

Get-A-Life-Map



Version 2

Get-A-Life-Map Help File

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Printed: 21/08/2013, 16:06 in the United Kingdom

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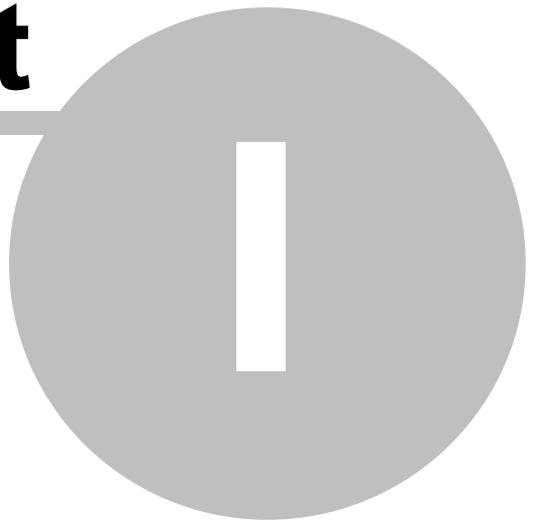
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Part



1 Introduction

Get-A-Life-Map has been specifically designed to help you achieve your Aims in life both personal and professional.

Covers the **What** and **Why** and **When** and **How** and **Where** and **Who** of achieving your Aims in Life.

Unlike the other products in the market Get-A-Life-Map doesn't expect you to devise your own Aims and Goals, it guides you logically through all the different areas of life, providing tips and advice on each and then asks you specific questions about YOUR Life in each of these areas.

Dependent on your answers Get-A-Life-Map then sets tasks for you to perform and complete in order to achieve YOUR Aims.

The areas covered are:

[About You](#) [Mindset](#)
[Health](#) [Relationships](#)
[Interests](#) [Finances](#)
[Assets](#) [House/Home](#)
[Career](#) [Education](#)
[Supporters](#) [Spirituality](#)
[Community](#)

Once you have entered all your data you can then monitor your progress and when needed make changes and additions using:

[TO DO List](#)
[Task Tracker](#)
[Calendar View](#)
[Reports](#)

Get-A-Life-Map is a very powerful tool that is simple to use.

QUICK START

We politely suggest that you start at the **Welcome Screen** and after completing each screen that you use the **NEXT** button to input all the necessary information in a logical fashion as this is the

quickest way to get up and running and tackling your Aims and Personal tasks.

We could say more but the easiest way to discover the power of Get-A-Life-Map is to start using it.

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1.1 Legal Disclaimer

Any information or guidance provided by Get-A-Life-Map is not a substitute for consultation with a legal, tax, health, education, career, medical, psychological, property, relationship or financial professional and should only be used in conjunction with your professional advisors' advice. No results are guaranteed. All suggestions should be taken at your own risk.

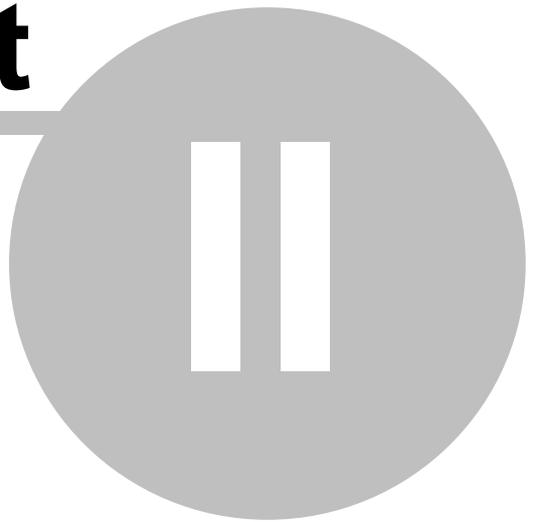
Please read [Important Set Up Notes](#) before using *Get-A-Life-Map* for the first time.

1.2 Quick Start

QUICK START

We politely suggest that you start at the [Welcome Screen](#) and after completing each screen that you use the **NEXT** buttons, located at the top of each screen, to input all the necessary information in a logical fashion. This is the quickest way to get up and running and tackling your Aims and Personal tasks.

Part



2 Important Set Up Notes

In order to use Get-A-Life-Map fully please read the following topics, as applicable, to ensure that your set up is fully functional.

[Get-A-Life-Map Windows XP Theme](#)

[Windows Help file for Windows 7 users](#)

[Using Get-A-Life-Map as Administrator in Windows 7 version](#)

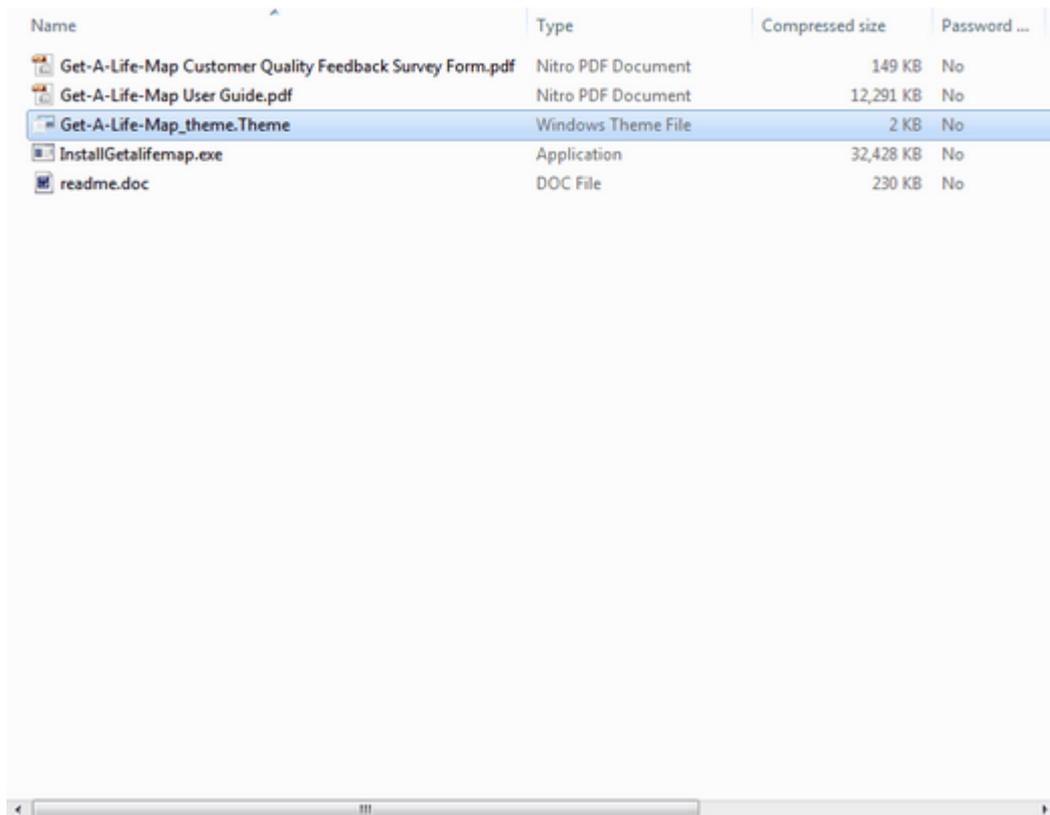
2.1 Get-A-Life-Map Windows XP Theme

In order to give a fresh visual resolution. Get-A-Life-Map was developed using a Microsoft Windows XP customised Theme.

If your screens do not display correctly you will need to activate this theme. To do this you should double click the file included with your installation. This is found on the installation CD or in the directory in which you downloaded Get-A-Life-Map

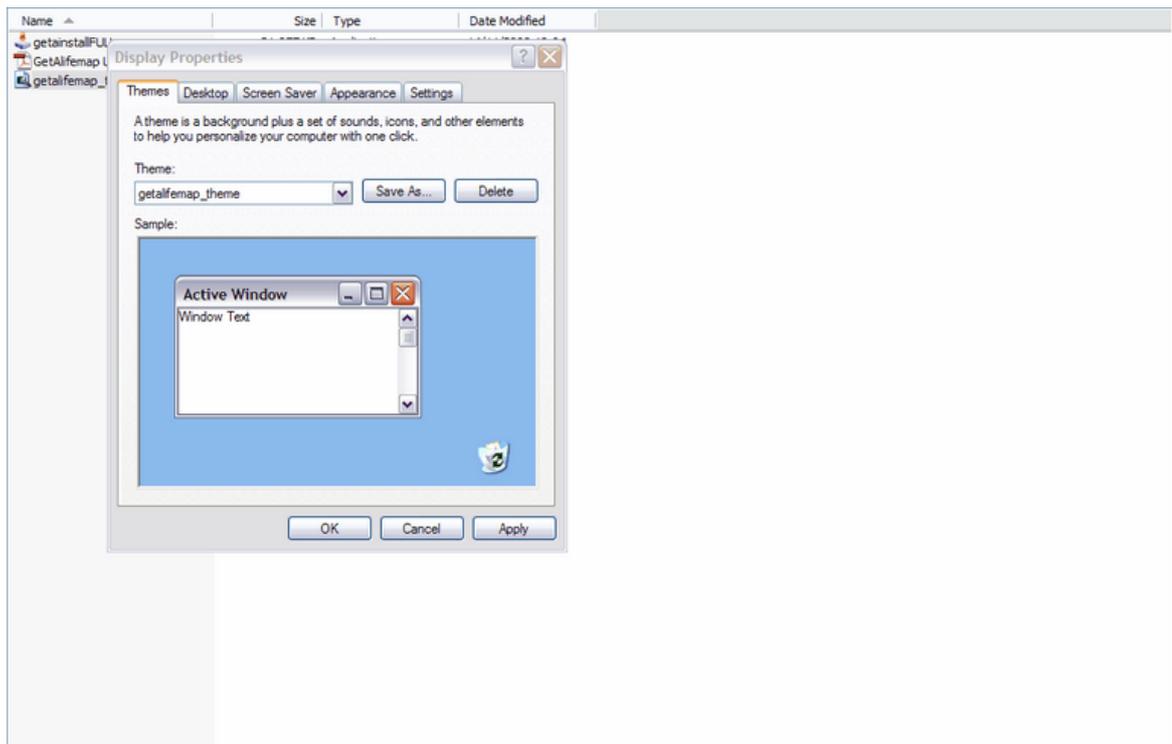
The file is called : **Get-A-Life-Map_theme.Theme** **Note Only for Windows XP Users**

First locate the file.



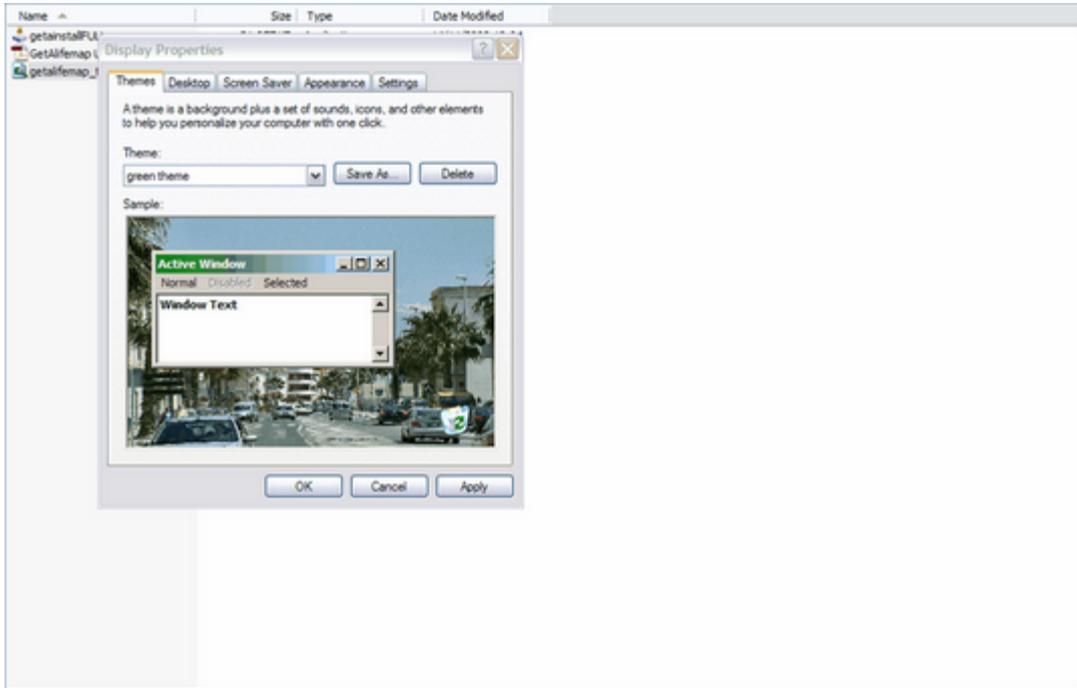
Name	Type	Compressed size	Password ...
Get-A-Life-Map Customer Quality Feedback Survey Form.pdf	Nitro PDF Document	149 KB	No
Get-A-Life-Map User Guide.pdf	Nitro PDF Document	12,291 KB	No
Get-A-Life-Map_theme.Theme	Windows Theme File	2 KB	No
InstallGetalifemap.exe	Application	32,428 KB	No
readme.doc	DOC File	230 KB	No

Then double click on it. The following screen will appear.



Click the **Apply** button . A Windows message will appear briefly and the theme is now active. You should click the **OK** button to exit.

If you want to reset or change your desktop theme at any time you should right-click on your desktop screen and select **properties** to select a Theme or configure your theme using the display properties utility. Click the **Apply** button . A Windows message will appear briefly and the theme is now active. You should click the **OK** button to exit



2.2 Windows Help file for Windows 7 users

Get-A-Life-Map was developed using context sensitive help, (saves you from having to search every time you want help - it means we have put the exact help you need, related to the activity you are currently performing, at your fingertips immediately, saving you time and ensuring you get the specific help you need when you need it.(Of course our help file does have fully comprehensive searching facilities should you ever need them).

Starting with the release of Windows Vista and continuing in Windows 7, Microsoft do not ship the Windows Help program (winhlp32.hlp) as a feature of Windows. Unfortunately Microsoft will not allow third-party vendors, like ourselves, to include this file with our applications and it is needed if you wish to use our essential context sensitive help file.

In order to use our winhlp32-bit .hlp file (**highly recommended**), you must download and install the program (WinHlp32.exe) from the **Microsoft Download Centre**.

This is quite simple to do and in most cases you will be prompted to do this automatically by the Windows 7 operating system the first time you click the help key when using Get-A-Life-Map.

To download the required file copy and paste the link below into your internet browser.

<http://www.microsoft.com/downloads/details.aspx?FamilyID=258aa5ec-e3d9-4228-8844-008e02b32a2c&displaylang=en>

and then follow the instructions given.

* note : There are two versions of the winhelp32.exe available for Windows 7 . Microsoft do supply instructions to determine the which version of windows 7 you are running ((**64 bit** or 32 bit(**X86**)), so please follow them to ensure you download the correct version of the winhelp32.exe file for your computer.

You only need to download and install the winhlp32.exe file ONCE.

2.3 Using Get-A-Life-Map as Administrator in Windows 7 version

In order to use Get-A-Life-Map fully in Microsoft Windows 7 you must run it as Administrator. There are several ways to do this and they are all fairly simple to set up:

OPTION ONE

Using a keyboard shortcut

This will allow Get-A-Life-Map to run temporarily as an administrator **once** until you close it.

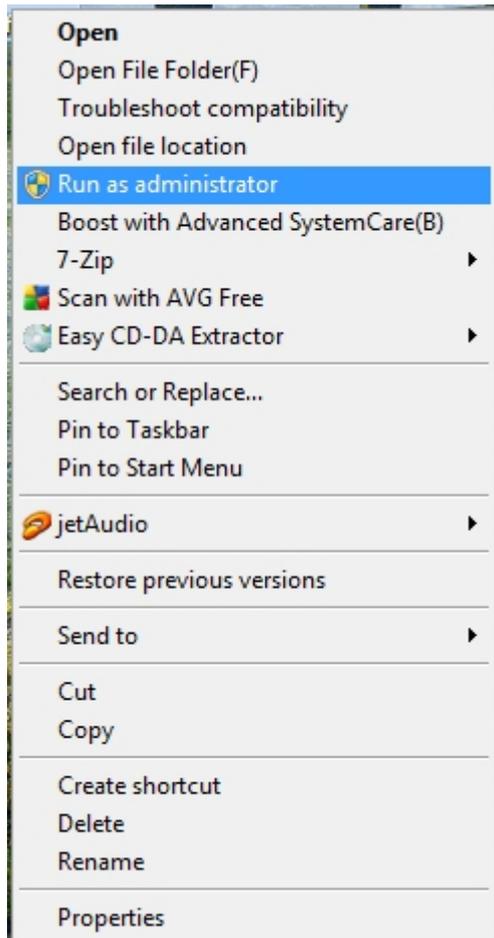
1. Press and hold **Ctrl+Shift** while opening the Get-A-Life-Map program.
2. If prompted by User Account Control (UAC), then click on **Yes** to apply permission to allow the program to run with full permission as an Administrator.
NOTE: *If you are doing this is while logged in as **standard user** instead of an administrator, then you will need to provide the administrator's password before the program will run as administrator.*

OPTION TWO

Using the Program Context Menu

This will allow Get-A-Life-Map to run temporarily as an administrator **once** until you close it.

1. Right click on the Get-A-Life-Map shortcut and click on **Run as administrator**.
(See screenshot below)



2. If prompted by User Account Control (UAC), then click on **Yes** to apply permission to allow the program to run with full permission as an administrator.

