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MOTIVATED

THE MAGAZINE THAT MOVES YOU!



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Have you ever tried to start getting up an hour earlier each morning in order to get to the gym, or go for a run? We know we need to exercise to stay in good health, or to shed that extra weight we put on, but it sure can be difficult to discipline ourselves to actually start, and then keep at it.

Self-discipline is not only important in the area of maintaining a healthy lifestyle. We need it in all other areas of our lives as well. One dictionary defines self-discipline as “the ability to be in control and keep motivated, to stay on track and do what is right.”

The best way is to start exercising self-control in one area of our life at the time—one day at a time. For example, if playing games on our iPhone keeps us from getting more work done, we can set a time limit, and slowly decrease the amount of time playing games until it no longer interferes with what we know we need to do. No matter what area we decide to exercise more self-control in, if we stick with it, we will soon see improvement.

As we train ourselves in one area, other areas will also benefit. We may manage our time better, make fewer excuses, be more patient with those around us, and have the mental strength to achieve other goals as well.

I hope the articles in this issue of *Motivated* will inspire you, and provide some great ideas and tips on how to lead a more disciplined, productive, and ultimately happier life.

Christina Lane
For *Motivated*



TIME MANAGEMENT TIPS

By Dina Ellens

When my boss agreed to let me start working from home, I was excited about the prospect and confident that I could do an even better job than working at the office, but he responded with a knowing smile, “Just remember, I may call sometimes just to see if you’re at your desk. Don’t let me find you in the kitchen!”—My boss knew my love for good food and cooking!—“Just be at your desk by 9:00 every morning, and everything will flow from there.”

This advice was the foundation of one of the best time management tips I’ve ever found: Set your boundaries, and discipline yourself to stick to them.

However, getting to my desk on time every morning was only the start. I’d then find myself overwhelmed by dozens of messages, all relaying requests and things that needed to be done. It was hard for me to prioritize.—Everything seemed to cry out to be done first!

Again, my boss came to the rescue. He suggested that I write down everything I had to do and send him the list. He would then go over it, prioritize it for me, and send it back. It was helpful to be able to draw on his experience, especially at the

beginning. After a while, I was able to start setting my own priorities, and I have never gotten away from keeping a To-Do list.

Once, after spending a morning on a low-priority project and failing to meet the deadline on something that was urgent, I learned another good lesson: “Do the important stuff first.” I’d been overly optimistic in estimating the time I’d need and thus failed to meet the deadline.

My boss had some more good advice: “At the close of each work day, take a minute to look over your To-Do list. Then make a note of the two or three top-priority items to start on first thing the next morning.”

I found that at the end of the day, I actually do have the best insight on what still remains to be done, so it works well to start my next day’s To-Do list the afternoon before.

I ended up working from home as a personal assistant for many years, and I believe these tips and suggestions I received when I first started are what helped me build a reputation for being punctual and reliable. ✨

Self-Discipline

By Steve Pavlina, adapted excerpts

What is self-discipline?

SELF-DISCIPLINE is the ability to get yourself to take action regardless of your emotional, mental, or physical state.

Imagine what you could accomplish if you could simply get yourself to follow through on your best intentions no matter what. Picture yourself saying to your body, “You’re overweight. Lose 20 pounds.” Without self-discipline that intention won’t happen, but with sufficient self-discipline, it’s a done deal.

The pinnacle of self-discipline is when you reach the point that when you make a conscious decision it’s virtually guaranteed you’ll follow through on it.

Self-discipline can empower you to overcome any addiction or lose any amount of weight. It can wipe out procrastination, disorder, and ignorance. Within the domain of problems it can solve, self-discipline is simply unmatched. Moreover, it becomes a powerful teammate when combined with other tools like faith, passion, goal setting, and planning.

Building self-discipline

My philosophy of how to build self-discipline is best explained by an analogy. Self-discipline is like a muscle. The more you train it, the stronger

you become. The less you train it, the weaker you become.

The way to build self-discipline is analogous to using progressive weight training to build muscle. This means lifting weights that are close to your limit. Similarly, the basic method to build self-discipline is to tackle challenges that you can successfully accomplish, but which are near your limit.

Progressive training means that once you succeed, you increase the challenge. If you keep working out with the same weights, you won’t get any stronger. Similarly, if you fail to challenge yourself in life, you won’t gain any more self-discipline.

It’s a mistake to try to push yourself too hard when trying to build self-discipline. If you try to transform your entire life overnight by setting dozens of new goals for yourself and expecting yourself to follow through consistently starting the very next day, you’re almost certain to fail.

