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Have you ever felt like the world is speeding up and spinning out of control—and that it's taking us with it? Former generations never had to cope with the pressures we do.

We hear of terrible ongoing conflicts, which put those living in war-torn conditions under tremendous pressure. Living under the pressure of an insecure future, the worries of family members getting hurt or even killed, the fear of possibly losing everything that was so carefully built up over the years, can be almost unbearable.

Even when we live under more peaceful conditions, there are other pressures. Job insecurity and competition in the marketplace have everyone, from factory workers to CEOs, under pressure to produce. There are more and more people who must hold down several jobs just to make ends meet—and the pressure doesn't stop when the workday ends. Commuters can spend hours in nerve-wracking traffic or crowded public transport. Some working parents go home to challenges their parents never imagined. Their children's future job opportunities and happiness depend on them mastering an ever-increasing mass of information and keeping up with technology that's advancing at a dizzying pace. Then there are the movies, TV, music, and other advertising that have nearly everyone trying harder than ever to be someone else-richer, more glamorous, more successful, more powerful, more famous. No wonder so many people are stressed out these days!

If that weren't enough, there's still the possibility that we're subjected to "secondhand stress." There are friends and co-workers, hurried shoppers, weary salespeople, and the drivers behind us who are often more than willing to share their stress with us. For those who aren't living in the fast lane themselves, there's the fear of being blown off the road by those who are. There's seemingly no end to stressful situations.

You'll have more peace, be in better health, get more done, sleep better, be happier, get more out of life, and have more to give by simply trying to put the time-tested tips in this issue of *Motivated* into practice.

Christina Lane For *Motivated*



n expert on the subject of time management was speaking to a group of business students. As he stood in front of the high-powered overachievers, he pulled out a onegallon, wide-mouthed jar, and set it on a table in front of him. Then he produced about a dozen fist-sized rocks and carefully placed them, one at a time, into the jar. When the jar was filled to the top and no more rocks would fit inside, he asked, "Is this jar full?"

Everyone in the class said, "Yes."

Then he said, "Really?" He reached under the table and pulled out a bucket of gravel. Then he dumped some gravel in and shook the jar, causing pieces of gravel to work themselves down into the spaces between the big rocks. Then he asked the group once more, "Is the jar full?"

By this time the class was onto him. "Probably not," one of them answered.

"Good!" he replied. He reached under the table and brought out a bucket of sand. He started dumping the sand in and it went into all the spaces left between the rocks and the gravel. Once more he asked the question, "Is this jar full?"

"No!" the class shouted.

Once again he said, "Good!" Then he grabbed a pitcher of water and began to pour it in until the jar was filled to the brim.

Then he looked up at the class and asked, "What is the point of this illustration?"

One eager beaver raised his hand and said, "The point is, no matter how full your schedule is, if you try really hard you can always fit some more things into it!"

"No," the speaker replied,
"that's not the point. The truth this
illustration teaches us is this: If you
don't put the big rocks in first, you'll
never get them in at all."

What are the "big rocks" in *your* life? Are you putting them in first? *

— Author Unknown





was watching some little kids play soccer. These kids were only five or six years old, but they were playing a real game, a serious game. Two teams, complete with coaches, uniforms, and parents. I didn't know any of them, so I was able to enjoy the game without the distraction of being anxious about winning or losing; I only wished the parents and coaches could have done the same. The teams were pretty evenly matched. I will just call them Team One and Team Two.

Nobody scored in the first period. The kids were hilarious. They were clumsy and earnest as only children can be. They fell over their own feet, stumbled over the ball, kicked at the ball and missed it, but they didn't seem to care.—They were having fun!

In the second period, the Team One coach pulled out what must have been his first team players and put in the scrubs, with the exception of his best player, who he left as goalie. The game took a dramatic turn. I guess winning is important even when you are five years old, because the

Team Two coach left his best players in, and the Team One scrubs were just no match for them.

Team Two swarmed around the little guy at the goal. He was an outstanding athlete for five, but he was no match for three or four who were equally as good. Team Two began to score.

The lone goalie gave it his all, recklessly throwing his body in front of incoming balls, trying valiantly to stop them. Team Two scored two quick points in succession. It infuriated the young boy. He became a raging maniac, shouting, running, and diving. With all the stamina he could muster, he finally was able to cover one of the boys as he approached the goal. But that boy kicked the ball to another boy twenty feet away, and by the time the young goalie repositioned himself, it was too late. They scored a third goal.

I soon learned who the goalie's parents were. They were nice, decent-looking people. I could tell that his dad had just come from the office, tie and all. They yelled encouragement to their son.

