

SUMMIT

Brain Trainer's Stress Handbook

100 Ways to Help Someone Deal with Stress



Kristy sometimes forgot how much stress she carried around

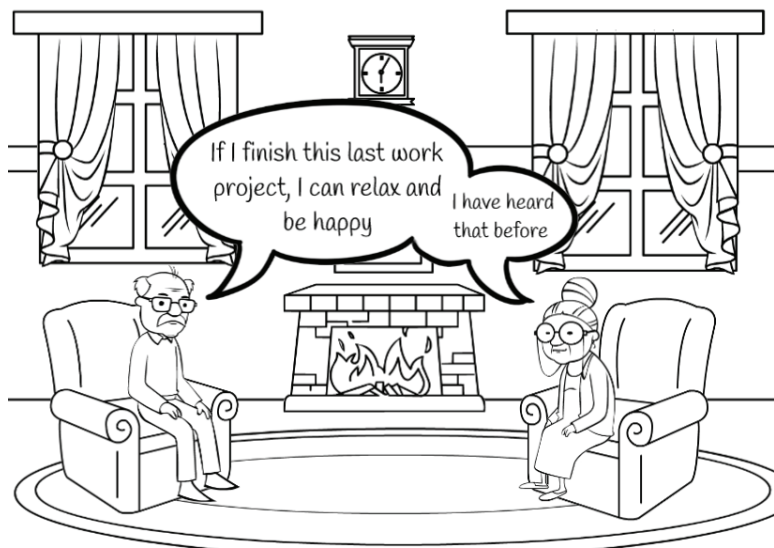
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1. Happily achieve, not happy after achieve

Allow yourself to be happy at work, not only when you achieve something substantial, but every day. So many people are scared to feel happy at work because they think this means that they're not working hard or that they're doing something wrong. The social pressure to pretend you are not happy and complain can be intense, but you can fight this.

"Happiness lies in the joy of achievement and the thrill of creative effort." Franklin D. Roosevelt

2. Stop trying to control other people

It is generally impossible to change another human being. Why waste our time and energy trying to change others? All we will do is make ourselves unhappy and build resentment among our coworkers.

"You never want to try and change someone to fit your expectations because they won't change for long..." K. Weikel, Replay: Reboot





3. Don't dramatize the drama

In a social working area, it can be very tempting to add fuel to the fire of drama and tell stories about how hard things are. Sometimes all it takes for us to feel better at work is to stop telling stories about why our work is so hard. Many times the need to tell stories about why our work is hard lies in our need to feel compassion from others. Why do we need to feel compassion from others? Most likely because we're not kind to ourselves or we don't care about ourselves enough to give ourselves the compassion we need.

"If only people put as much energy into helping people as they do into creating drama." Akiroq Brost

4. Stop bragging about busy

In a modern workplace, it seems necessary to brag about how busy you are, how many projects you have, or how many deadlines you have. This bragging over how active you are leads to feeling overwhelmed and like there's not enough time in the day. Stop bragging about how busy you are, learn to take pride in saying that you're not busy! You will feel less stressed, content, and more relaxed while accomplishing the same amount of work.

"Instead of saying, "I don't have time," try saying, "it's not a priority," and see how that feels. Often, that's a perfectly adequate explanation." Wall Street Journal





5. Stop starting every day complaining about work

The morning huddle in many offices is a place where people complain about how early it is, how hard they have to work, how tired they are, and how tough the day is going to be. This starts every day with a negative spin. Try starting the day being happy that you have a job, that you're a productive member of society, and that you have a purpose in your life.

"Never tell your problems to anyone...20% don't care, and the other 80% are glad you have them." Lou Holtz

6. Either fully engage in meetings you attend or don't attend

When you attend meetings, huddles, or any other form of collaboration, engage 100% in the conversation and immerse yourself in the information being presented. If you can't fully engage, or if you're not willing to participate in the meeting, find a reason not to go.

"If you had to identify, in one word, the reason why the human race has not achieved, and never will achieve, its full potential, that word would be 'meetings.'" Dave Barry



It has come to our attention
that you haven't been hitting
your worry targets...



7. "My life has been full of terrible misfortunes, most of which never happened." Michel de Montaigne

Stop anticipating all of the bad things that can happen in a day - how tired you will be, how long the day will be, what can go wrong, who's going to criticize, or what problems you're going to find when you get home. The anticipation of these things leads you to feeling tired, drained, and overwhelmed.

8. Try your best and forget the rest

Worrying about the economy, bureaucracy, or your boss is fruitless. Focus on doing your best every day in your job and forget the rest, and you will be more content. It is common for people to worry so much about the things they can't change that they forget to focus on the things they can change.

"Do the best you can until you know better. Then when you know better, do better." Unknown

"Unless you're the lead dog of the sled, the view never changes." Unknown



Ben and Sally were excited by their new boss's strategic plan



9. Being dead is bad for patient safety

Many well-meaning health care providers sacrifice themselves every day for their patients, but remember if you die or burn out, you can't look after those patients anyway. Find time to look after yourself.

"The wise rest at least as hard as they work." Mokokoma Mokhonoana

"Overworking is the Black Plague of the 21st Century." Richie Norton

10. When all seems lost, do something small that is positive

When things seem bad, don't complain, get going. Find a positive step that you can do immediately. Even if you don't have the whole solution, take the first step.

"If you're going through hell, keep going." Winston Churchill

"Courage is not having the strength to go on; it is going on when you don't have the strength." Theodore Roosevelt

"Life is like riding a bicycle, to keep your balance, you must keep moving." Albert Einstein



The storm was out of control, and the buildings were cracking, but the meeting was surprisingly productive



11. Appreciate being in the top 5%

If your household income is over \$166,000 you make ten times the minimum wage and are in the top 5% of USA income. Your job is tough, there is stress, yet you are privileged... Take a moment to stop complaining about the abundance and privilege you have.

"As we express our gratitude, we must never forget that the highest appreciation is not to utter words, but to live by them."
John F. Kennedy

"When I started counting my blessings, my whole life turned around." Willie Nelson

"We can only be said to be alive in those moments when our hearts are conscious of our treasures." Thornton Wilder

12. Don't take your leaders and managers too seriously

Not everyone will get along all the time; don't take this personally. If you don't have a connection with your superiors, let it go. Don't try to fix it, don't worry about it. Just let it go and make your work do the talking.

"Work hard regardless of who is in your way." Unknown

"I am thankful for all those difficult people in my life. They have shown me exactly who I do not want to be." Unknown

"Show respect even to people that don't deserve it; not as a reflection of their character, but as a reflection of yours." Dave Willis





Dave cringed as he realized he was about to be given the dreaded compliment sandwich

13. Do not criticize others, as we are all fighting different battles

Criticism from others is unnecessary because our natural reaction is to defend ourselves and justify our actions. Criticism hurts our pride and causes resentment, so being friendly, polite, and understanding goes a long way. Kindness is the best policy and is a surefire way to make friends.

Make it a habit to give compliments, as opposed to giving criticism, and you'll realize it has a powerful effect on people. The average human works best on five compliments to one criticism; everyone you meet will be short on the compliments.

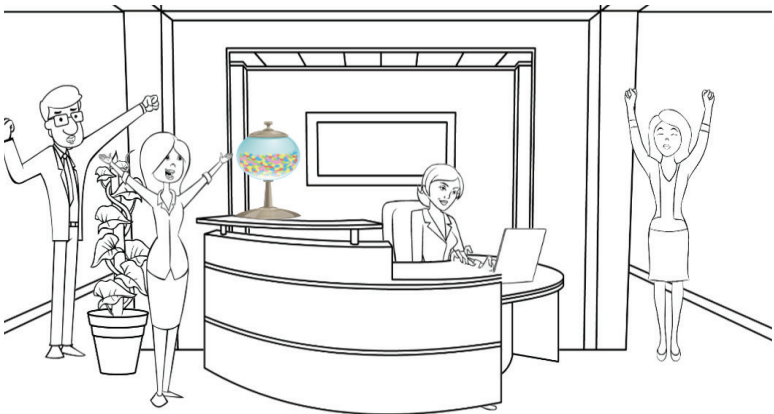
"Any fool can criticize, complain, and condemn—and most fools do. But it takes character and self-control to be understanding and forgiving." Dale Carnegie

14. Do something to make your workplace better

Spend a moment every day making your workplace a little better - a candy dish, picture, flowers, or joke of the day. Set aside a little money every week to make your place of work a little more enjoyable.

"After eating chocolate you feel godlike, as though you can conquer enemies, lead armies, entice lovers." Emily Luchetti

"Your life will always be better off when you concentrate on the simplest joys of life like drinking a cup of coffee!" Mehmet Muratildan



The candy dish soon became the only reason they went to work



15. Clear your head regularly

Get your body moving - take a walk, grab a snack, meditate. Whatever you do, remember your body and brain need breaks. Don't forget to break your day up, even when the shift is super busy.

There are 1440 minutes in a day, taking 5 of them to re-energize your day will not be the end of the world.

"The opportunity to step away from everything and take a break is something that shouldn't be squandered." Harper Reed

"There is a virtue in work and there is virtue in rest. Use both, overlook neither." Alan Cohen

16. 80/20, means life is not fair

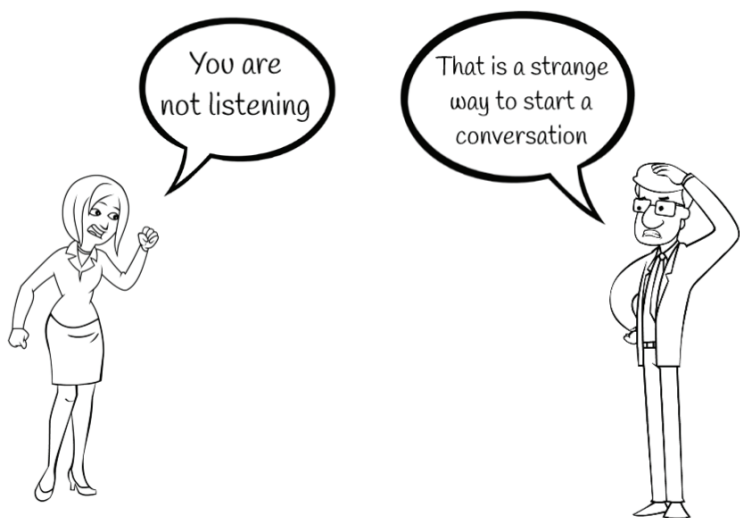
80% of the work is done by 20% of the people. If you are going through this workbook, you are most likely among the 20% of the workers who accomplish 80% of the tasks. Life is not fair, and you will probably work more than the people around you. Don't let this bother you. The other 80% have very little incentive to change.

"Jack Sparrow: [after Will draws his sword] Put it away, son. It's not worth you getting beat again.