NOTE: *If you are doing this is while logged in as **standard user** instead of an administrator, then you will need to provide the administrator's password before the program will run as administrator.*

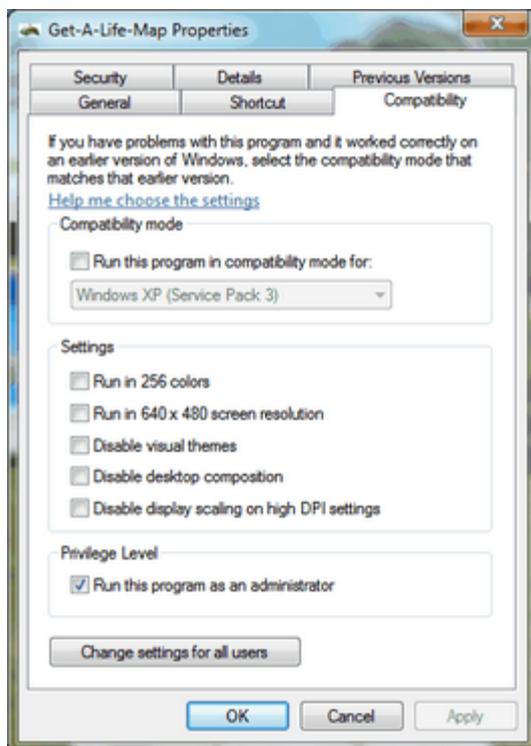
OPTION THREE (recommended)

Using Compatibility Mode

This will allow Get-A-Life-Map to run as an administrator **every time** you open it.

1. Right click on the Get-A-Life-Map shortcut, then click on **Properties**, and on the **Compatibility** tab. (See screenshots below)

NOTE: *If you are doing this while logged on as a **standard user** instead of an administrator, then you will need to also click on the **Change settings for all users** button and type in the administrator's password.*



2. **To Always Run this Program as an Administrator -**

A) Check the **Run this program as an administrator** box, and click on **OK**. (See screenshots above)

3. **To Not Always Run this Program as an Administrator -**

A) Uncheck the **Run this program as an administrator** box, and click on **OK**. (See screenshots below step 1)

4. Open the program.

5. If prompted by User Account Control (UAC), then click on **Yes** to apply permission to allow the program to run with full permission as an administrator.

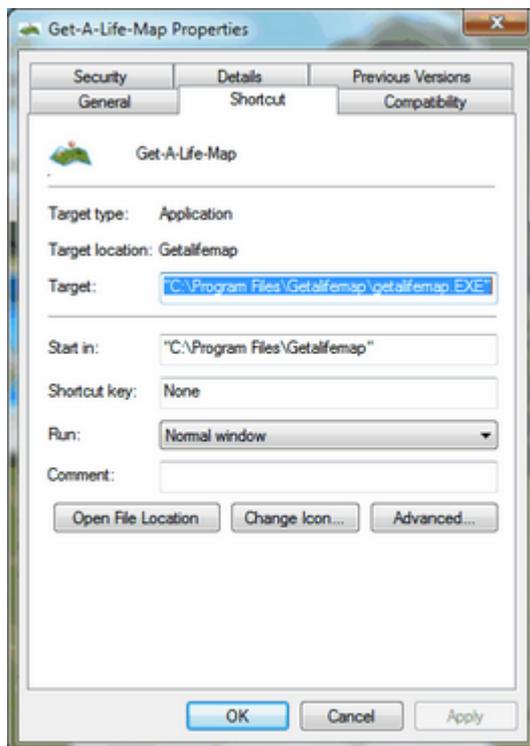
NOTE: *If you are doing this is while logged in as **standard user** instead of an administrator, then you will need to provide the administrator's password before the program will run as administrator.*

OPTION FOUR

Using Advanced Properties

This will allow Get-A-Life-Map to run as an administrator **every time** you open it.

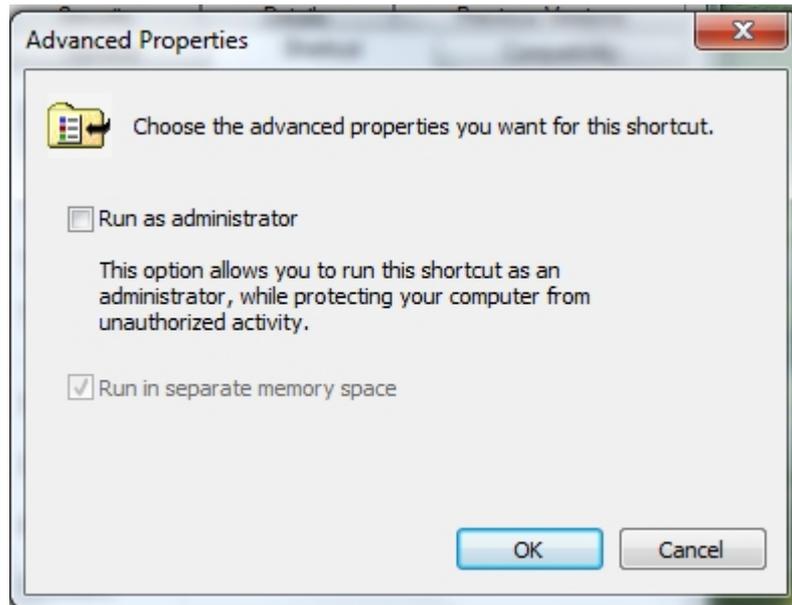
1. Right click on the Get-A-Life-Map shortcut then click on **Properties**.
2. Click on the Get-A-Life-Map shortcut, Click on the **Advanced** button. (See screenshots below)



3. To Always Run this Program as an Administrator -

A) Check the **Run as administrator** box, and click on **OK**. (See screenshot below)

NOTE: *The option to select this from the **General** tab (step 2) is not available in a **standard user** account.*



4. To Not Always Run this Program as an Administrator -

A) Uncheck the **Run as administrator** box, and click on **OK**. (See screenshot above)

NOTE: *The option to select this from the **General** tab (step 2) is not available in a **standard user** account.*

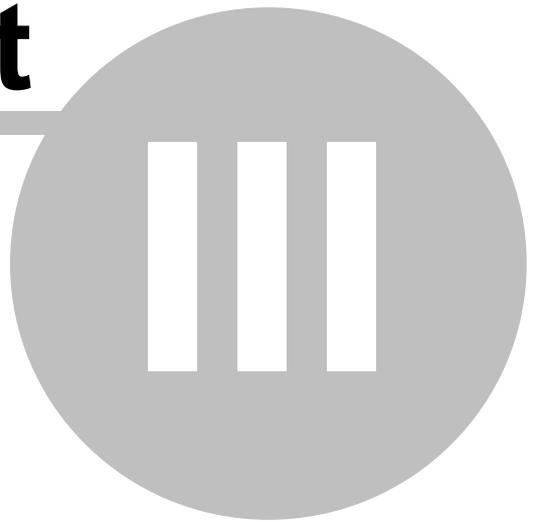
5. Click on **OK**. (See screenshots below step 2)

6. Open the program.

7. If prompted by User Account Control (UAC), then click on **Yes** to apply permission to allow the program to run with full permission as an Administrator.

NOTE: *If you are doing this is while logged in as **standard user** instead of an administrator, then you will need to provide the administrator's password before the program will run as administrator.*

Part



3 Guide to using Get-A-Life-Map

3.1 Licence Code

When you have installed the Get-A-Life-Map software you should start the application. The first screen you will see on your initial use of the application is the Licence Validation screen.

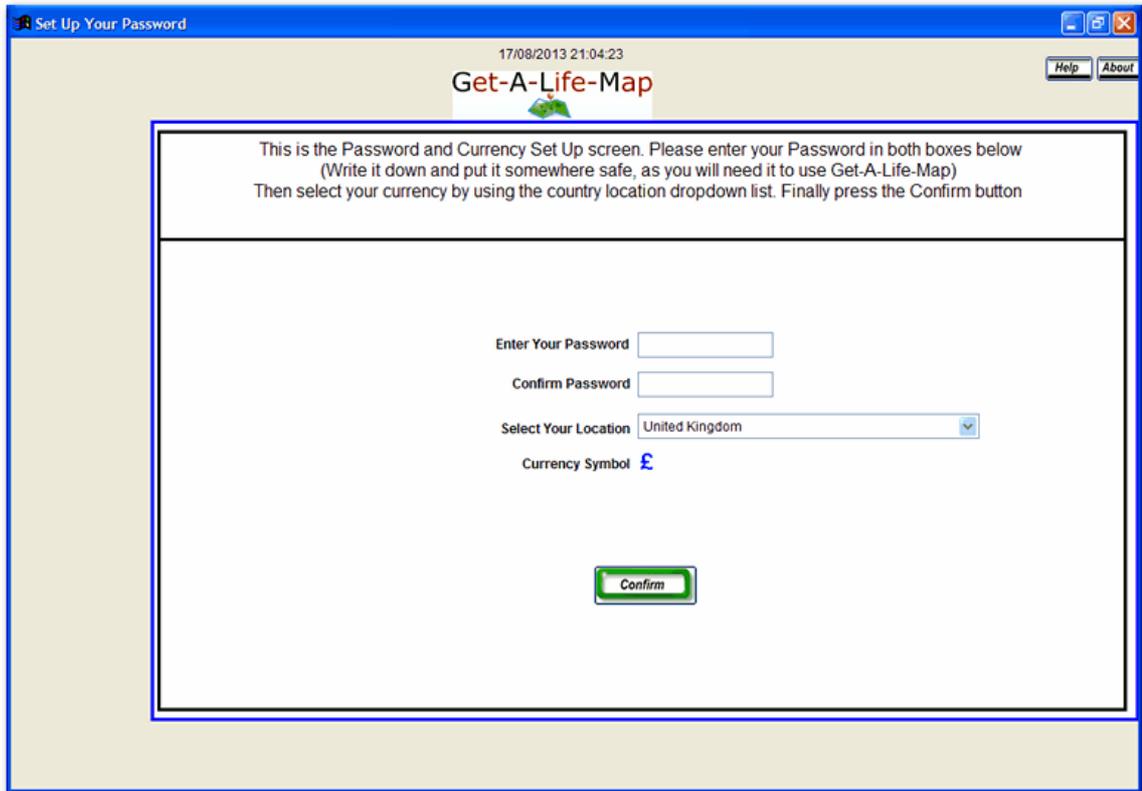


Here you should enter the serial number that you received with your software. This can be done by using CUT & PASTE or by manually entering the code. You should then click the **Validate** button.

On successful validation of your serial number a message will appear



Next the following screen will appear:

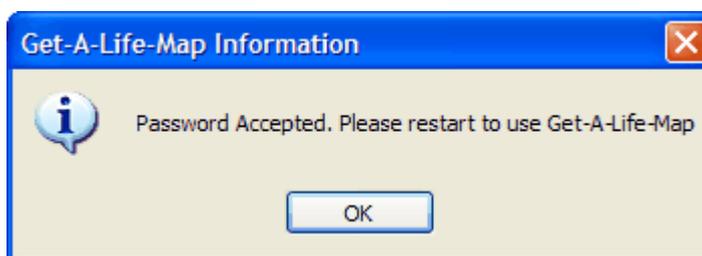


Here you should enter your Password in both input areas as indicated. You should write this down and store it somewhere safe as you will need it to use Get-A-Life-Map.

If required you can change to your local currency by selecting your country from the drop down list.

Finally, click the **Confirm** key.

A message will appear confirming that you have been successful and you will be logged out.



You should restart the application and you will then have access to the fully functional application.

3.2 Navigating around Get-A-Life-Map

On every screen you will see many navigation buttons. On each is a brief description of its function. If you pass the cursor over a button a longer description of its function will be displayed.

On each of the input screens if you pass the cursor over an input box (field) a description of the input required is displayed.

 This arrow appears on all the input screens of Get-A-Life-Map and indicates where you are within the application.

Logical navigation through the system is provided. Our advice, when first using the application, is to start at the [About You](#) section and use the [NEXT](#) buttons located in the top left hand part of each screen to work your way through Get-A-Life-Map. Taking this approach will ensure that you complete all sections and will then receive fullest benefit back from the application.

For a more detailed view of each function please click on the links below:

Main Functions

[About You](#) [Mindset](#)
[Health](#) [Relationships](#)
[Interests](#) [Finances](#)
[Assets](#) [House/Home](#)
[Career](#) [Education](#)
[Supporters](#) [Spirituality](#)
[Community](#)

Outputs

[TO DO List](#) [Task Tracker](#)
[Calendar View](#) [Reports](#)

Lookup

[Review 5 Year Aims](#)

Admin

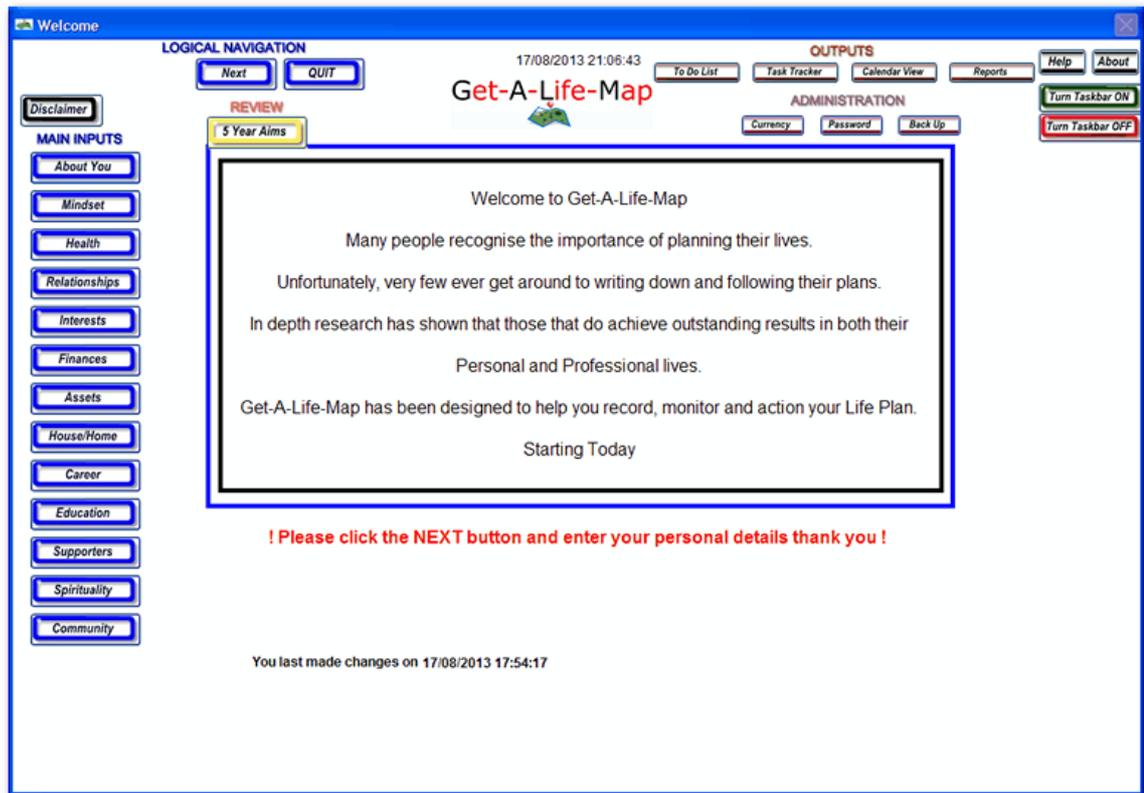
[Currency](#) [Password](#) [Back Up](#)

Logical Navigation[Previous](#)[Next](#)[Quit](#)**Errors & Changes**

On each screen the current Date and Time are displayed. In addition on 'input screens' the date of the last change to the database is displayed.(input changes etc)

3.3 Welcome and Overview

The first time that you use Get-A-Life-Map and until you have entered the minimum **About You** personal details the following screen will appear after logging in:



On every screen you will see many navigation buttons. On each is a brief description of its function. If you pass the cursor over a button a longer description of its function will be displayed.

On each of the input screens if you pass the cursor over an input box (field) a description of the input required is displayed.