I became totally absorbed, watching the boy on the field and his parents on the sideline. After the third goal the little kid changed. He could see it was no use; he couldn't stop them. He didn't quit, but he became quietly desperate. Futility was written all over his face.

His father changed too. He had been urging his son to try harder, yelling advice and encouragement. But then he changed; he became anxious. He tried to say that it was okay to hang in there. He grieved for the pain his son was feeling.

After the fourth goal, I knew what was going to happen. I've seen it before. The little boy needed help so badly, and there was no help to be had. He retrieved the ball from the net and handed it to the referee, and then he cried. He just stood there while huge tears rolled down both cheeks. He went to his knees, and then I saw his father start onto the field. His wife clutched his wrist and said,

"Jim, don't. You'll embarrass him."

But the boy's father tore loose from her and ran onto the field. He wasn't supposed to, for the game was still in progress. Suit, tie, dress shoes and all, he charged onto the field and he picked up his son so everybody would know that this was his boy. And he hugged him and kissed him and cried with him! I have never been so proud of any man in my life.

He carried him off the field, and when they got close to the sidelines I heard him say, "Son, I'm so proud of you. You were great out there. I want everybody to know that you are my son."

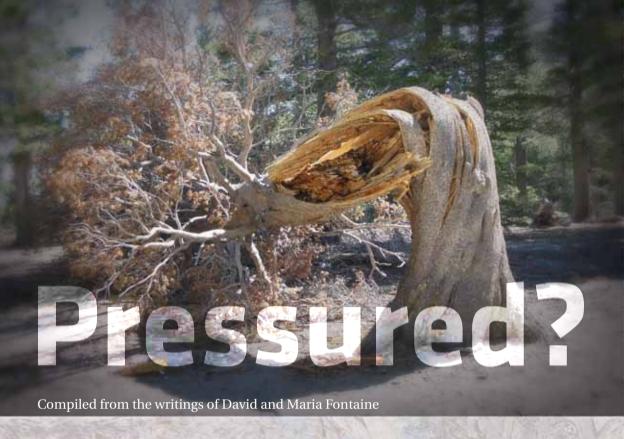
"Daddy," the boy sobbed, "I couldn't stop them. I tried, Daddy, I tried and tried and they scored on me."

"Scotty, it doesn't matter how many times they score on you. You're my son, and I'm proud of you. I want you to go back out there and finish the game. I know you want to quit, but you can't. And son, you're going to get scored on again, but it doesn't matter. Go on now."

It made a difference. I could tell it did. When you're all alone, you're getting scored on, and you can't stop them, it means a lot to know that it doesn't matter to those who love you. The little guy ran back onto the field. Team Two scored two more times, but it was okay. **

— Author Unknown

We all get scored on every day in life's game. We try so hard. We recklessly throw our body in every direction We fume and rage. We struggle with every ounce of our being. The tears come, and we go to our knees, helpless. **But God watches** over us, right in front of the whole crowd, the whole jeering and laughing world. He is always there to encourage and help us. And because He controls the outcome of the game of life, he can declare us a winner so long as we don't give up.



hen it seems there is much more to be done than there is time to do it, or the situation we find ourselves in makes it very difficult for us to reach our

goals, it's easy to get under pressure. We think we're not getting enough done or are not getting ahead quickly enough, so we push ourselves harder. But the fact of the matter is that when we do that, we usually wind up being less effective and get even less done.

Stress hinders us in a number of ways: It puts extra strain on our nervous system, which diminishes our mental capacities. It causes us to try to go too fast, so we're not as careful as we should be and are therefore more likely to make mistakes. It squelches inspiration. It makes us irritable and

harder for others to work with. It can really take the joy out of life. Allowing ourselves to get under pressure is counterproductive in every way.

Learning to recognize when we're

starting to get under pressure and then taking positive steps to counter that feeling is probably one of the most important habits we could build.

First of all, what is pressure? If we really boil it down, pressure is fear or worry—worry that we're not going to make our goal or deadline;

worry that we'll not have the necessary finances; worry that we're going to let others down; fear of the future; fear of social pressures; etc.

One person recently joked, "Don't tell me that worry doesn't do any good. I know better. The things I worry about

Timetested tips for shedding

stress

don't happen!" That sounds funny, but it is quite true in that we often worry about things needlessly, which is like paying interest on trouble before it is due.

Pressure is really counterproductive. Why is that true? Because the feeling of pressure uses up so much of our energy through worry and tension. When we feel under pressure, the first thing to get crowded out of our schedule is often the very thing we need most—our daily time of quiet reflection. If we neglect to take a little quiet time in prayer to reflect on the day, it will affect us negatively.

