. We need to understand what those parts of ourself are actu-

ally seeking through our behavior - security, affirmation, freedom or perhaps release of tension.

Our "aspects" or sub-personalities can search for security in money, food, relationships, sex, smoking, coffee or even through conflict. We have been programmed to doubt our security and self-worth and to fear for our freedom and to seek them at times in strange and sometimes self-destructive ways.

Thus the second step is to understand these parts of ourselves and realize how they feel and what they need.

"When you find peace within yourself, you become the kind of person who can live at peace with others."

- Peace Pilgrim

3. The third step is to begin to reeducate these parts of ourselves and help them understand what is really in their benefit and how they can achieve real security, self-worth, freedom and fulfillment. This might take the form of a dialogue with that aspect of ourselves in which we listen to its needs and then explain how we perceive our lives and share our goals and needs. We can write a dialogue between these two parts of our being - the one who wants to keep on with its habits and the second who wants to move on to other ways of behaving. They can each express to each other their:

- a. Needs
- b. Feelings
- c. Beliefs
- d. Goals

This can also be done by setting up two chairs and creating a verbal exchange in which we speak alternatively for each part of ourselves as we change positions sitting in each chair

we change perspective and seek to feel and express that aspect of ourselves.

4. The fourth step is to take the position of our higher wiser self and speak to both parts of ourselves. Both the part, which wants to the change and the one, which does not, are equally aspects of our being. They are like our children and they need to be accepted and loved as they are. They need to be helped to love harmoniously in the same body and mind.

5. In the end we need to understand that our true being is not limited to either of these aspects. We are something much greater.

This mutual inner acceptance and communication between these conflicting aspects of our being opens the door to a type of inner cooperation which brings about a much more effective and lasting change than can ever be accomplished through self-rejection and conflict.

The same is obviously true about our need to change others. We can get much better results if we accept and understand them and their needs and then express our needs in an atmosphere of mutual understanding and respect.

As for the fear that we might relax too much and not move forward if we accept ourselves, we would do well to remember that all of nature seeks to evolve. Our inner being naturally seeks to evolve. This is our basic inner need. We are all driven by an inner pressure towards perfection. How else can we know that we do not have perfect love or justice, unless we have an inner frame of reference.

We want to create health, harmony, peace and love in our lives because these remind us of our true inner self. These are who and what we are.

No matter how much we accept ourselves we will always want to move towards that manifestation of our inner potential.

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INNER HEALTH

The Key to More of the Life You Desire

By: Harold Lowe

As you read this article and as you extract the very important information from it that deals with you alone, you will discover:

How to make of your life anything you want it to be...

How to free your days of the deadly monsters of boredom and monotony and how to fill your days with things of interest to you; pleasure, health, and love...

How to banish irrational fears and to make happiness a habit with you...

How to use every hour of the day to add life to your years and years to your life...

How to claim or re-claim control of your mind power...

Hardly a person of adult age has not said to himself or herself something like: If only I could change myself, I could do better! It is not only older persons who look back over their lives and sigh with discuss when they see the wasted years. Many young people also look back and realize they too are not using their full capabilities, and they think: If only I could change myself!

Well the good news is you can change yourself - if you really want to, and if you are ready and willing to focus your attention on mastering your mind power! You are the owner of this power and when you become more aware as to how to con-

sciously use it, you can open the way to a road that will carry you to the happiness, health, wealth, and long life you want.

Your creator placed this power into your hands through your mind at your birth and fixed the Universal Laws around you in such a way that you cannot help using this power. What is missing in your life is not the power but your conscious awareness and conscious use of this power to obtain more of what you

"Your living is determined not so much by what life brings to you as by the attitude you bring to life; not so much by what happens to you as by the way your mind looks at what happens."

-Kahlil Gibran

desire from life. Your mind controls all of the physical matter of your body, and you have the capacity to have complete control over your mind. The implications are awesome!

You can learn the secret of living more prosperously so that you can attain to the fullest enjoyment of the remainder of your days upon the earth. Natural laws are yours to use, and their natural products are yours to create. The power of miracles lies within you. Yet despite the fact that you have stupendous power of mind within you, you are probably not presently, consciously utilizing it.

You have the mind power within you to be, to do and to have anything you desire.

This is no abracadabra. It is no mumbo jumbo. It is proven knowledge which humankind has had available for generations, but more often than not, has failed to consciously use it. You are the most miraculous of all living beings on earth. You are the owner of mind power that is so stupendous, that when you truly begin mastering your mind power and consciously using it, there is no dream that you can dream that you can not achieve.

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