



**St. Mary's College (Autonomous)**  
Reaccredited with 'A+' Grade by NAAC (Cycle IV)  
Thoothukudi



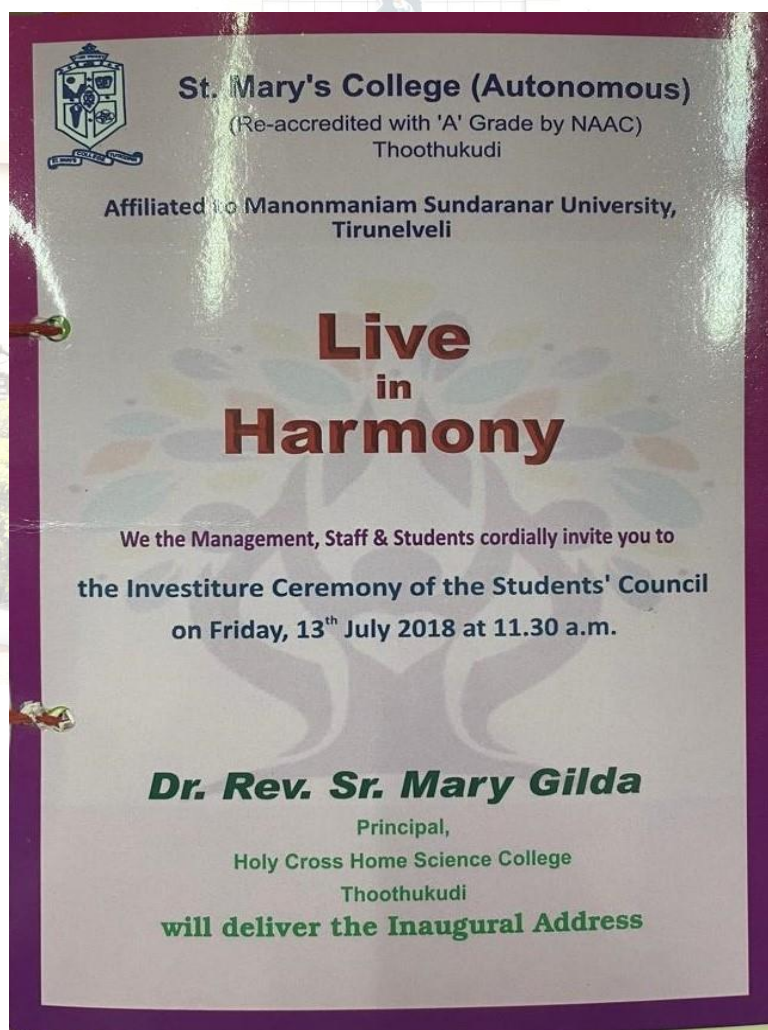
## **CRITERION VII - INSTITUTIONAL VALUES AND BEST PRACTICES**

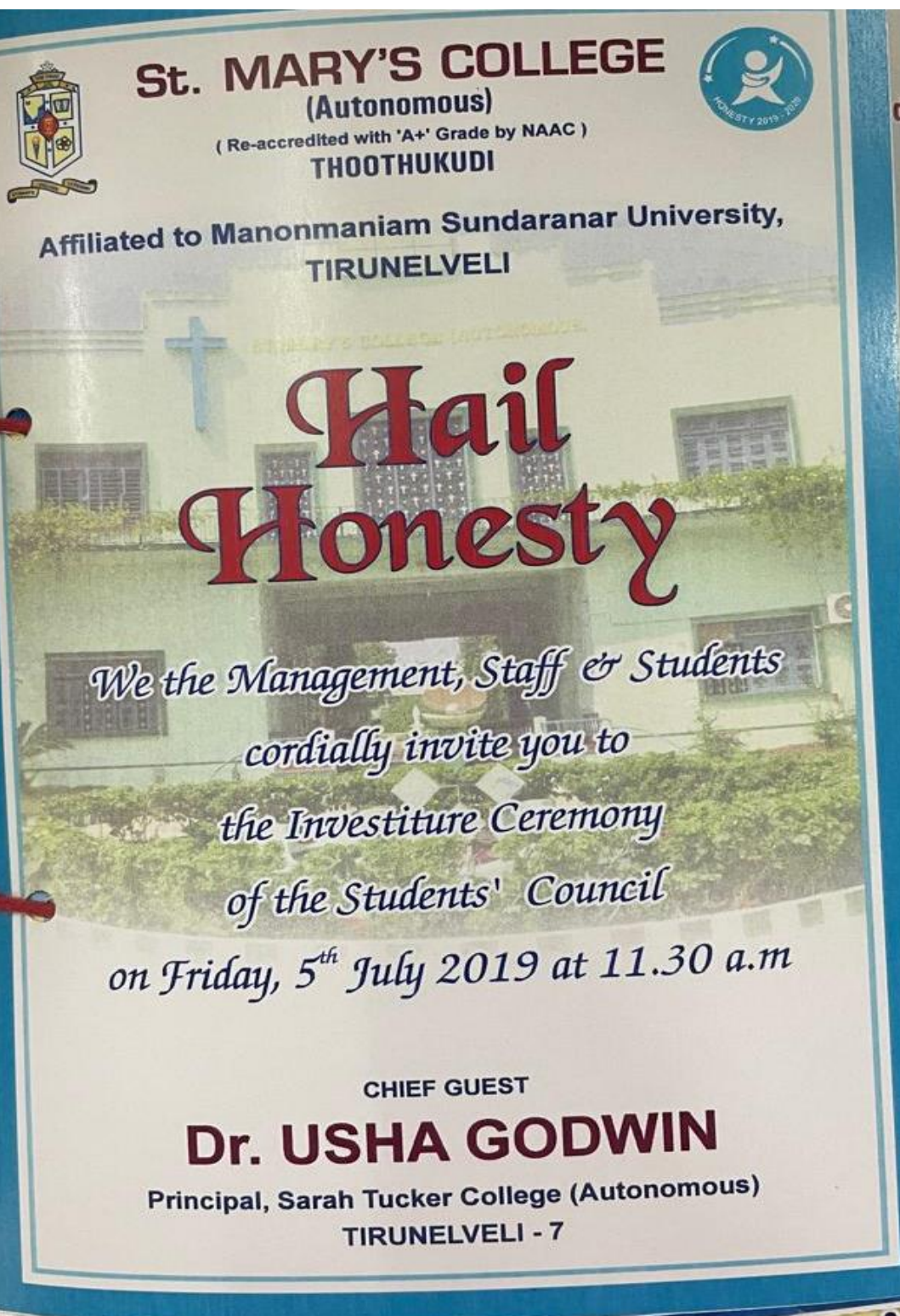
**7.1 Institutional Values and Responsibilities**  
**Year 2018 -2023**



**7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.**

- **Manuals & brochures on human values and professional ethics**









# **St. MARY'S COLLEGE**

(Autonomous)

(Re-accredited with 'A+' Grade by NAAC)

**THOOTHUKUDI**

Affiliated to Manonmaniam Sundaranar University,  
Tirunelveli

## **Year of Hope**

*Investiture Ceremony  
of the Students' Council  
on Friday, 5th Feb 2021 at 11.30 a.m*

CHIEF GUEST

**Dr. S. Malarkodi, M.Com., M.Phil., Ph.D.,**  
Principal,  
Geetha Jeevan Arts & Science College,  
Kurukkusalai, Thoothukudi.



**Bloom with Gratitude**



### Imparting Human Values through Ethics Books

Human values and social ethics are inevitable in the progress of the civilized society. The college imparts human values to students through Ethics classes. The Ethics books are given to the students to educate and make them socially aware.

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**St.Mary's College (Autonomous),  
Thoothukudi.**

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**Ethics  
UG I Year  
(w.e.f. 2021)  
(2021-2022)**

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## **UNIT I**

### **BELIEVE IN YOURSELF AND LOVE YOURSELF**

"As soon as you trust yourself, you will know how to live." --Johann Wolfgang von Goethe

#### **How to believe in yourself**

Most people start off with little or low self-confidence, but as a result of their own efforts, they become bold, brave and outgoing. The key is to be true to yourself, to be true to the very best that is in you, and to live your life consistent with your highest values and aspirations. This is the only way to truly learn how to believe in yourself.

People easily lose faith in themselves when encountering setbacks, failure and fear. When you lack confidence in yourself, others will pick up on that and won't take you seriously. Take some time to think about who you are and what you believe in and what is important to you.

If you want to change your life by becoming an author, believe that you can do it. The hardest step in that journey is finding the confidence to learn how to

write a book. Once you get a hold of a proven system to plan, produce, and publish your work, the larger goal becomes easier to attain. By believing in yourself, you will find the courage to take immediate action on your goals. This is the key to success! **Repeat saying “I believe in myself” every day.**

To achieve what you want in life, you have to build your belief in yourself. At the same time, though, it is critical that, whatever level you reach, you maintain humility. Your thoughts become words and your words become your actions. If you continue to tell yourself that you believe in yourself, eventually you really will believe in yourself.

Have the courage to accept yourself as you really are—not as you might be, or as someone else thinks you should be—After all, we all have our own talents, skills, and abilities that make us extraordinary.

No one, including yourself, has any idea of your capabilities or of what you might ultimately do or become. Perhaps the hardest thing to do in life is to accept how extraordinary you really can be, believe in

yourself, and then to incorporate this awareness into your attitude and personality.

If you have positive values, such as love, compassion and generosity, you will believe that people in your world are deserving of these values and you will treat them accordingly. When you believe in yourself and choose to be a good person, you will find yourself to be more positive and successful in life.

Here are some tips that will help you build a strong belief in yourself.

### **Examine your thoughts**

Look at whom you spend your time with. Whom do you talk to? Whom do you listen to? People often surround themselves with people who drain their battery, who are negative and who do not build them up. Surround yourself with people who are positive, who build you up and who help you create belief in yourself. There was a child who was raised in a small community. Her mom and dad told her she would do anything in the world. Her mom told her that she would be a president and that she would accomplish anything. Her parents' friends echoed this kind of motivational support. She



was surrounded not by wealth but by positive thinking people. Read always the biographies about people who do things and accomplish things in life.

### **Take small steps**

You need not do anything big. Day by day you start doing things. Be a daily goal setter and a daily goal hitter. Know what you need to accomplish each day and do it. Check things off. Remember inch by inch, it is a cinch to get things done.

"Trust yourself. Create the kind of self that you will be happy to live with all your life. Make the most of yourself by fanning the tiny, inner sparks of possibility into flames of achievement." --Golda Meir

### **Change your mindset**

Your inner voice is not always positive. It is often that negative inner voice that sounds the loudest. *I am so stupid, I never get things done. I am going to fail again.* Don't do that. Try focusing on your positive traits. We all have them. What you think about yourself influences the results you are getting in every area of life.

## **Go for it**

Life is short. It goes by so quickly. What are you worried about? Most of the things we worry about do not really matter. *Just go for it.* If you are thinking about changing jobs because you hate your job, then change jobs. Find belief in yourself and then go for it.

## **Set expectations and know your values in life**

If you believe in yourself to be a good person, you will expect good things to happen to you. If you expect good things to happen to you, you will be positive, cheerful, and future-oriented. You will look for the good in other people and situations.

## **Attitude: Expect good things to happen**

Your attitude will be an outward manifestation or reflection of your values, beliefs, and expectations. For example, if your value is that, this is a good world to live in and your belief is that you are going to be very successful in life, you will expect that everything that happens to you is helping you in some way. As a result, you will have a positive mental attitude towards other people and they will respond positively towards you. You will be a more cheerful and optimistic

person. You will be someone who others want to work with and for, buy from and sell to, and generally help to be more successful.

### **Be a good person through your actions**

Your actions on the outside will ultimately be a reflection of your innermost values, beliefs, and expectations on the inside. This is why, what you achieve in life and work will be determined more by what is going on inside of you than by any other factor.

Not many people live the life that they have always wished to live; they give up on their life goals as soon as they encounter the first setback. One of the main causes for this is that they do not believe in themselves.

“Believe in yourself, and the rest will fall into place. Have faith in your own abilities, work hard and there is nothing you cannot accomplish.” – Brad Henry

The world that we are living in is extremely competitive and challenging, and people start to doubt themselves and their abilities when they meet with failure. But a few failures are not the end. You must get back up again.



## **Rein it in**

Always remember you are braver than you believe, stronger than you seem, and smarter than you think." --Christopher Robin.

When you are successful, you have to work like crazy to realize you are not that big of a deal. Don't be a loudmouth. Don't be a know it all. Be the best that you can be. You are never in life as good as you think you are , when things are going great, and you are never as bad as you think you are, when they are not. We are all somewhere in between.

## **Accept your current situation**

The first thing you need to do if you want to get back up and start believing in yourself again is to accept your current life situation. You have to make peace with how your life looks at the moment and what led to this situation that you are in. Fighting with your situation won't do you any good. Being resistant is pointless, so we must accept first. Only then will we have enough energy to change our life.

"First, accept sadness. Realize that without losing, winning isn't so great." – Alyssa Milano.

### **Think about your past success**

If you are feeling down and out, use your past to get motivated again. Remember the time when you used to be forceful or aggressive and the time when you were awesome and you used to rock it! Put yourself in that past and think about the awesome things that you used to do. Now remember that you can do it again. It is easy to think about the times when you got hurt, but it is just as easy to think about those times when you were successful as well. Use your past to your advantage.

“Everyday is a new opportunity. You can build on yesterday’s success or put its failure behind and start over again. That is the way life is, with a new game every day.”- Bob Feller.

### **Keep moving forward and never look back**

Be strong and keep moving on. Never give up on yourself. You have to keep on going and eventually, you will reach your destination. And when you do, you will realize how much more powerful you have become.

### **Self –love**

Self -love is the forgiveness, acceptance and respect for who you are deep down.

We all have a dark side. We all hold anguish, hatred and pain. Ignoring these realities eats us up and forces us to cave-in spiritually and mentally. Allow yourself to be honest with who you are. Forgive yourself for your past deeds, those things you are ashamed of. Accept that you are sometimes a carrier of negative emotions like disgust, anger and jealous. Learn to embrace the silence when you need it.

**List your positive attributes and reflect on them daily**

This can be difficult for someone who habitually thinks negatively of themselves, but try to find one positive thing about yourself to add to the list once a week. At the end of each day, reflect on your entire list.

- Make your list very specific. Instead of using general adjectives to describe yourself, try listing specific actions or attributes that describe who you are and what you do.
- For example, instead of simply saying "I am generous," you can write "Any time I know that a friend is struggling, I give her a small,



thoughtful gift to show that I care. This makes me generous."

- As you read and reflect on your list, remember that each item on the list, however insignificant it may seem, is a reason that you are worthy of respect and love.

Here are the ways that will show you how to develop self-love in your everyday life.