Will Turner: You didn't beat me. You ignored the rules of engagement. In a fair fight, I'd kill you.

Jack Sparrow: That's not much incentive for me to fight fair, then, is it?"





17. Listen without judgment

Practice listening to others, truly hearing what they are saying. Don't try to judge or solve their problems; just listen deeply. This will help everyone around you and make you feel good as a confidant. Be careful of doing this when you are tired, it could add stress to your day.

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

"Listening is a magnetic and strange thing, a creative force. The friends who listen to us are the ones we move toward. When we are listened to, it creates us, makes us unfold and expand." Karl A. Menniger

18. Golden rule

Treat others the way you want to be treated. Whenever possible, try to resolve issues by being kind. Confrontation is tempting, but in the end, it takes days and weeks to repair the damage.

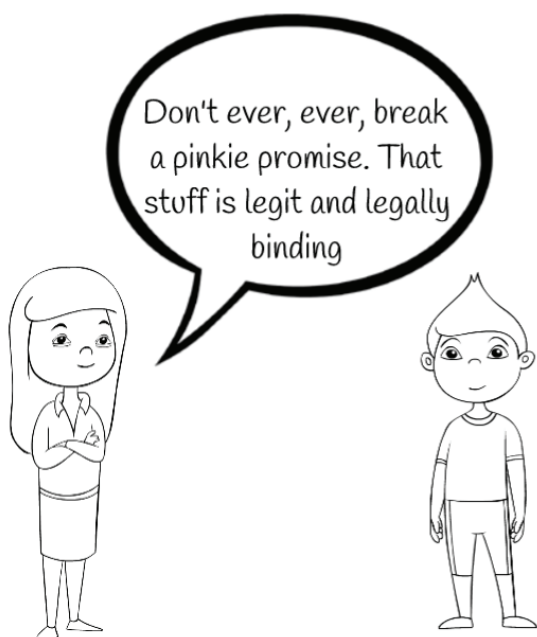
“The cost of a thing is the amount of what I will call life which is required to be exchanged for it, immediately or in the long run.”
Henry David Thoreau, Walden

“Pride costs us more than hunger, thirst, and cold.” Thomas Jefferson

“The tricky thing about giving opinions is that sometimes they cost you more than you wanted to spend.” Stacey Lee



Dave knew the email was going to trial the moment he hit send



19. Under-promise over-deliver

Over-promising causes deep stress - days and weeks of worry. If you under-promise, you can feel good about the process of achievement and use the extra energy you save from worry to over-deliver.

"Promises are like babies: easy to make, hard to deliver."

Unknown

"We promise according to our hopes, and perform according to our fears." François VI de la Rochefoucault

"Promises are like crying babies in a theater, they should be carried out at once." Norman Vincent Peale

20. Stay present (only thinking about the next 30 minutes) - you can handle anything for 30 minutes

Keep your attention on what you need to do in the next 30 minutes. If you think about the past or the future when you are under stress, all you do is obsess. There will be a time to plan and strategize when you are relaxed and thinking clearly.

"The only thing that is ultimately real about your journey is the step that you are taking at this moment. That's all there ever is."
Eckhart Tolle

"If you live in fear of the future because of what happened in your past, you'll end up losing what you have in the present."
Anonymous





21. Get back up!

"Do not judge me by my successes, judge me by how many times I fell down and got back up again." Nelson Mandela

Watching someone trip can be very embarrassing. What is even harder to watch is someone who chooses to not get back up. Get on your feet as soon as possible after you make a mistake.

"Leaders believe that falling is not failing, but refusal to rise up after falling is the real form of failure!" Israelmore Ayivor

"Those who mastered in the art of falling have no fear of rising!" Mehmet Murat ildan

22. Resist the urge to gossip

Gossip can seem harmless but can destroy your workplace.

- Erosion of trust and morale
- Lost productivity and wasted time
- Increased anxiety among employees as rumors circulate without clear information as to what is and isn't fact. Divisiveness among employees as people take sides.
- Hurt feelings and reputations
- Attrition due to good employees leaving the company because of an unhealthy work environment.

“Words have no wings but they can fly a thousand miles.” Korean Proverb

“Gossip is saying behind their back what you would not say to their face. Flattery is saying to their face what you would not say behind their back.” Unknown



Her Restless Mouth Syndrome was responsible for much of her anxiety



When you're in a storm
but your wine and
chocolate reserves
are good.

23. The law of averages means some days everything will go wrong

If everything hits you in a perfect storm, accept this for what it is - a rare event that will be very difficult yet will pass. You don't fight a hurricane, you hunker down and survive. If you experience a perfect storm, hunker down, make your day as comfortable as possible (chocolate and wine), and remember "this too shall pass."

"Just because you're having a bad day doesn't mean you're having a bad life." Unknown

"At midnight, even bad days come to an end." Ms. Moe

24. Learn the 'tipping points'

$2+2=4$, $4+4=8$, certain situations add up to trouble. Learn to watch for these, and take steps to prepare yourself mentally before things go wrong. This allows you to prepare for the change and be at your best whatever happens.

"I can't change the direction of the wind, but I can adjust my sails to always reach my destination." Jimmy Dean

"The measure of intelligence is the ability to change." Albert Einstein

"Times and conditions change so rapidly that we must keep our aim constantly focused on the future." Walt Disney

These changes will be tough. We are all pretty attached to doing things the hard way.



"I see myself with your job, a BMW, 250k salary, and a six-pack."



25. Lower your expectations

Every time your expectations are exceeded, your brain releases new energy for motivation and hard work. Every time your expectations are not met, your brain feels the effort is useless and reduces the energy it produces. If you lower your expectations, you will have more motivation, be able to work harder, and achieve more!

"Blessed is he who expects nothing, for he shall never be disappointed." Alexander Pope

"My expectations were reduced to zero when I was 21. Everything since then has been a bonus." Stephen W. Hawking

26. Let yourself win

Whenever you accomplish a task, your brain rewards you with a feeling of accomplishment and a pain killer to help you keep going. If you don't appreciate your wins, this natural process doesn't work, robbing you of energy and the chemical support to help you endure.

"I try to do the right thing at the right time. They may just be little things, but usually they make the difference between winning and losing." Kareem Abdul-Jabbar

"Winning doesn't always mean being first. Winning means you're doing better than you've ever done before." Bonnie Blair



"One day in a row running, my personal best."



Dan's good looks had just become a liability

27. Learn to laugh at your mistakes

People who can't laugh at their mistakes inadvertently become demanding, rude, selfish, and hard to deal with in times of crisis. If you can laugh at your mistakes, you will be more durable and the people around you will help you instead of hating you.

"I believe that the ability to laugh at oneself is fundamental to the resiliency of the human spirit." Jill Conner Brown

"If you can laugh at yourself, you are going to be fine. If you allow others to laugh with you, you will be great." Martin Niemoller

"Laugh loudly, laugh often, and most important, laugh at yourself." Chelsea Handler

28. Live within your means (aka no golden handcuffs)

If you run your life too close to the financial edge, the worry and stress will weigh you down and lower your ability to be successful. Your brain only has so much capacity every day, don't waste it on worrying about a credit card bill when you could use it to make your life better.

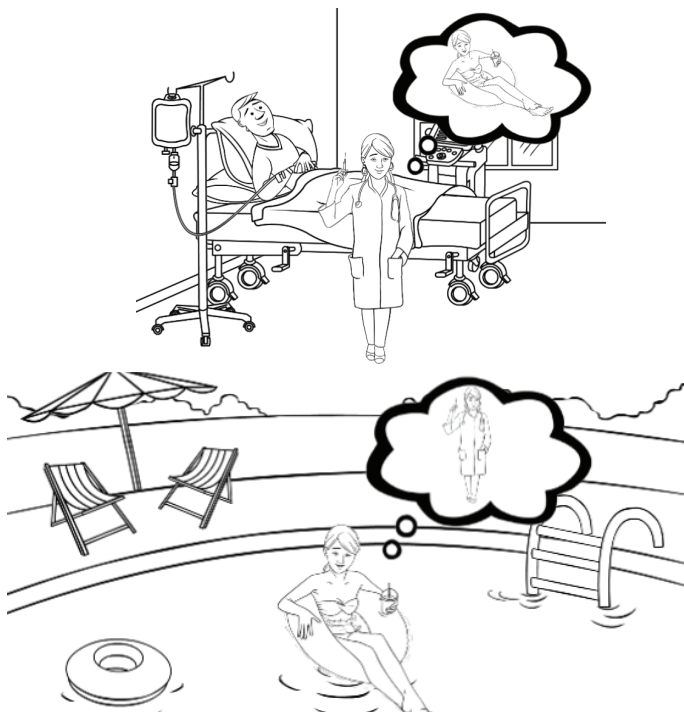
"There is no dignity quite so impressive, and no one independence quite so important, as living within your means." Calvin Coolidge

"Independence is happiness." Susan B. Anthony

"I could feel the golden handcuffs of a comfortable but unfulfilling life snapping shut on my wrists." Clarence Thomas



Thanks to credit card debt Bill's enslavement quota was easy to fill



29. Stop daydreaming

Many people spend the best years of their life wishing they were someone else and wishing they were somewhere else. One day you will look back and think of this as some of the healthiest and happiest times in your life. Make sure to enjoy them now.

“The average daydream is about fourteen seconds long, and we have about two thousand of them per day. In other words, we spend about half of our waking hours, one-third of our lives on earth, spinning fantasies.” Jonathan Gottschall

“The difference between a vision and a daydream is the audacity to act.” Steven Furtick

30. Remember to try

Instead of focusing on how much work you need to do, bills you need to pay, or problems you might have, ask yourself this question "Am I doing the best that I possibly can right now?" Learn to look at life with the attitude "I will do my best and forget the rest."

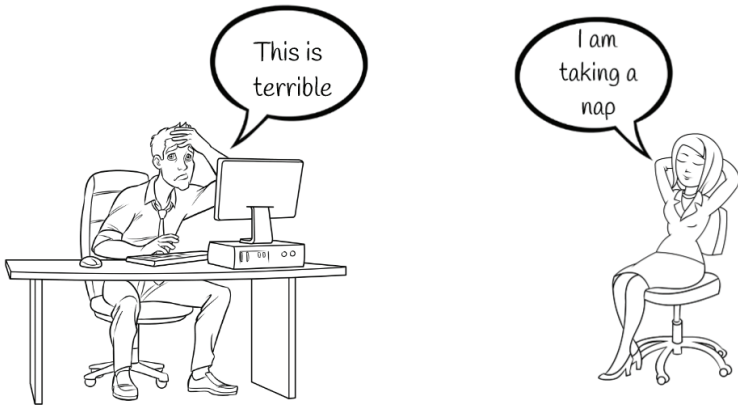
"When the week begins, try your best to let your best overcome your worst, and that is the best. Do your best to have a good week and never be weak in the week." Ernest Agyemang Yeboah

"Complaining while everyone else is actually doing something is you sucking." Jennifer Cotton

"Try or cry. Choose!" Heenashree Khandelwal



Jim decided to try a new work system, binge watch Netflix, and hope his problems go away.