If you’re very undisciplined right now, you can still use what little discipline you have to build more. By raising the bar just a little each week, you stay within your capabilities and grow stronger over time.

The more disciplined you become, the easier life gets. Challenges that were once impossible for you will eventually seem like child’s play. ✦

Now That's Self- Control

Web Reprint



A man observed a woman in the grocery store with a three-year-old girl in her shopping cart. As they passed the cookie section, the child asked for cookies and her mother told her, “No.”

The little girl immediately began to whine and fuss and the mother said quietly, “Now Ellen, we just have half of the aisles left to go through; don’t be upset. It won’t be long.”

He passed the mother again in the candy aisle. Of course, the little girl began to shout for candy. When she was told she couldn’t have any, she began to cry. The mother said, “There, there, Ellen; only two more aisles to go, and then we’ll be checking out.”

The man again happened to be behind the pair at the checkout, where the little girl immediately began to clamor for gum and burst into a terrible tantrum upon discovering there would be no gum purchased today. The mother patiently said, “Ellen, we’ll be through this checkout stand in five minutes, and then you can go home and have a nice nap.”

The man followed them out to the parking lot and stopped the woman to compliment her. “I couldn’t help noticing how patient you were with little Ellen...”

The mother interrupted, “My little girl’s name is Tammy... I’m Ellen.” ❖



10 Unbeatable Tips for Overcoming Micro-Addictions

By Jonathan Mead, adapted

What are micro-addictions? They are those annoying little habits that prevent you from living the life you truly want. They are small enough to go unchecked, but bothersome enough to get in the way of you living up to your fullest potential.

They are...

- The inability to stop checking your email 10 times a day, when you could be making progress toward building your own business.
- The frustrating habit of seeking approval from other people at a time when you know you should trust your instincts.
- The tendency to use television as a convenient escape rather than participating in life.
- The addiction to have everything figured out in advance. Instead of going for what you want, you commit to thinking about it a little longer; possibly for the rest of your life.

These are the unwanted trivia in our lives. A couple of these annoying little habits are not enough to make much of a difference. One or two wandering bits of algae in the sea does not make too much of an impact. It's when this undesirable flotsam becomes a cloud that our lives are compromised.

So how can we battle these little micro-addictions, these tiny thorns in the side of our personal development?

While I am by no means perfect, here are some things that helped me:

1. Do your best. Whatever you're doing, simply do your best. This will help you overcome playing the victim and indulging in self-pity. If you stay in the realm of self-pity, feeling sorry for yourself will make you feel like you're helpless to change your situation. Always do your best and avoid playing the victim.

2. Chip away. The hardest part about changing habits is that they're a pattern. We're comfortable doing what we

have always done, even though we aren't necessarily happy with what we're doing. It's comfortable following the same pattern than breaking it.

Overhauling your life will never be accomplished in a single day, so just take it one day, or hour, at a time.

Commit to changing your habit for just today.

3. Build momentum. Many people will tell you to think big, act small. Thinking about the big picture is important, but if we want to build momentum, we need to think small and act big. By thinking small and acting big, we can commit for a short period and put all our energy into that commitment. Then we can build momentum on mini-milestones.

4. Change your environment. Typically, the easiest way to create a new habit is to change our environment to reinforce it. If you want to start practicing yoga daily, set your yoga mat out every night, so you see it when you first wake up. The more triggers we have in our environment that enforce our habit, the less work your mind has to do to make you believe it's going to be a habit.

5. Do one thing at a time. This isn't something new that you've never read before, but so many people get gung-ho about a total life makeover, they try to do everything at once. They put all their energy in as many directions as possible. Then what happens? It fizzles. Focus on mastering one thing at a time. You'll thank yourself later.

6. Be persistent. Persistence is the enemy of the rut. The only thing between where you are now and where you want to be is persistence. If you can develop the ability to be highly

persistent, you'll succeed where others give up. It's in failing many times and getting back on your feet that you make progress.

7. Reject perfection. We have a tendency to put things off endlessly, because we're afraid of imperfections. This is silly. If your dream were to become a master pianist, wouldn't you have rather tried and failed than not tried at all?

8. Do value work. Staying aligned with my values is something that's helped me stay motivated toward breaking micro-addictions. If you don't know what your values are, simply ask yourself what's most important to you. Take a moment to think about it, but don't think too hard. Go with whatever comes to mind first. If you can keep your values in mind at all times, it makes making the right decisions much easier.

9. Be content. We often get so caught up with improving our lives and achieving our goals that we forget to be content. The truth is, if we don't take the time to appreciate things the way they are now, we'll most likely resent personal development. By having gratitude and contentment, you'll reinforce your will to grow.