- Sleep properly
- Eat healthy food
- Give yourself time and space to understand your spirituality
- Exercise regularly
- Thank yourself and those around you
- Play when you need it
- Avoid vices and toxic influences

Here are the benefits of Self-Love

- More tolerance of your flaws and weaknesses
- More self-confidence
- More self-forgiveness
- Healthier mindset

- Improved ability to discover and fulfill your personal destiny
- Increased love, acceptance, and compassion for yourself
- Increased love, acceptance, and compassion for others
- Improved relationships
- Improved friendships
- Improved work life
- More authentic connections with people
- Enhanced joy and gratitude for life.

## **UNIT II**

### **BECOME SELF CONFIDENT AND BUILD SELF ESTEEM**

Self-confidence is an attitude about your skills and abilities. It means you accept and trust yourself and have a sense of control in your life. You know your strengths and weakness well, and have a positive view of yourself. You set realistic expectations and goals, communicate assertively, and can handle criticism.

On the other hand, low self-confidence might make you feel full of self-doubt, be passive or submissive, or have difficulty trusting others. You may feel inferior, unloved, or be sensitive to criticism. Feeling confident in yourself might depend on the situation. For instance, you can feel very confident in some areas, such as academics, but lack confidence in others, like relationships. Having high or low self-confidence is rarely related to your actual abilities, and mostly based on your perceptions. Perceptions are the way you think about yourself and these thoughts could have flaws. Low self-confidence might stem from different experiences, such as growing up in an

unsupportive and critical environment, being separated from your friends or family for the first time, judging yourself too harshly, or being afraid of failure. People with low self-confidence often have errors in their thinking.

**Sudha Chandran- A beautiful girl who lost her leg, went on to impress the world with her classical dancing skills:**

At 16, Sudha Chandran met with an accident while traveling in Tamil Nadu and got severely injured. She was taken to a local hospital for the initial treatment of her injuries. But her life took a sad turn when she was later admitted to Vijaya Hospital in Madras, as it was here that the doctors diagnosed the development of gangrene in her right leg and the condition was so bad that the only way of getting rid of it was by amputating the leg. Getting accustomed to this tragedy took a lot out of her.

But her clouds started to make way for the sunshine when she was given the prosthetic “Jaipur Foot”. It was almost like she was bestowed with a new life and she wanted to make the most out of it. So she

went on and became one of the most celebrated Bharatanatyam dancers of the Indian subcontinent. Invitations to perform kept coming at her doorstep from the world over and today Sudha Chandran is a 50-year-old super successful lady who has performed both nationally and internationally. Her international success opened doors for her in the Indian film and television industry as well and now she is an inspiration to many.

### **How to increase your self-confidence?**

- Recognize and emphasize your strengths.
- Reward and praise yourself for your efforts and progress.
- When you stumble on an obstacle, treat yourself with kindness and compassion. Don't dwell on failure.
- Set realistic and achievable goals. Do not expect perfection; it is impossible to be perfect in every aspect of life.
- Slow down when you have intense emotions and think logically about the situation.
- Challenge making assumptions about yourself, people and situations.

- Recognize that the past negative life experiences do not dictate your future.
- Express your feelings, beliefs and needs directly and respectfully
- Learn to say no to unreasonable requests.

### **What is self-esteem?**

In psychology, the term self-esteem is used to describe a person's overall sense of self-worth or personal value. In other words, how much you appreciate and like yourself.

- Self-esteem is often seen as a personality trait, which means that it tends to be stable and enduring.
- Self-esteem can involve a variety of beliefs about yourself, such as the appraisal of your own appearance, beliefs, emotions, and behaviours.

### **Why self-esteem is important?**

Self-esteem can play a significant role in your motivation and success throughout your life. Low self-esteem may hold you back from succeeding at school or work because you don't believe yourself to be capable of success. In contrast, having a healthy self-esteem can

help you achieve because you navigate life with a positive, assertive attitude and believe you can accomplish your goals.

### **Factors that influence self-esteem**

As you might imagine, there are different factors that can influence self-esteem. Genetic factors that help shape overall personality can play a role, but it is often our experiences that form the basis for overall self-esteem. Those who consistently receive overly critical or negative assessments from caretakers, family members, and friends, for example, will likely experience problems with low self-esteem.

Additionally, your inner thinking, age, any potential illnesses, disabilities, or physical limitations, and your job can affect your self-esteem.

The following story introduces you to a famous person who had substantial difficulties to deal with, but who overcame these problems and flourished. This famous person could have let a sense of low self-worth keep her down. But she chose to prevail over the negative events and feelings she had. She triumphed over her problems, and so can you.



**Helen Keller** (1880–1968) had perfect sight and hearing until she was about 1-1/2 years old. She contracted an illness that is now believed to have been either scarlet fever or meningitis. Thereafter, she had no sight or hearing. Her teacher, Anne Sullivan, arrived when she was 6 years old. At age 7, she attended the Perkins Institute for the Blind. Later, she and her teacher moved to New York so she could attend a school for the deaf. When she was 14, she entered The Cambridge School for Young Ladies, and at age 20, she started at Radcliffe College. She graduated from Radcliffe, at the age of 24 as the very first deaf and blind person to earn a bachelor's degree. She became a world-famous speaker, campaigning for world peace, civil rights, labour rights, women's rights, and birth control. In addition, she was the author of many books and essays on these topics. In 1964, she was awarded the Presidential Medal of Freedom by President Lyndon B. Johnson. And the following year, she was elected to the National Women's Hall of Fame at the New York World Fair. In 1971, she was inducted into the Alabama Women's Hall of Fame.

## **Signs of healthy self-esteem**

You probably have a good sense of who you are if you exhibit the following signs:

- Confidence
- Ability to say no
- Positive outlook
- Ability to see overall strengths and weaknesses and accept them
- Negative experiences don't impact overall perspective
- Ability to express your needs

## **Signs of low self-esteem**

You may need to work on how you perceive yourself if you exhibit any of these signs of poor self-esteem:

- Negative outlook
- Lack of confidence
- Inability to express your needs
- Focus on your weaknesses
- Excessive feelings of shame, depression, or anxiety
- Belief that others are better than you
- Trouble accepting positive feedback
- Intense fear of failure

### **UNIT III**

#### **RIGHT ATTITUDE – PATHWAY TO SUCCESS**

On the last day of class before graduation, a professor walked up on stage to teach one final lesson to her students. She raised a glass of water over her head and with a smile on her face, our professor asked, “How heavy is this glass of water I’m holding?” The students shouted out answers ranging from a couple of ounces to a couple of pounds.

After a few moments of fielding answers and nodding her head, she replied, “From my perspective, the absolute weight of this glass is irrelevant. It all depends on how long I hold it. If I hold it for a minute or two, it’s fairly light. If I hold it for an hour straight, its weight might make my arm ache. If I hold it for a day straight, my arm will likely cramp up and feel completely numb and paralyzed, forcing me to drop the glass to the floor. In each case, the absolute weight of the glass doesn’t change, but the longer I hold it, the heavier it feels to me.”

All the students nodded their heads in agreement and she continued: “Your worries, frustrations,

disappointments, and stressful thoughts are very much like this glass of water. Think about them for a little while and nothing drastic happens. Think about them a bit longer and you begin to feel noticeable pain. Think about them all day long, and you will feel completely numb and paralyzed, incapable of doing anything else until you drop them.” Problems are not big or small; it is our attitude towards the problem that magnifies it. In order to be successful in life one should develop the right attitude. Therefore, holding on to the right attitude is the pathway to a successful life.

**Some of the key habits that helps one to develop a right attitude in life are as follows:**

- **Accept Responsibilities:** By accepting any responsibility, you are actually promoting yourself. Accept responsibility, even for something you have done wrong, and try to analyse and rectify it, instead of trying to shrug off the blame. Avoid statements like ‘I am not responsible for this’ or ‘This is not my fault’.
- **Have consideration for the other person, and you will receive the same consideration, from**

**others, in return:** Give others the same treatment, that *you* would like to receive *from* them. Be tactful. Avoid unnecessarily hurting any person's sentiments, by undue harshness.

- **Avoid criticism, especially in public:** It is very easy to criticise, but difficult to undo the damage due to negative criticism. Negative criticism almost always has the effect of making the person justify his wrong action, rather than finding a remedy to the situation. Although a person doing a 'wrong' action needs to be corrected, it is the action that is 'wrong', not the person.
- **Be positive in your interpretation of another person's actions:** Don't get paranoid and expect the worst. It is always better to give a person the benefit of the doubt. Even in a court of law, nobody is declared a criminal until proved.
- **Be an empathic listener:** Seek to understand, what the other person is trying to communicate, with an open mind. Do not try to dominate his talk, or judge him with your own myopic or prejudiced views of the situation.

- **Be enthusiastic in whatever you do:** Enthusiasm is ‘infectious’ i.e. it fires up the whole team to perform better. The only difference between the *successful* team and any other team, is that little bit of extra effort, which is possible only if there is an enthusiastic approach.
- **Give honest and sincere appreciation:** This is not to be confused with flattery, which shows up the lack of character of the flatterer. One should always be grateful. An ungrateful person does not ever appreciate anything, much less ever praise anyone. An ungrateful person displays a total lack of any leadership qualities. A grateful person renders honest and sincere appreciation.
- **Don’t get unnecessarily involved in arguments:** Arguments achieve nothing. An argument is an emotional affair. When viewed logically, it is a complete waste of time, as there are no tangible benefits. Neither side is open to the point of view of the other. Arguments leave you frustrated and emotionally charged, without

achieving any objective of putting up your point-of-view.

- **Avoid gossip:** This spreads Lies with amazing speed, and can result in irreparable harm to the person concerned. You, yourself, may well be the next victim of gossip. When you betray the trust of someone's confidential information, you will lose his/her respect forever. Gossip is the work of idle minds. They never have the honesty or the guts to come out in the open, with any accusation and give the person a fair chance to prove or disprove anything. It is an unnecessary and cowardly victimisation of a person.
- **Stay committed:** When you make it a commitment, you plan to do what you say, viz. you demonstrate your integrity. A commitment is usually influenced by values, and not so much by a person or object. Never preach to others, what you cannot follow yourself. A marriage, without commitment from both sides, is ineffective, because the basic insecurity it generates, will impair its efficient functioning.



- **Be grateful for all that you are enjoying:** Be grateful to anyone who does something for you. But don't expect gratitude, for everything that you do. Selfless service is what actually satisfies, not the gratitude of the person being helped. Donate your *time*, and not just money, to the service of another, if you really care for the person. The sacrifice may involve not just your time, but also effort and involvement, the extent of which determines the depth of your love to the people you claim to care for.
- **Don't hold grudges over anyone's past mistakes:** They aren't worth holding! Forgive the person, but *learn* from the experience. If you get cheated once, it is a shame on the cheater. If you should get cheated again, by the same person, it is also a shame on you, for allowing yourself to be cheated. Honesty is the best policy. A liar invariably gets tripped up by his own lies.
- **Be Sincere:** Sincerity of purpose is an admirable quality. Any person will forgive a mistake easily, if he knows that there was sincerity of

purpose. Humility is the ability to accept praise graciously, with a simple 'Thank you'. This should be without either arrogance or without belittling yourself, either of which extreme is bad. Arrogance is a sign of over-confidence, while being unnecessarily servile indicates someone trying to hide something.

- **Be Courteous:** This is something which many people are unwilling to grant others, but always expect from everyone else. It costs nothing to be polite, but the effect it has, on bringing down barriers of hostility, is remarkable. Approaching a person with courtesy often *opens* doors, while rude or arrogant approach *blocks* your path, with equal efficiency.
- **Always try to maintain your sense of humour:** The ability, to look on the lighter side of things, is what keeps you going, in times of stress. It takes less muscles to smile than to frown. The 'too serious' person, who has no time to smile, generates ill-will among his team, which affects the long term performance considerably.

- **Be a *true* friend, in order to be a *good* friend:** If you value your friendship and care for the person, it is better to be truthful, even if it seems distasteful at that time, than to risk telling lies, to ‘keep’ a friendship. A true friend is one who shares your joys, as well as assists you in times of trouble. The ‘fair weather’ friend is one who wants to share the joy, but abandons you, when you are going through trouble. A person who really intends to help, will start *doing* something to help, no matter how small, to demonstrate the quality of his friendship.
- **Avoid being selfish:** Be ready to go out of your way, to help a friend, if you genuinely feel that he/she should come out of his misfortunes. The friend will reciprocate the same kind of help to you, in your time of need. A true friendship lasts forever. Even one ‘true’ friend is better than having hundreds of ‘fair weather’ friends, who are worthless in times of need.
- **Be an Empathic listener:** Empathy differs from sympathy. Sympathy is when you agree to what the

person is saying, even if it is wrong, just for the sake of friendship. It actually is a betrayal of friendship, since you are being dishonest. It can often become a crutch, on which your friend is leaning. You are harming him, more than helping him, by justifying his wrong deeds with sympathy. An empathic listener only tries to understand ‘logically’ what the person is trying to say, after which he may try to convince the person, diplomatically, that what he/she is doing may be wrong, and what should be the correct course of action, without hurting his/her sentiments.

**If we follow all these values to the best of our abilities,  
then success is ours!**

## **UNIT IV**

### **HEALTHY LIVING**

Healthy living is the practice of health enhancing behaviours, or living in healthy ways. Healthy living" to most people means both physical and mental health are in balance or functioning well together in a person. Physical and mental health is closely linked, so that a change (good or bad) in one directly affects the other.

#### **Healthy tips**

- Eat three healthy meals a day (breakfast, lunch, and dinner); it is important to remember that dinner does not have to be the largest meal.
- Eat the smallest portion that can satisfy hunger and then stop eating.
- If a person is angry or depressed, eating will not solve these situations and may make the underlying problems worse.
- Avoid heavy meals in the summer months, especially during hot days.

- A vegetarian lifestyle has been promoted for a healthy lifestyle and weight loss
- Avoid eating a large meal before sleeping to decrease gastroesophageal reflux and weight gain.
- Avoid sodas and sugar enhanced drinks
- Food consumption should consist of healthy foods, such as fruits, vegetables, whole grains, and fat-free or low-fat milk products

### **Healthy lifestyle**

A healthy lifestyle has both short and long term health benefits. Long term benefits are eating a balanced diet, taking regular exercise and maintaining a healthy weight which can add years to your life and reduce the risk of certain diseases including cancer, diabetes, cardiovascular disease, osteoporosis and obesity. The short-term benefits are those which make you feel and look your best, give you more energy and help you maintain a healthy weight. To have a healthy lifestyle you need to :

- **Drink more water** - Most of us don't drink enough water every day, but it is essential for our bodies to work properly. Water is absolutely

necessary for carrying out our bodily functions, removing waste, and transporting nutrients and oxygen throughout our bodies. An average adult needs two to three litres a day.

- **Get enough sleep** - Teens need about 8 to 10 hours of sleep each night to function best.
- **Exercise every day** - By moving your body in some way for 30 minutes a day, you will lower your risk of disease, prevent coronary heart disease, stroke, diabetes, obesity, and high blood pressure, and on the other hand you can create higher bone density and potentially increase your life span.
- **Eat more fruits and vegetables** - All fruits and vegetables carry vitamins and minerals, components essential to your health
- **Eat the rainbow** - Pick brightly - coloured foods in the produce aisle. These are high in antioxidants (antioxidants remove free radicals in our body that damage our cells)



Examples to look out for:

White (Bananas, Mushrooms); Yellow (Pineapples, Mangoes); Orange (Oranges, Papayas); Red (Apples, Strawberries, Tomatoes, Watermelons) Green (Guavas, Cucumbers, Lettuce); Purple/Blue (Blackberries).