For a more detailed view of each function please click on the links below:

Main Functions

[About You](#) [Mindset](#)
[Health](#) [Relationships](#)
[Interests](#) [Finances](#)
[Assets](#) [House/Home](#)
[Career](#) [Education](#)
[Supporters](#) [Spirituality](#)
[Community](#)

Outputs

[TO DO List](#) [Task Tracker](#)
[Calendar View](#) [Reports](#)

Lookup

[Review 5 Year Aims](#)

Admin

[Currency](#) [Password](#) [Back Up](#)

Logical Navigation

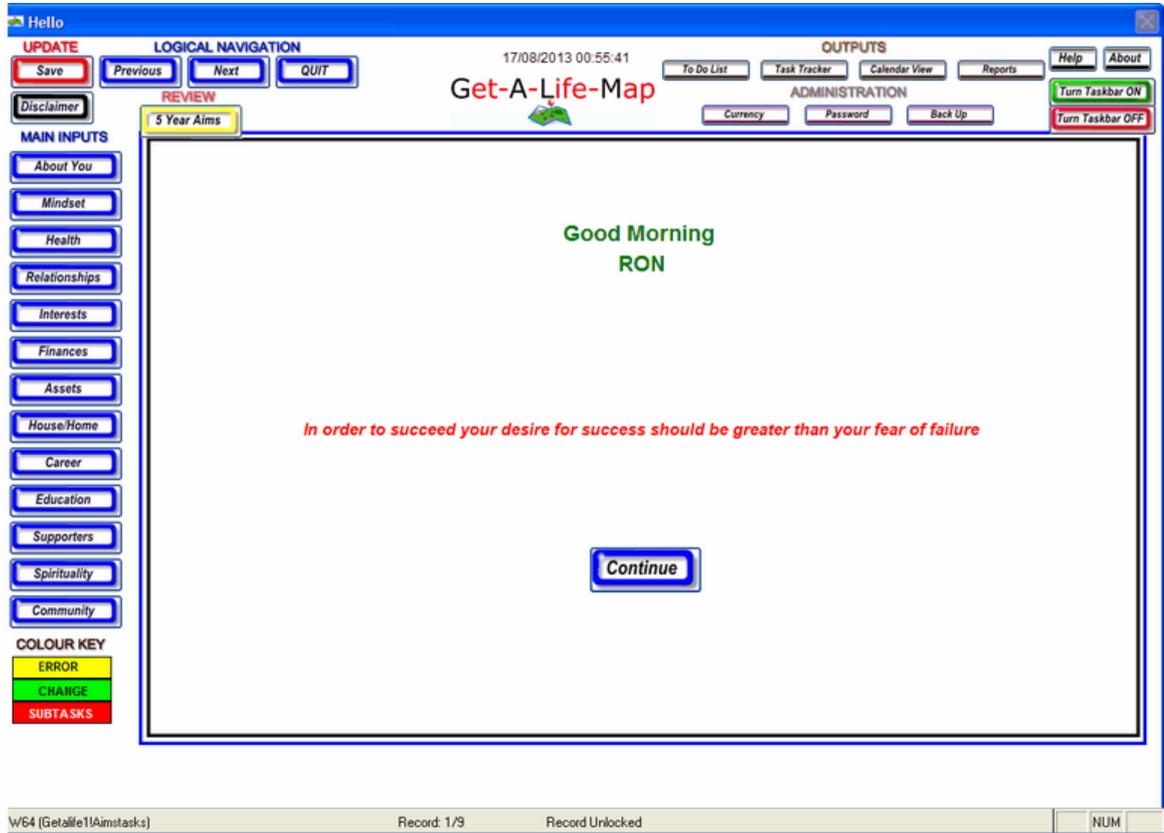
[Previous](#) [Next](#) [Quit](#)

[Errors & Changes](#)

On each screen the current Date and Time are displayed. In addition on 'input screens' the date of the last change to the database is displayed.(input changes etc)

3.4 Daily Login

Once you have entered all your basic personal About You data you will see the screen below when you login to Get-A-Life-Map.



When you press the **Continue** key you will be taken straight to the last screen that you were using in your previous session.

[Navigating around Get-A-Life-Map](#)

3.5 About You

This is the first 'About You' screen and is used to record your personal details; Name, Date of Birth, Marital Status, Occupation and to allow you to select up to 12 Values and Goals.

see [Why Values Matter](#) [Goal Setting Tips](#) [Mission Statement](#)

[Navigating around Get-A-Life-Map](#)

Once you have entered your First Name, Surname, Date Of Birth, selected your Marital Status and entered your Occupation you move on to select your Values and Goals. Time should be spent carefully considering your choices and to ensure that your Goals fit with your Values.

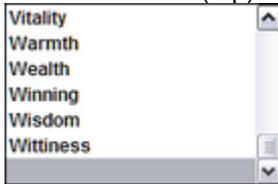
Your 12 Values

Here you will see 12 Values selection boxes. To select a value simple click on the  button to scroll a list of Values then select your desired Value.

You can select as many Values as you wish up to 12. It isn't necessary to complete all 12.

To change an existing Value simple click on the  button to scroll a list of Values then select your new Value.

* If you want to remove a Value, scroll to the bottom of the selection list of Values provided and select the blank (top) entry and click on it.



Your 12 Goals

Here you will see 12 Goals selection boxes. To select a Goal simple click on the  button to scroll a list of Goals then select your desired Goal.

You can select as many Goals as you wish up to 12. It isn't necessary to complete all 12.

To change an existing Goal simple click on the  button to scroll a list of Goals then select your new Goal.

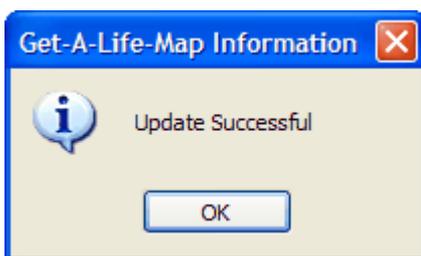
* If you want to remove a Goal, scroll to the top of the selection list of Goals provided and select the blank (top) entry and click on it.



* If you select duplicate values or goals, Get-A-Life-Map will let you know where the duplications are and will allow you to amend them.

When you have finished you should SAVE your selections by using the SAVE button.

A message will appear indicating a successful update.



3.6 About You - Your Bucket List

The purpose of this screen is to make you focus your thoughts, by posing the question "what exciting things would you like to do before you die?" This is now commonly referred to as a Bucket List.

[Navigating around Get-A-Life-Map](#)

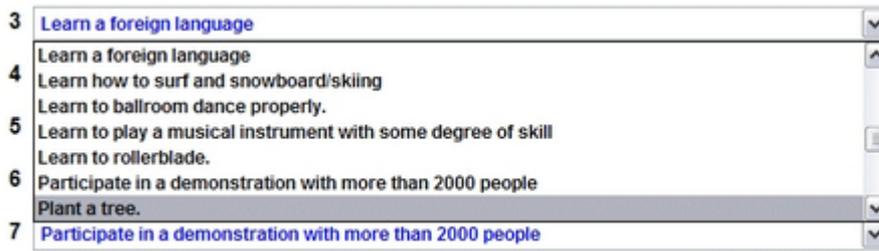
Your 12 Things To Do (Bucket List)

Here you will see 12 Things To Do selection boxes. To select a Thing To Do simple click on the  button to scroll a list of Things To Do then select your desired Thing To Do

You can select as many Things To Do as you wish up to a maximum of 12. It isn't necessary to complete all 12, but should be attempted to stretch your mind a little. Think carefully about your choices and choose the things you would really like to do.

To change an existing Thing To Do simple click on the  button to scroll a list of Things To Do then select your new Thing To Do.

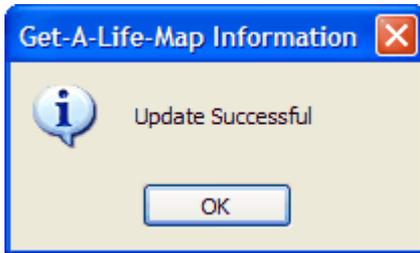
* If you want to remove a Thing To Do , scroll to the top of the selection list of Things To Do provided and select the blank (top) entry and click on it.



** If you select duplicate things to do ,Get-A-Life-Map will let you know where the duplications are and will allow you to amend them.*

When you have finished you should SAVE your selections by using the SAVE button.

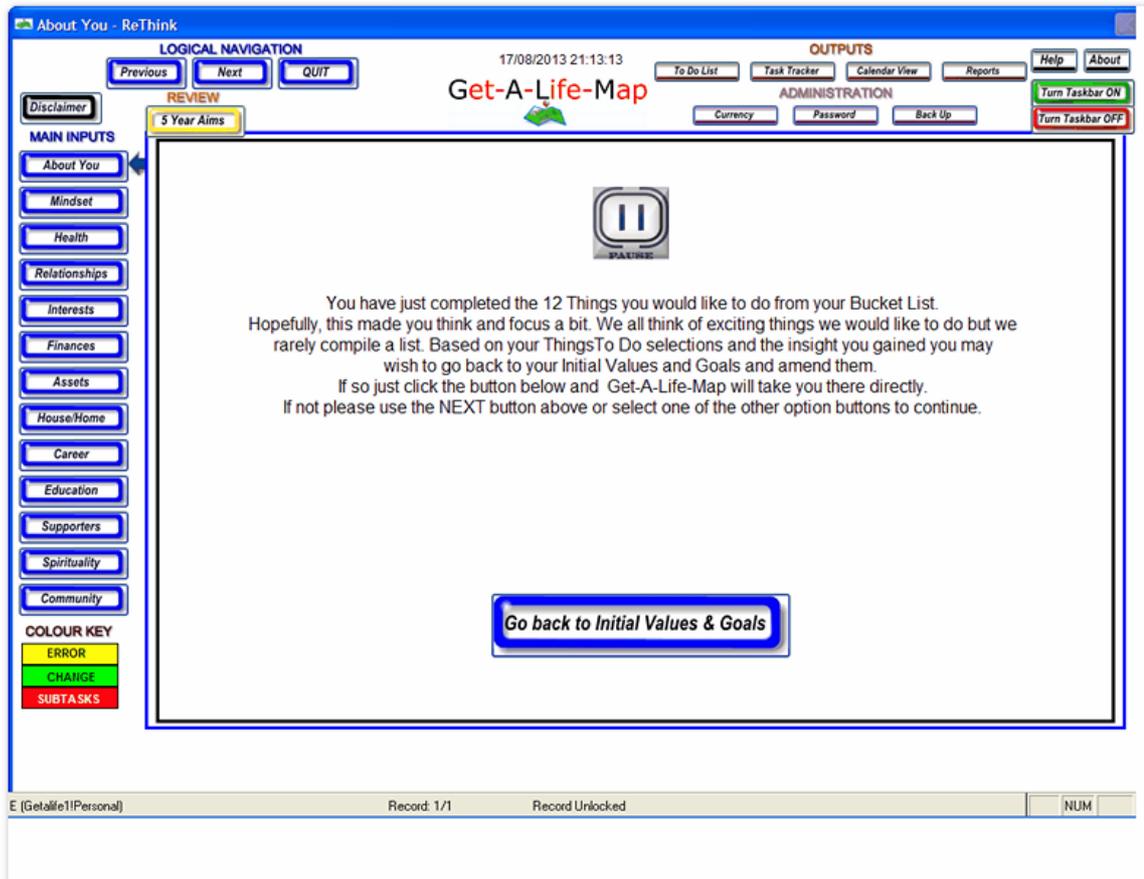
A message will appear indicating a successful update.



3.7 About You - ReThink

When you have completed the 12 Things To Do from your Bucket List section, it is quite normal to start reconsidering your original Values and Goals. The exercise was designed to access your sub conscience to find what you really want out of life by placing no barriers on selecting some things you would really like to do.

This screen provides a quick button back to the Values and Goals Screen, so that you can quickly amend anything you wish to.



[Navigating around Get-A-Life-Map](#)

3.8 About You - 5 Year Aims

This is a **very important** part of Get-A-Life-Map. Here you are making selections about what you would like your life to look like in 5 Years time. Basically, the things you want to achieve in the next 5 years. 5 years seems like along time at first, but you are planning many things so you have to do and work on (complete) the many tasks that underlie each Aim. In some incidences it is possible to achieve individual Aims in a lesser timescale.

see [A Five Year Plan](#) [Deciding What To Do](#)

Your actual 5 Year Aims tasks can be set up using:

[House / Home - Your Properties](#) [Your Career](#) [Your Education](#) [Your Community](#)

and supporting tasks by using:

[Your Mindset](#) [Your Health](#) [Your Relationships](#)

On this screen you will also select a Motivation phrase. This will be your inspirational phrase (anchor) to keep you focussed on achieving your Aims.

About You - 5 Year Aims

UPDATE: Save, Previous, Next, QUIT

LOGICAL NAVIGATION

17/08/2013 21:14:11

Get-A-Life-Map

OUTPUTS: To Do List, Task Tracker, Calendar View, Reports, Help, About

ADMINISTRATION: Currency, Password, Back Up

Turn Taskbar ON, Turn Taskbar OFF

Last Change: 17/08/2013 21:13:57

MAIN INPUTS: About You, Mindset, Health, Relationships, Interests, Finances, Assets, House/Home, Career, Education, Supporters, Spirituality, Community

COLOUR KEY: ERROR (yellow), CHANGE (green), SUBTASKS (red)

This is the probably the most important screen within Get-A-Life-Map
Here you begin the process of turning your Dreams into Realities.
By selecting the 12 AIMS (How you would like your life to be in 5 years time) from the lists below.

YOUR 12 FIVE YEAR AIMS

- I own a villa in foreign country
- I have a very good job
- I own more than one property
-
-
-
-
-
-
-
-
-
-

Select a 5 Year AIM - The way you would like your life to be

Now select a phrase from the list below to motivate and focus you in the pursuit of your AIMS

Empty pockets never held anyone back. Only empty heads and empty hearts can do that

Please click NEXT button or one of the other buttons available to continue

E [GetA-Life1]Personal Record: 1/1 Record Unlocked NUM

[Navigating around Get-A-Life-Map](#)

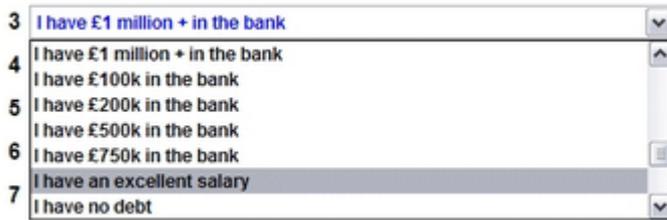
Your 12 Five Year Aims

Here you will see 12 Aims selection boxes. To select a Aim simple click on the  button to scroll a list of Aims then select your desired Aim.

You can select as many Aims as you wish up to 12. It isn't necessary to complete all 12.

To change an existing Aim simple click on the  button to scroll a list of Aims then select your new Aim.

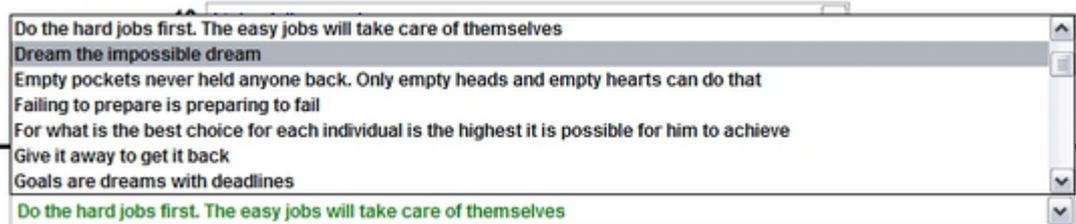
* If you want to remove a Aim, scroll to the top of the selection list of Aims provided and select the blank (top) entry and click on it.



* If you select duplicate Aim, Get-A-Life-Map will let you know where the duplications are and will allow you to amend them

Your Motivation Phrase

Here you will see a Motivation Phrase selection box. To select a Motivation Phrase simple click on the  button to scroll a list of Motivation Phrases then select your desired Motivation Phrase.

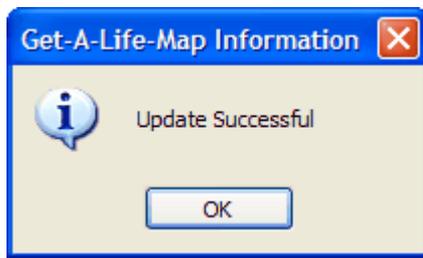


You must select a Motivation Phrase.

To change an existing Motivation Phrase simple click on the  button to scroll a list of Motivation Phrases then select your new Motivation Phrase.

When you have finished you should SAVE your selections by using the SAVE button.

A message will appear indicating a successful update.



3.9 Your Mindset

This screen is all about assessing how positively you think. Thinking positively is essential if you want to achieve your aims.

see [Positive Thinking](#) [About You - 5 Year Aims](#) [Happiness](#) [Overcoming Your Fears](#)
[Self Analysis](#)

The screenshot shows the 'Your Mindset' application interface. The main content area displays a survey titled 'YOUR 12 POSITIVITY INDICATORS'. The survey instructions state: 'The 12 statements below are there to ascertain how positively you think. You should place a tick (click in the box) against each statement which applies to you. Click NEXT or ANY other available button when finished to continue. Ensure that you answer these statements honestly as your answers are an important part of succeeding in your Aims.'

YOUR 12 POSITIVITY INDICATORS	
1	Do you believe others affect your feelings? Do others make you feel guilty about things? <input checked="" type="checkbox"/>
2	I'm always telling myself I should do this or that. <input checked="" type="checkbox"/>
3	I constantly criticise myself. <input checked="" type="checkbox"/>
4	I think I must do everything perfectly or not at all. <input checked="" type="checkbox"/>
5	I'm always apologising for one thing or another. <input type="checkbox"/>
6	I feel like I'm carrying the world on my shoulders. <input type="checkbox"/>
7	I'm really hard on myself when I make mistakes. <input type="checkbox"/>
8	I bend over backwards to please others. <input type="checkbox"/>
9	I scare myself into action by imagining horrible things that will happen if I don't do something. <input type="checkbox"/>
10	I tend to look on the negative side of things. My glass of water is always half empty instead of half full. <input type="checkbox"/>
11	It's hard for me to forgive and forget. If someone hurts me I tend to cling to that feeling. <input type="checkbox"/>
12	I often feel helpless. There are so many things in life I can't do. <input type="checkbox"/>

The interface includes a navigation menu on the left with options like 'About You', 'Mindset', 'Health', 'Relationships', 'Interests', 'Finances', 'Assets', 'House/Home', 'Career', 'Education', 'Supporters', 'Spirituality', and 'Community'. A 'COLOUR KEY' at the bottom left indicates 'ERROR' (yellow), 'CHANGE' (green), and 'SUBTASKS' (red). The top of the window shows 'UPDATE' (Save, Previous, Next, QUIT), 'LOGICAL NAVIGATION', 'OUTPUTS' (To Do List, Task Tracker, Calendar View, Reports), and 'ADMINISTRATION' (Currency, Password, Back Up, Turn Taskbar ON/OFF). The status bar at the bottom shows 'E (Getalife1|Getaschedule)', 'Record: 1/2190', 'Record Unlocked', and 'NUM'.