Experience had told Amy that if you hate the corporate strategy, wait an hour, and it will change.

31. Stop poultrification (running around like a chicken with its head cut off)

When we feel stressed, our body releases cortisol and adrenaline into our system. Cortisol and adrenaline shut down deep thinking and speed up our heart rate, making us want to do things very fast but at the same time making us very stupid. This can lead us "to jump from the frying pan into the fire," using small problems to create more significant problems in our life. When under stress, slow down and do things deliberately and never try to multitask.

"It's better to be slow and careful in the right direction than to be fast and careless on the wrong path. Be sure that you are on the right path before you begin to take your steps!" Israelmore Ayivor

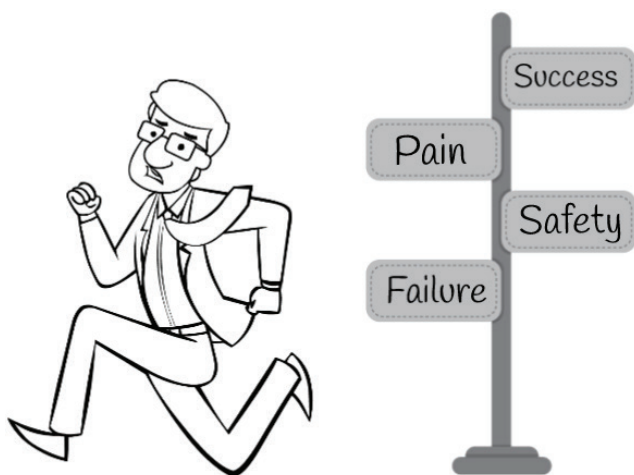
"Efforts and courage are not enough without purpose and direction." John F. Kennedy

32. Take a moment to 3X3X3 breathe and tap into your common sense (three seconds in, hold for three, out for three)

Many of the mistakes we make in life are ones that we should have known better. Much of our common sense lives in our long-term memory. This is great because our life experience builds over time. One small issue is that if you are stressed or too busy, you don't have access to your long term memory: thus, you don't have access to your common sense. If you take 30 seconds to breathe 3X3X3 deeply, you can think again.

"Before I do anything I ask myself, 'Would an idiot do that?' And if the answer is yes, I do not do that thing." Dwight Schrute

"Think before you act; think twice before you speak." Thomas Browne



If he had slowed down for a second, he would have seen the signs



The new organizational chart seemed to suggest she was not a team player

33. Remember the power of your network

You are a good person who helps many people every week. These people are looking for any way possible to repay you and help you out. Quite often, it is the people who help others out the most who feel the timidest about asking others for help. Remember, if you want to help as many people as possible, you're going to need the support of others along the way.

"If you want to go quickly, go alone. If you want to go far, go together." African Proverb

"Never let your ego get in the way of asking for help when in desperate need. We have all been helped at a point in our lives."
Edmond Mbiaka

34. Master the art of recovery

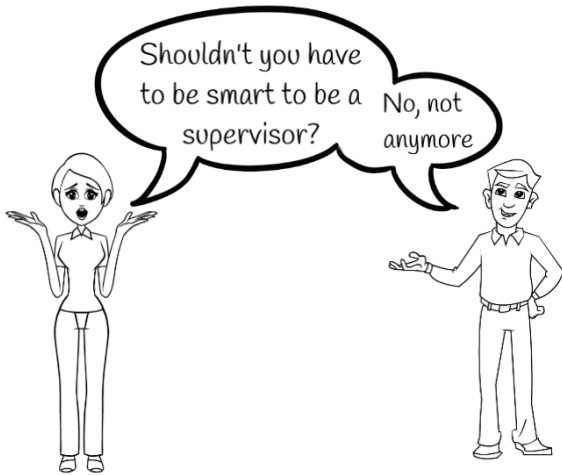
What helps you to recover quickly? Is it a piece of chocolate, time with friends, a glass of wine, a walk in the woods, a good movie? Learn what it takes for you to recover as quickly as possible, and have a "recovery first aid kit" ready for when things get hard. For extra points, share this list with your network, so they know exactly how to support you on bad days.

"Most of the things we need to be most fully alive never come in busyness. They grow in rest." Mark Buchanan

"As important as it is to have a plan for doing work, it is perhaps more important to have a plan for rest, relaxation, self-care, and sleep." Akiraq Brost



Rookie recovery mistake



Humans are humans even if they get promoted

35. Remember you're speaking to a human, not a position

In the workplace, it can be easy to forget that we're talking to a human, not a supervisor, a staff member, or an executive, but a human. We may think to ourselves 'that's not how an executive should respond,' or 'that's not how a leader should be speaking.' In this time, we can forget that it's not a leader or a position that is speaking; it's a human. That human may be scared, that human may be tired, and that human may be angry. Expect people to act like humans, not the position or title that they carry.

"No one is perfect in this world. Forgive people for not knowing better and learn to move on." Leon Brown

"People are good or half good or a quarter good, and it changes all the time- but even on the best day nobody's perfect."
Colum McCann

36. It's OK to treat yourself fancy

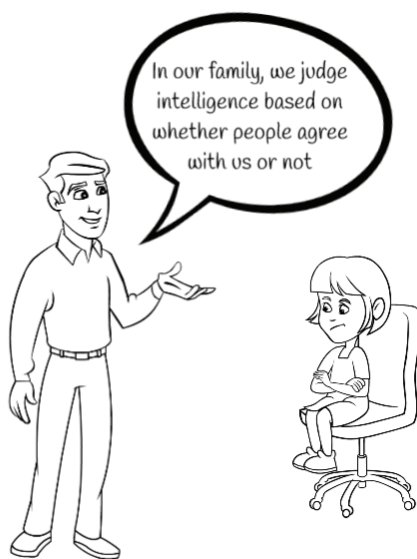
While you still need to be fiscally responsible, remember in times of stress, it's alright to treat yourself to something special. Don't underestimate the value of looking after yourself mentally and emotionally in times of crisis. Even if this means spending a little bit of extra money on yourself.

"It is not selfish to love and take care of yourself." Mandy Hals

"Pamper yourself into alignment with who you really are, then face your day." Esther Hicks



The extra five bucks on the bath bomb was worth it



37. Build a network of at least four people you trust to solicit advice from

To truly understand the best path in times of crisis, we need to rely on advisors whose opinions we believe. Unfortunately, many advisors are people we know and may come to the table with preconceived ideas. To get the best advice from your advisors, always ask 2 or 3 people the same question, and compare their information.

"At some point in their lives, each one of us requires mentoring, guidance and counsel to get better clarity on our vision, passions, goals, and life in general." Dr. Prem Jagyasi

"A leader must be a good listener. He must be willing to take counsel." James Faust

38. Take advantage of any time that you have alone

Take advantage of your drive to work, when you're waiting for an appointment, when you're waiting for your family, or any other time you have a few minutes. Learn by podcast or audiobook, clear your mind with relaxing music, be grateful, call a good friend to say hi. Choose to do something that makes you a better person instead of being concerned about the amount of time you are spending waiting.

"I love to be alone. I never found the companion that was so companionable as solitude." Henry David Thoreau

"In order to be open to creativity, one must have the capacity for constructive use of solitude. One must overcome the fear of being alone." Rollo May



Dave realized his friends were always caught in the same traffic he was



Lori was surprised by how limited her options were

39. Learn to recognize when something is pointless

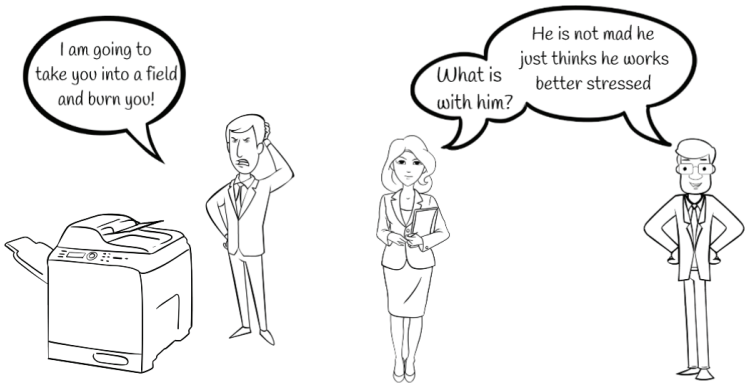
"Choose your battles wisely. After all, life isn't measured by how many times you stood up to fight. It's not winning battles that makes you happy, but it's how many times you turned away and chose to look into a better direction. Life is too short to spend it on warring. Fight only the most, most, most important ones, let the rest go." C. JoyBell C.

Ask yourself, "Is this worth the energy it is taking? Is this really what I should be doing with my life right now?" Unless you are sure this is a battle that can be won and is worth winning, take a pass on the fight.

40. Stress makes you stupid

Many people use pressure to give them the energy and extra strength that they need to get things done. Remember, while it may give you extra power, and the will to complete jobs, you will often make big mistakes, make poor decisions, and do work that eventually has to be redone. Stress is not your friend; anytime you feel tempted to use pressure for energy, remember you will do shoddy work, be stupid, and make mistakes.

"Yes, a Jedi's strength flows from the Force. But beware of the dark side. Anger, fear, aggression; the dark side of the Force are they. Easily they flow, quick to join you in a fight. If once you start down the dark path, forever will it dominate your destiny, consume you it will, as it did Obi-Wan's apprentice." Yoda, Star Wars Episode V: The Empire Strikes Back





Adam and Jill finally discovered how to please everyone

41. You can't please everyone

You need to make peace with the fact that you will not be able to please everybody in your life. There will always be a few people who decide to hate you no matter what you do. Instead of trying to spend all of your energy to win them over, just understand that they exist and need to be accepted.