- **Cut down on processed foods** - Most nutritional value is lost in the making of processed foods and the added preservatives are bad for our health.
- **Avoid trigger foods** - These are foods you can't put down after one bite. Everyone's trigger foods are different, but typically they consist of candy bars, chocolate, chips, cookies, or anything with high levels of refined sugar, salt, fat or flour.
- **Take your time eating** - Your brain, not your stomach, is the organ responsible for feelings of hunger and fullness. If you take your time during meals and eat more slowly, you allow your brain adequate time to send the 'full' message to your stomach and allow your food to be fully ingested.

- **Prepare your meals** - It easier for you to make the right healthy choices for your body.
- **Move towards low calorie and low fat alternatives** - There are many low - fat or non-fat alternatives readily available in all grocery stores.
- **Have healthy snacks on hand** - Eating small meals throughout the day is good for your metabolism, but eating the right things is what matters most. When turning to snacks during your day, look for things like fruit, salad, or freshly squeezed juices.

## **Mental health**

Healthy living involves more than physical health, it also includes emotional or mental health. Having good mental health can help us sleep better, feel better, enable us to do the things we want to do, and help us have more positive relationships with those around us.

Mental health is just as important, and sometimes more important than physical health. When your body feels healthy and good, it automatically makes us feel good and proud and positive. With positivity, you can do anything and take on any challenge. When someone is

depressed, exercise is one of the things that doctors prescribe to help them. When we exercise, we produce endorphins which are like happy pills. So, exercise is good for both physical and mental health.

The following are some ways people can support their mental health and well-being.

- **Avoid negative people in your life** - If you feel that a person or friend is negative, just let him or her go.
- **Avoid negativity within yourself** - By staying in a positive state of mind, let go of all negative thoughts within yourself.
- **Exercise the mind** - Try to give your brain a regular workout with exercises that enhance memory, attention, ability to focus, and learning new topics.
- **Value yourself** - Treat yourself with kindness and respect, and avoid self-criticism. Make time for your hobbies and favorite projects, or broaden your horizons.

- **Surround yourself with good people** - People with strong family or social connections are generally healthier than those who lack a support network. Make plans with supportive family members and friends, or seek out activities where you can meet new people.
- **Go off the grid** - Avoid the mobile - the biggest drawback of this generation is that they are obsessed with their mobile phones. Moreover, these phones cause many physical and mental problems for them. Leave your smart phone at home for a day and disconnect from constant emails, alerts, and other interruptions. Spend time doing something fun with someone face-to-face.
- **Laugh a lot** - Every time we laugh, our brains release dopamine, a chemical that makes us feel happy.
- **Engage in the things you are passionate about**
- **Learn how to deal with stress** - Research shows that laughter can boost your immune system, ease pain, relax your body and reduce stress.

- **Quiet your mind** - Try meditating, relaxation exercises and prayer can improve your state of mind and outlook on life. Meditation may help you feel calm and enhance the effects of therapy.
- **Set realistic goals** - Decide what you want to achieve academically, professionally and personally, and write down the steps you need to realize your goals. Aim high, but be realistic and don't over-schedule.
- **Make it a habit to always look at the brighter side of life** - Even if you find yourself in the worst situation, there is always an upside to it—something good and positive.
- **Work on your strengths** - Do something you're good at to build self-confidence, then tackle a tougher task.
- **Boost brainpower** by treating yourself to a couple of pieces of dark chocolate every few days.
- **Build Relationships** - Having good relationships with other people is the most important factor

contributing to a sense of wellbeing. This can include family, friends, workmates and others in the community.

- **Develop gratitude** - Try keeping a gratitude journal and write down 3 positive things each day. This can lead to increased wellbeing.

Having good mental health can help us sleep better, feel better, enable us to do the things we want to do, and help us have more positive relationships with those around us.

Good mental health is both a state of mind and a lifestyle. Part of it is developing a rational, positive mindset about oneself and the world. Having sources of pleasure and a manageable level of stress facilitates good mental health as well. By practicing good mental health, people become more resilient and able to cope when their lives are riddled with stress and misfortune.

Physical fitness is not the sole basis of being healthy; being healthy means being mentally and emotionally fit. Being healthy should be part of your overall lifestyle. Living a healthy lifestyle can help prevent chronic diseases and long-term illnesses.

Feeling good about yourself and taking care of your health are important for your self-esteem and self-image.



## **UNIT V**

### **SOLUTION TO COMMON PROBLEMS**

The problems faced by contemporary society are about the human being. Shortages and inequality of resources, environmental changes, lifestyle diseases, overpopulation and depopulation, violent conflicts locally and regionally as well as international terrorism, are examples of this. It is common to overreact when you face a problem, but this can cause you to make bad decisions. Before you begin tackling your problems, get in control of your emotions, which may help you stay calm and more effectively deal with whatever you are facing.

#### **How to cope with your difficulties?**

- Take a few deep breaths and repeat to yourself “let” when you inhale and “go” when you exhale. This can help control your heart rate and allow you to relax.
- Repeat to yourself “I can get through this. It’s challenging, but I can find a solution

- **Accept responsibility for the problem**

Consciously acknowledge the problem and then accept responsibility for your part in it. This can allow you to begin actively and constructively deal with any problem.

- List the problems and their causes. This can help you more readily visualize, accept, and even deal with a problem.

**Find ways to build your body emotionally and physically while facing your difficulty**

***Physical***

- Exercise - This will create a natural high which will support good brain function.
- Eat plenty of healthy foods and nourish your body with water and other healthy fluids. Avoid too much sugar. This will help prevent your weight from fluctuating too much.

***Emotional***

- Both diet and exercise can influence your resilience, and in turn, strengthen you emotionally.

- Resolve tough emotions, include positive and realistic self-talk, expressing your feelings when appropriate and non-judgmental meditation.

### **Remember**

- Prayer can help in times of difficulty. Stress can be lifted from our shoulders. It is important to remember that all our hopes and desires may not be fulfilled at a given time. In effect, the way our prayers are answered may be different than what we expect or want. We can renew our hope and still pray, however, by finding meaning in the response of our prayers as life continues.

**Be in the present. Focus on the present. Do not worry about the past or the future.**

- This is difficult, for most. However, it cannot be underestimated and underemphasized. Our focus on the present alleviates worry, tension, brings the right amount of alertness and attention to a difficulty, whatever it may be. Express your frustrations over past or future concerns in order to redirect your focus. This is a healthy coping mechanism.

### **Self-expression alleviates tension and worry**

- When we grow older, perhaps we forget to express our emotions given this false perspective of adulthood. It is critical to express yourself in order to avoid burnout or overwhelming emotions. Find a solid relationship in which you can express yourself completely without worry of being judged. Sharing your emotions is vital, and as needed, share with other loved ones at appropriate times.

### **How to overcome worry?**

Psychologist's state that "fear is the most disintegrating enemy of human personality" and a prominent physician declares that worry is the most subtle and destructive of all human diseases.

Dr. George W. Crile, a famous American Surgeon said "We fear not only in our minds but in our hearts, brains and viscera that whatever the cause of fear and worry, the effect can always be noted in the cells, tissues and organs of the body."

The first practical procedure is emptying the mind daily to eliminate abnormal worry from your

experience. It should be done preferably before retiring at night. During sleep, thoughts tend to sink more deeply into subconscious.

The last five minutes before going to sleep are of extraordinary importance. This process of mind drainage is important to overcome worry and impede the flow of mental and spiritual power.

Next step refill the mind with thoughts of faith, hope, courage and peace. In due course these accumulations will crown out fear.

### **Formula to eliminate worry**

- Say to yourself: I can change my worries with God's help.
- Faith: Become free of worry by practicing the stronger habit of faith.
- Practice of Faith: Every morning before you get up say aloud "I Believe".
- Prayer: I am in God's hands, there is no harm, only good.
- Positivity: Always talk positively.

- Conversations: Shoot an injection of faith into all your worry conversations. Make everyone feel hopeful and happy.
- Creative Thought: To counteract worry, mark the inspiring passages in the religious scriptures which speak of faith, hope, glory, radiance happiness again and again.
- Cultivate friendships with hopeful people. Surround yourself with friends who think positive and faith producing thoughts.
- Help other people to overcome worry, so you will get greater power within yourself
- Empty your mind and always refill it with hope, faith, happiness and glory.

### **How to deal loneliness?**

#### **Loneliness and isolation are symbols of the twenty-first century**

Holidays are horrible. While advertisements bombard us with pictures of people enjoying one another, we realize we have no one.

Connectedness becomes more difficult to develop as we age. Many older persons face seemingly endless days with no significant people left in their lives. Families move and adult children scatter across the city, the country, the world; death claims our parents.

Love that gets us outside our self-centeredness is the answer. When we crave to be consoled, the best thing we can do is console another; when we ache to be understood, the wise thing to do is to try to understand a hurting friend; when we long to be loved, the most healing thing we can do is to promote the growth and self-worth of those around us.

Listening is a significant element in the cloth of love. Each day, have a running conversation with God.

### **Three ways that listening validates people's feelings**

One of the most significant ways we love others is by validating their feelings. We do this when we:

- Listen to feelings
- Listen without judging
- Quit trying to solve problems

- Listening with love does not give a “stamp of approval” to their choices; it simply validates their pain.
- Listening with love means we avoid giving answers and advice.

### **Develop a passion for paid and unpaid activities**

Developing a passion for activities – whether we get paid for doing them or do them for mere pleasure, we gain control of our leisure and our life. When we immerse ourselves in activities that strengthen our attentiveness, joy comes bounding into our lives.

Doing what we love, we can develop a passion for activities which:

- Immerse us in the moment
- Increase our self-confidence
- Require active participation

### **Choose activities that increase our self-confidence**

If we love an activity, we will do it more often. And the more we do it, the better we will become at it. And the better we become, the more we want to do it. By mastering a skill, a talent, by knowing we do it rather



well, we increase our passion. It is a beautifully crafted spiral, increasing our self-confidence and self-worth.

Mastery comes through repetition; repetition requires an investment of time and energy. If we want to be good at something, we must make a commitment that, daily, for a certain number of hours, for a certain number of weeks, we will repeatedly practice that skill.

### **Find a way to move your body that you enjoy**

It's not so much about exercise as it is about getting in touch with your sensory system, which can encourage a state of connection and flow. What you're trying to do is engage your body and engage your mind out of the loneliness. Surfing, soccer, sailing, walking barefoot in sand or grass — all of these can help you pay attention to the sensations in your body.

### **Loneliness is temporary**

Even if you're feeling lonely now, that doesn't mean you'll always feel lonely or you'll never find a community that nourishes you. "You are the architecture of your future," Balestrieri says. "You get to go out and make new bonds." She adds that absolutely everyone has

something to offer in relationships. You've just got to go out and create them.

### **Make a plan to fight the mental and emotional habits of loneliness**

Healthy interaction with friends is good, make some effort to reach out to others, to initiate conversation and face time even when your loneliness and depression are telling you not to. Yes, it is work, but it is worthwhile, just like exercising is worthwhile even when you are feeling tired or lazy.

### **Find volunteer opportunities**

One way to combat loneliness is to put yourself in places where you can meet new people. But sometimes just going to public places doesn't do the trick, especially for people whose loneliness is worsened by issues like shyness or social anxiety. By volunteering, you're not only putting yourself in a place where you can meet people, but you'll also be focused on a task. This can help to prevent feelings of awkwardness that might arise if you don't have a particular purpose. It can also

give you something to look forward to if you're struggling to find meaning in your life.

Another great thing about volunteering is the people you meet are likely to share your interests. For example, if you love animals, you might consider volunteering at a local shelter. This is a place where you're sure to meet people who have dogs or cats as pets, with whom you can connect. It'll be much easier to connect if you're with others who like the same things you do.

## **Conclusion**

Believe that for every problem there is a solution. So be calm. Your brain cannot operate efficiently under stress. Always make your mind relaxed so that the solution will open up and become clear. Assemble all the facts impartially, impersonally and judicially. And it clarifies to bring all the elements into orderly system. Pray about your problems and worries to God. He will illuminate your mind. Believe in and seek God's guidance and trust, the intuition and insight. Spiritual thinking produces amazing power and gives right

answers. The answer or solution that develops in your mind is the right one.

**“You have two choices, when you get up in the morning – either to be happy or to be unhappy, the choice is yours.”**

**St.Mary's College (Autonomous),  
Thoothukudi.**

**Re-accredited with 'A+' Grade by NAAC**



**Ethics  
UG II Year  
(w.e.f. 2021)  
(2021-2022)**

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# **UNIT I**

## **MOTIVATIONAL SKILLS**

### **Introduction**

Motivation plays a pivotal role in the process of learning. Both motivation and learning go side by side. According to most psychologists motivation is essential for effective learning. Actually, motivation is a force that modifies or directs behaviour; while learning is actually a modification of behaviour which is permanent in nature and is caused by various psychological factors. Now the question arises why an organism modifies its behaviour? The answer is because there is a felt need to do so due to change in environment.

The changing condition of environment plays a role of stimulus which motivates the organism to seek adjustment to the environment. Such adjustment seeking behaviour is called learning behaviour. We can say that learning occurs as a consequence of motivation; and motivation can be used as a productivity factor in the process of learning; it is just like pressing the right button to get the desired

response (H.R. Bhatia). Teachers have long been using the traditional techniques of motivating students, for example praising, smile, touch, etc. A need is always felt during every era of teaching learning process to find out techniques which can be effectively used for motivating students in the learning process.

Motivation is the combination of the forces that can arouse, direct and continue certain type of behaviour. The word 'motivation' is derived from motus, movere which means 'to move'. It is the phenomenon involved in a person's drive and goal-oriented behaviour. The tendency to perform activity starts with the introduction of a stimulus and ends with an adjustive behaviour. It is the internal state or regulation of behaviour towards a specific goal (Cuzon, 1990).

Motivation is the stimulation or action towards a particular goal where previously there was little or no attraction towards that goal (H.R. Bhatia, 2004). Motivation is the internal state or condition sometimes described as a need, desire or want, that serves to



activate or energize behaviour and give it direction (Kleinginna and Kleinginna, 1981).

Motivation can be characterized by following elements:

- Need or expectation
- Behaviour
- Goal
- Some form of feedback

### **Types of motivation:**

Generally there are two types of motivation:-

**Extrinsic** Here stimulus is outside the person, it can be there in the form of operant conditioning or social cognition.

**Intrinsic** Here stimulus is internal to the person; it can be biological, emotional, spiritual or social.

**Intrinsic motivation** is driven by an interest or enjoyment which a person feels in a task. It is within the individual and does not rely on external pressure.

In this case there are no external rewards and the activity is undertaken for self pleasure and individual satisfaction. It may be characterised by curiosity and desire to meet challenges.