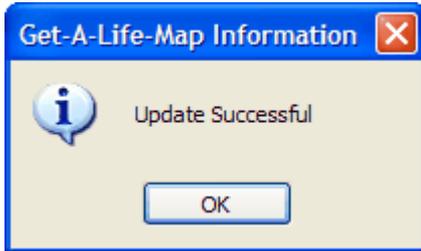
[Navigating around Get-A-Life-Map](#)

On the screen you will see 12 statements numbered 1-12. For every statement that applies to you should place a tick in (click in the box) the box adjacent to the statement. When you have finished you should SAVE your answers by using the SAVE button.

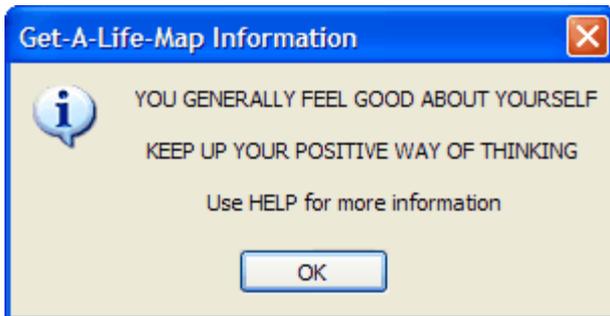
A progress bar will appear on screen while Get-A-Life-Map updates your Task Calendar with your daily Positivity tasks.

The screenshot shows a 'Processing' dialog box with a blue header. The text inside reads: 'Reorganising Your Daily Positivity Tasks - Please wait.....'. Below the text is a progress bar showing 0% completion, with a blue bar extending from the left to the right, and the numbers '0%' and '100%' at the ends.

On completion a message will appear indicating a successful update.



Get-A-Life-Map will then produce an onscreen message which indicates your Positive Thinking status.



3.10 Your Mindset - Improvement Tasks

Having completed the 12 positivity indicator statements, this screen is provided to show you what daily tasks you should perform in order to improve and/or maintain your positive attitude.

see [Positive Thinking](#) [About You - 5 Year Aims](#)

Your Mindset - Improvement Tasks

LOGICAL NAVIGATION: Previous, Next, QUIT

17/08/2013 21:16:47

Get-A-Life-Map

OUTPUTS: To Do List, Task Tracker, Calendar View, Reports, Help, About

ADMINISTRATION: Currency, Password, Back Up, Turn Taskbar ON, Turn Taskbar OFF

REVIEW: 5 Year Aims, Last Change: 17/08/2013 21:16:16

MAIN INPUTS: About You, Mindset, Health, Relationships, Interests, Finances, Assets, House/Home, Career, Education, Supporters, Spirituality, Community

COLOUR KEY: ERROR (yellow), CHANGE (green), SUBTASKS (red)

Based on your answers you have provided here are the daily tasks you should perform in order to achieve the Optimum Positive attitude towards life, the people and events around you and yourself. It is essential that you make time for this exercise as it will greatly improve your chances of achieving your Aims.

Take control of your feelings and make your own decisions

Concentrate on what you have done - not what you haven't

Compliment your friends and yourself

Accept your best efforts as sufficient

Empty pockets never held anyone back. Only empty heads and empty hearts can do that

Please click NEXT button or one of the other buttons available to continue

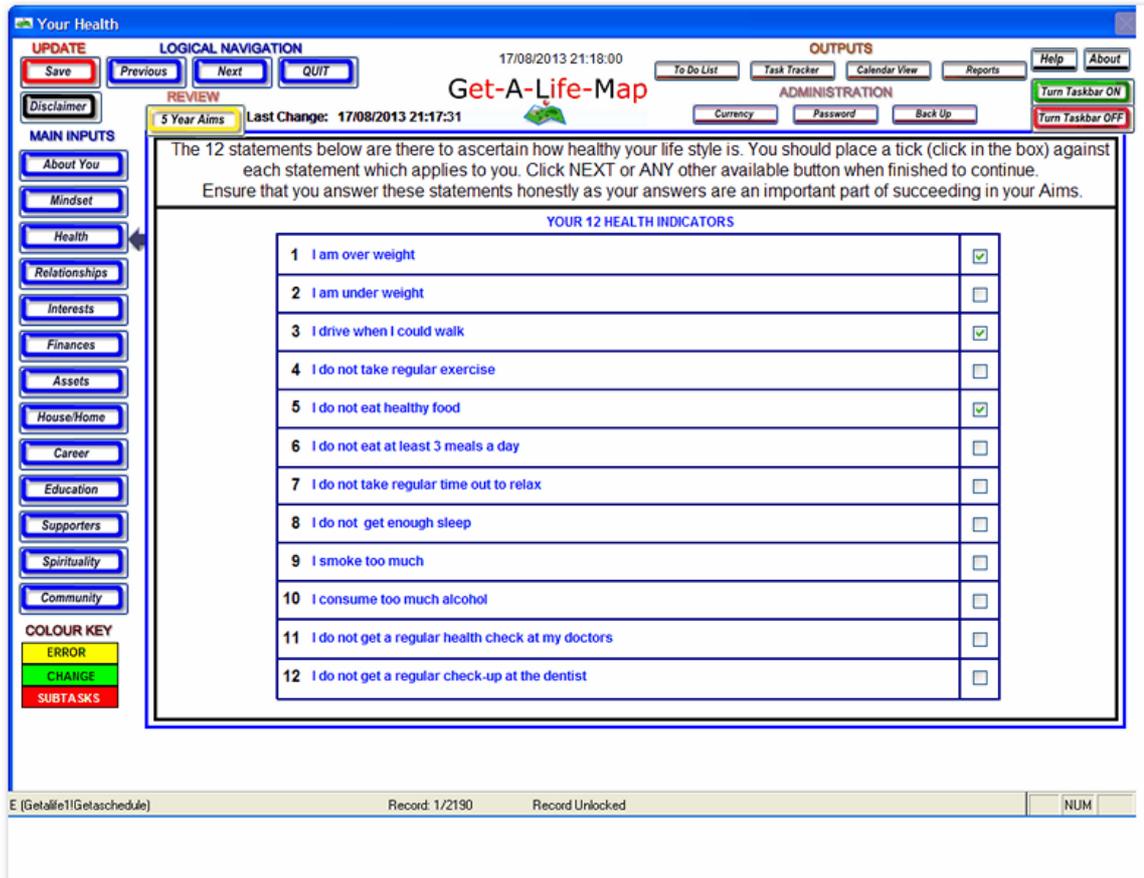
E (Getalife1)Getaschedule Record: 1/2190 Record Unlocked NUM

[Navigating around Get-A-Life-Map](#)

3.11 Your Health

This screen is all about assessing how healthy your life style is. Being healthy is essential if you want to achieve your aims.

see [Healthy Living](#) [About You - 5 Year Aims](#) [Help with stopping smoking](#)

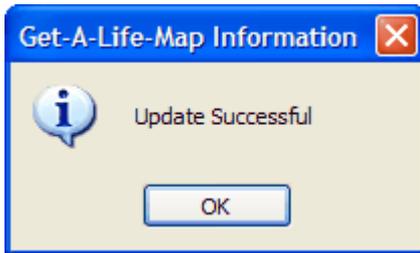


[Navigating around Get-A-Life-Map](#)

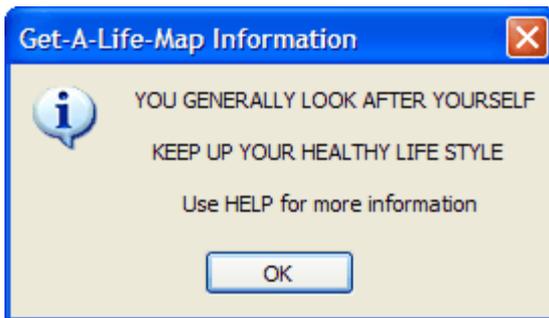
On the screen you will see 12 statements numbered 1-12. For every statement that applies to you should place a tick in (click in the box) the box adjacent to the statement. When you have finished you should SAVE your answers by using the SAVE button. A progress bar will appear on screen while Get-A-Life-Map updates your Task Calendar with your daily Health tasks.



On completion a message will appear indicating a successful update.



Get-A-Life-Map will then produce an onscreen message which indicates your Health status.



3.12 Your Health - Improvement Tasks

Having completed the 12 Health indicator statements, this screen is provided to show you what daily tasks you should perform in order to improve and/or maintain your health.

see [Healthy Living](#) [About You - 5 Year Aims](#) [Help with stopping smoking](#)

Your Health - Improvement Tasks

LOGICAL NAVIGATION: Previous, Next, QUIT

17/08/2013 21:18:35

Get-A-Life-Map

OUTPUTS: To Do List, Task Tracker, Calendar View, Reports, Help, About

ADMINISTRATION: Currency, Password, Back Up, Turn Taskbar ON, Turn Taskbar OFF

REVIEW: 5 Year Aims, Last Change: 17/08/2013 21:18:25

MAIN INPUTS: About You, Mindset, Health, Relationships, Interests, Finances, Assets, House/Home, Career, Education, Supporters, Spirituality, Community

COLOUR KEY: ERROR (yellow), CHANGE (green), SUBTASKS (red)

Based on your answers you have provided here are the daily tasks you should perform in order to achieve the Optimum Healthy Lifestyle for yourself. It is essential that you make time for this exercise as it will greatly improve your chances of achieving your Aims.

Take positive actions to lose weight

Only drive when you must - Walk more

Make sure the food you buy and eat is healthy

Empty pockets never held anyone back. Only empty heads and empty hearts can do that

Please click NEXT button or one of the other buttons available to continue

E (GetLife1)Getaschedule Record: 1/2190 Record Unlocked NUM

[Navigating around Get-A-Life-Map](#)

3.13 Your Relationships

This screen is all about assessing how good your personal relationships are. Maintaining good personal relationships is essential if you want to achieve your aims.

see [A Simple Way to Improve Your Relationships](#) [About You - 5 Year Aims](#)

Your Relationships

17/08/2013 21:19:45

Get-A-Life-Map

5 Year Aims Last Change: 17/08/2013 21:19:27

The 12 statements below are there to ascertain how you feel about your Personal Relationships. You should place a tick (click in the box) against each statement which applies to you. Click NEXT or ANY other available button when finished to continue. Ensure that you answer these statements honestly as your answers are an important part of succeeding in your Aims.

YOUR 12 RELATIONSHIP INDICATORS

1	I would like a better relationship with my spouse	<input type="checkbox"/>
2	I would like a better relationship with my partner	<input checked="" type="checkbox"/>
3	I would like a better relationship with my girlfriend	<input type="checkbox"/>
4	I would like a better relationship with my boyfriend	<input type="checkbox"/>
5	I would like a better relationship with my father	<input type="checkbox"/>
6	I would like a better relationship with my mother	<input checked="" type="checkbox"/>
7	I would like to spend more time with my family	<input type="checkbox"/>
8	I would like a better relationship with my sons(s)	<input type="checkbox"/>
9	I would like a better relationship with my daughter(s)	<input checked="" type="checkbox"/>
10	I would like a better relationship with my brother(s)	<input type="checkbox"/>
11	I would like a better relationship with my sister(s)	<input type="checkbox"/>
12	I would like a better relationship with my friends	<input type="checkbox"/>

E (GetA-Life-Map) GetAschedule Record: 1/2190 Record Unlocked NUM

[Navigating around Get-A-Life-Map](#)

On the screen you will see 12 statements numbered 1-12. For every statement that applies to you should place a tick in (click in the box) the box adjacent to the statement. When you have finished you should SAVE your answers by using the SAVE button.

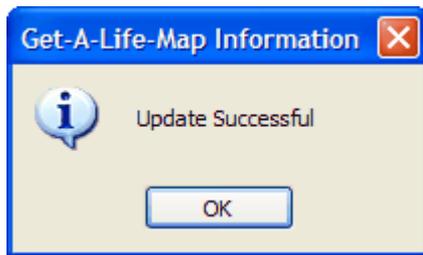
A progress bar will appear on screen while Get-A-Life-Map updates your Task Calendar with your daily Relationships tasks.

Processing

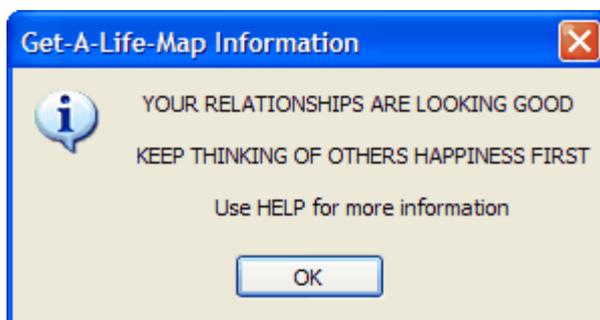
Reorganising Your Daily Relationship Tasks - Please wait.....

0% 100%

On completion a message will appear indicating a successful update.



Get-A-Life-Map will then produce an onscreen message which indicates your Relationships status.



3.14 Your Relationships - Improvement Tasks

Having completed the 12 Personal Relationships indicator statements, this screen is provided to show you what daily tasks you should perform in order to improve and/or maintain your relationships.

see [A Simple Way to Improve Your Relationships](#) [About You - 5 Year Aims](#)

Your Relationships - Improvement Tasks

LOGICAL NAVIGATION: Previous, Next, QUIT

OUTPUTS: To Do List, Task Tracker, Calendar View, Reports

ADMINISTRATION: Currency, Password, Back Up

Turn Taskbar ON / Turn Taskbar OFF

17/08/2013 21:20:21

Get-A-Life-Map

5 Year Aims Last Change: 17/08/2013 21:20:08

Based on your answers you have provided here are the daily tasks you should perform in order to achieve maximum satisfaction from your Personal Relationships. It is essential that you make time for this exercise as it will greatly improve your chances of achieving your Aims.

- Think of your partner's happiness before your own
- Think of your mother's happiness before your own
- Think of your daughter's happiness before your own

Relationships Task description

Empty pockets never held anyone back. Only empty heads and empty hearts can do that

Please click NEXT button or one of the other buttons available to continue

1 replacements NUM

[Navigating around Get-A-Life-Map](#)

3.15 Your Interests

This screen is used to record any Interests or Hobbies that you have and that you do on a regular basis. Having 'outside of work' interests or hobbies is good for your general well being and can identify talents that you have that you may be able to benefit from emotionally and in some cases even financially.

see [Why Hobbies are important](#) [Hobbies and Business](#)

The screenshot shows the 'Your Interests' screen in the Get-A-Life-Map software. The interface includes a top navigation bar with buttons for 'UPDATE' (Save, Previous, Next, QUIT), 'LOGICAL NAVIGATION', 'OUTPUTS' (To Do List, Task Tracker, Calendar View, Reports), and 'ADMINISTRATION' (Currency, Password, Back Up, Turn Taskbar ON/OFF). The main content area is titled 'YOUR 12 INTERESTS or HOBBIES' and contains a list of 12 selection boxes. The first three boxes are filled with 'Aircraft spotting', 'Live steam models', and 'Painting'. The rest are empty. A red message at the bottom says 'Please click NEXT button or one of the other buttons available to continue'. The sidebar on the left lists various categories like 'About You', 'Mindset', 'Health', 'Relationships', 'Interests', 'Finances', 'Assets', 'House/Home', 'Career', 'Education', 'Supporters', 'Spirituality', and 'Community'. The 'Interests' button is selected. A 'COLOUR KEY' at the bottom left indicates 'ERROR' (yellow), 'CHANGE' (green), and 'SUBTASKS' (red).

[Navigating around Get-A-Life-Map](#)

Your 12 Interests or Hobbies

Here you will see 12 Interest/Hobby selection boxes. To select an Interest simple click on the  button to scroll a list of Interests then select your desired Interest.

You can select as many Interests as you wish up to 12. It isn't necessary to complete all 12.

To change an existing Interest simple click on the  button to scroll a list of Interests then select your new Interest.

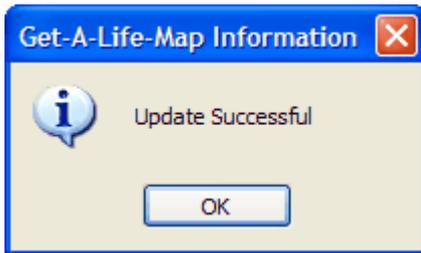
* If you want to remove an Interest, scroll to the top of the selection list of Interests provided and select the blank (top) entry and click on it



** If you select duplicate Interest, Get-A-Life-Map will let you know where the duplications are and will allow you to amend them.*

When you have finished you should SAVE your selections by using the SAVE button.

A message will appear indicating a successful update.