"Every child is taught if you try to please everyone, you end up upsetting everyone." Richard Engel

"You can't please everyone, you are not a jar of Nutella." Bill Murray

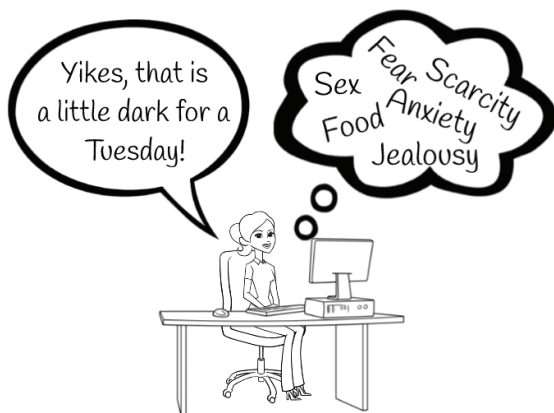
"I can't please everyone. That's not in my J.D., you know, not in my job description." Maria Sharapova

42. You are not your thoughts

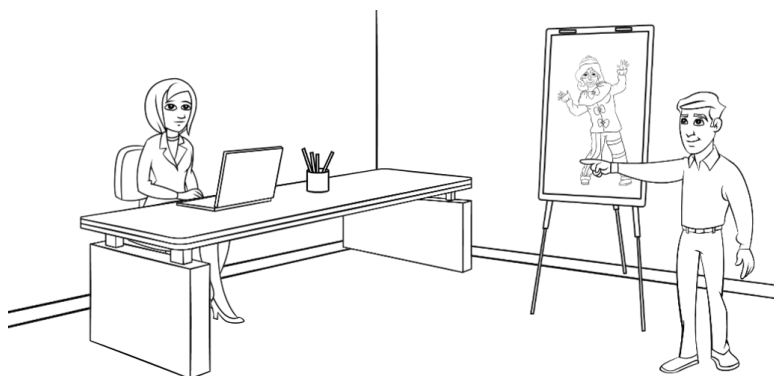
The conscious part of our mind is meant to keep us alive. It's whole job all day every day is to look for something dangerous to worry about or something to stress out about. These fearful, paranoid thoughts that are in our heads all day are not who we are. They are just the system to protect the real you.

Remember not to get caught up in taking these thoughts too seriously, and never think that these thoughts represent the real world. They are only a warning system that always processes the worst-case scenario. They are not you or your world.

"What makes a thought feel real is the attention we bring to it."
Nancy Colier



She was happy that these thoughts were not her true self



Larry's presentation demonstrated the need for bonuses to be based on how many stupid people staff have to deal with

43. Some people are just stupid and lazy, prepare for this daily

"Stupid and lazy, they make up 90% of every army." General Kurt von Hammerstein-Equord

While it may not be 90% of the people you work with, the chances are it is a substantially high number. Don't let stupid and lazy people wreck your day, bring you down or infuriate you. Just understand that they exist, and they need to be accepted.

"Stupidity isn't punishable by death. If it was, there would be a hell of a population drop." Laurell K. Hamilton

"I'll take crazy over stupid any day." Joss Whedon

44. Always take 3 seconds to respond

Every time you're going to respond to a question or a comment, give yourself 3 seconds before you respond. This will give your brain a chance to consider your comment deeply before it comes out verbally.

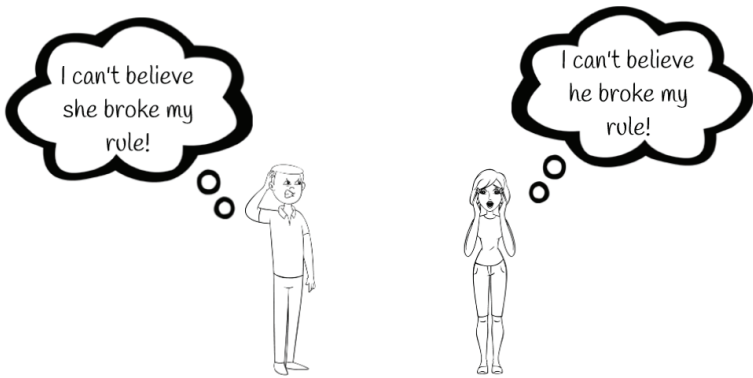
Also, if it is your custom to wait 3 seconds to respond when someone asks you a difficult question or asks you something uncomfortable, you won't look off balance when you take a few seconds to respond.

"We have two ears and one mouth so that we can listen twice as much as we speak." Epictetus

"It is better to remain silent and be thought a fool, than to open your mouth and remove all doubt." Abraham Lincoln or Mark Twain



Julia hoped her original art would make people think before speaking



Unwritten rules produced constant thought bubble conflict in the office... but no one knew...

45. People have different values than you, and this can cause stress

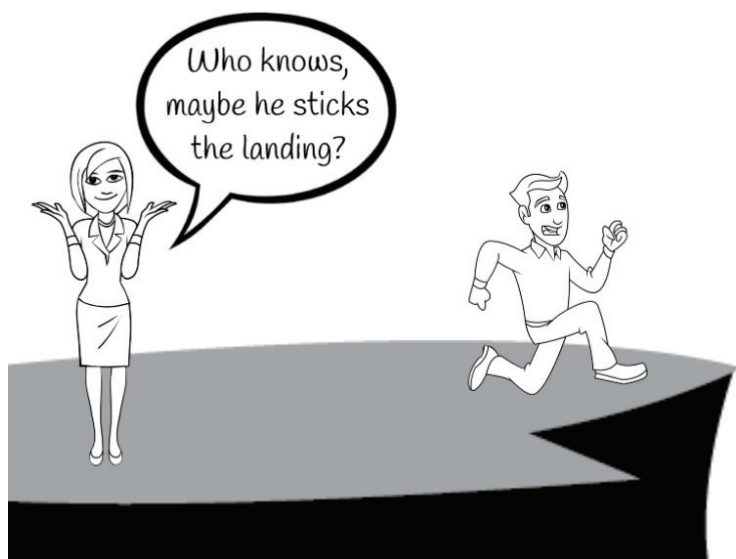
Nearly all personal conflict comes from meeting somebody who has different core values than yourself. When someone has different core values than you, you break their internal rules causing conflict. In turn, they break your internal rules causing conflict. While neither of you has done anything wrong in the real world, to each other it seems like you are both doing terrible things.

“Rules and responsibilities: these are the ties that bind us. We do what we do, because of who we are. If we did otherwise, we would not be ourselves. I will do what I have to do. And I will do what I must.” Neil Gaiman

46. The smarter you get, the more problems you see, don't obsess about them!

The smarter you get and the more experience you have in life, the more things you can see in the future. With intelligence, you see things in the future, you see mistakes that people are going to make, problems teams are going to have, and most of the time you can't do anything about them. You need to practice not obsessing about mistakes that people are going to make and problems that are going to present in the future. If you look closely, you should be able to find enough issues today to worry about, and likely they are ones you can actually take action on.

"Anyone can carry his burden, however hard, until nightfall." Dale Carnegie, *How to Stop Worrying and Start Living*





47. Tap into the power of now on completing tasks

Anytime you have a task to do, do it as soon as possible.

The longer you wait, the more stress will build while you try and consider what you're going to do about the task. If you procrastinate long enough, the procrastination may take more energy than the task itself. A negative consequence of this is that in the future, your body may not release the energy needed for a task, thinking you're not going to start it anyway.

"Start before you're ready." Steven Pressfield

"A little action often spurs a lot of momentum." Noah Scalin

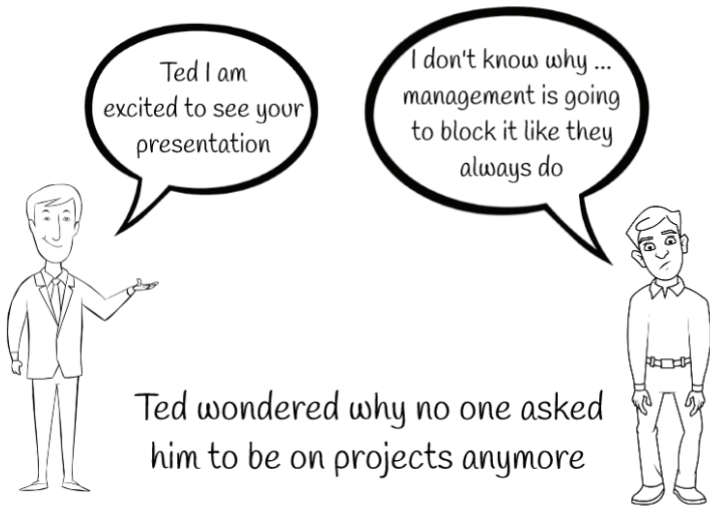
48. Never corner anyone, give them a way out

What happens when you corner even a peaceful animal? The animal responds, fighting with all of its force to try and get away. If you have an issue with someone, don't corner and scare them when you bring up the item. This will just result in them fighting with all of their force to get away from you or attack you. Always make sure that there's a way for them to understand the item you're bringing up and still save face.

"When its back's against the wall, even positivity will come out fighting!" Serina Hartwell

"Only a fool would underestimate a man with nothing to lose." Lance Conrad





49. Don't be Eeyore in the story

In the book Winnie the Pooh, Eeyore always thought everything was going to fail, and he was never happy. Is this how you are at work? Do you think everything is going to fail? Are you never happy? If this is starting to be your reputation, you might want to lighten up your work environment. Bring treats in for the rest of the unit, tell a joke at break time, do anything to make life enjoyable for the people around you.

"If it is a good morning, which I doubt." Eeyore

"Most likely lose it again, anyway." Eeyore

"Sure is a cheerful color. Guess I'll have to get used to it."
Eeyore

50. Tackle the hard task first

There's a high probability that the only task you don't want to do today is the only one that you actually must do. If you're going to have a good day, always start by doing your most challenging task first, then coast over the finish line to closing time.

"The hardest part of any important task is getting started on it in the first place. Once you actually begin work on a valuable task, you seem to be naturally motivated to continue." Brian Tracy

"If you can't do something important, do something fun. There is no value in busy work, only value in productivity and fun." Summit Science





Tim felt good and wondered why he had not tried to be a nicer person earlier in life

51. Fix someone else's day first

If you're having a bad day and you don't know how to turn it around, start by fixing someone else's day. Chances are after you're finished making somebody else feel good, you'll feel better and see the path to making your day great. One small note of caution, do not try and change anyone's day who is overly negative because there's a chance they could suck you into having an even worse day.

"There is no exercise better for the heart than reaching down and lifting people up." John Holmes

"The best cure for weariness is the challenge of helping someone who is even more tired. One of the great ironies of life is this: He or she who serves almost always benefits more than he or she who is served." Gordon B. Hinckley

52. Develop a passion for excellence

There are so many things in this world that you just can't do. Instead of letting these things get you down, find something that you can do and do it amazingly. As you get better and better at the tasks you do every day, remember to only compete against yourself and never the people around you. The only consistent way to be the best version of yourself, is always try to be better than you were before and not worry about the people around you.

"We are what we repeatedly do. Excellence, then, is not an act, but a habit." Aristotle

"Excellence is to do a common thing in an uncommon way."
Booker T. Washington





53. Don't speed up when you're lost; get directions

"When you're feeling lost, take heart. It's just your brain gathering the information it needs to make good decisions." Josh Kaufman

If you don't know which way to go, take a moment and get your bearings. Sometimes your brain just needs a moment to collect its thoughts and find the best path forward. If you push forward when you don't know which direction to go, you're going to have a long walk back.