**Extrinsic motivation** refers to performance of a task for attaining an outcome. It may be in the form of some kind of reward, social approval or appreciation etc.

However some other following types of motivation are also found in literature:-

**Instrumental motivation** It is extrinsic in nature where students perform an activity in order to obtain tangible rewards.

**Social motivation** Here students perform a task in order to earn praise from those they respect or admire e.g. teachers, parents etc.

**Achievement motivation** Here students learn a hope of success. Ausubel has suggested three elements in this type of motivation.

**Cognitive drive** Student tries to satisfy his need 'to know'

**Self enhancement** Student tries to satisfy his self-esteem.

**Affiliation motivation** Student wants to earn approval from others.

## **General approaches to motivation**

There are numerous theories of motivation. Here is a brief overview of these theories. All these are summed up into four approaches.

### **Humanistic approach**

According to the humanistic approach, to motivate means to arouse an individual's inner resources. They see an individual as a whole, whose physical, emotional, and intellectual needs are all interlinked. Maslow provided the best explanation for this approach. In 1970, Abraham Maslow suggested that man has a hierarchy of needs, which ranges from lower needs for survival to safety, belongingness, self-esteem and finally to self-actualization.

## MASLOW'S HIERARCHY OF NEEDS

	Stimulating Factors	Need Category
Higher Complex Needs	Growth Achievement	Self-actualization Need
	Self –esteem Esteem from others recognition	Esteem Need
	Affection Acceptance friendship	Social Need
	Safety Security Stability	Security Need
Basic Simple Needs	Food Water Respiration	Physiological Need

At lowest level are the physical needs which are important for survival and on top of everything is self actualization. One cannot progress from the lower level to higher level unless the lower level needs are fulfilled. Here source of motivation is intrinsic.

### **Behavioural approach**

According to them behaviour of a student is the product of some incentive present there in the form of 'Reward and Punishment'. If a behaviour is

repeatedly rewarded it may develop into ‘Habit’. So motivation is produced through incentives.

### **Cognitive approach**

According to cognitive approach people are active and curious and they search information to solve their problems. They totally reject the reward, punishment, or needs as the determinants of behaviour. They say that individual behaves in the way he thinks and believes about himself and his environment. The motivation of a student is influenced by the explanations, justifications, and excuses he provides for his success or failure.

Example: I can attribute my failure to bad luck if I believe that I can control it, I will be motivated for putting more effort for the next time, but if I believe that I cannot control bad luck I will simply withdraw all my efforts and will not be motivated to put any effort.

### **Socio-cultural approach**

We belong to certain society and if we narrow down our approach we belong to a certain group. We want to maintain our identity and interpersonal

relations within that group. We learn by the company we keep. Society moulds us. A certain group is characterized by certain traits. For example, as a student, each one in a class is motivated to secure the highest grades. As a doctor, one wants to become the best among his colleagues. Even a criminal belonging to a gang will be motivated to do the highest level of crimes in order to achieve his identity in the group.

### **Conclusion**

Motivation is an internal force which can be biological, emotional, cognitive, or even social which energizes certain behaviour, directs and sustains that behaviour towards a specific goal. There are two major kinds of motivation:-

Intrinsic motivation comes from inside of an individual. The stimulus here is biological, emotional, or spiritual or social. Students who are intrinsically motivated engage in an activity willingly and try to improve their skills.

Extrinsic motivation comes from outside in the form of reward, social approval, appreciation, fame, material benefit, etc. This type of motivation works

more in business context. For students, such benefits lose importance with time and they become less motivated as time passes. The problem may be solved with the help of internalization of extrinsic motivation. This happens when the task fits with the value and belief of the individual.

Motivation plays an important role in institutions and work place. The teachers use motivation techniques, both individually and in groups, to achieve the good result for education in the most efficient and effective ways. The situation and the environment, in which the learning is to be made by the student influences the learning process. The participation of activities in the school etc, all influence and motivate the learning behaviour of the student. Therefore, efforts should be made provide suitable learning situation and environment for effective learning. Motivation is a permanent tool for a student's success in learning. The sources of motivation can be influenced by external factors but the motivation is personal and within an individual.

## **UNIT II**

### **INTERPERSONAL SKILLS**

#### **What are interpersonal skills?**

Interpersonal skills are the behaviours and tactics a person uses to interact with others effectively. In the business world, the term refers to an employee's ability to work well with others. Interpersonal skills range from communication and listening, to attitude and department. They cover a variety of scenarios where communication and cooperation are essential.

Some examples of interpersonal skills include:

- Active listening
- Teamwork
- Responsibility
- Dependability
- Leadership
- Motivation
- Flexibility
- Patience
- Empathy



## **Why are interpersonal skills important?**

Strong interpersonal skills can help you during the job interview process as interviewers look for applicants who can work well with others. They will also help you succeed in almost any job by helping you understand other people and adjusting your approach to work together effectively. For example, while a software engineer may spend the majority of her time working on code independently, she may need to collaborate with other programmers to effectively bring a product to market.

This is especially true as more companies implement collaborative agile frameworks to get work done. Employers will be looking for workers who can perform both technical tasks with excellence and communicate well with colleagues.

## **Examples of interpersonal skills**

Unlike technical or ‘hard’ skills, interpersonal skills are ‘soft’ skills that are easily transferable across industries and positions. Employers value interpersonal skills because they contribute to positive work environments and help maintain an efficient workflow.

Here is a list of interpersonal skills for you to identify the ones you may possess that are valuable to employers.

### **Active listening**

Active listening means listening to others with the purpose of gathering information and engaging with the speaker. Active listeners avoid distracting behaviours while in conversation with others. This can mean putting away or closing laptops or mobile devices while listening and asking and answering questions when prompted.

### **Dependability**

Dependable people can be relied on in any given situation. This can include anything from being punctual to keeping promises. Employers highly value dependable workers and trust them with important tasks and duties.

### **Empathy**

A worker's 'emotional intelligence' is how well they understand the needs and feelings of others. Employers may hire empathetic or compassionate employees to create a positive, high-functioning workplace.

## **Leadership**

Leadership is an important interpersonal skill that involves effective decision making. Effective leaders incorporate many other interpersonal skills like empathy and patience to make decisions. Leadership skills can be used by both managers and individual contributors. In any role, employers value people who take ownership to reach common goals.

## **Team work**

The ability to work together as a team is extremely valuable in every workplace. Teamwork involves many other interpersonal skills like communication, active listening, flexibility and responsibility. Those who are good ‘team players’ are often given important tasks in the workplace and may be seen as good candidates for promotions

## **Key takeaways**

- Interpersonal skills help us interact with others effectively, on the job and in the larger world.
- Some people are born with such skills but everyone can improve them with practice.

- Expressing appreciation, resolving disputes, and listening well are all interpersonal skills worth practicing.

Interpersonal skills are often referred to as social intelligence. They depend on reading the signals others send and interpreting them accurately in order to form a response.

Everyone has a personal style and an interpersonal style, but some are more successful than others. While interpersonal skills may be based in part on personality and instinct, they also can be developed.

### **Understanding interpersonal skills**

Interpersonal skills can be developed but they cannot be learned solely from a textbook. They come naturally to some people, while others have to work at cultivating them.

In many organizations, employees with strong interpersonal skills are valued for their pleasant demeanor and positive, solution-oriented attitude. These employees are seen as team players, who work well with others to achieve a goal. In more human terms, everyone likes being around them, and that never hurts.

Interpersonal skills are strongly linked to a knowledge of social expectations and customs, whether learned or acquired. People with the strongest interpersonal skills adjust their tactics and communications on the fly depending on the reactions of others.

### **Interpersonal skills in the job search**

Interpersonal skills are highly valued in the business world. Job seekers should use every opportunity to show their interpersonal skills at interviews and on their resumes.

Among the interpersonal skills often required in business are active listening—the ability to elicit and fully process information from a speaker. Negotiation is a skill that is prized in sales, marketing, law, and customer service. Other desirable interpersonal skills include public speaking, conflict management, team building, and collaboration.

Strong interpersonal skills are a prerequisite for many professional jobs. In a work environment, strong interpersonal skills are an asset that can help you navigate complexity, change and analyse day-to-day tasks.

## **Improving interpersonal skills**

- ✓ Interpersonal skills are best honed by practice.
- ✓ Expressing appreciation for team members and support staff, displaying empathy, moderating disputes quickly, and controlling displays of temper are all good exercises.
- ✓ Active listening can be practiced by repeating back a speaker's comment to make sure true communication is taking place.
- ✓ If all that isn't enough, there are courses that teach these skills.

## **Interpersonal skills in the workplace**

- Strong interpersonal skills such as negotiating, problem-solving, and knowledge-sharing are also the main requirements for many jobs.
- It is difficult to imagine a company thriving if its employees do not have these interpersonal skills.
- Interpersonal communication skills are increasingly valued by employers in every industry. Regardless of what type of career you are looking to enter, your ability to work well with your colleagues and employer may make a good impression and result in positive career growth.

### **UNIT III**

## **THE POWER OF POSITIVE THINKING**

“A man’s life is what his thoughts make of it”

- Marcus Aurelius

Positive thinking is the process of creating thoughts that create and transform energy into reality. Positive thinking is a mental attitude in which we expect good and favourable results. Human beings can alter their lives by altering their attitudes of mind. Fill your mind with fresh, new, creative thoughts of faith, love and goodness.

The power of positive thinking is the shield of faith in God, faith in other people, faith in yourself and faith in life and it is the essence of lifestyle technique. Things become better when you expect the best. Expecting the best means that you put your whole heart into what you want to accomplish. People are not defeated in life not because of lack of ability, but for lack of whole heartedness. They do not whole heartedly expect to succeed. Heart is the symbol of creative activity. Fire the heart with where you want to go and what you want to be. Get it so deeply fixed in your

conscience, that you will not take no for an answer, then, your entire personality will follow where your heart leads.

The power of positive thinking can be practiced by everyone very easily by following the three phases:

1. Prayer
2. Picturise
3. Actualise

## **1. Prayer**

Prayer power is a manifestation of energy. Prayer power seems able even to normalize the ageing process and deterioration. Prayer has the power to keep your actions and reactions correct and sound. It releases and keeps power flowing freely. Hard work, positive thinking, fair dealing, right treatment of people and the proper kind of praying always get best results.

## **2. Picturisation**

The formula of prayer is to picturise. The basic factor in physics is force. The basic factor in psychology is the wish. The man who assumes success tends already to have success. People who assume failure tend to have



failure. So after the prayer print a picture firmly in your consciousness and surrender the picture to God's will.

### **3. Actualization**

So what you have prayed and pictured actualizes according to the pattern of your basic realizable wish.

To illustrate this technique let us consider the story of a husband who was busy in his work and his wife who had become self-centered, sharp tongued and nagging, with inferiority complex. The wife discovered her husband's interest in another woman. She became hysterical when her husband demanded divorce. She simply replied that she was willing if he wanted it, but suggested deferment of the decision for ninety days on the ground that divorce is so final. She was advised by a clergy to have a sincere prayer, which he said, could bring beauty and charm on her face and ease in her manner. She prayed sincerely, and night after night he went out but she pictured him as seated in his old chair, though he was not in the chair in reality. But she looked twice to be sure that it was the reality rather than the picturisation, but perhaps a picturization is a reality. She said "This is the ninetieth day". "What do you mean?"

he asked as he looked at her for a moment, then hidden behind his paper turned a page saying “Don’t be silly, I couldn’t possibly get along without you. Where did you ever get the idea I was going to leave you?”.

- Practice attitude putting everything in God’s hands. Ask for the ability to do your best and to leave the results confidently to God.
- Strong faith works well, but doubt scatters and dissipates our energy.
- We must never lose faith in God, in ourselves and in humanity.
- Keep your heart so pure, humble and free from egotism.
- A man is what he thinks about all day long. For twenty four hours deliberately speak hopefully about everything, about your job, about your health and about your future.
- Practice it for one week and permit it to be realistic. It’s the dawn of the positive outlook.
- Feed your mind with healthy, nourishing and positive thoughts.

- Make a list of your friends to determine the most positive thinker among them and cultivate friendship with hopeful people.
- Surround yourself with friends who think positive, faith producing thoughts and who contribute to creative atmosphere.
- Avoid argument whenever negative attitude is expressed but counter with positive and optimistic opinion.
- Never use a negative thought in prayer.
- Keep calm. Tension blocks the flow of positive thoughts.
- Spend 2 or 3 minutes thinking of the most beautiful and peaceful scenes you have ever beheld, for example hush of early morning, moon light upon rippling waters.
- Inflow of positive thoughts can remake your life.
- Optimist seeks the valuable lesson in every setback.
- Happy people give thanks for the many blessings in life rather than worrying or complaining about the things they don't have.

- Feel the free flowing good hormones called endorphins which will make you feel lighter and happier and it will result in good confidence by reducing your self-limiting beliefs.
- You can change your entire life simply by harnessing the power of positive thinking.

## **Types**

There are two types of positive thinking

1. Optimism – dangerous positive thinking.
2. Positive attitude – useful positive thinking.

## **Optimism**

Optimism believes things will turn out well even when the evidence argues the opposite.

## **Example**

- Continuing to smoke because you don't believe you will get lung cancer.
- Not saving for your retirement because you believe you will win lottery.
- Staying in a broken relationship because you believe it will magically improve.

Better perspective to consider optimism.

We learn from failures not from success. Many errors and failures build our knowledge and bring us closer to success.

It's better to try and fail than not to try.

Optimism can help to stay committed to a goal.

Believing in yourself can push you to accomplish big things.

### **Positive attitude**

A positive attitude is about being positive in the way you think about things.

### **Example**

When a pipe bursts or a screw becomes loose, there are many different tools to fix it. It is not lying to yourself but having a hammer and a nail to fix everything.

### **Benefits**

- Positive thinkers cope up with the stress faster and more effectively eliminate negative thoughts.
- Live longer and feel better.

- Better relationship with people and usually have lot of friends.
- Have more confidence.
- More focused and concentrated.
- Have a happier life.
- Attracts more positive events and persons.
- More successful in their career.
- Flip negatives into positives by faith.
- Look more beautiful and inner beauty shines.
- Boost up your motivation and helps to achieve goals quicker and easier.

A positive mind waits for happiness, health and a happy ending in any situation. Make positive thinking your habit and stay happy.

**“Whatever you think that you will be  
If you think yourself weak, weak you will be;  
“If you think yourself strong, you will be.”  
- Swami Vivekananda**

## UNIT IV

### ENVIRONMENTAL ETHICS

Ethics are concerned with what is right and what is wrong, irrespective of the culture and society. For example, it is ethical to have reverence for all forms of life and any killing is unethical. Environmental ethics is the discipline in philosophy that studies the moral relationship of human beings to, and also the value and moral status of, the environment and its nonhuman contents.

Morality is a collection of beliefs as to what constitutes a good life. Moral principles that try to define one's responsibility towards the environment are called **“environmental ethics”** or ‘environmental philosophy’ which considers the ethical relationship between human beings and the natural environment. Environmental ethics try to define the moral basis of environmental responsibility.