3.16 Your Finances - Net Worth

This is the second Finance input screen. This screen is used to record your financial assets and liabilities and to calculate your financial Net Worth. This can be an "eye opening" experience when first completed.

see [Your Assets](#)

Your Finances - Net Worth

17/08/2013 21:28:48

Get-A-Life-Map

LOGICAL NAVIGATION: UPDATE (Save, Previous, Next, QUIT), REVIEW (5 Year Aims, Last Change: 17/08/2013 21:28:16), OUTPUTS (To Do List, Task Tracker, Calendar View, Reports, Help, About), ADMINISTRATION (Currency, Password, Back Up, Turn Taskbar ON, Turn Taskbar OFF)

MAIN INPUTS: About You, Mindset, Health, Relationships, Interests, Finances, Assets, House/Home, Career, Education, Supporters, Spirituality, Community

COLOUR KEY: ERROR (Yellow), CHANGE (Green), SUBTASKS (Red)

This screen is used to record your Financial Assets and Liabilities and to calculate your Net Worth. Your Asset values have been calculated from the values that you entered on the Assets Screen. Enter the values (whole numbers) in each Liability input box which applies to you and press enter to tab to next box. Click NEXT or ANY other available button when finished to

ASSETS		£	LIABILITIES		£
Total in the Bank		350,000	Total you owe on Mortgage(s)		250,000
Total Savings		85,353	Total you owe on Other Loans(not mortgage)		0
Stocks & Shares		20,000	Total you owe on Credit Cards		0
Properties		1,775,000	Total of any other Money you owe		0
Vehicles		85,000	Total Income tax you owe to Inland Revenue		159,300
Furniture		75,000	Any other Financial Liabilities		0
Life Insurance		1,000,000			
Appliances		35,000			
Jewellery		150,000			
Money owed to you		2,000			
			Your Total Assets		£ 3,577,353
			Your Total Liabilities		£ 409,300
			Your Current Net Worth		£ 3,168,053

Calculate Tax: This button will calculate your Income Tax liability (approx) Based on the Income figures you previously provided

Record: 1/1 Record Unlocked NUM CAPS

[Navigating around Get-A-Life-Map](#)

On this screen you should input your LIABILITIES figures in all of the input boxes which apply to you. These are the total values that you owe against each item. e.g. total owing on your mortgage or mortgages if you have more than one.

The Assets values displayed are carried forward from the [Assets Screen](#) which you should have completed.

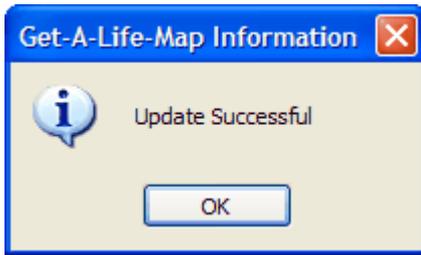
Your net worth is automatically calculated as you proceed.

For customers using UK or USA currencies there is an additional button, '**Calculate Tax**', available, that will calculate an **estimate** of your yearly Income Tax Liability, based on the Income figures that you entered on the Budget screen. However, if you know the exact figure that you

owe you should enter this manually.

When you have finished you should SAVE your input by using the SAVE button or any of the other available buttons on screen.

A message will appear indicating a successful update.



3.17 Your Finances - Budget

This is the first Finance input screen. This screen is used to record your 'day to day' financial income and expenses - your Financial Budget. Good Financial Budgeting is an essential part of establishing a good life plan.

see [Why Budget ?](#)

This screen is used to record your Income and Expenditure details - Your Budget. Enter values (either Yearly or Monthly - Whole Numbers) in each input box which applies to you and then press enter to tab to next box. To leave values unchanged simply press enter. Click NEXT or ANY other available button when finished to continue.

INCOME			Yearly			£			Monthly					
Main Salary	275000		22916			Other Salary	40000		3333		Pension	0		0
Interest	10000		833			Dividends	15000		1250		Maintenance	0		0
Rent	14000		1166			Other Income	0		0					
Total Income												£ 354,000	£ 29,500	

EXPENDITURE			Yearly			£			Monthly					
Mortgage or Rent	12000		1000			Loan 1	0		0		Loan 2	0		0
Credit Card 1	0		0			Credit Card 2	0		0		Credit Card 3	0		0
Home Insurance	480		40			Water Rates	300		25		Electricity	1200		100
House Maintenance	5000		416			Gas / Oil	1200		100		Council Tax	1800		150
Telephone	300		25			Cell Phone	120		10		Car Payments	0		0
Car Insurance	1200		100			Petrol	1440		120		Clothing	1200		100
Car Maintenance	250		20			School Fees	0		0		Groceries	7200		600
Dentist	1200		100			Prescriptions	0		0		Maintenance	0		0
Health Insurance	240		20			Entertainment	1000		83		TV Licence	144		12
Life Insurance	240		20			Hobbies	1000		83		Cable TV	240		20
Membership Fees	120		10			Holidays	5000		416		Internet	120		10
Cigarettes & Alcohol	2400		200											
Total Expenses												£ 45,394	£ 4,699	

Budget Surplus or (Deficit) YEARLY £ 308,606 MONTHLY £ 24,800

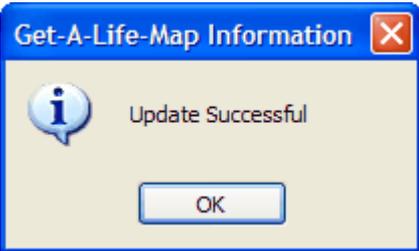
[Navigating around Get-A-Life-Map](#)

On this screen you should input your figures in all of the input boxes which apply to you. You can input either yearly or monthly figures and the application will automatically calculate the other input i.e. if you enter a monthly figure the application will calculate the equivalent yearly figure automatically.

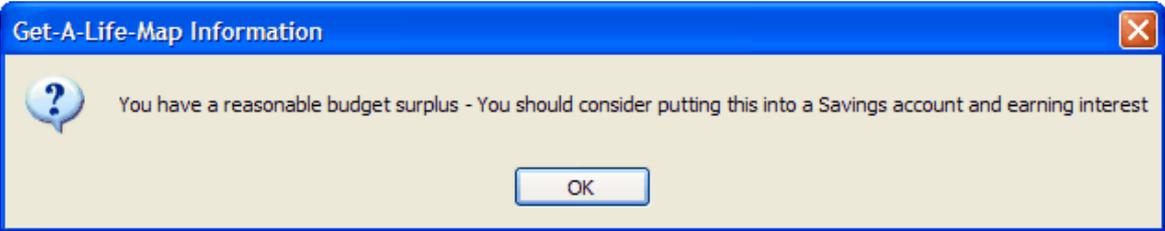
Your budget surplus or deficit is calculated automatically as you proceed and displayed at the bottom of the screen.

When you have finished you should SAVE your input by using the SAVE button or click any of the other available buttons.

A message will appear indicating a successful update.



Dependant on your surplus or deficit budgeting advisory messages will also be displayed.



3.18 Your Assets

This screen is used for recording details of your assets - the things you have of value. This includes Banks Accounts, Savings Accounts, Stocks & Shares, Property, Vehicles, Furniture, Jewellery, Appliances and any money that you are owed.

The individual total figures for each category on this screen are passed back to the Finance Net Worth Screen.

see [Your Finances - Net Worth](#)

[How To manage a Property Portfolio](#)

This is the Assets screen. This screen is used to detail your Assets - the things you have of value. Enter the values (whole numbers) in each input box which applies to you and press enter to tab to next box. To leave a value unchanged just press enter. Click NEXT or ANY other available button when finished to continue.

BANKS				SAVINGS			
	Bank Name	Account Number	Balance €		Company Name	Account Number	Balance €
1	NATEAST	121455545	350000		PALIMAX	45787387	85353
2			0				0
3			0				0
4			0				0
5			0				0
TOTAL amount of money held in any other BANK ACCOUNTS that you have				TOTAL value of any other SAVINGS that you have			
0				0			

SHARES				PROPERTY			
	Company Name	Number of Shares	Value €		Country	County or State	Value €
1	BOBBLE	1000	20000	1	United Kingdom	LANCASHIRE	275000
2		0	0	2	Spain	ANDALUCIA	1500000
3		0	0	3			0
4		0	0	4			0
5		0	0				0
TOTAL value of any other SHARES that you own				TOTAL value of any other PROPERTIES that you own			
0				0			

VEHICLES				LIFE INSURANCE			
	Make	Model	Value €		Company	Policy Number	Value €
1	Jaguar	F TYPE	85000		LIFEMAN	7854213265	1000000
2			0				0
3			0				0
4			0				0
5			0				0
TOTAL value of any other Vehicles that you own				TOTAL value of any other Life Insurance that you own			
0				0			

MISCELLANEOUS			
	Value €		
1	Enter the total value of major items of furniture that you own		
	75000		
2	Enter the total value of major items of jewellery that you own		
	150000		
3	Enter the total value of major appliances that you own		
	35000		
4	Enter the total figure of any other money owed to you		
	2000		

TOTALS	BANKS	€ 350,000	SHARES	€ 20,000	VEHICLES	€ 85,000	MISCELLANEOUS	€ 262,000
	SAVINGS	€ 85,353	PROPERTY	€ 1,775,000	LIFE INSURANCE	€ 1,000,000	Grand TOTAL	€ 3,577,353

[Navigating around Get-A-Life-Map](#)

On this screen you should input your details in all of the input boxes which apply to you. Total figures for each category are calculated automatically as you proceed.

* note to remove an entry from any category you should remove all details e.g. Bank Name, Account Number and value (zeroise)

You should enter all the details requested where they apply to you. All value inputs are the total value for the line item e.g. '1000 Shares in Google, total value £150000' as shown above.

In the PROPERTY category you can select Country by use of a scrollable list  button. Simple scroll to the Country you desire and click it.



To change an existing Country simple click on the  button to scroll the list of Countries then select your new Country.

* If you want to remove a country (property), scroll to the top of the selection list of Countries provided and select the blank (top) entry and click on it. Then delete the related County (if entered) and put zero in the related value input box.

PROPERTY	Country	County or State	Value
1	United Kingdom	SUFFOLK	£ 275.000
2			£ 0
3	United Kingdom	MADRID	£ 150.000
4	Afghanistan	NERJA	£ 385.000
5	Albania	CASTRIES	£ 175.000
	Algeria	value of all other properties	£ 200.000
	American Samoa		
	Andorra	Policy Number	Value
	POTENTIAL	641221000	£ 240.000

In the VEHICLES category you can select Make by use of a scrollable list  button. Simple scroll to the Make you desire and click it.



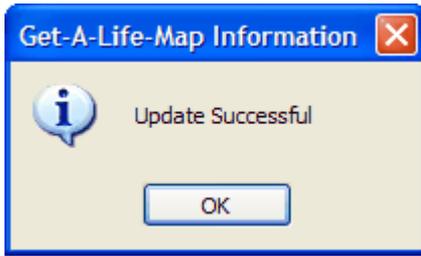
To change an existing Make simple click on the  button to scroll the list of Makes then select your new Make.

* If you want to remove a Make (vehicle), scroll to the top of the selection list of Makes provided and select the blank (top) entry and click on it. Then delete the related Model (if entered) and put zero in the related value input box.

VEHICLES	Make	Model	Value
1	Aston Martin	DB7	£ 105.000
2			£ 0
3	Nissan	ALMERA	£ 10.000
4	Seat	IBIZA	£ 8.000
5	Mini	COOPER S	£ 15.000
	Combined total value of all other vehicles		£ 10.000

When you have finished you should SAVE your input by using the SAVE button.

A message will appear indicating a successful update.



3.19 House / Home - Your Properties

This screen is all about managing your property portfolio. Deciding what to buy, sell or improve. Sensible management and control of this area of your life can bring stability and help you to succeed in fulfilling your life aims.

see [How to manage a Property Portfolio](#) [Ways to Add Value to Your Property](#)

[Property Selling Tips](#)

[Tips on Buying Property Abroad](#)

see [About You - 5 Year Aims](#)

The screenshot shows the 'House / Home - Your Properties' screen in the Get-A-Life-Map software. The interface includes a top navigation bar with buttons for 'UPDATE' (Save, Previous, Next, QUIT), 'LOGICAL NAVIGATION', 'OUTPUTS' (To Do List, Task Tracker, Calendar View, Reports, Help, About), and 'ADMINISTRATION' (Currency, Password, Back Up, Turn Taskbar ON/OFF). The main content area is titled 'REVIEW' and '5 Year Aims', with a 'Last Change' timestamp of 17/08/2013 21:29:22. A 'MAIN INPUTS' sidebar on the left lists various life areas: About You, Mindset, Health, Relationships, Interests, Finances, Assets, House/Home (selected), Career, Education, Supporters, Spirituality, and Community. Below this is a 'COLOUR KEY' with 'ERROR' (yellow), 'CHANGE' (green), and 'SUBTASKS' (red). The main text explains that 12 statements are provided to ascertain how to improve the property portfolio, and users should tick the boxes for applicable statements. The table below lists these 12 statements, with checkboxes indicating their status.

YOUR 12 PROPERTY OPTIONS	
1	I want to buy a new property in my home country to live in <input checked="" type="checkbox"/>
2	I want to buy a new property in a foreign country to live in <input checked="" type="checkbox"/>
3	I want to buy a new property in my home country to rent out <input checked="" type="checkbox"/>
4	I want to buy new property in a foreign country to rent out <input checked="" type="checkbox"/>
5	I want to sell one of my properties <input checked="" type="checkbox"/>
6	I want to add an extension to one of my properties <input checked="" type="checkbox"/>
7	I want to modernise one of my properties <input type="checkbox"/>
8	I want to install a new kitchen in one of my properties <input type="checkbox"/>
9	Install a new bathroom in one of your properties <input type="checkbox"/>
10	I want to add a swimming pool to one of my properties <input type="checkbox"/>
11	I want to add a garage to one of my properties <input type="checkbox"/>
12	I want to redecorate one of my properties <input type="checkbox"/>

The status bar at the bottom shows 'E (GetLife11GetAimedule)', 'Record: 1/2190', 'Record Unlocked', and 'NUM CAPS'.

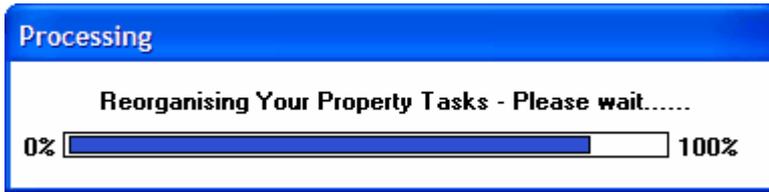
[Navigating around Get-A-Life-Map](#)

On the screen you will see 12 statements numbered 1-12. For every statement that applies to you should place a tick (click in the box) the box adjacent to the statement. When you have finished you should SAVE your answers by using the SAVE button.

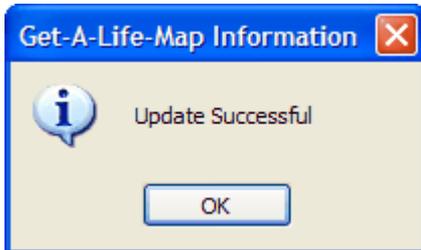
If any of the tick boxes has a RED border this indicates that this statement has a Main Task and uncompleted subtasks assigned to it. To update progress against these tasks you must use the Task Tracker function. [Task Tracker - Manage & Monitor](#)

When clicking the SAVE button or answering YES to the dialogue box when clicking any of the navigation buttons a progress bar will appear on screen while Get-A-Life-Map updates your Task

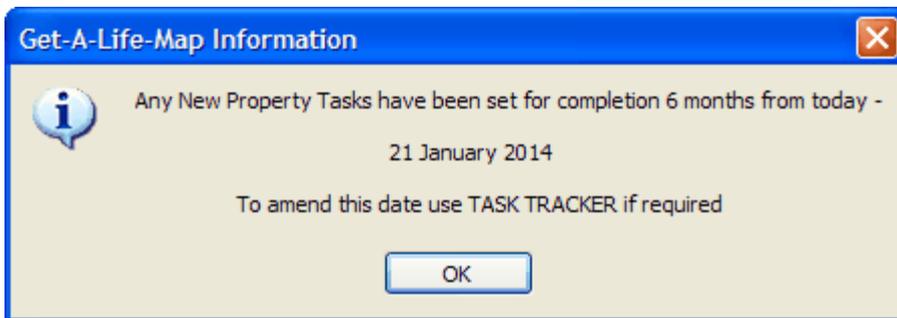
Calendar with your amended Property tasks.



On completion a message will appear indicating a successful update.



Get-A-Life-Map will then produce an onscreen information message:



* note new property tasks are scheduled for completion in 6 months. This completion date can be edited using the Task Tracker function. [Task Tracker - Manage & Monitor](#)

3.20 House / Home - Your Property Tasks

Having completed the 12 property portfolio indicator statements, this screen is provided to show you what tasks you need to perform based on your answers. Subtasks for each task can be created by use of the Task Tracker function. [Task Tracker - Manage & Monitor](#)

see [How to manage a Property Portfolio](#) [Ways to Add Value to Your Property](#)

[Property Selling Tips](#)

[Tips on Buying Property Abroad](#)

see [About You - 5 Year Aims](#)

House / Home - Your Property Tasks

LOGICAL NAVIGATION: Previous, Next, QUIT

17/08/2013 21:30:31

Get-A-Life-Map

OUTPUTS: To Do List, Task Tracker, Calendar View, Reports, Help, About

ADMINISTRATION: Currency, Password, Back Up, Turn Taskbar ON, Turn Taskbar OFF

REVIEW: 5 Year Aims, Last Change: 17/08/2013 21:30:00

Disclaimer

MAIN INPUTS: About You, Mindset, Health, Relationships, Interests, Finances, Assets, House/Home, Career, Education, Supporters, Spirituality, Community

COLOUR KEY: ERROR (Yellow), CHANGE (Green), SUBTASKS (Red)

Based on your answers you have provided here are the tasks you should perform in order to improve your Property portfolio. Actioning and completing these tasks will move you closer to fully realising your Aims.