10. Stop thinking. How much time do you spend thinking about what you really want to do? How much of your life do you spend daydreaming about the life you want to lead, rather than just living it? Wouldn't it make more sense to spend all that energy taking physical steps toward your goals, rather than imaginary ones? I think we could all do with a little less thinking and a lot more doing. ✦



Overcome Your Work Addiction

By Leslie A. Perlow, adapted excerpts

Consider the following:

- Works long hours.
- Carries wireless device everywhere.
- On the phone at kid's soccer game.
- Checks in frequently during vacation.

Does this describe your life? If you're like the hundreds of executive education students I teach each year at the Harvard Business School, you point to the hours you work, the places from which you work (even on vacation), the times at which you work (even when supposed to be spending time with family and friends), the fact that your wireless device is never far from reach, and declare without any hesitation that you're always "on".—And, you probably declare yourself an addict.

But what are you addicted to? Your wireless device? Work? These are the most common suspects, but I would argue that many—if not most—of us are addicted to success. We are successaholics, not workaholics. We're obsessed with work because of the satisfaction we get from the kudos for

achievement, not because of some deep seeded satisfaction from working long hours as an end in itself.

What this means is that it is the definition of success, not some ingrained personality issue, that is at the source of why we are always on. If this is true, then turning off requires changing what we value in each other, not changing ourselves.

What about you? Are you addicted to your work? Or is it really the validation that comes from doing a good job? What would happen if people started holding it against you when you stayed late, emailed after certain hours, called in on vacation? Your first reaction is likely one of anxiety, not delight. But push yourself to think harder about what would happen. Can you even imagine how you might spend the time off? What if you were not only expected to turn off, but your team provided you a support network to make it possible?

My advice: Try working with your team to make this happen—support each other in turning off and you might be surprised how much you like it. ✨

Anger:

Taking the Heat Out of the Moment

By Edward T. Creagan, M.D.

When we're young, we think we know everything and that our parents know nothing. We ignore most of their advice, including the suggestion to count to 10 when we're angry to avoid acting in haste. It's only later, when we've gotten older, that we realize just how smart our parents were. Let me explain.

Over the weekend, a colleague and I had a misunderstanding about reviewing some scientific data. I had mistakenly missed a deadline and was quick to blame my colleague. I was frustrated and ready to fire off a stinging email. However, my phone had run out of power and I was unable to send it.

By the next day I was able to see the incident as the minor inconvenience it was, and I was so grateful that I hadn't done anything as stupid as sending an angry email.

It was a powerful reminder to me: When I'm angry or upset—especially if I'm also tired—no response is often the best response. Within 24 hours and a good night's sleep, everything seems different. What appeared to be a catastrophe the day before turned out to be no big deal.

So there's my confession. I suspect others can relate to this misadventure. ✨



Let It Pass

Truly great folks never stoop
To answer petty things;
The unkind word, the bitter cut
That rankles deep and stings.
They are too big to notice them,
They simply pass them by,

And even with a smile sometimes
Or twinkle in the eye.
For they have found that after all
'Twas better in the end
To meet it with a smile, and then,
Just let it pass, my friend.

—Virginia Brandt (1886–1968)



Five Simple Ways to Control Your Temper

By Dr. Tim Kimmel, Web reprint

Just about every parent, if they admitted it, has lost their temper with their child. After all, pushing a parent to the brink is a large part of a child's job description. They not only know which buttons to push, but how and when to push them to get the biggest rise out of us.

Although a typical day in the life of a parent has more than its share of challenges designed to test our patience, there are certain scenarios that are almost certain to make us lose our temper with our children.