There are many causes of stress and pressure. Everyone has probably felt the stress and strain of their responsibilities at some time more than others. This feeling of pressure and worry, a recent medical study reports, increases chances of infectious disease in that it weakens the body's ability to fight off germs. Heart trouble, high blood pressure, arthritis, and stomach ulcers are all basically caused by worry, tension, stress, and fear.

So the key to good health and a feeling of well-being is to avoid that feeling of stress and pressure. It's good to push ourselves a little and to expect enough of ourselves, but at the same time we have to know our limits and organize our time in such a way that we're aiming at realistic goals. Things will go much smoother if we put a little time and thought into organizing our work for the day. It will take away that feeling of pressure.

Sometimes, when the task at hand really gets to be too much and we start to feel the strain of it all, it helps to get away for a while—even if it's just for a couple of hours. We can take a break and do something else totally different.

It can help us to face our responsibilities again with a renewed vision. Likewise, it can be very helpful in relieving stress to do some form of vigorous exercise, especially if we can go out in the fresh air and sunshine. Exercise really helps to relieve tension and emotional stress.

The two greatest sources of fear and worry—and ultimately pressure—are the past and the future—remorse over the past, or fear of the future. Forgetting the past and not being apprehensive about tomorrow are two of the most important rules of happiness, which will help eliminate most of our worries.

A lesson on how to keep pressure and worries from affecting us can be learned from modern ocean liners: They are constructed so that the captain can press a button and lower steel doors that separate one watertight bulkhead (compartment) from another, so if the hull is pierced in a disaster it can be sealed off and the ship can stay afloat. So it should be in the "ship" of our own lives. We have to learn how to make doors come down and shut out our worries about yesterday with its mistakes and failures, and also lower another door that shuts out our needless fears of the future. Otherwise our worries may cause us to sink.

It's good to remind ourselves that we can't change the past, but we can ruin a perfectly good present by worrying about the future and allowing ourselves to get under undue pressure. If we can learn to take quiet moments of reflection throughout the day and spend a little time communing with God, this will lighten our load, and we will find that problems will be solved, situations will improve, and things will run smoother, faster, and more efficiently. It will change our life! **

AH, THE SIMPLE LIFE!

The businessman was at the pier of a small Mexican coastal village when a small boat with just one fisherman docked. Inside the boat were several large yellow-fin tuna. The businessman complimented the fisherman on the quality of his fish and asked how long it took to catch them.

The fisherman replied, "Only a

little while."

The businessman then asked why he didn't stay out longer and catch more fish.

The fisherman said he had enough to support his family's immediate needs.

The businessman then asked, "But what do you do with the rest of your time?"

The fisherman said, "I sleep late, fish a little, play with my children, and talk with my wife Maria. Then I stroll into the village each evening where I drink coffee and play guitar with my amigos. I have a full and

busy life, señor."

The businessman scoffed, "I am a university graduate and have an MBA in business. I could help you. You should spend more time fishing and with the proceeds, buy a bigger boat. With the proceeds from the bigger boat you could buy several boats. Eventually you would have a fleet of fishing boats. Instead of selling your catch to a middleman you would sell directly to the processor, eventually opening your own cannery. You would control the product, processing, and distribution. You would need to leave this small coastal fishing village and move to Mexico City from where you would run your expanding enterprise.

The fisherman asked, "But señor, how long will this all take?"

"Fifteen or twenty years."
"But what then, señor?"

The businessman laughed and said, "That's the best part. When the time is right you would sell your company stock to the public and become very rich. You would make millions."

"Millions, señor? Then what?"

The businessman said, "Then you would retire and move to a small coastal fishing village where you would sleep late, fish a little, play with your grandchildren, talk with your wife Maria, and stroll to the village in the evenings where you could drink coffee and play your guitar with your amigos. **

— Author Unknown



Answers to your Questions

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How can I get more done? It just seems like there aren't enough hours in the day, and I find myself putting off the most important things I need to do.

If procrastination is what keeps you from reaching your goals, then planning and scheduling your time could help speed you toward them. It takes time to plan, but it saves time and work in the long run. You'll also have a lot more peace of mind knowing that the priorities are being taken care of. The following tips have been tried and proven.

Efficiency: To be most efficient, select the most important task on your list and do it first. Making the right choices about how you'll use your time is more important than efficiently doing whatever job happens to be around.

Self-discipline: Working wisely requires an investment of thought, self-discipline, and change. You must be willing to carefully examine your attitudes and work habits, and to change whatever thinking and behavior is holding you back.