The definition of environmental ethics rests on the principle that there is an ethical relationship between human beings and the natural environment. Human beings are a part of the environment and so are the other

living beings. When we talk about the philosophical principle that guides our life, we often ignore the fact that even plants and animals are a part of our lives. They are an integral part of the environment and hence cannot be denied their right to live. Since they are an inseparable part of nature and closely associated with our living, the guiding principles of our life and our ethical values should include them. They need to be considered as entities with the right to co-exist with human beings.

The concept of environmental ethics brings out the fact that all the life forms on earth have the **right to live**. By destroying nature, we are denying the life forms this right. This act is unjust and unethical. The food web clearly indicates that human beings, plants, animals, and other natural resources are closely linked with each other. All of us are creations of nature and we depend on one another and the environment. Respecting the existence of not just other humans but also the non-human entities, and recognizing their right to live is our primary duty. With environmental ethics, morality extends to the **non-human world**.



## **Aspects of environmental ethics**

Environmental Ethics covers aspects such as ethical principles that guide our use of natural resources, our duty to take efforts towards environmental protection, and our moral responsibility towards animals.

### **Consumption of natural resources**

Our natural environment is not a storehouse to rob resources from. It is a reserve of resources that are crucial to the existence of life. Their unscrupulous depletion is detrimental to our well-being. We are cutting down forests for making our homes. Our excessive consumption of natural resources continues. The undue use of resources is resulting in their depletion, risking the life of our future generations. Is this ethical? This is an environmental ethics issue.

### **Destruction of forests**

When industrial processes lead to destruction of resources, is it not the industry's responsibility to restore the depleted resources? Moreover, can a restored environment make up for the original one? Mining processes disrupt the ecological balance in certain areas. They harm the plant and animal life in those regions.

Slash-and-burn techniques are used for clearing land that leads to the destruction of forests and woodland. The land is used for agriculture, but is the loss of so many trees compensated for?

### **Environmental pollution**

Many human activities lead to environmental pollution. The rising human population is increasing the demand for nature's resources. As the population is exceeding the carrying capacity of our planet, animal and plant habitats are being destroyed to make space for human habitation. Huge constructions (roads and buildings for residential and industrial use) are being made at the cost of the environment. To allow space for these constructions, so many trees have to lose their lives. The animals that thrive in them lose their natural habitats and eventually their lives. However, the cutting down of trees is seldom even considered as loss of lives. Isn't this unethical?

### **Harm to animals**

Due to habitat loss, animals may enter human settlements, thus posing a threat to the people living there. In some cases, these animals are killed. Secondly,

animals serve as food sources of humans, for which they are killed. Also, animal cause harm to animals and even their deaths. This destruction has led to the extinction of many animal species. The reduction in the populations of several other animal species continues. How can we deny the animals their right to live? How are we right in depriving them of their habitat and food? Who gave us the right to harm them for our convenience? These are some of the ethical environmental issues that need to be addressed.

### **Our moral responsibility**

Another important point in relation to environmental ethics is of our moral responsibility to preserve nature for our **future generations**. By causing environmental degradation and depletion of resources, we are risking the lives of future generations. Is it not our duty to leave a good environment for them to live in? Non-renewable energy resources are fast-depleting and sadly, it isn't possible to replenish them. This means, they may not be available for the future generations. We need to strike a balance between our needs and the availability of resources, so that the forthcoming

generations are also able to benefit from their use.

We are morally obliged to consider the needs of even the other elements of our environment. They include not just other human beings, but also plants and animals. It is only ethical to be fair to these elements and make a responsible use of natural resources. Environmental ethics try to answer the question of whether human beings have any moral obligation towards the **non-human entities** in nature. For the sake of development and convenience, is it morally right to burn fuels though pollution is caused? Is it morally right to continue with technological advances at the cost of the environment? Climate change is known to have a negative impact on plant diversity. It is a fact that the increasing pollution levels are hazardous for not only humans but also for plants and animals. Given this, isn't it our moral responsibility to protect the environment? We have certain duties towards the environment. Our approach towards other living entities should be based on strong ethical values. Even if the human race is considered as the main constituent of the environment, animals and plants are in no way less important. They

have a right to get a fair share of resources and lead a safe life.

### **Environmental ethics and religion**

Different religions have their own theories of how the world was created and in their own ways, encourage the ideas of protecting the environment or preserving nature because of the association of natural elements with the Supreme Power that created them. In some religions, certain plants or animals are worshiped considering them as sacred or symbols of a particular deity. Nature worship is a part of many religious and spiritual practices. This goes on to say that all religions express concern towards the environment and lay importance on its non-human constituents.

Ethical Guidelines to save our Earth:

Various ethicists and philosophers proposed the following ethical guidelines to save our earth. They are as follows:

### **Ecosphere and ecosystems**

1. We should not deplete or degrade the earth's physical, chemical or biological capital, which supports all life and all human economic activities.

2. We should try to understand and cooperate with the rest of the nature.
3. We should work with rest of the nature to sustain the ecological integrity, biodiversity and adaptability of the earth's life support systems.
4. When we must alter nature to meet our needs or wants, we should choose methods that do the least possible harm to us and other living things.
5. Before we alter nature, we should carry out an Environmental Impact Assessment to evaluate proposed actions and discover how to inflict the minimum short – and long-term environmental harm.

### **Species and cultures**

1. Every species has a right to live or at least struggle to live, simply because it exists.
2. We should work to preserve as much of the earth's genetic variety as possible because it is the raw material for all future evolution.
3. We have the right to defend ourselves against individuals of species that do us harm and to use individuals of species to meet our vital needs but we

should strive not to cause premature extinction of any wild species.

4. The best way to protect species and individuals of species is to protect the ecosystem in which they live and to help restore those we have degraded.

5. No human culture should become extinct because of our actions.

### **Individual responsibility**

1. We should not inflict unnecessary suffering or pain on any animal we raise or hunt for food or use for scientific or other purposes.

2. We should use no more of the earth's resources than we need and not waste such resources.

3. We should leave the earth as good as—or better—than we found it.

4. We should work with the earth to help heal ecological wounds we have inflicted.

**Conclusion:** Be it due to the scientific understanding of our environment or due to religious views that advocate the need for environmental protection, what's most important is that human beings realize their connection with nature and understand that it is his responsibility to save and protect it.

## **UNIT V**

### **RELAX TENSION**

Tension is the feeling that is produced in a situation when people are anxious and do not trust each other, and when there is a possibility of sudden violence or conflict. Tension refers to excitement, extreme mental strain or pressure.

A group of friends visited their old university professor. Conversation soon turned to complaints about 'STRESS & TENSION' in life. The Professor offered them coffee & returned from kitchen with coffee in different kinds of cups!! (Glass cups, Crystal cups, Shining cups, some plain looking, some ordinary & some expensive ones...) When all of them had a cup in Hand, the professor said-"If you noticed-all the nice Looking & Expensive Cups are taken up, leaving behind the ordinary ones!! Every one of you wanted the best cups, and that is the source of STRESS & TENSION!! What you really wanted was "Coffee", not the "Cup". But you still went for the best cup. If life is coffee; then Job, Money, Status & Love etc. are the cups!! They are just TOOLS to hold and contain life. Please don't let the



cups drive you!! Enjoy the coffee.....!!!Live well and it will never go wrong.

Some time ago, there lived a King. This King should have been contented with his life, given all the riches and luxuries he had. He had the attention of everyone wherever he went, attended fancy dinners and parties, but somehow, he still felt something was lacking and he never seemed content with his life.

One day, the king had woken up earlier than usual to stroll around his palace. He entered his huge living room and came to a stop when he heard someone happily singing away. He saw that one of the servants was singing and had a very contented look on his face. This fascinated the king and he summoned this man to his chambers. The man entered the king's chambers as ordered. The king asked why he was so happy? To this the man replied: "Your majesty, I am nothing but a servant, but I make enough of a living to keep my wife and children happy. We don't need too much, a roof over our heads and warm food to fill our tummy.

My wife and children are my inspiration; they are content with whatever little I bring home. I am happy

because my family is happy."Hearing this, the king dismissed the servant and summoned his personal assistant to his chambers.The king related his personal anguish about his feelings and then related the story of the servant to his personal assistant, hoping that he will be able to come up with some reasoning that here was a king who could have anything he wished for at a snap of his fingers and yet was not contented, whereas, his servant, having so little was extremely contented.

The personal assistant listened attentively and came to a conclusion. He said, "Your majesty, place 99 gold coins in a bag and leave it at this servant's doorstep, the king arranged for 99 gold coins to be placed in a bag at the servant's doorstep. Although he was slightly hesitant and he thought he should have put 100 gold coins into the bag, but since his assistant had advised him to put 99 that is what he did.When the servant saw a bag at his doorstep wondering about its contents, he took it into his house and opened the bag. When he opened the bag, he let out a great big shout of joy...gold coins... So many of them. He could hardly believe it. He called his wife to show her the coins.He emptied the bag out

and began to count the coins. He realized that there were 99 coins and he thought it was an odd number so he counted again, and again and again only to come to the same conclusion... 99 gold coins. He began to wonder, what could have happened to that last 1 coin? For no one would leave 99 coins. He began to search his entire house, looked around his backyard for hours, not wanting to lose out on that one coin. Finally, exhausted, he decided that he was going to have to work harder than ever to make up for that 1 gold coin to make his entire collection an even 100 gold coins.

He got up the next morning, in an extremely horrible mood, shouting at the children and his wife for his delay, not realizing that he had spent most of the night conjuring ways of working hard so that he had enough money to buy himself that gold coin. He went to work as usual - but not in his usual best mood, singing happily - as he grumpily did his daily errands.

Seeing the man's attitude change so drastically, the king was puzzled. He promptly summoned his assistant to his chambers.

The king related his thoughts about the servant and once again, his assistant listened. The king could not believe that the servant who until yesterday had been

singing away and was happy and content with his life had taken a sudden change of attitude, even though he should have been happier after receiving the gold coins. To this the assistant replied "Ah! But your majesty, the servant has now officially joined the the 99 club is just a name given to those people who have everything but yet are never contented, therefore they are always working hard and striving for that extra 1 to round it out to 100!

We have so much to be thankful for and we can live with very little in our lives, I believe, you and I are blessed with all the basic necessities of life. Otherwise, neither will I be writing this article nor will you be reading this. But the minute we are given something bigger and better, we want even more! We are not the same happy contented person we used to be, we want more and more and by wanting more and more we don't realize the price we pay for it. We lose our sleep, our happiness; we hurt the people around us just as a price to pay for our growing needs and desires. This increases our tension. By appreciating all the little things in life, we can live without tension.

The following procedures could help us to exhale tension:

### **Uptight**

Do not permit yourself to be drawn up taut. Imagine yourself to be a tightly drawn rubber band. Now let go and snap back to normal. In your thinking contrast down easy with upright.

### **Minute**

Scatter one minute quiet periods throughout the day. Just stand still for a moment. Spend a minute thinking about God. Take a one minute look at the hills or clouds. See how many such moments you can accumulate in a day.

### **Breathe**

When you feel stress coming on, take a deep breath, then exhale. Do it again. Do it a third time. Deep breathing, in and out tends to exhale tension.

### **Leaf**

Sit for a moment in an easy chair. Put your head against the back, extend your feet. Raise your hands and allow them to fall simply on your knees like a wet leaf on a log. What is more relaxed than a wet leaf on a log?

## **Visualize**

Take a moment to visualize the most peaceful and beautiful place you have ever been in your life. Return to it now by the magic of memory and savour once again the healing effect it has on you. Take a memory trip to some beautiful valley or sea beach or flower-strewn meadow.

## **Peace**

Conceive the peace of God that passes understanding now touching your mind and every part of your physical being. Feel it permeating deeply into your spirit. Affirm aloud. “The peace of God is changing my tension into relaxation”.

## **Drain**

Consciously and deliberately drain out of your mind every agitated, unnerving, tensed-up thought. See these thoughts as flowing out of your mental apparatus, out-out-out. Let them go now.

## **Words**

Practice the healing therapy of words. Not harsh and strident words, but mellifluous, melodic, peaceful words. Say them slowly, extracting from them their

deepest essence. Say words such as tranquillity, serenity, quietness, restfulness.

### **Quiet**

A ten minute quiet time every day can be a powerful antidote to tension. In the quiet time read a poem, a passage of scripture, pray, and meditate. If this procedure is repeated day after day, it will undermine tension.

### **Repeat**

Day and night repeat three times, aloud if possible, the following relaxing statements: “Peace I give unto you, not as the world giveth, I give unto you. Let not your heart be troubled, neither let it be afraid”.

### **How to meet sorrow?**

Sorrow is an emotion or feeling of great sadness or regret. A sorrow shared is a sorrow halved. Being able to share one’s suffering and receive understanding makes the suffering more bearable and alleviates distress. If sorrows cannot be shared or are delegitimised, suffering increases. Life creates the greatest humans by breaking them first. Their destruction into pieces allows them to be fine-tuned and

reconstructed into a masterpiece. Truly, it's the painstaking journey of falling apart and coming back together that fills their hearts and minds with a level of compassion, understanding, and deep loving wisdom that can't possibly be acquired any other way.

Read the following true stories, there's definitely something to think, and cry about:

"Today, after my daughter's funeral, and several hours of tearful soul-searching, I started going through my phone and deleting two weeks' worth of condolence messages. There were so many of them that I eventually selected 'delete all,' but one message I didn't delete. It was one of the last messages my daughter left me before she died, and it was still marked as 'new.' Sometimes my voicemail forces me to listen to old messages before I can delete them, so played it, even though I really didn't want to at that moment. My daughter said, "Hey dad, I just wanted to let you know I'm okay and I'm home now."

"Earlier this week I went to the doctor's office because I was experiencing awful stomach pains. They ran some tests, took blood, and told me they'd contact



me in a few days. I assumed the pain was at least partially due to stress and depression. Three weeks ago, at the age of 35, my husband, the love of my life, died from a heart attack. And this afternoon I almost gave up. I took out my husband's handgun, put it on the kitchen table and stared at it, contemplating. As I sat there, the phone rang, it was the doctor. He said, "You're perfectly healthy. You're pregnant."

Last night, on Christmas Eve, there was a family of six staying at our hotel. They were hanging out in the lobby by the fireplace sharing stories, laughing, and taking turns reading excerpts from book. I asked them where they were from. 'Oh, we're from here,' the father said. 'Our house burned down yesterday, but miraculously, all of us got out safely; and that makes this a very merry Christmas.'

The stories above obviously hold many lessons, but one lesson they collectively share is the fact that hard times don't just break a person, they can also make a person. Hard times are like strong storms that blow against your body and mind. These storms tear away from you all but the essential parts of you that cannot be

torn. In a very real sense, you are here to endure these storms, to risk your heart . . . to be bruised by life. And when it happens, it may be that you are hurt, or betrayed, or rejected. In such a moment, let yourself sit quietly with your eyes closed and remember all the good times you had, and all the sweetness you tasted, and everything you learned. Tell yourself how amazing the journey has been, and then remind yourself that pain is a necessary part of it all.