- Buy a new property in your home country to live in
- Buy a new property in a foreign country to live in
- Buy a new property in your home country to rent out
- Buy new property in a foreign country to rent out
- Sell one of your properties
- Add an extension to one of your properties

Empty pockets never held anyone back. Only empty heads and empty hearts can do that

Please click NEXT button or one of the other buttons available to continue

E (GetA-Life1\GetA-LifeModule) Record: 1/2190 Record Unlocked NUM CAPS

[Navigating around Get-A-Life-Map](#)

3.21 Your Career

This screen is all about managing your career. Deciding how you want earn a living. Sensible management and control of this area of your life can bring stability and help you to succeed in fulfilling your life aims.

see [What should I consider when deciding which career to pursue?](#)

[Turning a Hobby into a Business](#)

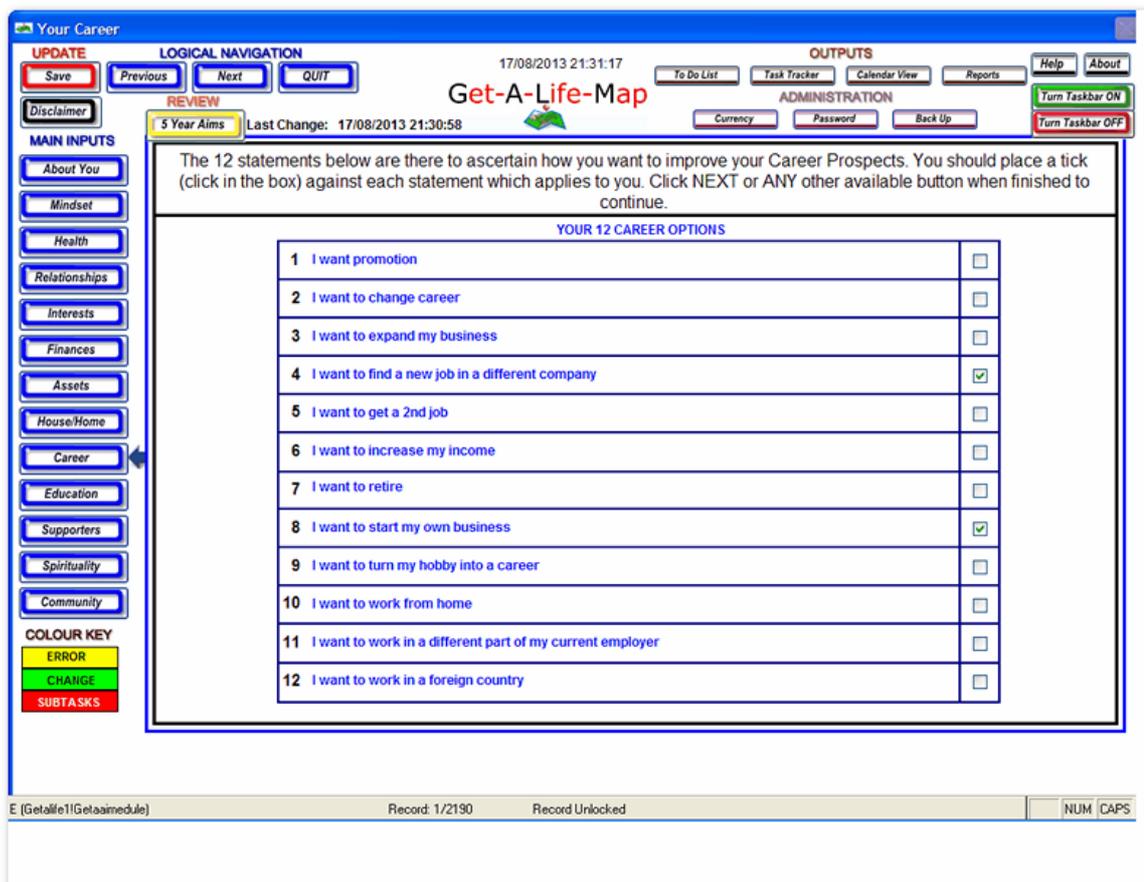
[Should I Start My Own Business?](#)

[Things to Consider Before Expanding Your Business](#)

[Preparing for Retirement](#)

[Working Abroad Tips](#)

see [About You - 5 Year Aims](#)

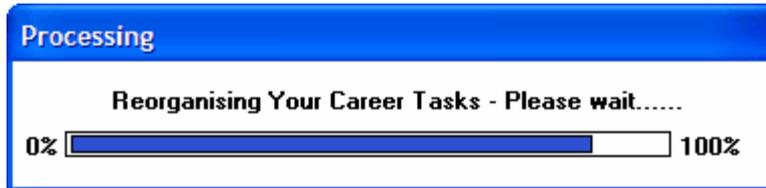


[Navigating around Get-A-Life-Map](#)

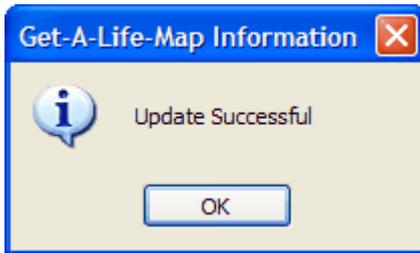
On the screen you will see 12 statements numbered 1-12. For every statement that applies to you should place a tick in (click in the box) the box adjacent to the statement. When you have finished you should SAVE your answers by using the SAVE button.

If any of the tick boxes has a RED border this indicates that this statement has a Main Task and uncompleted subtasks assigned to it. To update progress against these tasks you must use the Task Tracker function. [Task Tracker - Manage & Monitor](#)

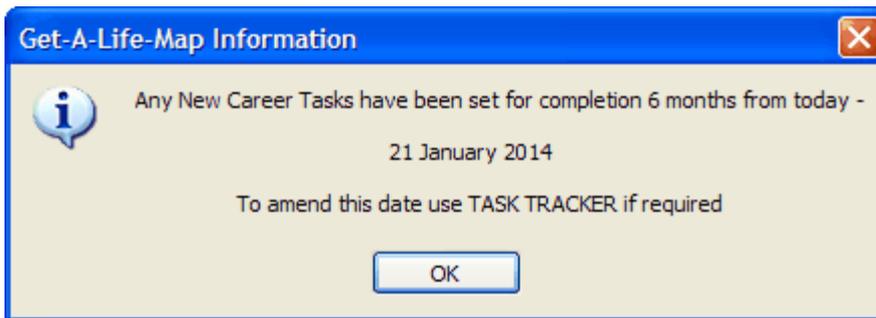
When clicking the SAVE button or answering YES to the dialogue box when clicking any of the navigation buttons a progress bar will appear on screen while Get-A-Life-Map updates your Task Calendar with your amended Career tasks.



On completion a message will appear indicating a successful update.



Get-A-Life-Map will then produce an onscreen information message:



* note new career tasks are scheduled for completion in 6 months. This completion date can be edited using the Task Tracker function. [Task Tracker - Manage & Monitor](#)

3.22 Your Career - Improvement Tasks

Having completed the 12 career indicator statements, this screen is provided to show you what tasks you need to perform based on your answers. Subtasks for each task can be created by use of the Task Tracker function. [Task Tracker - Manage & Monitor](#)

see [What should I consider when deciding which career to pursue?](#)

[Turning a Hobby into a Business](#)

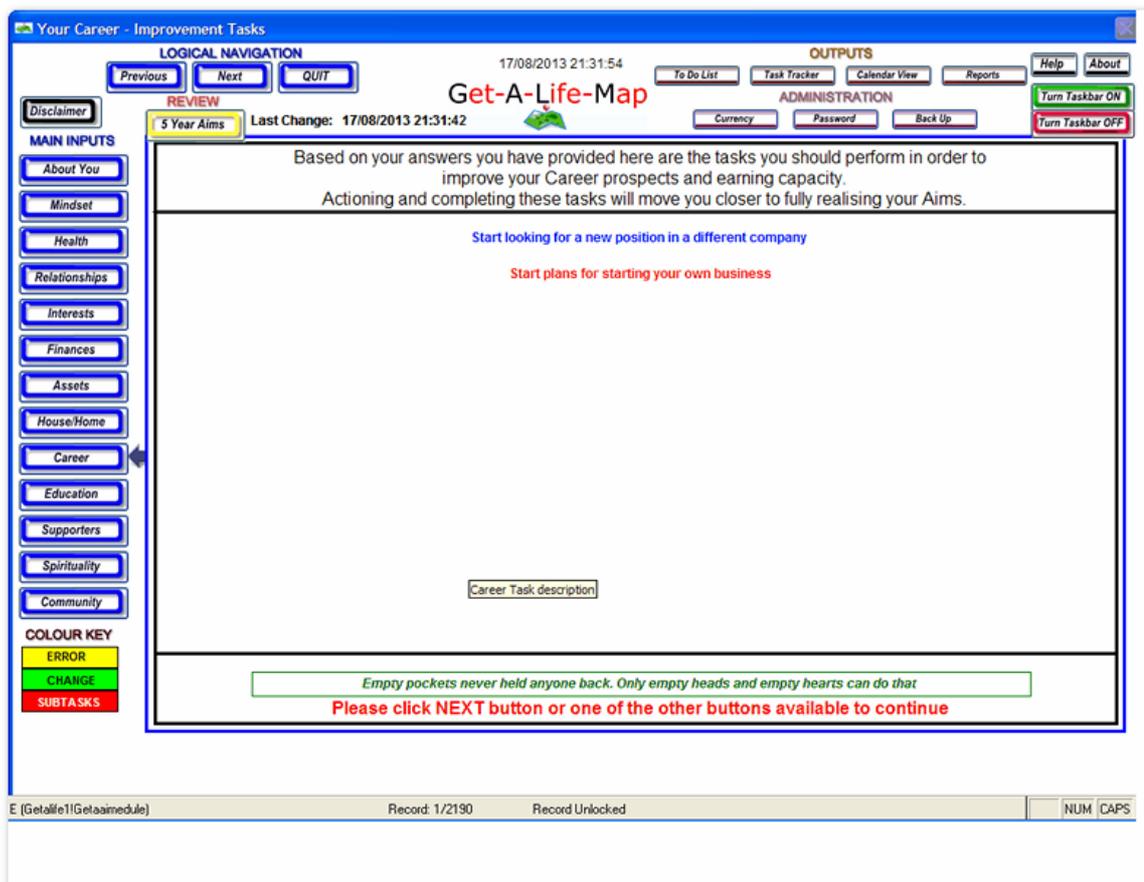
[Should I Start My Own Business?](#)

[Things to Consider Before Expanding Your Business](#)

[Preparing for Retirement](#)

[Working Abroad Tips](#)

see [About You - 5 Year Aims](#)



[Navigating around Get-A-Life-Map](#)

3.23 Your Career - Resume

This is the Career resume screen. Here you can enter basic details of your work experience and skills. This is not intended to replace your existing resume but a convenient place for you to amend your basic career details when things change, providing a quick reference base for your main resume. You can also store a full copy of your full resume here.

see [How To write a great Resume](#)

The screenshot shows the 'Your Career - Resume / Curriculum Vitae' application. The interface is divided into several sections:

- UPDATE:** Save, Previous, Next, QUIT buttons.
- LOGICAL NAVIGATION:** To Do List, Task Tracker, Calendar View, Reports, Help, About buttons.
- OUTPUTS:** Turn Taskbar ON, Turn Taskbar OFF buttons.
- ADMINISTRATION:** Currency, Password, Back Up buttons.
- REVIEW:** 5 Year Aims, Last Change: 17/08/2013 21:35:23.
- MAIN INPUTS:** About You, Mindset, Health, Relationships, Interests, Finances, Assets, House/Home, Career (selected), Education, Supporters, Spirituality, Community.
- COLOUR KEY:** ERROR (yellow), CHANGE (green), SUBTASKS (red).
- CONTACT:** Address Line 1 (1 THE LANE), Address Line 2 (KENSINGTON), County / State (LONDON), Country (UNITED KINGDOM), Post Code / Zip (SW12 2PP), Telephone (020702580958), Mobile / Cell (07777 555555), email (ronsheldrick@myperfect-it.co.uk).
- EMPLOYMENT:** Profile (IT DESIGNER), Skills (SYSTEM DESIGN), Achievements (DESIGN OF 1ST DATA WAREHOUSE IN EUROPE).
- HISTORY:**

Current or Last	Employer	Job Title	Start Date	End Date
	MY PERFECT-IT LTD	DESIGNER	01/01/2001	//
Previous			//	//
Previous	Enter Employer's name		//	//
Previous			//	//
Previous			//	//
- EDUCATION:** LSE.
- Cut & Paste Existing Resume:** Input field for pasting a full existing resume.
- Status Bar:** E (GetA-Life1)Personalcar, Record: 1/1, Record Unlocked, NUM.

[Navigating around Get-A-Life-Map](#)

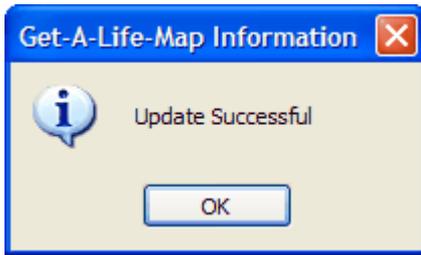
On this screen you should input your details in all of the input boxes which apply to you.

In the **Profile**, **Skills**, **Achievement** and **Education** input areas you can type in freeform text or *cut & paste* from another document.

In the **Cut & Paste Existing Resume** input area you can paste your full existing Resume.

When you have finished you should SAVE your input by using the SAVE button.

A message will appear indicating a successful update.



3.24 Your Education

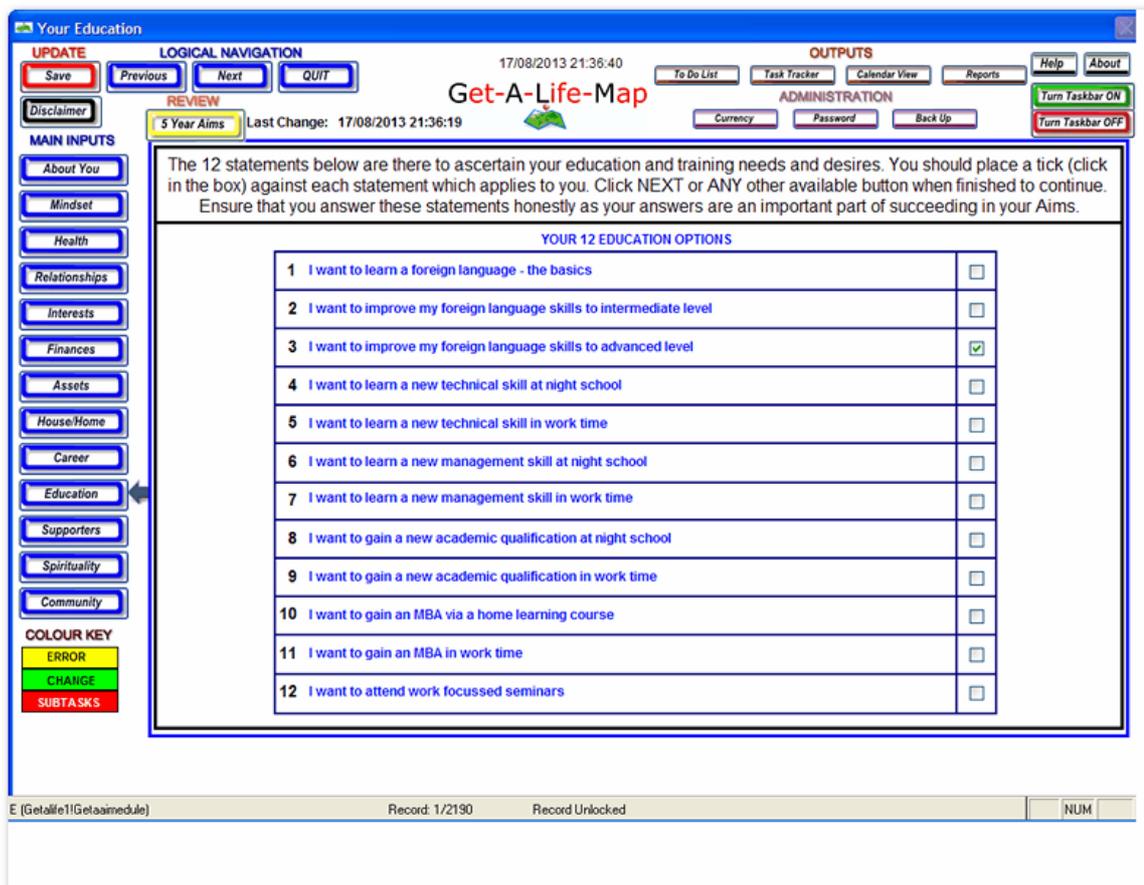
This screen is all about managing your education and training to improving your skills and knowledge and increase your value in the job marketplace. Sensible management and control of this area of your life can bring stability and help you to succeed in fulfilling your life aims.

see [How important is Ongoing Education to Achieve Success](#)

[Why a second language could improve your career](#)

[Why attending Seminars can aid your success in business and in life](#)

see [About You - 5 Year Aims](#)

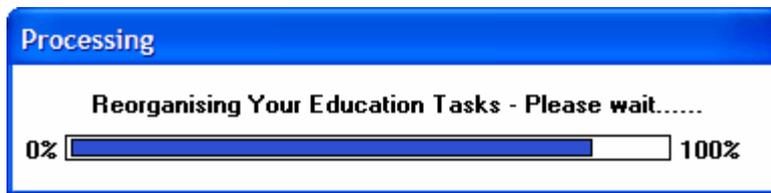


[Navigating around Get-A-Life-Map](#)

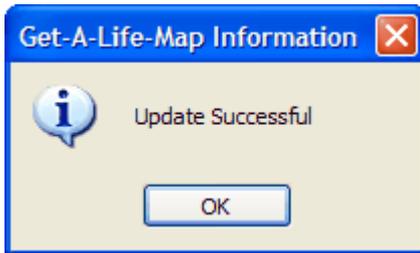
On the screen you will see 12 statements numbered 1-12. For every statement that applies to you should place a tick in (click in the box) the box adjacent to the statement. When you have finished you should SAVE your answers by using the SAVE button.