Management by objectives: This means thinking in terms of specific goals rather than in terms of procedures and regulations. Ask questions! "Exactly what are we trying to accomplish?" "Why should we be doing this?" "Is there a better way?" To achieve success, few things are more important than learning how to set goals and formulate plans to reach those goals. Writing down your goals—long-range, mid-range, and short-range—requires you to be specific. That's the first step.

Be realistic: Keep your goals practical and attainable. And remember, while some goals may be realistic when you set them, life and circumstances change. You haven't "failed" if you shift a goal or change a plan when necessary.

The Big Five: One way to help yourself determine your priorities and stick to them is to list your top five goals and outline the necessary steps to achieve them. Tape this list to your mirror or put it in your work area where you will be sure to see it every day. Keep a second copy in your pocket or purse.

Reflect: The real secret of success is to reflect on what to work on next. During those quiet moments of reflection you will find the wisdom and strength you need to get the job done.

Keep trying! Don't be discouraged if it doesn't happen all at once. Old habits die hard, but every day is a new chance to do better than the day before.

Start today! Why wait? *

Imagine that you had a bank that credited vour account with \$86.400 each morning, but cancelled vour balance every evening. What would vou do? **Draw out** every cent, of course! Well, you do have such a bank and its name is Time. Every morning it credits you with 86,400 seconds. **Every night** it rules offas lost whatever of this you didn't invest to good purposes. So invest vour time wisely!

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Mad Dash

A commentary on life in the 21st century, first published in the Saturday Evening Post 1949

This is the age Of the half-read page And the quick hash And the mad dash. The bright night With the nerves tight. The plane hop With the brief stop. The lamp tan In a short span. The big shot In a good spot. And the brain strain, The heart pain, And the catnaps Till the spring snaps-And the fun's done! *

The little cares that fretted me, I lost them yesterday, Among the fields above the sea, Among the winds at play; Among the lowing of the herds, The rustling of the trees; Among the singing of the birds, The humming of the bees.

The foolish fears of what might happen,
I cast them all away
Among the clover-scented grass,
Among the new-mown hay;
Among the husking of the corn,
Where drowsy sunflowers nod,
Where ill thoughts die and good are born—
Out in the fields of God, **

Out in the Fields...



ules and donkeys must have been created as a good lesson. They are plodders; they are very slow, but they have more endurance and can carry heavier loads than horses. They are real "workhorses". They can negotiate trails that horses would kill themselves on, carrying loads for miles that a horse couldn't, especially not a racehorse.

Racehorses can spurt for a few rounds around the track, and that's it. They're extremely high-strung, nervous, and are just not workhorses. They're not plodders, they're not load carriers. But pack mules and donkeys are—and they're as stubborn as they come. You cannot rush them. You have to do it slowly, in their time. They just plod along, but they do it and they get there. It's like the old story of the tortoise and the hare: The tortoise was slow but he got there!

I can't count the times I've told taxi

drivers, "Go slow and you live longer. Live fast and you'll die quicker." That certainly is true. Doctors and health experts have said that pressure and tension is killing people, and that many of today's illnesses are either from pressure and tension, or improper diet. Pressure and speed are killing people through heart trouble, nervous trouble, and high blood pressure.

God help us to go slow! Patience indicates slowness, plodding along, doing our work persistently and not wasting time, but also not getting fretful and worried and all worked up about it. Impatience is marked by speed, hurry, rush, haste, push, pressure, tension! Patience shows faith. Impatience shows lack of faith. Impatience shows that we don't think the job is going to get done unless we hurry and push it and rush it.

But if we've got faith, we can afford to be patient, go slow, and do it right. **

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You Must Have Rest to Do Your Best



Life is not a race, but a journey to be savored each step of the way.

Do not run through life so fast that you forget not only where you have been, but also where you are going.

People are a lot like batteries; they need rest, they need recharging, and they can't stand too much draining. You've got to take care of yourself.

Proper diet, proper exercise, proper rest, and proper living will keep almost anyone healthy.

When you are tired, you need to rest. When you are weary, you need to step back and pass the baton to others. You need to know when to go and when to stop, when to give and when to save, when to work and when to relax, when to press on and when to reflect.

People who take time to be alone usually have depth, originality, and quiet confidence.

Don't work so hard that you die of improvements. No work is too important to stop for a few minutes of inspiration and physical rest.

If you're trusting you're not heard to fret. If you're fretting you're not trusting yet.

We always need to have a quiet spirit about us, which engenders trust and faith, confidence and peace, rest and assurance in others as well, for our spirits are contagious.

God is the only One who can give meaning to the universe, purpose to the planets, love to your heart, peace to your mind, health to your body, rest to your spirit, happiness to your life, and joy to your soul.