In all seasons of life, your goal shouldn't be to seek a perfect and pain-free existence, but to live an imperfect and sometimes painful one in radical amazement. To get up every morning and take a good look around in a way that takes nothing for granted. Everything is extraordinary in its own right. Every day is a gift. Never treat life casually. To be spiritual in any way is to be amazed in every way, even when things don't go your way.

## **Philosophy**

One must have a philosophical realization that there are certain inevitabilities in human experience which must come to each of us. Such philosophy will

prepare you for sorrow and help you meet it when it comes.

### **Goodness**

Nothing that God ever ordained is bad. Therefore God's goodness is to be found even in our sorrows. God loves you and his goodness is given to you always.

### **Continue**

For your own normal readjustment, continue your life of activities as before. Visit places that are familiar and favourite to you.

### **Heal**

The best way to heal your own sorrow is to help heal someone else's grief. When you give out sympathy and love, they come back to you doubled. Make a list of all the sad people you know, and try to bring comfort to them. You will find amazing comfort and healing for yourself in doing so.

### **Absorb**

Know one great fact about yourself: With God, you can absorb any experience, however sorrowful, and come up victorious. There is an adjustable and resilient

mechanism in human nature, and when a person has a deep religious faith the recovery from grief comes easier.

### **Expression**

Give normal expression to your grief. Do not try to bottle it up and contain it. God made tears for a purpose and that was to relieve. A tear is agony is solution. Don't be ashamed of your grief or try to repress it. Cry it out and pray it out, and peace will come.

### **How to cure an inferiority complex?**

Anyone in the world, big or small, fat or thin, black or white, can feel somewhat inferior to everyone else at times during their lives. We tell ourselves that we aren't good enough, pretty enough or smart enough, but these comments are in no way based on facts.

Luckily, there are lots of simple steps to overcome an inferiority complex. Here's a short story of a man who suffered inferiority complex and you'll see that even successful people had to endure the likes of inferiority.

Harland was at the wrong end of sixties with not a penny in his pockets. He suffered from social anxiety all through his life and at the ripe age of 65 when life

seemed to end for most people, he decided to begin his. He decided to start a business by selling fried chicken and decided to go door-to-door selling his recipe. To his surprise, people loved his recipe and restaurants were ready to license his product. Harland decided to strike a license agreement with many restaurants in his block and soon came to be known fondly as - Colonel Sanders, owner of the KFC franchise. When you overcome inferiority complex you can taste the fruits of success.

**The following techniques will help you to fight off inferiority complex, and curb your insecurity.**

### **Competent**

Form a mental picture of yourself as being a competent, effective, and successful person. Hold that image firmly in mind and do not let any self-doubt erase it. Presently your mental processes will go to work to actualize this image of yourself.

### **Cancel**

Whenever a negative thought about yourself and your qualifications comes to mind, immediately cancel it out as unworthy, untrue, and unrealistic. The more

vigorously you cancel it out, the weaker it will become, until it will disappear altogether.

### **Obstacles**

Never build up an obstacle of any kind in your mind. See an obstacle realistically, then affirm that, with God's help, you can handle it successfully.

### **Awed**

Don't ever be awed by any other person or group of persons. Never copy anyone else. There is only one you, and that makes you special. So have respect for yourself as you are and regard others fearlessly.

### **Ten**

Ten powerful words emphasized and believed, can cure all inferiority and inadequacy feeling. Repeat these ten words at least ten times every day, aloud preferably. Say them as you go to sleep so that they may seep into the unconscious. Here are the words "If God be for us, who can be against us? Substitute "me" for "us".

### **Understand**

When you understand the reasons for your inferiority feelings you are on your way to victory over them. To know and to understand is the beginning of healing.

Inferiority feelings usually begin in childhood and often become overlaid with mystery. This creates a tendency to accept them as final. But they are not natural, they are acquired. Understand them, and be free.

### **Strengthen**

The victim of inferiority feels weak and ineffective. He isn't, really. But thinking so means he must be built up in strength. Repetition of the following words will enhance strength: "I can do all things through God who strengthens me".

### **Estimate**

Thoughtfully and realistically with complete honesty, estimate your abilities. Then, to compensate for negative underevaluation, raise the estimate. Don't worry about becoming egotistical. Work to develop a wholesome, normal self-respect.

### **Spiritual**

The person who suffers inferiority is low in spiritual vitality. Increasing the spiritual content in your thinking will normalize you as a child of God. Affirmative prayer, in which you give thanks to the

enhanced spiritual force now operating within you is effective.

### **Partnership**

Realize that you are not facing life alone but that you have a partner, a great senior partner, who always stands by to guide and help you. How can anything defeat that great partnership of God and yourself? With God, you will be equal to every demand made upon you.



**St.Mary's College (Autonomous),  
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**Ethics  
UG III Year  
(w.e.f. 2021)  
(2021-2022)**

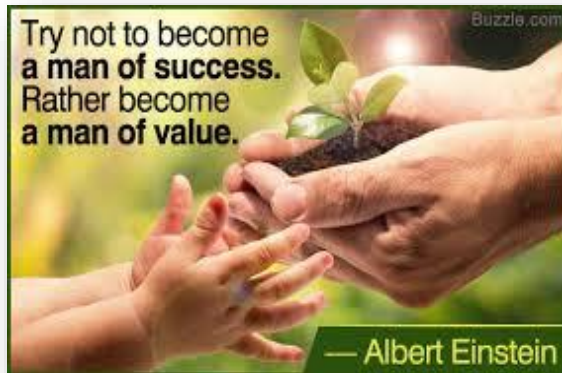
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## UNIT I

### LIVING THE VALUES

Values are the principles and beliefs that influence the behaviour and way of life of a group of people or community. The things, ideas, beliefs and principles that are of worth to a person shape his or her values. A person's values help to define who he/she is and help determine the choices he/she makes. Living the values provide principles and tools for development of the whole person recognizing that the individual is comprised of the physical, intellectual, social, emotional and spiritual dimension.



## **The core living values**

- Cooperation
  - Freedom
  - Happiness
  - Honesty
  - Tolerance
  - Unity
  - Peace
  - Respect
  - Responsibility
  - Simplicity
  - Humility
  - Love
- **Love** Where there is love, there is a world. Love looks on all with a vision of equality Love is giving everything without any thought of a return. A heart that has love is able to accommodate the whole universe and still has space for more. Selfless love is truly unlimited. It forgets and forgives the weakness and sees only the beauty and specialties in everyone.

- **Honesty** Speak with honesty and you will get a chance to learn. The one who is honest will speak about themselves first, not about others. Others won't get impressed by your words or even by your face, but by your honesty and truth.
- **Tolerance** Where there is tolerance, you are able to remain quiet and happy inside. One who has tolerance has the power to accept and accommodate all situations. Only when you are contented internally there can be tolerance. When you are content, then just like a mother who has love for her child, there is no limit to tolerance.
- **Simplicity** is identifying and being comfortable with those elaborate circumstances which shape our lives without worrying or making matters complicated. It requires facing any complexity with a plain and simple mind. Simplicity starts with the self and overflows to everything else around us. A life lived in simplicity is a satisfying life which inspires everyone.

- **Peace** is the original quality of the self. In its purest form, peace is inner silence. It consists of positive thoughts, pure feelings and good wishes. To have peace you need patience. When you are peaceful, you create an atmosphere of peace. Peace in the world can only be realized when there is peace in the minds of man.
- **Happiness** There is happiness when each moment is used in a worthwhile way. Happiness is such nourishment that it can transform a person, from weak to powerful; it makes difficult things easy heavy things light. To remain happy and share happiness with others is the greatest act of charity. No matter what happens, your happiness should not be lost.
- **Cooperation** is based on faith, love, trust and understanding. It is not a bargaining game, in which one person's success is achieved at the expense of another's. Real cooperation takes place when there are good wishes and pure feelings for each other. The highest cooperation

is to partake of God's task; and in return He will cooperate with you forever.

- **Humility** is dedication to the extent that no acknowledgement is sought for the self. Humility allows you to learn. There is great strength in humility. It never holds on to anyone for support. Everyone bows down to those who bow down first. Humility is not subservience but greatness. It is visible when there is love. Have love for humility and it helps you to remain happy.
- **Respect** True respect is valuing one's own existence and the existence of others. It is not connected to a person's role, social position, nor his capacities or talents. It is the awareness that everyone has value. Everyone is unique when there is respect, there is understanding. Only when you give respect, you earn the respect of others.
- **Responsibility** The world is a stage and we are all actors. Each actor plays a unique part and he is responsible for his own actions. Responsibility means playing our part accurately no matter what

the task may be. Each one of us has a huge part in creating a better world. Just respond to the abilities within you and become responsible.

- **Freedom** starts in the mind. Understanding the self is the key to freedom. The more one understands the self, the easier it is to be liberated from waste. Freedom means to be uninfluenced, unaffected and to be at peace with the self. True freedom is to experience the true essence of one's being and that is peace.
- **Unity** is harmony within and amongst individuals. It is built from a shared vision for the common good. Unity is appreciating the values of each individual and their unique contributions. When there is the willingness within the self to accommodate others, unity blossoms. When I take the first step to mend fences, others will also change.

Many years ago all feelings and emotions have gathered to spend their vacation on a coastal island. Each of them was having a good time, but one day there was



announced a warning of a storm and everyone had to leave the island.

This caused a panic, all rushed to their boats and only Love did not wish to be in a hurry. There was so much to do, so Love was the last, who realized that it was time to leave. However, no free boats were left and Love looked around with hope.

As Prosperity was passing by in its classy boat, Love asked: “Please, take me in your boat.” But Prosperity replied: “My boat is full of gold and other precious possessions; there is no place for you.”

Then Vanity came by in a lovely boat. Love asked: “Vanity, could you take me in your boat? Please, help me.” Vanity said: “No, your feet are muddy, and I don’t want my boat get dirty.”

A bit later Sorrow was passing by and Love called for help. But Sorrow answered: “I am so sad, I want to be by myself.”

Then Happiness came by, Love asked for help, but Happiness was too happy, it hardly concerned about anyone.

Suddenly somebody called out: “Love, I will take you with me.” Love did not recognize its saviour, just gratefully jumped on to the boat. When everyone had reached safe place, Love get off the boat and met Knowledge. Love asked: “Knowledge, do you know who helped me when everyone else turned away?” Knowledge smiled: **“That was Time, because only Time knows love’s true value and what love is capable of only love can bring peace and happiness.”**

The message of this story is that when we are prosperous, we underrate Love. When we feel important, we do not appreciate love. And even in happiness and sorrow we overlook love. Only with time we realize the true value of love. Why wait and not cherish Love every day of your life.

### **Living by the values**

When we live by our values, they are the compasses that guide everything we do. They ground our decision-making and root our actions in a purpose greater than ourselves. In short, they give our lives both direction and meaning. So how can you tell if you’re

living a values-based life? If you are, you're likely doing these three things:

### **1. You know what your values are**

When you're living a values-based life, you have a very good sense of the qualities, beliefs, and standards for behavior that are really, truly important to you - in other words, your values. But many of us are either unclear about what our values are, or the values we think we hold are too broad to rely on as a compass to guide specific behaviors and decisions (for example, "respect"). If you're not sure what your values are, or if you think they might not be specific enough, try this exercise.

For one week, take a few moments each day to write down 3 things:

- That made you feel good
- That made you feel bad
- That made you feel useful
- Others did that you admired
- Others did that you disliked

This should give you a starting point for defining your values and understanding how these values show up in individual actions.

## **2. You look to your values when faced with decisions - big or small**

Our values dictate how we speak, what we say, the content we consume, who we befriend, how we make a living, and just about everything else we do. If we live in accordance with our values, we look to them as guideposts when making decisions - small things (like who we follow on social media), big things (like who we choose as our romantic partners) and everything in between (like what jokes we laugh at, what we eat, and who we're friends with).

When we are faced with an important decision and feel uncertain about what to do, do a conscious exercise to help and ask yourself,

- What is important to me?
- What larger purpose do I stand for?
- What is the greater outcome connected to this choice I have to make?

- Is the action I'm about to undertake in alignment with my values?

This type of self-inquiry makes decisions much easier, because we know that we only want to act in alignment with my values, and it feels really good to know that how we live is consistent with what we believe in.

### **3. You regularly affirm and check in with your values**

To keep your values top of mind, it's important to affirm them. We find that integrating moments of affirmation into our day-to-day life helps us to stay connected to our values.

To help do this, we consciously tune in to our emotions. Moments when we have done something that feels really good (like helped a friend or a random stranger) or moments of feeling really sad (like when I've allowed someone to overstep one of my personal boundaries) can be good triggers for checking in.

In these moments, we must mentally go over with what our values are, and why they are important to us. We must also remind ourselves that living a values-based life has a positive impact on the world, and that,

despite how challenging it can be, it's always worth it to let our values be our guide.

For example, one of the core values is inclusion. Our deep desire to help build a world that is inclusive guides everything we do — what I watch, who I befriend, who I work with, what I click on, what I wear, every word I utter, and so much more. This work in helping to interrupt hate and oppression can be difficult, so it's important for us to consciously remind ourselves of the greater purpose that we are striving for. Feeling connected to this greater purpose makes the individual moments more meaningful, and easier to bear.

When we consciously engage with our values, it's an incredibly empowering and liberating place to be. There is a lot of power in recognizing that our behavior is a choice. If you aren't already doing it, consciously try out values-based living for the next few months. A good place to start is right here: define your values, look to them when faced with both big and small decisions, and mentally check in with them every so often. By doing this, we will become happier.

## **Benefits of living the values**

- Values bring happiness in life
- Values are the treasure of life, making humans wealthy and rich
- A life filled with values is a life of self-respect and dignity
- Values bring independence and freedom
- They expand the capacity to be self-sufficient
- They liberate one from external influences
- They offer protection and those who get it are able to share with others
- Values bring empowerment and remove weaknesses and defects
- They open the heart and transform human nature so that life is filled with compassion and humility
- Students also thrive in a value-based atmosphere in a positive, safe environment of mutual respect and care, where students are regarded as capable of learning to make socially conscious choices

## **UNIT II**

### **HOLISTIC APPROACH TO LIFE**

The holistic Life Model is living our lives, caring for, balancing and bringing health to all aspects of self and all major areas of life. In other words, caring for the whole self with a ‘big picture’ approach. So how exactly can we begin to care for and bring balance to all of these aspects of self? Here are a few steps to begin moving your life towards aligning with and practicing the Holistic Life Model:

1. Set an intention to pay attention to and care for ALL of the systems/aspects of self and all of the major areas of life
2. Put this intention into daily practice through actions!
3. Make a ‘to do’ list of actions that can take to bring more wellness, health and balance to each system and to each major area of life
4. Schedule it! Put these actions steps into schedule and stick to them



Remember it's a process, not an event and the goal is to MOVE towards what we want to have, do, be, experience and achieve!