This can be hard to do when you feel lost. You begin to feel scared. When you feel afraid, your body releases its fight or flight response pushing you to act. Unfortunately, this response also makes you stupid and impairs your ability to make the right decisions.

54. "You are the captain of your own ship; don't let anyone else take the wheel." Michael Josephson

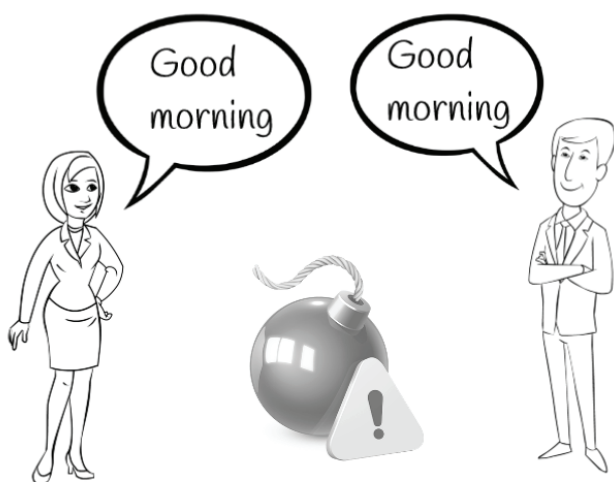
It can be easy to try and let other people take control of our lives, and it may even make us feel secure. At the end of the day, if you want to be happy, you need to be in control of your own life and own the decisions you make. Some will be good, some will be bad, but you will feel better personally because you will be taking control of your own life.

"Your life will fly by, so make sure you're the pilot." Rob Liano

"The truth that you are in charge of your life will set you free only after it really irritates you." Sky St. John



Amanda was terrified to steer her life and decided to let go of the wheel



Everyone was careful not to go near
the truth bomb on Mondays

55. The truth hurts

If you were offended by what somebody said or something you read, then there's a high probability that there's a grain of truth in what was said that you're reacting to. It doesn't mean that everything they're saying is right; it just means that something they're saying you probably need to hear. Even if what they're saying is an attack, try and listen for the grain of truth that you need to hear.

"Sometimes people don't want to hear the truth because they don't want their illusions destroyed." Friedrich Nietzsche

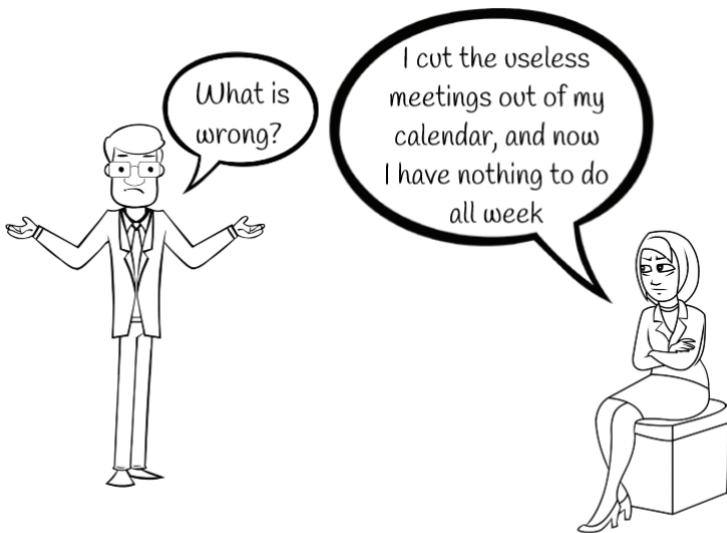
"The truth hurts because it's real. It hurts because it mattered. And that's an important thing to acknowledge to yourself." John Green

56. Stop doing things that aren't important

In our task saturated world, people are trying to get as many things done as possible. Before you try and do everything on your list, start by asking 'Should these tasks even be on my list?' The vast majority of things that keep us running every day are entirely useless in the scope of our actual life.

"You can't do everything, so pick what is important and focus on that relentlessly." Sunday Adelaja

"When you climb a fruitless tree, you go hungry!" Ernest Agyemang Yeboah





The exam presented a unique challenge for the achievers

57. Learn to say no properly

"One friend told me her one big takeaway from three years and \$11,000 of therapy was 'Learn to say no.' And when you do, don't complain and don't explain. Every excuse you make is like an invitation to ask you again in a different way." Kelly Corrigan

If you don't learn to say no, you will need to get used to failing because you can't do everything for everyone all the time. In the long run, it will be better to say no than to explain to somebody why you said yes and failed.

"Real freedom is saying 'no' without giving a reason." Amit Kalantri

"'NO' is a complete sentence. It does not require an explanation to follow. You can truly answer someone's request with a simple No." Sharon E. Rainey

58. Take a mini-vacation

Even two to three hours at home with nobody else around you and no obligations can rejuvenate you like a full vacation. Maybe take one of those half-days of PTO that you have and just treat yourself to a beautiful relaxing afternoon.

“There are times when I just thought about... checking into a hotel and just being in a quiet room by myself, just sitting in a quiet air-conditioned room, sitting down, eating my lunch, with no one touching me, drinking a Diet Sprite, by myself.” Claire Foster (Tina Fey), in *Date Night*

“In matters of healing the body or the mind, vacation is a true genius!” Mehmet Murat ildan





59. Gamify the stupidity

Don't let negative and unthoughtful comments get you down. If these are happening regularly in your workplace, it's time to make a game out of it. Start by setting the rules for the game, what constitutes a point and how you win. If, for example, you're going into a meeting with someone who's always negative, count how many negative things they say. If it's over six, you're going out for dinner tonight with the family. If it's under six you're just going to let it go.

"There is only One Man Playing your Game, You!" Vineet Raj Kapoor

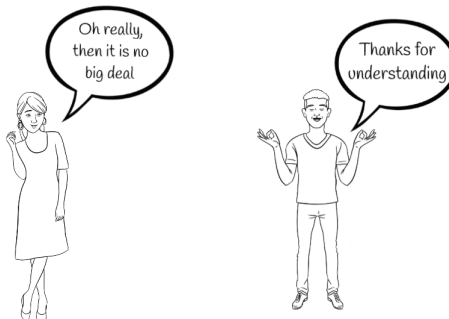
"Counting the stupid makes survival possible, counting with friends makes life amazing." Summit Sciences

60. Remember you're a human

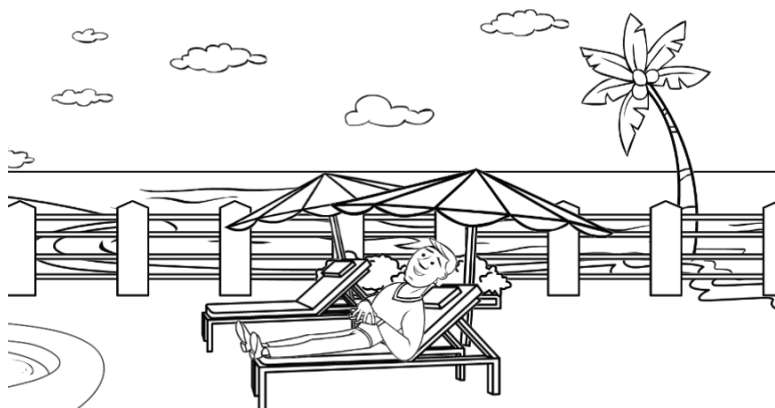
There's an undeniable statement, "Nobody is perfect." Yet it can be hard for people to remember that they are human and they're not perfect. If you're human, you're going to make mistakes. If you're going to make mistakes, you have to learn to forgive yourself.

"No one and nothing is perfect, or we wouldn't have uniqueness."
Jasmin Morin

"We all have internal struggles and personal challenges. Do not let anyone make you feel bad about yours." Izey Victoria Odiase



Aya was great at forgiving people, just not herself



Concerned with wasting gratitude he decided to be unhappy and save being thankful for tomorrow

61. Think of three things that went right

In life, we forget about the tens of thousands of things we do right and focus on the few things we do wrong. Take a moment and list three things that you did right today.

“We can complain because rose bushes have thorns, or rejoice because thorns have roses.” Alphonse Karr

“Piglet noticed that even though he had a Very Small Heart, it could hold a rather large amount of Gratitude.” A.A. Milne, Winnie-the-Pooh

“Acknowledging the good that you already have in your life is the foundation for all abundance.” Eckhart Tolle

62. Learn to bend in a storm

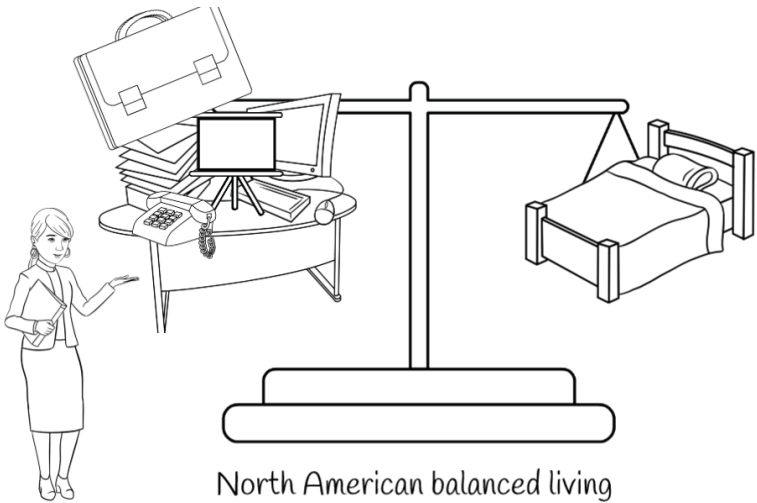
"Well, little one," said a Tree to a Reed that was growing at its foot, "why do you not plant your feet deeply in the ground, and raise your head boldly in the air as I do?"

"I am contented with my lot," said the Reed. "I may not be so grand, but I think I am safer."

"Safe!" sneered the Tree. "Who shall pluck me up by the roots or bow my head to the ground?" But it soon had to repent of its boasting, for a hurricane arose which tore it up from its roots, and cast it a useless log on the ground, while the little Reed, bending to the force of the wind, soon stood upright again when the storm had passed over.

When the storm comes, no matter how strong you are, you will be uprooted if you try and fight everything.





63. Remember the recovery is as important as the workout

If you want to be strong mentally and emotionally, you have to respect your recovery time. If you consistently push yourself for more than six days at a time, your body will start to become weaker and weaker. If you push hard for five or six days and have a day of rest, you will get more and more durable.