If any of the tick boxes has a RED border this indicates that this statement has a Main Task and uncompleted subtasks assigned to it. To update progress against these tasks you must use the Task Tracker function. [Task Tracker - Manage & Monitor](#)

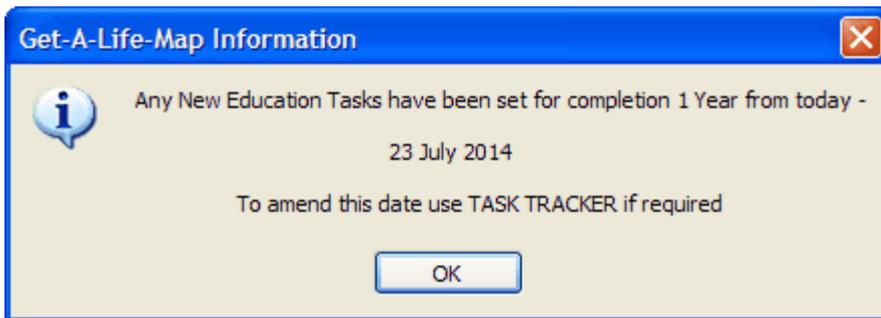
When clicking the SAVE button or answering YES to the dialogue box when clicking any of the navigation buttons a progress bar will appear on screen while Get-A-Life-Map updates your Task Calendar with your amended Education tasks.



On completion a message will appear indicating a successful update.



Get-A-Life-Map will then produce an onscreen information message:



* note new education tasks are scheduled for completion in 1 year. This completion date can be edited using the Task Tracker function. [Task Tracker - Manage & Monitor](#)

3.25 Your Education - Improvement Tasks

Having completed the 12 education indicator statements, this screen is provided to show you what tasks you need to perform based on your answers. Subtasks for each task can be created by use of the Task Tracker function. [Task Tracker - Manage & Monitor](#)

see [How important is Ongoing Education to Achieve Success](#)

[Why a second language could improve your career](#)

[Why attending Seminars can aid your success in business and in life](#)

see [About You - 5 Year Aims](#)

The screenshot shows the 'Your Education - Improvement Tasks' application window. At the top, there's a title bar and a menu bar with options like 'To Do List', 'Task Tracker', 'Calendar View', 'Reports', 'Help', and 'About'. Below the menu bar, there's a 'LOGICAL NAVIGATION' section with 'Previous', 'Next', and 'QUIT' buttons. A 'REVIEW' section displays '5 Year Aims' and 'Last Change: 17/08/2013 21:37:04'. The main content area contains a task description: 'Enrol in an advanced foreign language course'. A 'COLOUR KEY' at the bottom left indicates 'ERROR' (yellow), 'CHANGE' (green), and 'SUBTASKS' (red). A green box at the bottom contains the text: 'Empty pockets never held anyone back. Only empty heads and empty hearts can do that' and 'Please click NEXT button or one of the other buttons available to continue'. The status bar at the bottom shows 'E (Getalife1|Getaaimodule)', 'Record: 1/2190', 'Record Unlocked', and 'NUM'.

[Navigating around Get-A-Life-Map](#)

3.26 Your Supporters

This is the Supporters screen. Here you can enter details of the friends, relatives and business associates that support and help you in achieving your aims. Your personal support team.

You can select up to 12 supporters that form your personal support team.

see [Why do I need a Personal Support Team](#)

The screenshot shows the 'Your Supporters' screen in the Get-A-Life-Map application. The interface includes a top navigation bar with buttons for 'UPDATE' (Save, Previous, Next, QUIT), 'LOGICAL NAVIGATION', 'OUTPUTS' (To Do List, Task Tracker, Calendar View, Reports), and 'ADMINISTRATION' (Currency, Password, Back Up). A central header displays the date '17/08/2013 21:38:27' and the application name 'Get-A-Life-Map'. Below this, a 'REVIEW' section shows '5 Year Aims' and 'Last Change: 17/08/2013 21:38:14'. The main content area is titled 'YOUR SUPPORT TEAM' and contains a table with columns for 'First Name', 'Surname', 'Telephone', 'Email address', and 'Category'. The table has 12 rows, with the first row populated with 'BILL PATES' and '788956452132'. A sidebar on the left lists various life areas, with 'Supporters' selected. At the bottom, a status bar shows 'E (Getalife1)PersonalSup', 'Record: 1/1', 'Record Unlocked', and a 'NUM' field.

	First Name	Surname	Telephone	Email address	Category
1	BILL	PATES	788956452132	BILL@YATES.COM	Business Advisor
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

Empty pockets never held anyone back. Only empty heads and empty hearts can do that
Please click NEXT button or one of the other buttons available to continue

[Navigating around Get-A-Life-Map](#)

You should enter the First Name (mandatory), Surname, Telephone Number (optional) and Email Address (optional) for each of your Personal Supporters. Then select the category of supporter.

To select a Category simple click on the  button to scroll a list of Categories then select your desired Category.

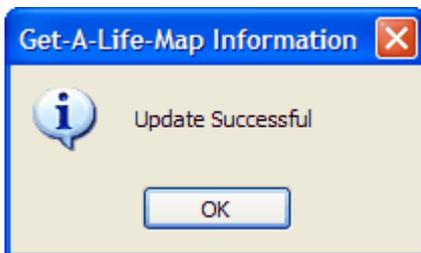
To change an existing Category simple click on the  button to scroll a list of Categories then select your new Category.



* note to remove a supporter completely you must delete all details - First Name, Surname, Telephone Number, Email Address and Category (select blank from scroll list).

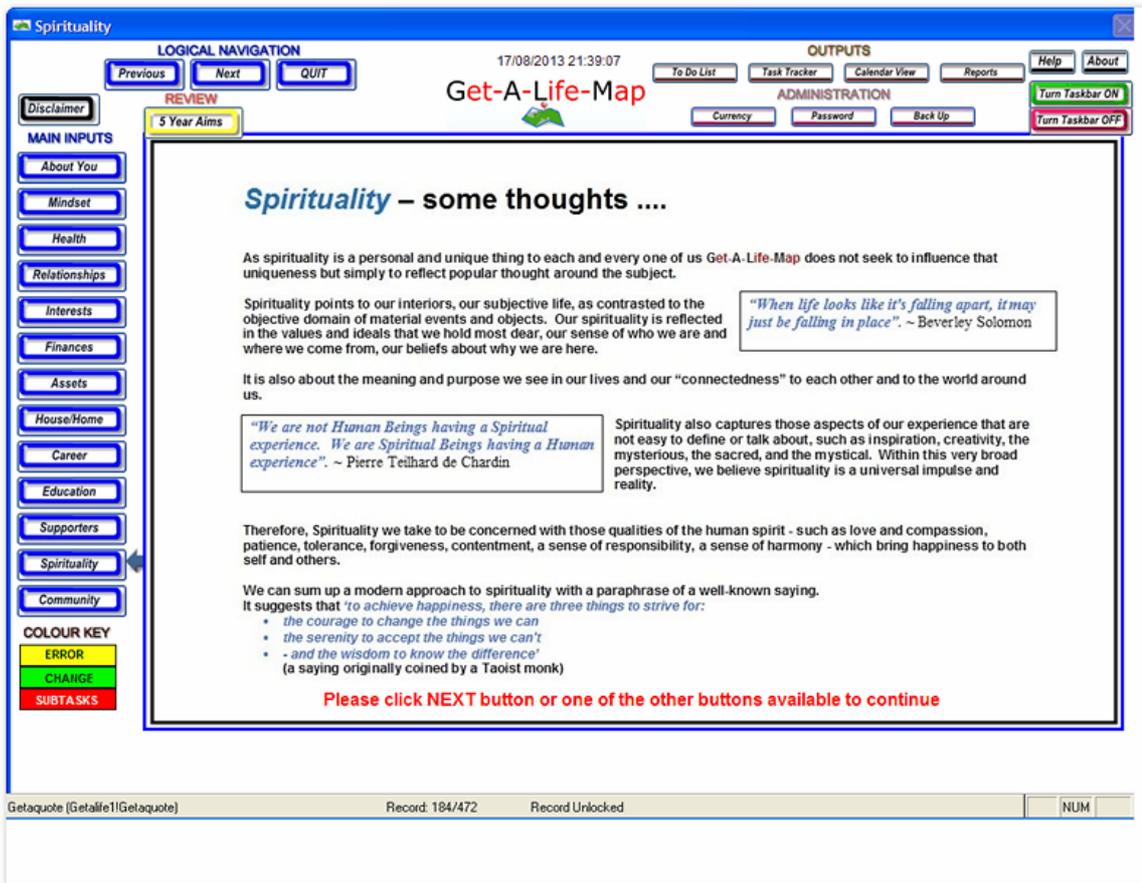
When you have finished you should SAVE your input by using the SAVE button.

A message will appear indicating a successful update.



3.27 Spirituality

As spirituality is a personal and unique thing to each and every one of us Get-A-Life-Map does not seek to change that uniqueness but simply to reflect some popular thought around the subject.



[Navigating around Get-A-Life-Map](#)

3.28 Your Community

This screen is all about managing your interaction with your local community. Events or activities that you would like to get involved with which support your community.

see [District or Borough Councillor](#) [Magistrate](#)
[Neighbourhood Watch Coordinator](#) [Parish or town councillor](#)
[Residents' Associations](#) [School governor](#)
[Special Constable](#)

see [About You - 5 Year Aims](#)

The screenshot shows the 'Your Community' interface. At the top, there are navigation buttons: 'UPDATE' (Save), 'LOGICAL NAVIGATION' (Previous, Next, QUIT), and 'OUTPUTS' (To Do List, Task Tracker, Calendar View, Reports, Help, About). The main title is 'Get-A-Life-Map' with a date and time '17/08/2013 21:39:52'. Below this, there are 'ADMINISTRATION' buttons: Currency, Password, Back Up, Turn Taskbar ON, and Turn Taskbar OFF. A 'DISCLAIMER' button is also present.

The main content area is titled 'REVIEW' and '5 Year Aims'. It contains the text: 'The 12 statements below are there to ascertain if and how you wish to support your local Community. You should place a tick (click in the box) against each statement which applies to you. Click NEXT or ANY other available button when finished to continue.'

Below this text is a table titled 'YOUR 12 COMMUNITY OPTIONS':

1	I would like to become a local District Councillor	<input type="checkbox"/>
2	I would like to become a local Borough Councillor	<input type="checkbox"/>
3	I would like to become a local Magistrate	<input checked="" type="checkbox"/>
4	I would like to become a Neighbourhood Watch Coordinator	<input type="checkbox"/>
5	I would like to become a Town councillor	<input type="checkbox"/>
6	I would like to become a Parish Councillor	<input checked="" type="checkbox"/>
7	I would like to start a Residents Association	<input type="checkbox"/>
8	I would like to become a School Governor	<input type="checkbox"/>
9	I would like to become a Special Constable	<input type="checkbox"/>
10	I would like to become a Youth Club Volunteer	<input type="checkbox"/>
11	I would like to help run a local Sports Team	<input type="checkbox"/>
12	I would like to help local Elderly people	<input type="checkbox"/>

On the left side, there is a 'MAIN INPUTS' menu with buttons for: About You, Mindset, Health, Relationships, Interests, Finances, Assets, House/Home, Career, Education, Supporters, Spirituality, and Community. Below this is a 'COLOUR KEY' with three items: ERROR (yellow), CHANGE (green), and SUBTASKS (red).

At the bottom of the window, there is a status bar showing 'E [GetLife1]GetAimedule', 'Record: 1/2190', 'Record Unlocked', and 'NUM'.

[Navigating around Get-A-Life-Map](#)

On the screen you will see 12 statements numbered 1-12. For every statement that applies to you should place a tick in (click in the box) the box adjacent to the statement. When you have finished you should SAVE your answers by using the SAVE button.

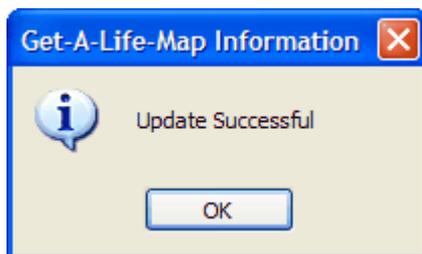
If any of the tick boxes has a RED border this indicates that this statement has a Main Task and uncompleted subtasks assigned to it. To update progress against these tasks you must use the

Task Tracker function. [Task Tracker - Manage & Monitor](#)

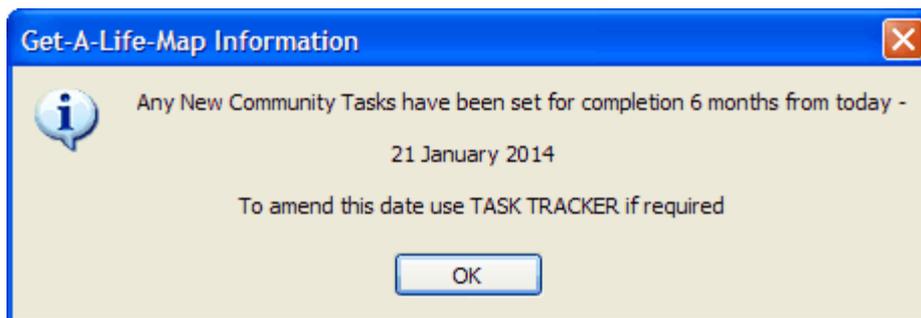
When clicking the SAVE button or answering YES to the dialogue box when clicking any of the navigation buttons a progress bar will appear on screen while Get-A-Life-Map updates your Task Calendar with your amended Community tasks.



On completion a message will appear indicating a successful update.



Get-A-Life-Map will then produce an onscreen information message:



* note new community tasks are scheduled for completion in 6 months. This completion date can be edited using the Task Tracker function. [Task Tracker - Manage & Monitor](#)

3.29 Your Community - Improvement Tasks

Having completed the 12 community indicator statements, this screen is provided to show you what tasks you need to perform based on your answers. Subtasks for each task can be created by use of the Task Tracker function. [Task Tracker - Manage & Monitor](#)

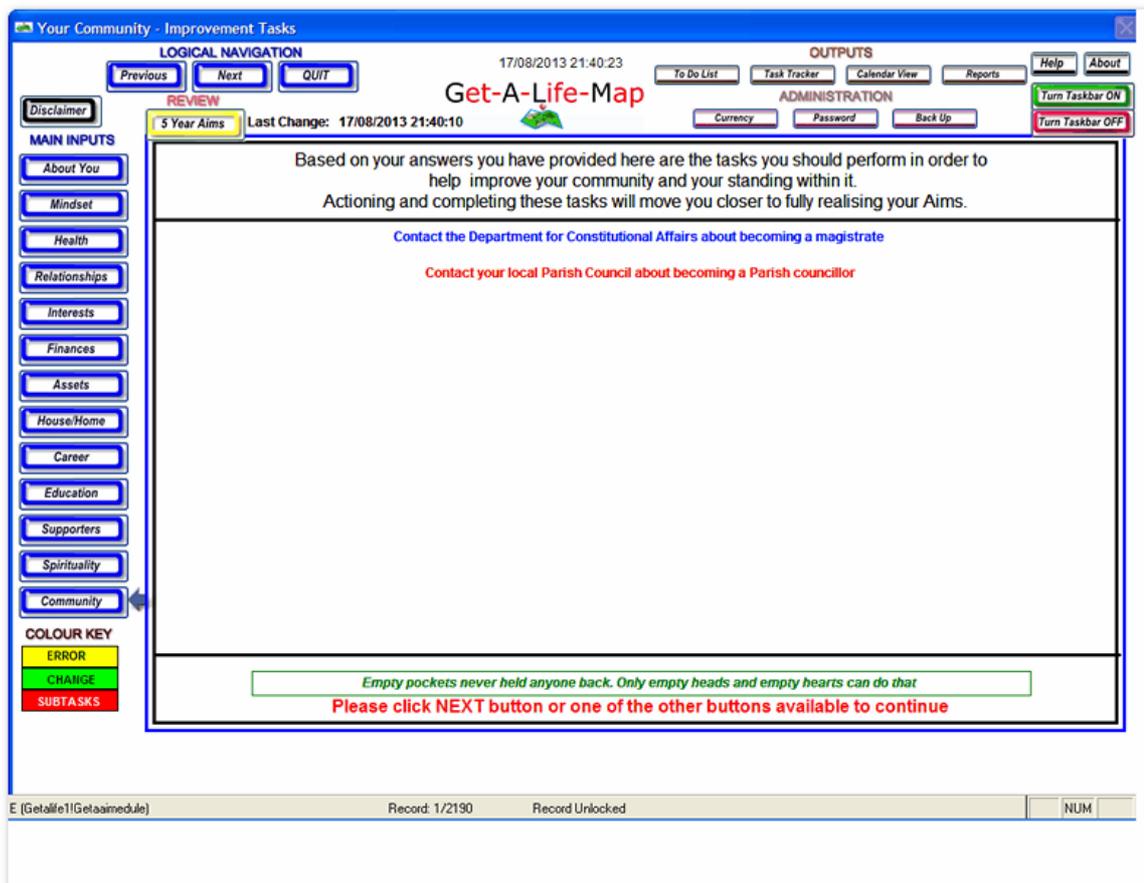
see [District or Borough Councillor](#) [Magistrate](#)

[Neighbourhood Watch Coordinator](#) [Parish or town councillor](#)

[Residents' Associations](#) [School governor](#)

[Special Constable](#)

see [About You - 5 Year Aims](#)



[Navigating around Get-A-Life-Map](#)

3.30 Final Screen

Well Done. You have reached the final logical screen of Get-A-Life-Map and if you have worked your way through the application using the [NEXT](#) button and have answered all the questions and filled in all the information as far as you are able, You are now ready to start running reports and start on completing the tasks that will help you to help yourself.