A holistic life is a wise life; we live a life that we know will be better by looking at the big picture, living life as wholly and being aware of the impact of our actions. What we think, do, say, eat, practice and believe in, and our impact on others and the planet, are all reflections of how we choose to live our life. Let's look at our life as a whole, and how to live.

Often being holistic has been mistaken with being spiritual. It's not uncommon for spiritually-enlightened people to be holistic because they generally are more in tune with their action and impact. They get it, that they are part of a bigger picture, that their body is their number one tool, that the mind, body and soul are all connected, and we are all connected. What we put out, we get back. So while there are definitely elements of spirituality, a holistic approach to life shows a deeper understanding that actions are felt by our body, by others, or by our environment as whole. We are brought up at school and at home to learn the basics of right and

wrong, good and bad, and ethically how to behave in the world. However few of us are taught how to live a fulfilling, nourishing life outside of making money and just getting by.

A holistic approach to our body, mind and soul can not only transform our health and well-being, it can benefit our relationships, make us more patient, understanding, loving and generally help us to become more awake as a person in our day to day life. Below are six simple things we can do to help add to our life, by living from a holistic view:

### **1. Eat clean**

Our body is our vehicle. Just like we don't crash our car on purpose or set fire to our house, how about nourishing it and caring for it, instead? Our body is fueled and thrives better on clean, organic foods. So we ought to try flushing out the toxins in our body with green tea, lots of water and eating lots of fruits, vegetables and nuts for a few days.



## **2. Recycle energy**

Think about how we impact not just the environment, but people in your vicinity. On top of making an effort to recycle more and waste less, why not try and share wisdom, help others and lend our energy to those around us that might need it? Lend an ear, make someone a coffee or simply smile at someone.



### **3. Grow yourself**

The cool thing about knowledge is that there is always something new to learn, something that can add to our life. People who are open to learning, discussing and experiencing new things are less judgmental and more educated. So let's read new books, visit websites, enroll in courses and begin to surround ourselves with like minded people we can learn and grow from.



### **4. Stop rushing**

We should not be too busy. We have to make time for the things that add to our day. We ought to find things that we love like exercise or taking classes; do something we've always wanted to do. Stop between the chaos and

smell the roses. We will be surprised that when we stop and recharge how much more time we have for things we use to feel we didn't have time for. Go figure!



## **5. Love life**

It really is true, when we love life it loves us right back. Lots of people find affirmations corny, but how about just thinking to ourselves when we are stuck on the bus or in traffic about all the things we are thankful for, all the cool things in our life, all the great people.



## **6. Connect**

We have to find other likeminded holistic people, they are everywhere! We can join people in our work space who like yoga at a class, join a course, go to a festival or even connect to Facebook pages and online groups where we can share experiences, learn and connect with our people who "get it," that there is more to life than a 9-5, chores and fast food. We will naturally find that these types of people will come into our life as well, so keep an eye out.



### **Case study:**

When Kevin Gustafson gave up drinking alcohol in 2004, he knew he was in for some significant changes. With a clear mind and a renewed sense of purpose, he

committed to making a new life for himself. But his body didn't reflect the dramatic change he'd already made by deciding to stop drinking. Weighing nearly 300 pounds, the 41-year-old felt sluggish and out of shape. His cholesterol level was 229 and his blood pressure 160/99 – both too high. His doctor had prescribed cholesterol-lowering medication in 2003, but pills weren't a cure-all; Gustafson knew he needed to tend to his overall health.



### **From fast food to real food**

Stopping alcoholism had to first start with healthy eating habits. Kevin had to give up on his temptations to eat fast food and revert back to clean eating methods.

## **Exercise by the numbers**

Eating healthy alone did not help him lose weight that was beyond normal. He had to stick on to regular exercise schedules to reduce his weight and break down the excess fat from his body.

## **Learning a new way**

By asking questions and following expert advice, Gustafson began to understand how diet and exercise fit together to help him achieve permanent body change. Before, he had seen these commitments as a means to an end; now he sees them as a way of life.

Thus Kevin realized that only a holistic approach could help him solve his problem completely.

Thus, every part of us, our minds (mental), bodies (physical), emotions (emotional) and spirits (spiritual) are interconnected and have an effect on each other, as well as an effect on each of the major areas of life; health, career & finances, family & relationships, spirituality & self-development. Furthermore, each of the major areas of our life have an effect on all aspects or parts of self (the 4 systems); mental, emotional, physical and spiritual. We need to VIEW and CARE for the



whole picture collectively, versus just a few parts in order to live the best life possible.

We can conclude on the Holistic Life Model with the definitions for the four systems or parts of self:

**Mental** –The Mental System is not just our thought life, including our self-perception and thought patterns as well as our beliefs and conscious perceptions. This is also the way we view other things out in the world.

**Emotional** –The Emotional System are not just our feelings and our emotions. It's also our relationships with other people and also the relationship you have with yourself.

**Physical** -The Physical System is not just our physical health. It is also the tangible physical things we have in our life.

**Spiritual** –The Spiritual System is not just our true-self. It's our personal development, connection to community, world and our connection to a higher power.

**UNIT III**  
**GOAL SETTING**  
**(Decision Making)**

‘Goals are **“the object or aim of an action for example, to attain a specific standard of proficiency, usually within a specified time limit”**’.

**-Latham and Locke**

Goal Setting is the process by which we achieve these goals. It involves planning for the future. Every persons life depend on the process of choosing goals to pursue; Thinking positively about the future boosts our ability to create goals and consider the actions required to achieve them.

**Five key principles for successful goal achievement:**

- 1. Commitment***
- 2. Clarity***
- 3. Challenging***
- 4. Task complexity***
- 5. Feedback***

## **1. Commitment**

Commitment refers to the degree to which an individual is attached to the goal and their determination to reach it, even when faced with obstacles. Goal performance is the strongest, when people are committed, and even more, when said goals are difficult. If an individual discovers their performance is below that which is required, they are likely to increase their effort or change their strategy in order to attain it. If you have strong commitment you will never give up.

## **2. Clarity**

Specific goals put you on a direct course. Set clear, precise and unambiguous goals that are implicit and can be measured. When a goal is clear in your mind, you have an improved understanding of the task at hand. You know exactly what is required and the resulting success is a further source of motivation.

## **3. Challenging**

Goals must be challenging yet attainable. Challenging goals can improve performance through increased self-satisfaction, and the motivation to find suitable strategies to push our skills to the limit. Goals

that are not within our ability level will not be achieved, leading to feelings of dissatisfaction and frustration.

#### **4. Task complexity**

Overly complex goals that lie out of our skill level may become overwhelming and negatively impact morale, productivity and motivation. Allowing sufficient time to work toward a goal allows opportunities to reassess the goal complexity while reviewing and improving performance.

#### **5. Feedback**

Goal setting is more effective in the presence of immediate feedback. Feedback including internal feedback – helps to determine the degree to which a goal is being met and how you are progressing. Feedback allows us to reflect upon our ability and set new, more attainable goals.

#### **Goal Setting/ Decision making requires certain skills:**

There are certain essential skills required for successful goal setting and achievement. They can be learned and developed through practicing these nine skills.

- 1. *Planning***
- 2. *Self – motivation***
- 3. *Time – management***
- 4. *Flexibility***
- 5. *Self – regulation***
- 6. *Focus***
- 7. *Performance and mastery***
- 8. *Prosociality***
- 9. *Self – worth.***

### **1. Planning**

The old proverb “fail to plan, plan to fail” is applicable to successful goal achievement. Through proper planning we can prioritize and maintain focus on the task at hand, while avoiding irrelevant distractions that can draw us from the end goal.

### **2. Self-motivation**

Self-motivation is a powerful contributor to goal attainment. Motivation to achieve a goal encourages us to develop new techniques and skills in order to succeed. Without the desire to achieve, our attempts at goal setting are doomed to fail.

### **3. Time – management**

Time Management is an useful skill across many facets of life including goal setting. It is required in order to successfully accomplish a goal. Time should be allocated to plan the goal because the more time spent on the planning stage, the more likely we are to succeed.

### **4. Flexibility**

Having the flexibility to adapt to barriers, the perseverance to sustain your efforts and to carry on in the face of adversity, is essential to reach your goal.

### **5. Self – regulation**

An individual needs to regulate and manage their own emotions in order to promote their own personal and social goals. So, you have to develop Emotional Intelligence to efficiently consider and describe motivational goals, aims and missions.

### **6. Focus**

Do focus on your goals. Goals are very important and relevant on a personal level. So, you must work hard to make substantial progress towards, a goal.

### **7. Performance and mastery**

There are two types of achievement goals:

- a) Master achievement goals
- b) Performance achievement goals.

Mastery achievement goals focus on the development of skills.	Performance achievement goals focus on the demonstration of ability.
Mastery goals encourage attempts to try and to improve.	Performance goals orient individuals to prove.
Mastery goals promote involvement through self – evaluation and on – going improvement.	Performance goals create feelings of anxiety and interrupt task performance.

## **8. Prosociality:**

Goal setting not only contributes to a deeper understanding of achievement but it also has a strong effect on the interpersonal world of individuals. Peer acceptance and respect significantly affects how we choose and accept goals. So always be social and be ready to accept your faults. This will help you in learning more things which you are not aware of.

## **9. Self – Worth**

An individual should not under – estimate himself/herself. They should consider themselves as

worthy as their ability, to achieve. The fear of failure can become a great barrier to the attainment of goals. So self-worth is more important to achieve and succeed in life.

Thus as students, you should get into the habit of reading Inspirational stories of Great people like Helen Keller, Mahatma Gandhi, Steven Spielberg, Whoopi Goldberg etc., which will be able to drive you into action in attaining your goals.



## **UNIT IV**

### **LEADERSHIP DEVELOPMENT**

#### **Developing leadership skills**

##### **Introduction**

When we think of leaders, we may think of people such as Abraham Lincoln, Susan B. Anthony or Martin Luther King Jr. If you consider the historical importance and far-reaching influence of these individuals, leadership might seem like a noble but lofty goal. But like all of us, these people started out as students, workers, citizens who possessed ideas about how some aspect of daily life could be improved on a stronger scale. Through diligence and experience, they improved upon their ideas by sharing them with others, seeking their opinions and feedback and constantly looking for the best way to accomplish goals for a group.

In some form we all are leaders. Whether we lead others or lead ourselves, whether it is in our work environment, our community or personal life, leadership goes beyond a job title.

No one is born with all the essential leadership qualities. Becoming a good leader require important

leadership skills. Leadership begins with influence and in every person lies great potential to influence others. Some influence others in negative ways, but the most effective leaders among us are those who use their influence to move people in a positive manner toward a common purpose or a goal. If you have a heart for helping people or you like to build relationships, there is a potential leader inside you.

Also important to your leadership growth are your intrapersonal skills. These are the skills of self-knowledge or understanding your own strengths, your limitations and the areas of your personhood. Regardless of what field of study or career you choose how well you understand yourself and how well you relate to others are the skills that are critical to your success and happiness in life. Genuine leaders know themselves and connect well with others.

*Leadership is inspiring others to follow your vision/direction/dream. In business, this means getting people aligned and moving in one direction-the direction that makes business fly.*

**-Stever Robbins, motivational speaker and entrepreneur**

*Leadership and learning are indispensable to each other*

**-John Fitzgerald Ken**

### **Qualities of leadership**

#### **1. Self-confidence**

A good leader must be confident and must be able to instill confidence into team members. A confident leader does not waver over his decisions. If the leaders are unsure about their own decisions and qualities, then their subordinates will never follow them.

#### **2. Emotional intelligence**

Good leaders always have higher influence but how do they increase their influence on the point where people accept what they say. They do this by connecting with people emotionally.

#### **3. Inspire others**

Probably the most difficult job for a leader is to persuade others to follow. It can only be possible if you inspire your followers by setting a good example.

#### **4. Commitment**

The followers look up to the leader and if the leader wants them to give them their all, the leader will have to be passionate about it too.

#### **5. Communication**

Until the leaders clearly communicate their vision to their team and tell them the strategy to achieve the goal, it will be very difficult for them to get the results they want.

#### **6. Decision-making capabilities**

Apart from having a futuristic vision, a leader should have the ability to take the right decision at the right time. Decisions taken by leaders have a profound impact on masses.

#### **7. Creativity and innovation**

What separates a leader from a follower? Steve Jobs, the greatest visionary of our time answers this question this way, **“Innovation distinguishes between a leader and a follower.”** In order to get ahead in today’s fast-paced world, a leader must be creative and innovative at the same time.

## **8. Empathy**

Leaders should develop empathy with their followers.

## **9. Transparency**

One of the best ways to win the trust of the followers is by being transparent. Instead of hiding information, a leader should openly share it with them. By giving visibility to the followers, they will give support to the leader in achieving the goal.

## **10. Sensitive**

Good leaders must also be sensitive to the feelings and needs of others. Talented people are able to read the people around them and adjust their own behavior accordingly.

## **11. Unbiased**

A leader must be unbiased in dealings with team members. Unbiased in rewards and recognition, also unbiased in disciplinary actions.

## **Obstacles to becoming a leader and alternatives toward leadership development**

### **1. Lack of self-confidence**

Engage yourself in activities that help to build your confidence and surround yourself with people who encourage your abilities.

### **2. Negative attitudes**

“There’s nothing I can do about it.”

“I’m sure they won’t allow us to do that.”

Work on developing “I can” attitude or at least “I’ll try” attitude. Effective leaders have positive attitudes.

### **3. Extreme shyness**

Try getting involved in activities that include a few other people rather than large groups. This may help you to become more comfortable with others and you can gradually work up to larger groups.

### **4. Inability to listen to others**

Learn to keep your mouth closed more and your ears and mind open to others’ ideas.

### **5. Not setting priorities**

Choose activities that are most important to you. Someone who tries to do everything may find that he or she is not really effective at anything.

### **6. Not setting goals**

When priorities have been determined, set your goals toward completion of activities or projects. How will you know where you are going if you don't choose a path to follow?

### **7. Lack of time management**

Effective leaders must be in charge of their own time and must organize and work around priorities.

### **8. Lack of perseverance**

Some people start many projects but have a difficult time finishing them. Effective leaders must not give up on projects they start no matter how difficult or time consuming they may be.

## **Moral and ethical dimensions of leadership**

The heart of leadership is morality and ethics. Leadership with ethics leads to service the humanity. Sometimes leadership is channeled in a negative

direction resulting in manipulation and corruption. For example, a gang leader may have strong leadership ability, but sometimes uses this ability in a destructive way. A leader cannot be effective without acceptable moral or ethical standards.

**Leaders who lack morality or ethics may .....**

- Be cruel to their own group
- Treat followers well, but encourage them to do evil things to others
- Manipulate group members
- Diminish their followers, making them dependent and child like
- Uses followers weaknesses like fear, hate or desire for revenge
- Set the group members against one another
- Use bribery and threats to motivate
- Lack sensitivity to others needs
- Be self –serving and egocentric
- Lack their own set of values, standards and ideals.