“A decline in performance should lead to a search for its cause and to a focus on the quality of your recovery. Remember, often doing less is more powerful than training more.” Rountree Sage

“You work your body to a breaking point, then step away from the brink, let the work absorb, and repeat.” Rountree Sage, *The Athlete’s Guide to Recovery: Rest, Relax, and Restore for Peak Performance*

64. Transmutation, you version 2.0 – (the action of changing or the state of being changed into another form)

Review things you would like to change and make a massive change all at once. The new U doesn't feel stress, or the new U doesn't feel discouraged, or the new U is always positive. Find something big and bold to change and just go for it.

"Yesterday I was clever, so I wanted to change the world. Today I am wise, so I am changing myself." Rumi

"You never change your life until you step out of your comfort zone; change begins at the end of your comfort zone." Roy T. Bennett





Denying the rain did not keep her dry

65. Accept reality

Learn to accept reality and stop daydreaming. Wishing things were different or that you had different opportunities in life will only hold you back from making the changes and improvements in your life you need to make. The first step to making your life better is accepting the brutal truth of the reality that you live in. The second you get real with yourself and take charge of your life, it will start getting better.

"For after all, the best thing one can do when it is raining, is to let it rain." Henry Wadsworth Longfellow

"Acceptance doesn't mean resignation; it means understanding that something is what it is and that there's got to be a way through it." Michael J. Fox

66. Worry and anxiety make you stupid longterm...stop doing it!

Worry puts the neurotransmitter cortisol into your bloodstream. With cortisol in your bloodstream, you're unable to do deep thinking or process complicated situations. The more you worry, the worse your decisions will be, and the less successful you will be in life. Most people keep worrying because they feel guilty, thinking if they stop worrying, they are ignoring the real problem. The exact opposite is true, the less you worry, the better you will think, and the more successful you will be in times of trial.

"High levels of cortisol can wear down the brain's ability to function properly. Stress can kill brain cells and even reduce the size of the brain. Chronic stress has a shrinking effect on the prefrontal cortex, the area of the brain responsible for memory and learning." Dartmouth Undergraduate Journal of Science



Tim was in the dreaded stress cycle and couldn't break free



Bill loved ultimatums they were responsible for 90% of his work

67. Have the courage to ask for what you want, yet don't do ultimatums or insist on getting your own way

In life, you need to be prepared to ask for what you want to be happy. If you take this a step further and insist on always getting your way or leave people with ultimatums, you will be setting yourself up for disappointment and make it hard for people to work with you. Ask for what you want, but don't be overly emotionally connected to the outcomes of your requests.

"If you are negotiating you must do so in a spirit of reconciliation, not from the point of view of issuing ultimatums." Nelson Mandela

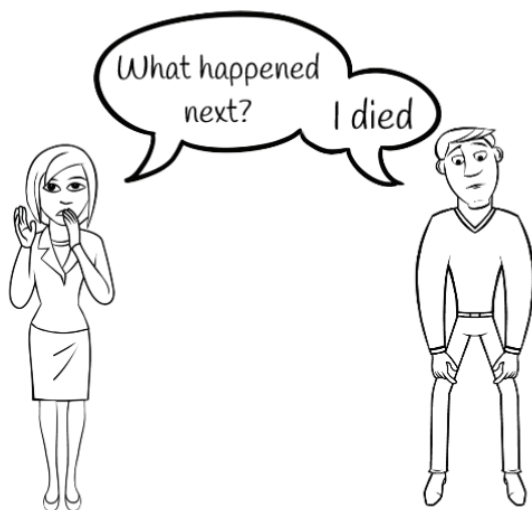
"When a nation issues ultimatums, it leaves no room for compromise and ensures that war will continue." Howard Zinn

68. Take a moment to reflect on the whole story

In life, we are trained to always look for what is wrong - the one flat tire, the one broken tooth, the one person not paying attention in a presentation. This can lead us to think things are more negative than they are. Take a moment, sit with a good friend and reflect on all the good things that happened in 'your story' that you may be omitting.

"nothing is really good or bad in itself—it's all what a person thinks about it." Shakespeare

"Everything will be okay in the end. If it's not okay, it's not the end." John Lennon



She began to wonder if he was embellishing the negative in their conversations



69. Visualize the path, and if the road is dangerous...don't take it!

If you look at a situation and see that there is an opportunity for you to be negative, angry, upset, or distressed, don't take that path. Learn to be able to look ahead in situations and see where there might be a danger for you personally and then do everything you can to avoid it. Often in life, we know a situation is not going to be good. We know it will be stressful. We know it will be bad for our health and yet we walk into the same trap the way we have a thousand times before.

"The prudent see danger and take refuge, but the simple keep going and pay the penalty." Proverbs 22:3

70. Acknowledge and appreciate the good in people

Make it a habit to express your appreciation anytime you see something done well. At work, if a document is done well, let people know. At a restaurant, if the chef prepares your plate perfectly, let him know. If your manager helps you through a problem, let them know you appreciate it. Openly acknowledge the good that everyone around you does every day.

“The most impoverished people of all are those who have everything but appreciate nothing.” Craig D. Lounsbrough

“Be ‘hearty in your approbation and lavish in your praise,’ and people will cherish your words and treasure them and repeat them over a lifetime – repeat them years after you have forgotten them.” Dale Carnegie



No one was prepared to be complimented anymore



If Jen didn't know someone, she had trouble caring about their problems

71. "If you want to be happy, practice compassion." Dalai Lama

When you show genuine concern for others, your body releases the energy you need to care for them. If you try and help someone that you don't have compassion for, you'll be left feeling tired and irritable. If you start by genuinely caring for them, your body will energize you and make you feel happy for the excellent work you're doing.

"There is no exercise better for the heart than reaching down and lifting people up." John Holmes

"When we give cheerfully and accept gratefully, everyone is blessed." Maya Angelou

72. Focus on things that are important and not things that are urgent

Life has a way of making you think that everything that comes across your plate is essential; rarely is anything that surprises you necessary to deal with. Focus on tasks that are the highest best use of your time and talents and don't get distracted by other people's emergencies.

"I have two kinds of problems, the urgent and the important. The urgent are not important, and the important are never urgent."
Dwight D. Eisenhower

"I'm keenly aware of the Principle of Priority, which states (a) you must know the difference between what is urgent and what is important, and (b) you must do what's important first."
Steven Pressfield





Ned felt great about the five bucks he gave on Facebook

73. When giving don't let your right hand know what your left hand is doing

In today's media-rich environment, it is common for every good thing that we do to be posted on Facebook, Instagram, Twitter, and bragged about to all of our friends. The pure personal gratification that comes from giving only happens when you give and don't tell anyone about it. Try doing something for someone else and not saying a single thing about it.

"The most truly generous persons are those who give silently without hope of praise or reward." Carol Ryrie Brink

"Help others without any reason and give without the expectation of receiving anything in return." Roy T. Bennett

74. Let someone else win

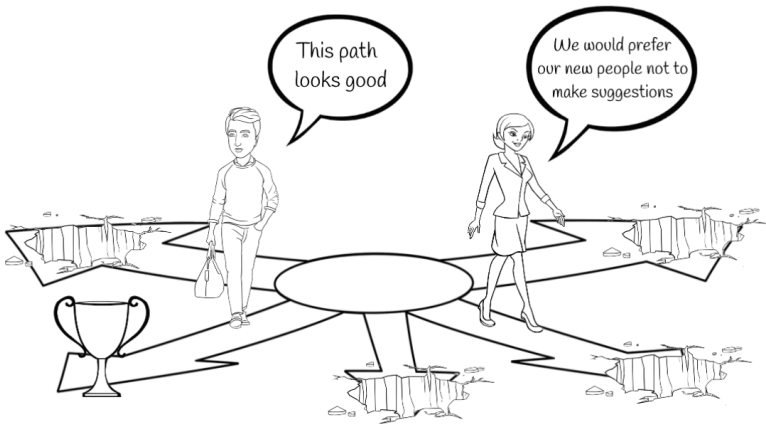
All around you, every day people are building their egos trying to win, trying to receive glory, and trying to be recognized. There is an intense inner calm and peace that comes with letting somebody else win and not giving in to your ego. Next time you're coming up on a big win, try passing the ball and allowing somebody else to score the big goal.

"Letting others win and being happy to see others win, is a hack to your own success." David Adeleke

"Be a gunner? Me? I don't think I can do it. But I'll go for whatever the assist record is." Sue Bird



Rabbit decided that Turtle needed the win more than he did



75. "In my walks, every man I meet is my superior in some way, and in that I learn from him." Ralph Waldo Emerson

Every new person you meet, try and find one fantastic thing about them that you can learn from. If you try and switch from being a know-it-all, to finding the one thing you don't know, you will elevate the people around you and grow every day as a person.

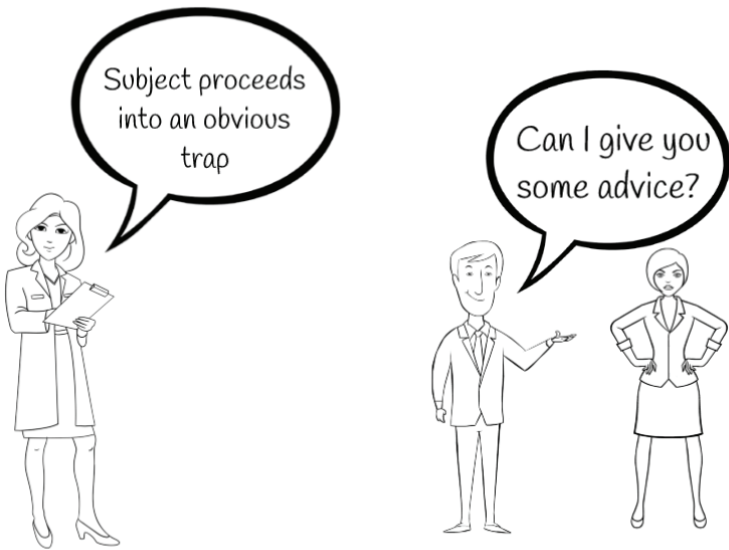
"Human beings, who are almost unique in having the ability to learn from the experience of others, are also remarkable for their apparent disinclination to do so." Douglas Adams

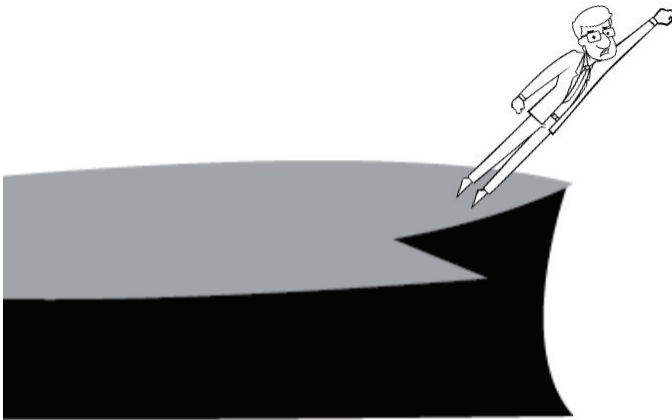
76. Become an expert in studying human behavior

Humans are the most fascinating creatures on the planet. If ever you are feeling frustrated, put on your scientific cap and start to analyze the situation. Don't judge. Just watch and understand how people move and interact with each other. The second we go from being a player to being an observer, we notice things that we've never seen before and increase our understanding of the human condition.