Five top reasons parents lose their temper

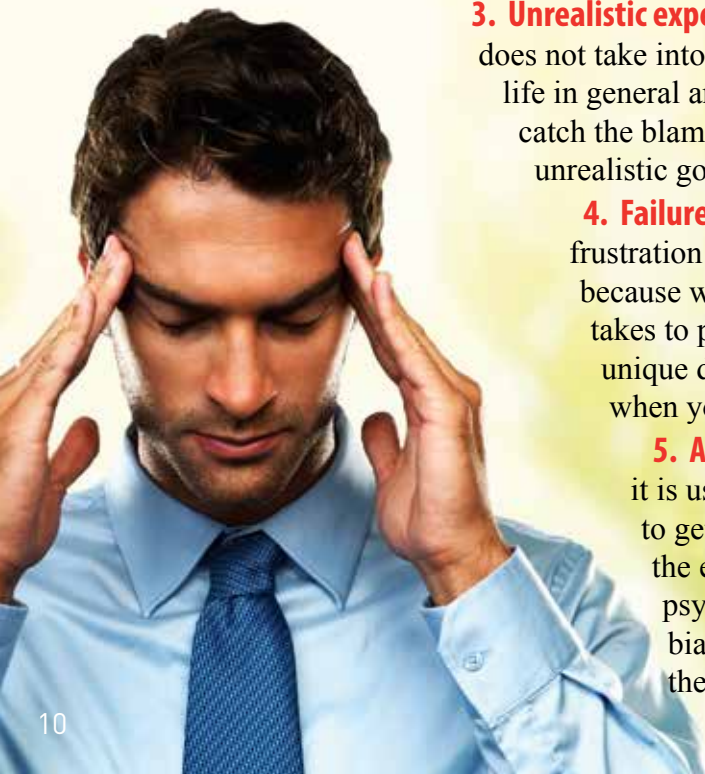
1. Fatigue—We quickly come to the end of our rope when we have too much to do and too little energy with which to do it. Add to this the fact that kids seem to have a limitless amount of energy, and you're already tired when you wake up in the morning.

2. Projected anger—Often we are ticked off at someone else or about something that has little or nothing to do with the crisis of the moment. Unfortunately, our kids are the easiest, most accessible target of this displaced anger.

3. Unrealistic expectations—We have an agenda that does not take into account the unpredictability of life in general and parenting in particular. Our kids catch the blame for our inability to fulfill these unrealistic goals.

4. Failure to plan—Many times, our frustration and anger are of our own making, because we fail to put in the extra effort it takes to prepare our children and us for the unique demands of the day. Remember, when you fail to plan, you plan to fail.

5. A distorted perspective—We assume it is us against them and that they are out to get us. We see those little charges as the enemy who has us under siege. The psychological term is "confirmation bias"—once we assume this is true then real life seems to confirm it.





Losing our temper is one of the most common sources of guilt and failure for a parent. So what can we do about it?

Five simple ways to **control** your **temper**

1. Pace yourself—Do your best to rest up when the chance presents itself. Even if your kids don't take a nap, institute a quiet time in the afternoon. If they protest, get that wild look in your eyes and tell them, "If I don't get a break, you are going to regret it!" They'll run to their rooms.

2. Identify and deal with your anger—Ask yourself, "What am I really angry about?" If you can't take care of it immediately, write down your course of action and then set it aside until you can deal with it. Pray for a gentle spirit toward your kids and ask forgiveness if needed.

3. Keep it real—Once you have a reality check on your perfectly executed day, calculate how much time, energy and money it will take to pull it off and then triple it. Barring a flooded basement or an outbreak of chicken pox, you may come close to meeting your expectations at the end of the day.

4. Plan, plan, plan—As you anticipate what you need to prepare for the demands of the day, play "worst case scenario" and plan accordingly. Lists are incredibly helpful and sticky notes rule! There is only one thing more time consuming than preparation (preparing), it is re-preparation (repairing).

5. Act maturely and responsibly—Remember, our job is to love and train our children. We are the parent and they are just children. Don't take their goofiness and irritating behavior personally.

Parenting can be the greatest job you ever do, with rewards here on earth and more in heaven. Try to love your kids with grace. Instead of losing your temper, you are more likely to find joy and satisfaction in your role as a mom and dad. ✦



Governing yourself

A person without self-control is like a breached city, one with no walls.—Proverb

Self-discipline is an act of cultivation. It requires you to connect today's actions to tomorrow's results. There's a season for sowing and a season for reaping. Self-discipline helps you know which is which.—Gary Ryan Blair

By constant self-discipline and self-control, you can develop greatness of character.
—Grenville Kleiser

The first and best victory is to conquer self.
—Plato

Talent without discipline is like an octopus on roller skates. There's plenty of movement, but you never know if it's going to be forward, backwards, or sideways.— H. Jackson Brown, Jr.

Mental toughness is many things and rather difficult to explain. Its qualities are sacrifice and self-denial. Also, most importantly, it is combined with a perfectly disciplined will that refuses to give in. It's a state of mind—you could call it character in action.— Vince Lombardi
Mastering others is strength. Mastering yourself is true power.— Lao Tzu

Success is nothing more than a few simple disciplines, practiced every day.—Jim Rohn

He that is patient is better than a mighty man, and he that subdues himself, than he that seizes a city.—Proverb

Happiness is dependent on self-discipline. We are the biggest obstacles to our own happiness. It is much easier to do battle with society and with others than to fight our own nature.
—Dennis Prager

What we do upon some great occasion will probably depend on what we already are: and what we are will be the result of previous years of self-discipline.
—H. P. Liddon