### **Morally acceptable leaders.....**

- Serve the common good and pay interest to individual interests
- Promote harmony
- Demonstrate integrity
- Are compassionate and sensitive to the needs of others
- Are authentic
- Resolve conflicts fairly
- Are tolerant and hold mutual respect for others
- Enrich commitment to freedom, justice, equality and dignity

### **Historical examples of the leaders who lacked morality or ethics**

- Adolf Hitler
- Idi Amin
- Joseph Stalin
- Ayatollah Khomeini
- James Jones
- Joseph Kony

## **Historical examples of morally acceptable leaders**

- Rachel Carson
- Mohandas Karamchand Gandhi
- Martin Luther King Jr
- George Washington
- Indira Gandhi
- Mother Teresa

## **Types of leadership**

### **Autocratic or authoritarian leadership**

An autocratic leader centralizes power and decision-making in himself. He gives orders, assigns tasks and duties without consulting the followers. The leader takes full authority and assumes full responsibility.

Autocratic leadership is negative, based on threats and punishment. Subordinates act as the leader directs.

### **Democratic or participative leadership**

Participative or democratic leaders decentralize authority. It is characterised by consultation with the subordinates and their

participation in the formulation of plans and policies. He encourages participation in decision-making.

### **The Laissez-faire or free-rein leadership**

Free-rein leaders avoid power and responsibility. The laissez-faire or non-interfering type of leader passes on the responsibility for decision-making to his subordinates and takes a minimum of initiative in administration. The leader gives no direction and allows the group to establish its own goals and work out its own problems. The leader plays only a minor role.

### **Paternalistic leadership**

Under this management style the leader assumes that his function is fatherly or paternal. Paternalism means 'papa knows best'. The relationship between the leader and his group is the same as the relationship between the head of the family and the members of the family. The leader guides and protects his subordinates as members of his family.

Remember that leadership develops daily, not in a day, a week, a month or a year. It is a journey. It is a process. Even the oldest, wisest, most effective leader

today is continually learning. It is important to continue your study of the concept of leadership and to study yourself, other people and the ever changing world around you.

## UNIT V

### SOLUTION TO COMMON PROBLEMS

- **How to get rid of fear**
- **How to have successful marriage**
- **How to solve problems**
- **How to get along with people**

#### **How to get rid of fear**

It is human nature to avoid emotions that scare us. If you want to live a life you love, you must develop mental toughness and confidence. You must be brave and confident so you can make the best courageous choices when it comes to design a life which is true to who you are. For many reasons, fear should be re-named “inter-fear”. After all, fear is constantly interfering with you getting what you want in life. Here’s a short story on how to overcome fear.

*Dope on a Rope* (motivation to overcome fear)

There once was this criminal who had committed a crime. (Because, hey, that’s what criminals do. That’s their job!) Anyway, he was sent to the king for his

punishment. The king told him he had a choice of two punishments. He could be hung by a rope. Or take what's behind the big, dark, scary, mysterious iron door. The criminal quickly decided on the rope. As the noose was being slipped on him, he turned to the king and asked: "By the way, out of curiosity, what's behind that door?" The king laughed and said: "You know, it's funny, I offer everyone the same choice, and nearly everyone picks the rope."

"So," said the criminal, "Tell me. What's behind the door? I mean, obviously, I won't tell anyone," he said, pointing to the noose around his neck. The king paused then answered: "Freedom, but it seems most people are so afraid of the unknown that they immediately take the rope."

### **How to have successful marriage**

In the journey of life, we choose a partner who shares everything of our life. The love between a husband and a wife is unique. Man was created for woman and woman for man. They complete each other. Scripture says, "For this reason a man will leave his father and mother and unite with his wife and the two

will become one. So they are no longer two but one.” Their love results in intimacy. Children are the fruit of their love.

## **The essential qualities for good marital relationship**

### **1. Trust**

Trust is a very important factor for all relationships. When trust is broken, it is the end of the relationship. Lack of trust leads to suspicion; suspicion generates anger; anger causes enmity and enmity may result in separation.

A telephone operator told me that one day she received a phone call. She answered, “Public Utilities Board.” There was silence. She repeated, “PUB.” There was still no answer. When she was going to cut off the line, she heard a lady’s voice, “Oh, so this is PUB. Sorry, I got the number from my Husband’s pocket but I do not know whose number it is.”

Without mutual trust, just imagine what will happen to the couple if the telephone operator answered with just “hello” instead of “PUB”.

## **2. Patience**

A Boy was born to a couple after eleven years of marriage. They were a Loving couple and the boy was the gem of their eyes. When the boy was around two years old, one morning the husband saw a medicine bottle open. He was late for office so he asked his wife to cap the bottle and keep it in the cupboard. His wife preoccupied in the kitchen totally forgot the matter. The boy saw the bottle and playfully went to the bottle fascinated by its colour and drank it all. It happened to be a poisonous medicine meant for adults in small dosages. When the child collapsed, the mother hurried him to the hospital, where he died. The mother was stunned. She was terrified how to face her husband. When the distraught father came to the hospital and saw the dead child, he looked at his wife and uttered just five words.

The husband just said “I am with you Darling!”

The husband’s totally unexpected reaction is a proactive behavior. The child is dead and never being brought back to life. There is no point in finding fault with the mother. Besides if only he had taken time to



keep the bottle away, this would not have happened. No one is to be blamed. She had also lost her only child. What she needed at that moment was consolation and sympathy from the husband. That is what he gave her. If everyone can look at life with this kind of patience and perceptiveness, there would be much fewer problems in the world.

### **3. Never criticize**

A man asked his father in law, “Many people praised you for a successful marriage. Could you please share with me your secret?” The father in law answered in a smile, “Never criticize your wife for her shortcomings or when she does something wrong. Always bear in mind that because of her shortcomings and weaknesses, she could not find a better husband than you.”

We all look forward to being loved and respected. Many people are afraid of losing face. Generally when a person makes a mistake, he would look around to find a scapegoat to point the finger at. This is the start of war. We should always remember that when we point one finger at a person, the other four fingers are pointing at ourselves.

#### **4. Clear conscience**

Different people have different perception. One man's meat could be another man's poison.

A couple bought a donkey from the market. On the way home, a boy commented, "Very stupid. Why neither of them rides on the donkey?" Upon hearing that, the husband let wife ride on the donkey. He walked besides them. Later, an old man saw it and commented, "The husband is the head of the family. How can the wife ride on the donkey while the husband is on foot?" Hearing this, the wife quickly got down and let the husband ride on the donkey. Further on the way home, they met an old Lady. She commented, "How can the man ride on the donkey but the wife walk. He is not a gentleman." The husband thus quickly asked the wife to join him on the donkey. Then they met a young man. He commented, "Poor donkey, how can you hold up the weight of two persons. They are cruel to you." Hearing that, the couples immediately climbed down from the donkey and carried it on their shoulders. It seems to be the only choice left. Later, on a narrow bridge, the donkey

was frightened and struggled. They lost their balance and fell into the river.

You can never have everyone praise you, nor will everyone condemn you. Never in the past, not at present and never will be in the future. Thus do not be too bothered by others words if our conscience is clear.

## **5. Acceptance**

A person visited the government matchmaker for marriage and requested “I am looking for a spouse. Please help me to find a suitable one.” The officer said, “Your requirements, please.” “Oh, good looking, polite, humorous, sporty, knowledgeable, good in singing and dancing, willing to accompany me the whole day at home during my leisure hour, if I don’t go out; telling me interesting stories when I need companion for conversation and be silent when I want to rest.”

The officer listened carefully and replied, “I understand you need a Television.”

There is a saying that a perfect match can only be found between a blind wife and a deaf husband because the blind wife cannot see the faults of the husband and the deaf husband cannot hear the nagging of the wife.

Many couples are blind and deaf at the courting stage and dream of perpetual perfect relationship. Unfortunately, when the excitement of love wears off, they wake up and discover that marriage is not a bed of roses- Nightmare begins.

### **How to solve a problem**

There is always the other side to whatever you experience in this world. Whenever we come across a challenge or a puzzling situation, look at the other side. You will be surprised to see different approaches to tackle the problem.

A father was engrossed in his work while his little daughter constantly distracted him in an attempt for him to make him play with her. To keep her busy, the man tore a page of printed map of the world from a magazine into pieces and asked her to go to her room and put them together to make the map again. The daughter was very young and he was pretty sure that she would take hours to get it done.

The father was surprised when he saw his little one coming out of the room with a smile and the perfect

map within a few minutes. The stunned man asked his daughter how she could solve the puzzle so quickly.

“Daddy, there is a woman’s face on the other side of the paper, When I made the face perfect, I got the map right”, replied the young girl.

### **How to get along with people**

From birth to death a person’s success or failure is measured by the kind of relationship he/she has with people. We can live only in relationships. We need each other. But this relationship differs from persons to persons. Though we relate with all, but we develop a close relationship only with a few. They either become our friends or life partners. Let us now analyze the following questions:

- With whom do we like to be?
- Who makes us feel the best?
- In whose presence do we enjoy being the most?

If we carefully observe and analyze our attitudes and the feeling that we have in their presence, we would probably find something common and would come to some of the following conclusions. In their presence,

- We feel that we are totally accepted as we are.
- They give us the opportunity to be ourselves.
- They do not put expectations on us.
- We can express our complete self.
- They are genuinely interested in our wellbeing.
- We feel good about ourselves.
- We do not feel manipulated, controlled or forced  
– we have complete freedom.

Humans as we are, we relate to different persons. Our relationship varies from person to person and at different stages of our life.

### **1. Selfishness is destructive**

Most people who are lonely are so because they build walls instead of bridges. People must be ready to help others. Learn to treat everyone with courtesy and gentleness. Make other people important by remembering their names, compliment on their dress, manner and achievements. By making them feel important they come closer to you. Selfishness is destructive. It destroys relationships. Avoid selfishness and be other oriented.

A man died and the God asked him if he would like to go to heaven or hell. The man asked if he could see both before deciding. The God took him to Hell first. There the man saw a big hall containing a long table, laden with many kinds of food. He also saw rows of people with pale, sad faces. They looked starved and there was no laughter. And he observed one more thing that their hands were tied to four-foot forks and knives and they were trying to get the food from the center of the table to put into their mouths. But they couldn't. Then the God took him to see Heaven. There he saw a big hall with their hands tied to four-foot forks and knives also. But here people were laughing and were well fed and health-looking. The people were feeding one another across the table. The result was happiness, enjoyment and gratification. It is because they were not thinking of themselves alone, they were thinking of others too.

## **2. Speak a little less- listen a little more**

Most people get tremendous pleasure from speaking about themselves. But if you always speak about your achievements or tribulations people will get fed up with

your egoism. Instead, if you listen to others, you acquire more friends and will be much appreciated. In a conversation, few simply dominate the whole conversation. If you are of that type, consider the advice of the Greek philosopher, Epictetus:

“Nature gave us one tongue and two ears so we could hear twice as much as we speak.”

### **3. Seek Harmony over arguments**

A lot of problems in friendship occur because we want to maintain our personal pride. But to build a healthy relationship, do not insist on always having the last word. Healthy relationships are not built through winning meaningless arguments.

A couple married for 15 years began having more than usual disagreements. They wanted to make their marriage work and agreed on an idea the wife had. For one month they planned to drop a slip in a “Fault” box. The boxes would provide a place to let the other know about daily irritations. The wife was diligent in her efforts and approach in the whole month. After dinner, at the end of the month, they exchanged boxes. The husband reflected on what he had done wrong. Then the



wife opened her box and began reading. They were all the same, the message on each slip was, 'I love you!'

#### **4. Avoid gossip**

If we value someone's friendship we will not take pleasure in commenting on their frequent failings. Avoid gossiping about anybody; subconsciously we do not trust people who have reputation for gossip. We instinctively trust and value people who do not feel the need to criticize others.

Alan Redpath, in his book *A Passion for Preaching* writes thus: He once formed a mutual encouragement fellowship at a time of stress in one of his pastorates. The members subscribed to a simple formula applied before speaking of any person or subject that was perhaps controversial.

T	-	Is it True
H	-	Is it Helpful
I	-	Is it Inspiring
N	-	Is it Necessary
K	-	Is it Kind

If what I am about to say does not pass those tests, I will keep my mouth shut! And it worked.

## **5. Forgiveness**

Forgiveness is not just a cliché. It is a powerful and important factor in maintaining healthy relationships. If we forgive one day, but then a few weeks later bring up the old misdeed is not real forgiveness. When we make mistakes, just consider how much we would appreciate others forgiving and forgetting.

Ron Lee Davis retells the true story of a priest in the Philippines, a much-loved man of God who carried the burden of a secret sin he had committed many years before. He had repented but still had no peace, no sense of God's forgiveness,

In his parish was a woman who deeply loved God and who claimed to have visions in which she spoke with Christ and he with her. The priest, however, was skeptical. To test her he said, "The next time you speak with Christ, I want you to ask him what sin your priest committed while he was in seminary." The woman agreed. A few days later the priest asked, "Well, did Christ visit you in your dreams?" "Yes, he did," she replied."And did you ask him what sin I committed in

seminary?” “Yes.” “Well, what did he say?” “He said, I don’t remember” – What God forgives, He forgets.

## **6. Know when to keep silent**

When a friend has a bad or unworkable idea, do not always argue against it; just keep silent and let them work things out themselves. It’s a mistake to always feel responsible for their actions. You can offer support to friends, but you cannot live their life for them.

## **7. Right motive**

If you make friendships with the hope of some benefit, you will find that people will have a similar attitude to you. This kind of friendship leads to insecurity and jealousy. Furthermore, these fair-weather friends will most likely disappear just when you need them most. Do not look upon friends with the perspective “what can I get out of this? True friendship should be based on mutual support and goodwill, irrespective of any personal gain.

## **8. Oneness**

The real secret of healthy relationships is developing a feeling of oneness. This means that you will consider the impact on others of your words and

actions. If you have a true feeling of oneness, you will find it difficult to do anything that causes suffering to your friends. In essence, successful friendship depends on the golden rule: “Do unto others as you would have done to yourself.”

Jackie Robinson was the first black to play major league baseball. Breaking baseball’s colour barrier, he faced jeering crowds in every stadium. While playing one day in his home stadium in Broollyn, he committed an error. The fans began to ridicule him. He stood at second base, humiliated, while the fans jeered. Then shortstop Pee Wee Reese came over and stood next to him. He put his arm around Jackie Robinson and faced the crowd. The fans grew quiet. The gesture spoke more eloquently than the words: This man is my friend. Robinson later said that arm around his shoulder saved his career.

## **9. Humour**

Do not take yourself too seriously. Be willing to laugh at yourself and be self-deprecating. This does not mean we have to humiliate ourselves. It means we let go

of our ego. Humour is often the best antidote for relieving tense situations.

### **10. Work at relationships but do not over analyze**

Maintaining healthy relationships does not mean we have to spend several hours in the psychiatrist's chair. It means we take a little time to consider others, remembering Birthdays and Anniversaries, etc. But, it is a mistake to spend several hours ruminating and dissecting relationships. This makes the whole thing very complicated. Good friendships should be built on spontaneity and newness, sharing a moment of humour can often do more benefit than several hours of discussion.