"Fortunately, most human behavior is learned observationally through modeling from others." Albert Bandura

"To acquire knowledge, one must study; but to acquire wisdom, one must observe." Marilyn vos Savant





After the "No Limits" seminar Dave decided to remove his limiting thoughts on flight and died

77. Know your limits, but never stop pushing them

When you stretch an elastic band, there gets to be a point where if you pull it any harder, it will break. As a human, you need to know the difference between stretching yourself to grow and risking snapping yourself in half. Recognize that you have limits as a human. Yes, try and expand these limits, but don't push until you snap. If someone says they're worried about how hard you're pushing, don't take it as a fact but do consider their opinion.

"More men are killed by overwork than the importance of the world justifies." Rudyard Kipling, *The Phantom Rickshaw and Other Ghost Stories*

78. Set a timer when you're mad (prepare not to be yourself for 18-30 minutes)

For most people, a fight or flight response will last between 18 and 30 minutes. If you're fighting with someone and angry, set a timer and realize that you will not make good decisions, and you will be irritable for 18 to 30 minutes after this conversation. Do everyone a favor and tell people you meet that you're going to be in a bad mood prior to fighting with them.

"When the expected occurred, never panic, by keep calming, you gain control over the situation." Lailah Gifty Akita, Pearls of Wisdom: Great mind

"When anger rises, think of the consequences." Confucius





She had inadvertently should all over a perfect day

79. "Don't Should on yourself." Albert Ellis

Don't get caught up in guilt, thinking you should do things - you should take the kids on vacation, you should volunteer more on the weekend, you should be in better shape. Be careful not to should all over a good day, enjoy yourself.

Dr. Shad Helmstetter explains in his book *What to Say When You Talk to Yourself*. "When we tell ourselves that we 'should' be doing something, we're implicitly reinforcing the idea that we're not doing it.

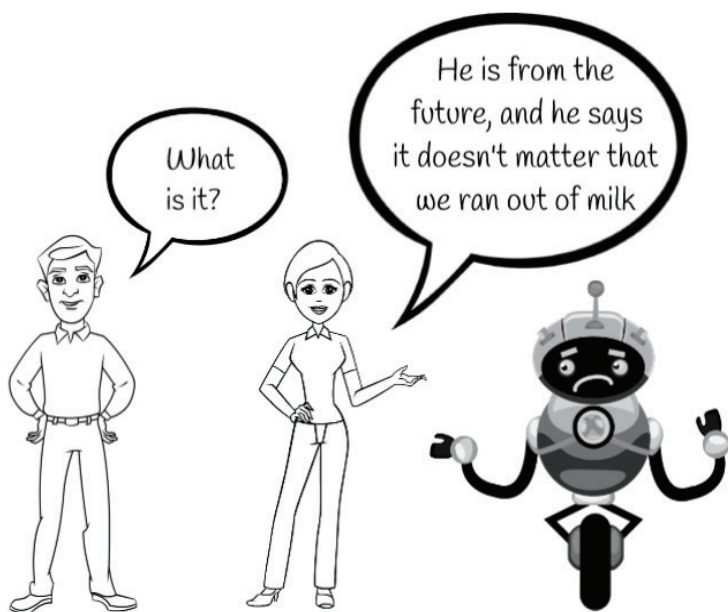
If we say to ourselves 'I should really meditate more often,' the unspoken follow-up to that sentence is '...but I don't.'

Equally, if we say, 'I should really be exercising this morning,' the unspoken ending to that sentence is '...but I'm not.' "

80. What were the five biggest problems you had last year? Do they still bother you? Did you overreact?

Generally, when we look back at problems we had a year ago, they seem unimportant and we wonder why we got so upset about them. Why not use 'The Time Machine of Your Mind' and view the problem you are facing now as unimportant as you will a year from now?

"Life can only be understood backwards; but it must be lived forwards." Søren Kierkegaard





81. Learn to enjoy practicing

If you're good at something instantly, then you're probably not trying to learn something hard enough to be meaningful. Anything worth learning is going to take time, effort, and energy. Don't get discouraged if it takes a while to learn something, be encouraged by the fact that you're going to learn something worth knowing. Focus on the enjoyment that comes from doing something a little bit better every day while not expecting yourself to be perfect and not comparing yourself to others.

"For the things we have to learn before we can do them, we learn by doing them." Aristotle

"Practice doesn't make perfect. Practice reduces the imperfection." Toba Beta

82. Stand proud even if you feel like crawling under a rock

This may seem overly simple, but if you consider your everyday encounters, you're likely to have more respect for someone who walks with their head up, like they have a purpose, than someone who skulks around staring at the ground. As you walk tall, you may even be surprised by how much your mood and confidence improves.

"It takes someone strong to leave with their head held high. It takes someone stronger to stay with their head held higher."
Isabella Poretsis

"Never bend your head. Always hold it high. Look the world straight in the eye." Helen Keller



Jake was a master at nursing a bad mood



83. Surround yourself with people who want the best for you

Upon closer examination, many of the people we surround ourselves with may not have our best interests in mind. Do the people who are around you always encourage you to be a better version of yourself? Or do they leave you feeling tired and drained? If you're having a bad day, make sure you're surrounded by people who make you feel better. If you don't have any of these in your network, make it a goal to find them before your next bad day.

"Surround yourself with people who make you happy. People who make you laugh, who help you when you're in need. People who genuinely care. They are the ones worth keeping in your life. Everyone else is just passing through." - Karl Marx

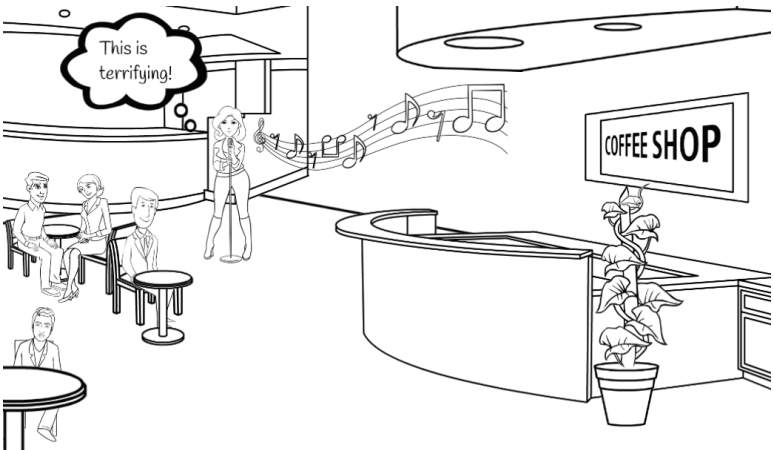
84. Learn something that scares you a little bit

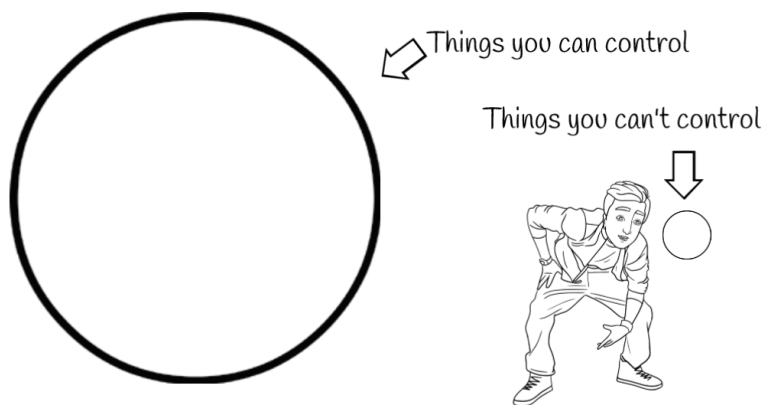
Fear of failure can hold us back from many good things in our life. This fear can be painful to overcome, so start small. Find one thing you've been scared to do and just decide to do it today. Keep doing something you're scared of each day that is a little bit harder until you're ready to take on your moon shot.

"Do one thing every day that scares you." Eleanor Roosevelt

"One of the greatest discoveries a man makes, one of his great surprises, is to find he can do what he was afraid he couldn't do."
Henry Ford

"Never let the fear of striking out get in your way." Babe Ruth





85. Focus on the one thing you can change

If you're feeling trapped in your life, it is because you're focusing on the things you can't change. In reality, you experience more freedom than any other generation has in human history. If you feel pressed and trapped, try and find one thing you can change in your life and make that change today.

"Incredible change happens in your life when you decide to take control of what you do have power over instead of craving control over what you don't." Steve Maraboli

"The reason many people in our society are miserable, sick, and highly stressed is because of an unhealthy attachment to things they have no control over." Steve Maraboli

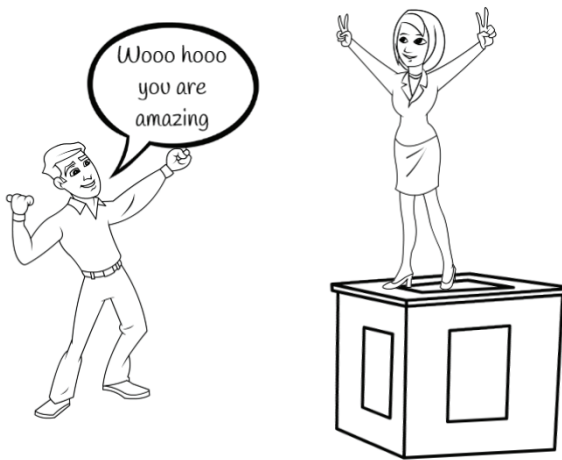
86. Conduct a blame-free autopsy

When reflecting on mistakes that you've made, be careful to focus only on understanding the wrong decisions and not judging yourself personally. Many people make the mistake of wasting all of their reflection energy on guilt and regret, instead of actually learning the things that could have been done differently. When you do your postmortem, make it a blame-free autopsy.

"People who blame things rarely change things. Blame is an unassailable change-avoidance strategy." Andy Stanley

"Human beings sometimes find a kind of pleasure in nursing painful emotions, in blaming themselves without reason or even against reason." Isaac Asimov





Dave decided to go "full cheer" for Amanda's promotion

87. Never resent other people's success

People who celebrate other people's successes tend to be more successful themselves and often find themselves helped personally by the people whose achievements they celebrated. If you want the help and support of successful people don't resent their success.

"Appreciate and celebrate other people's success. Don't grow envious or feel cheated when others achieve something you are trying to achieve. Instead, recognize that success comes with hard work, and be willing to work hard for your own chance at success. True confidence has no room for envy and resentment. When you know you are great, you have no reason to hate."

Anonymous, *The Angel Affect: The World Wide Mission*

88. Celebrate every milestone on the journey

The bigger the goal that you're trying to achieve, the more milestones you need to create. Make sure that you celebrate every win on the journey towards your most meaningful goals.

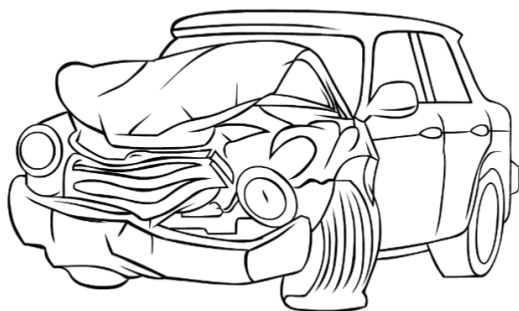
"Always celebrate your wins. Big or small." Leigh Shulman

"One should never, but never, pass by an opportunity to celebrate." j d malouf, *The Bag Lady*

"Don't fear the future or regret the past but celebrate the present." Tim Mann



The path was hard but looked to have small wins along the way



Digging deep, he went "full smile"

89. Put on A Fake Smile

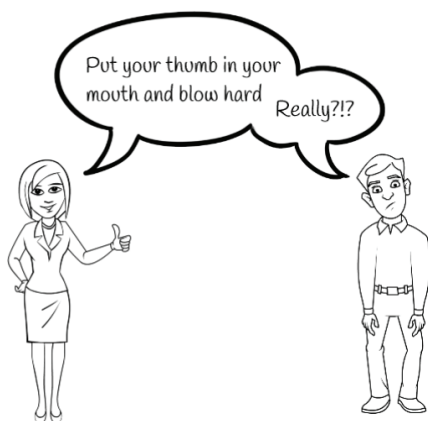
It seems there is some science behind the idea that you can "fake it 'til you make it". Smiling is a way to relieve stress and it works by convincing your body that you aren't stressed at all. When you smile, you create the face shapes we naturally make when we're happy. When you're faking it, you trick your brain into reducing your stress levels. While it's not recommended to hide your feelings, sometimes, you just have to get through it.

Studies have proven that when we smile through stressful situations the intensity of our stress response will reduce. It is especially beneficial for our cardiovascular systems, including the heart. In one particular study, they also tested different kinds of smiles. They showed that full-face smiles, known as a Duchenne smile, are an even more beneficial way to relieve stress.

90. Put your (clean) thumb in your mouth and blow (yes this is strange but it works)

You can actually use your thumb to relieve your stress. If you put your thumb in your mouth and seal it, then blow with force, you can calm yourself down.

The theory goes that this will activate your Vagus Nerve, which is connected to your nervous system, responsible for the stress response. By blowing out in this way, you can reduce your heart rate and blood pressure, which are both heavily affected by stress. This way to relieve stress can even help to treat mild mood disorders.



Kate dug deep into her bad day kit to turn his day around



91. Chew Gum

There have been countless studies done that show that chewing gum is a great way to relieve stress. The research showed reduced stress, fatigue, anxiety, and depression in the participants. These studies involved collecting data and samples from volunteers, including saliva, before and after they took on stressful tasks, with and without chewing gum. The results showed measurable differences in their stress levels.

A study out of Swinburne University found that people who chew gum while multitasking under stress had lower cortisol levels, reduced levels of stress and anxiety, and increased levels of alertness and performance.

92. Find a plant and stand next to it

We all know that being in nature is a great way to relieve stress, but studies show that simply being in the presence of a plant is good enough. A study carried out at Washington State University proved that having plants around makes workers more productive and feel more focused on their work. They even recorded participants' blood pressure lowering in the presence of plants. Studies have shown that employees' attendance rates rose when plants were introduced to the workplace and they often report feeling that the space was larger.

A study has also been carried out into the effects of plants on hospital patients' healing. The presence of plants in a medical environment improves patients' well-being and does help to speed up recovery. Even seeing photos of plants relieve stress.





Rex took one look at her eyes and knew it was all up to him

93. Play with a dog (dog, cats, kids also work)

Having a dog may help you protect your mental health just as your physical well-being, according to several studies. Workers who played with dogs tended to be less stressed and more satisfied, according to a study by the International Journal of Workplace Health Management.

A 2009 study found that even making eye contact with a dog can release oxytocin. Other activities that increase oxytocin include hugging and orgasm. Oxytocin produces an anti-stress response that fights back negative emotions.

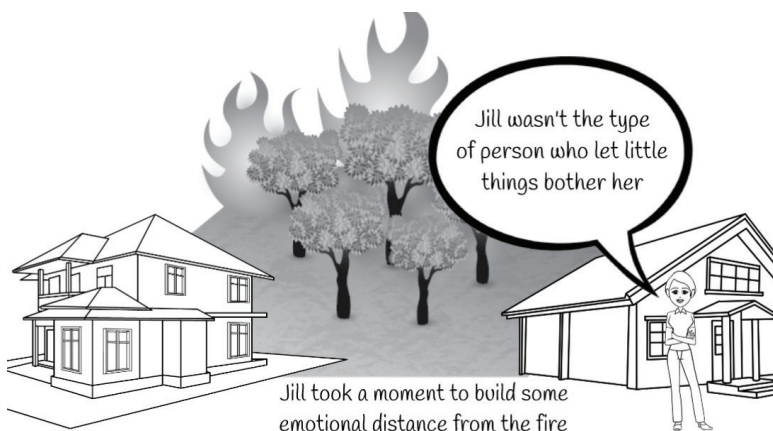
"Happiness is a warm puppy." Charles M. Schulz

94. Refer to yourself in the 3rd person

One study revealed that by simply talking to yourself in the third person allowed an essential distance from the problem at hand, giving that person space and time to deal with the problem more effectively.

By talking to themselves in the third person, that person was able to create a psychological distance from whatever the worrying situation was.

“By using your own name, and possibly also second-person pronouns, it creates this little separation from the self. It makes you think about your feelings and thoughts like you’re looking at somebody else’s experience.” Jason Moser, Associate Professor of Psychology at Michigan State





95. Do something badly (not something clinical)

Writer and poet GK Chesterton said: "Anything worth doing is worth doing badly," and he may have a point.

If you are a perfectionist, worrying about the finer details, waiting for the perfect time to start a project, or simply worrying about letting people down, then practising 'doing it badly' relieves you of all this stress.

"The desire for perfection often leads to the awakening of the Procrastemon. Allowing yourself to make mistakes is the single most effective way to get rid of it." Neeraj Agnihotri, Procrastemon

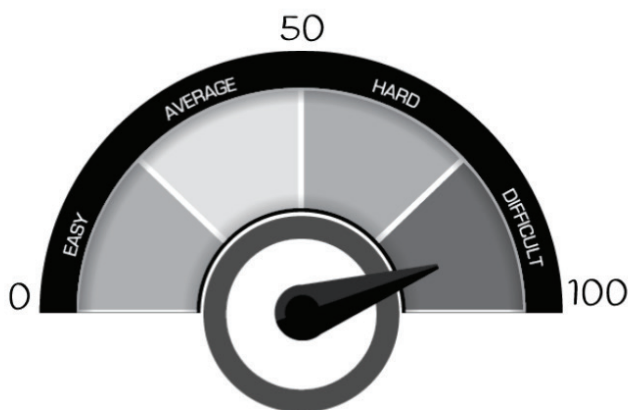
"Perfect is the enemy of done." Anonymous

96. Plan time in your day to worry (actually put it in your calendar)

Worrying about a stressful situation can be all-consuming and take up all of your day if you allow it to. Instead of allowing a problem to dominate your waking hours, research has shown that if you purposely set aside ten minutes a day to actively worry about your problems, this can be much more productive than dwelling on them all day.

By giving yourself permission at the end of the day to solely focus on the problem at hand, you are freeing up the rest of your time. Also you are not feeding the anxiety during the day because you are not worrying about it. This is one of the most useful coping skills for anxiety and excessive worrying.





Holy-crap-o-meter

97. Develop a 'Holy-crap-o-meter'

This strategy works really well if you are a 'count your blessings kind of person'. It involves you making a scale of what you consider to be catastrophes.

So, draw a line on a piece of paper and write zero on one end, 50 in the middle and 100 at the other end. Then think about what is the absolute worst thing that you can imagine would happen to you and write that near the 100. So for instance, the death of a partner or child would rate 100, but being late for a job interview would not score so highly. Spilling tea on your shirt would rank in the low fives or tens.

By using the 'Holy-crap-o-meter', you can put your previous worries into perspective and see exactly how they measure up in the real world. This makes the 'Holy-crap-o-meter' one of the most effective copings skills for anxiety.

98. Make a feel good playlist and update it every week

Music is a great tool for anyone to use, young and old alike. Humans always want to relate to others, and the songs we choose to listen to often help us handle a situation better than if we were left to our own devices.

You can jam out to your favorite bands, leaving you time to reflect on situations, or take your mind off them all together. In our technological age, you can take your music anywhere you go, use that to your advantage! When you need a moment or two for yourself, just turn on your feel good playlist.

“Music produces a kind of pleasure which human nature cannot do without.” Confucius, The Book of Rites





99. Avoid mutual complaining as a social tool

In social interactions, we all try to find common ground. This is a perfect way to strike up a conversation, break the ice, and get to know a little more about somebody.

The difficulty is that one of the easiest ways to establish something in common is to find something we both dislike. How many conversations have you experienced that start with complaining about the weather, or about how bad the traffic was today? I'd be willing to bet it is a lot.

One great way to stop complaining is to position yourself in a place where the negatives are always considered the lowest priority in conversation.

"If you can't say something nice, don't say nothing at all."
Thumper

100. Get moving! Four reasons from the Mayo Clinic:

- It pumps up your endorphins. Physical activity helps bump up the production of your brain's feel-good neurotransmitters, called endorphins. Although this function is often referred to as a runner's high, a rousing game of tennis or a nature hike also can contribute to this same feeling.
- It's meditation in motion. After a fast-paced game of racquetball or several laps in the pool, you'll often find that you've forgotten the day's irritations and concentrated only on your body's movements.
- As you begin to regularly shed your daily tensions through movement and physical activity, you may find that this focus on a single task, and the resulting energy and optimism, can help you remain calm and clear in everything you do.
- It improves your mood. Regular exercise can increase self-confidence, it can relax you, and it can lower the symptoms associated with mild depression and anxiety. Exercise can also improve your sleep, which is often disrupted by stress, depression and anxiety. All of these exercise benefits can ease your stress levels and give you a sense of command over your body and your life.



Dr. Tim realized the same prescription came up again and again