If you haven't done it yet, it would be a good idea to take a [BACKUP](#) of your data at this stage - just click the [BACKUP](#) button at the top of this page and follow the instructions. We advise backing up your data to an external CD or DVD and keeping the disk in a safe place. Getting in the habit of backing up your data every time you add or change something is a very good idea.

You can now run [REPORTS](#) (click button at top of this screen) to see how you are progressing and to see what tasks you have to perform. By reviewing your [TO DO LIST](#) (click button at top of this screen) you will probably think of other sub tasks that you will need to add and complete as part of a main task. You can use the [TASK TRACKER](#) (click button at top of this screen) to accomplish this. You can also add notes to each task using the [CALENDAR](#) screen (click button at top of this screen).

If you haven't already investigated or used it, the context sensitive HELP FILE we provide with Get-A-Life-Map is not the usual type of help file provided with software, ours has lots of useful advice within it, on a variety of subjects, gleaned from some of the world's leading experts in their fields. When you have a moment we advise you to take a look at it - just press the HELP button at the top of the screen.

Get-A-Life-Map was designed and built by someone who went through a very hard period in their life but has since come out the other side and is now a very happy, confident and successful person. He used and continues to use Get-A-Life-Map to help him help himself and will be the first one to tell you that you only get out what you put in, so he advises using Get-A-Life-Map for 10 to 15 minutes every day in order to stay focused.

We advise taking a look at [Life Planing Tips and Advice](#) section where you will find several useful documents.

3.31 TO DO List

This is the **To Do List**. Here you are given a quick snapshot of all the active Specific Aims tasks and Daily Personal tasks that you have to perform, progress or complete.

TO DO List

LOGICAL NAVIGATION

17/08/2013 00:42:39

Get-A-Life-Map

OUTPUTS

ADMINISTRATION

Turn Taskbar ON

Turn Taskbar OFF

5 Year Aims

This is the To Do List. These are all the active Specific Aims tasks and Daily Personal tasks that you currently have to complete / progress. To review/amend or add new subtasks use the Task Tracker function (use button above)

SPECIFIC AIMS TASKS

Target Date	Task No	Task Description	Category
15/02/2014	9	Buy a new property in your home country to live in	House Home
15/02/2014	10	Buy a new property in a foreign country to live in	House Home
15/02/2014	11	Start investigating 2nd job options	Career
15/02/2014	12	Start investigating how to earn more money	Career
15/02/2014	16	Contact the Department for Constitutional Affairs about becoming a magistrate	Community
17/08/2014	13	Enrol in a basic foreign language course	Education
17/08/2014	14	Enrol in an intermediate foreign language course	Education
17/08/2014	15	Enrol in an advanced foreign language course	Education

DAILY PERSONAL TASKS

Target Date	Task No	Task Description	Category
15/08/2018	1	Compliment your friends and yourself	Positivity
15/08/2018	2	Accept your best efforts as sufficient	Positivity
15/08/2018	3	Only apologise when you are at fault	Positivity
15/08/2018	4	Take positive actions to lose weight	Health
15/08/2018	5	Take regular exercise - go swimming or visit the gym etc	Health
15/08/2018	6	Make sure you relax once a day for at least 1 hour	Health
16/08/2018	7	Think of your father's happiness before your own	Relationships
16/08/2018	8	Think of your brother's happiness before your own	Relationships

COLOUR KEY

ERROR

CHANGE

SUBTASKS

E (Getalife1\Getalifeimedule) Record: 1/2190 Record Unlocked NUM

[Navigating around Get-A-Life-Map](#)

The screen is subdivided into two sections (grids) the first relates to Specific Aims tasks, those tasks required to help you achieve your aims. The second relates to Daily Personal tasks, those that are required to support your personal physical and mental health and your relationships.

THE SPECIFIC AIMS SECTION

This section displays all the Specific Aims tasks that are those that need to be performed, progressed or completed. The tasks are sorted in ascending date order and the Target Date (active i.e. expected completion date) the Task Number, the Task Description and the Task Category (type of task) are displayed.

The list of tasks is scrollable by use of the scrollbar on the right hand side of the grid.

SPECIFIC AIMS TASKS			
Target Date	Task No	Taskdesc	Category
11/06/08	56	Start plans for starting your own business	Career
11/06/08	65	Talk to HR or Manager about obtaining a place on a technical course	Education
27/06/08	47	Install central heating in your property	House Home
12/07/08	62	Enrol in an intermediate foreign language course	Education
12/07/08	68	Enrol in a night school academic course	Education
12/07/08	69	Talk to HR or Manager about obtaining a place on an academic course	Education
12/07/08	70	Enrol in a home learning MBA course	Education
12/07/08	71	Talk to HR or Manager about obtaining a place on an MBA course	Education
12/07/08	72	Talk to HR or Manager or manager about attending Work focussed seminars	Education

DAILY PERSONAL TASKS SECTION

This section displays all the Daily Personal tasks that are active i.e. those that need to be performed. The tasks are sorted in ascending date order and the Target Date (expected completion date) the Task Number, the Task Description and the Task Category (type of task) are displayed.

The list of tasks is scrollable by use of the scrollbar on the right hand side of the grid.

DAILY PERSONAL TASKS			
Target Date	Task No	Task Description	Category
10/06/13	1	Create your own feelings and make your own decisions	Positivity
10/06/13	8	Don't constantly seek praise from others	Positivity
10/06/13	9	Visualise a successful you and make decisions that fit with that image	Positivity
10/06/13	10	Look for the positive side in all events and in all people	Positivity
10/06/13	11	Let go of the past	Positivity
10/06/13	12	Adopt a can do attitude to all tasks	Positivity
10/06/13	13	Take positive actions to lose weight	Health
10/06/13	15	Only drive when you must - Walk more	Health
10/06/13	20	Get 8 hours sleep - everyday	Health

3.32 Task Tracker - Manage & Monitor

This is the Task Tracker screen. Here you can manage and review both Daily Personal tasks and specific Aims tasks.

Daily Personal tasks are associated with your Health, Positivity and Relationships. These Tasks are created dependent on the answers you have given in: [Your Health](#) [Your Mindset](#) [Your Relationships](#)

Aims tasks are those associated with achieving your Aims – Career, House & Home, Education and Community

These Tasks are created dependent on the answers you have given in: [Your Career](#) [House / Home - Your Properties](#)

[Your Education](#) [Your Community](#)

Task Tracker - Manage & Monitor

LOGICAL NAVIGATION: 17/08/2013 00:43:27

OUTPUTS: To Do List, Task Tracker, Calendar View, Reports, Help, About

ADMINISTRATION: Currency, Password, Back Up, Turn Taskbar ON, Turn Taskbar OFF

REVIEW: 5 Year Aims

MAIN INPUTS: About You, Mindset, Health, Relationships, Interests, Finances, Assets, House/Home, Career, Education, Supporters, Spirituality, Community

COLOUR KEY: ERROR (Yellow), CHANGE (Green), SUBTASKS (Red)

This is the Task Tracker screen. Here you can manage and review both Daily Personal tasks and specific Aims tasks. Daily Personal tasks are associated with your Health, Positivity and Relationships. Aims tasks are those associated with achieving your Aims - Career, House & Home, Education and Community.

SPECIFIC AIMS TASKS (ACTIVE TASKS)

Task Number: 9 | Category: House Home | Began on: 17/08/2013 | Ends on: 15/02/2014

Task Description: Buy a new property in your home country to live in

Related Parent Task: THIS IS A MAIN TASK

Buttons: Change End Date, Mark Completed, Add Subtask

COMPLETED TASKS

Task Number: | Category: | Began on: | Ended: | Days Active: 0

Task Description: | Related Parent Task: |

DAILY PERSONAL TASKS (ACTIVETASKS)

Task Number: 1 | Category: Positivity | Began on: 16/08/2013 | Ends on: 15/08/2018

Task Description: Compliment your friends and yourself

COMPLETED TASKS

Task Number: | Category: | Began on: | Ended: | Days Active: 0

Task Description: |

E (GetAife1|GetAimedModule) Record: 1/2190 Record Unlocked NUM

[Navigating around Get-A-Life-Map](#)

The screen is subdivided into two sections the first relates to Aims tasks, those tasks required to help you achieve your aims. The second relates to Personal tasks, those that are required to support your personal physical and mental health and your relationships.

THE SPECIFIC AIMS TASKS SECTION

This section displays both Active and Completed Tasks.

Active Tasks

To browse and select tasks click on the  button to scroll the list of tasks:

18	House Home	Add a swimming pool to your property
19	House Home	Install double glazing in your property
20	House Home	Install central heating in your property
22	Career	Start investigating 2nd job options
23	Career	Start investigating how to earn more money
24	Career	Start pursuing promotion
25	Career	Start investigating career change

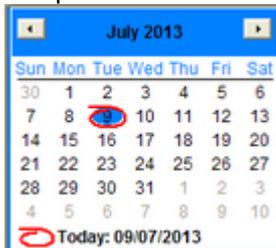
On selection the Category (type of task), Began Date (date the task became active), Ends on (the target completion date), Task Description, date the task was Last Updated, Related Parent Task number and description (if task is a subtask) are displayed.

Below this are three action buttons.

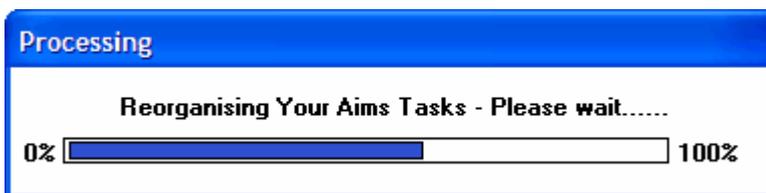


This button and the date input box beside it allow you to change the estimated completion date of the task.

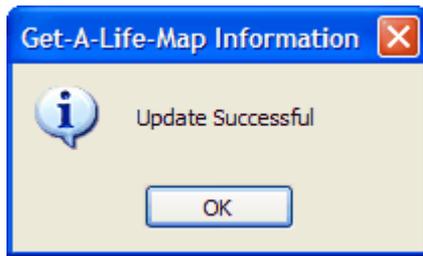
By selecting this box a calendar will be displayed from which you may select a new task completion date.



When you have selected the new date click the **Change End Date** button and a progress bar is displayed whilst the task files are reorganised.

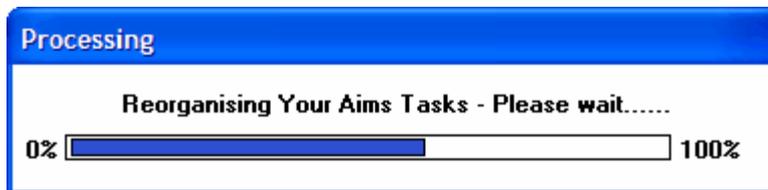


On completion a message will appear indicating a successful update.

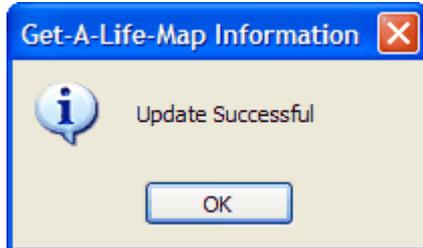


This button allows you to mark the selected task as completed. Should the task selected have any uncompleted subtasks a dialogue box will appear informing you of this fact and that the task cannot be marked complete until the related subtasks have also been marked as completed.

If the selected task does not have any uncompleted subtasks then a progress bar is displayed whilst the tasks files are reorganised.



On completion a message will appear indicating a successful update.



* note de-selecting (removing tick) on the following screens will also mark a task as completed.
[Your Career](#) [House / Home - Your Properties](#) [Your Education](#) [Your Community](#)



This button allows you to add a new subtask to the currently displayed task.

see [Task Tracker - Add a new Subtask](#)

Completed Tasks

To browse and select tasks click on the  button to scroll the list of tasks in the same way as used on the Active Tasks.

On selection the Category (type of task), Began Date (date the task became active), Ended on (the actual completion date), Task Description, Related Parent Task number and description (if task is a subtask) and Active Days (number of days the task was active) are displayed.

DAILY PERSONAL TASKS SECTION

This section displays both Active and Completed Tasks.

Active Tasks

To browse and select tasks click on the  button to scroll the list of tasks:

2	Positivity	Accept your best efforts as sufficient
3	Positivity	Don't constantly seek praise from others
4	Positivity	Take control of your feelings and make your own decisions
11	Relationships	Think of your partner's happiness before your own
14	Relationships	Make time for your family

On selection the Category (type of task), Began Date (date the task became active), Ends on (the target completion date) and Task Description are displayed

Completed Tasks

To browse and select tasks click on the  button to scroll the list of tasks in the same way as used on the Active Tasks.

On selection the Category (type of task), Began Date (date the task became active), Ended on (the actual completion date), Task Description and Active Days (number of days the task was active) are displayed.

* the only way to mark a Personal Task completed is to de-select it (remove tick) on the following screens:

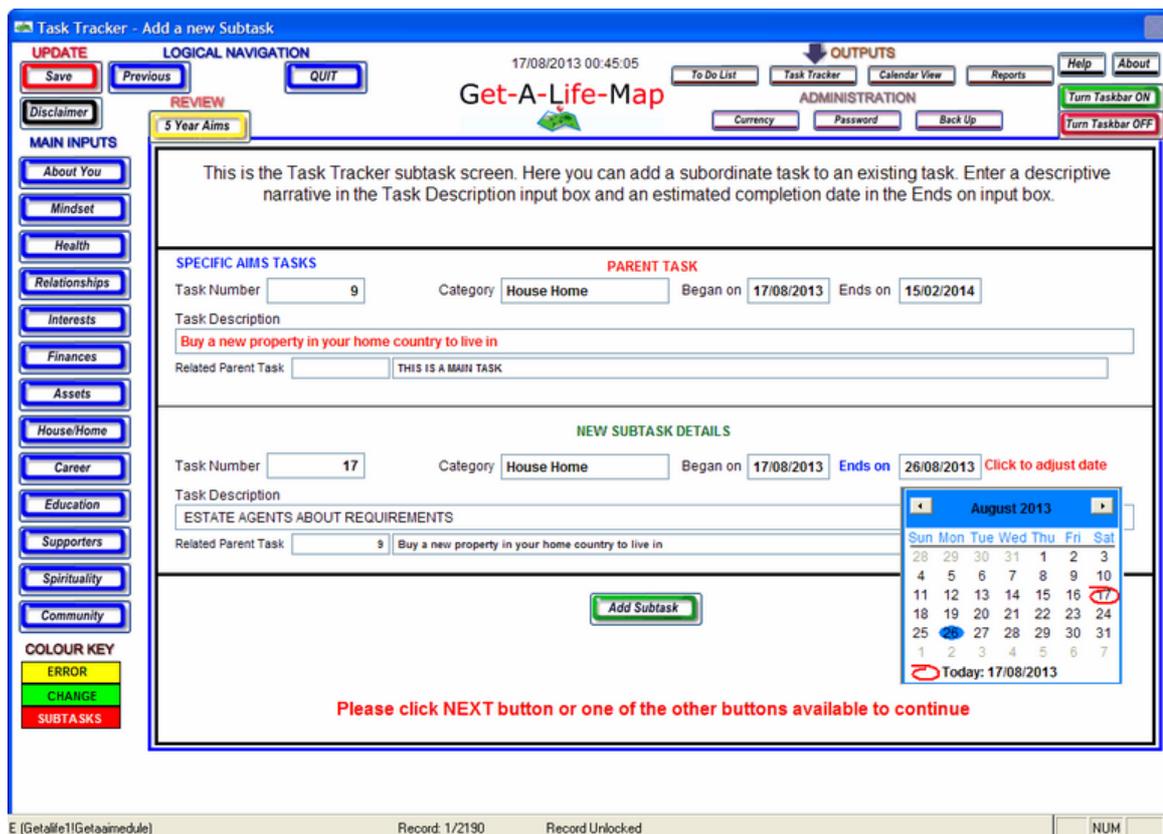
[Your Health](#) [Your Mindset](#) [Your Relationships](#)

3.33 Task Tracker - Add a new Subtask

This is the Task Tracker subtask screen. Here you can add a subordinate task which relates either directly or indirectly to an existing task.
 see [Task Tracker - Manage & Monitor](#)

Some subtask ideas can be found in the links below:

- [House / Home Subtasks](#) [Career Subtasks](#) [Education Subtasks](#) [Community Subtasks](#)



[Navigating around Get-A-Life-Map](#)

On this screen the Category (type of task), Began Date (date the task became active), Ends on (the target completion date), Task Description, Related Parent Task number and description (if task is a subtask) of the PARENT TASK are displayed.

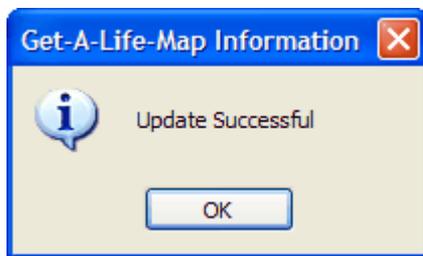
Below this the new Task Number, Category, Began on (today's date), Related Parent Task number and description are displayed.

You should now enter the Target completion date in the **Ends On** input box and the Task Description in the **Task Description** input box. A drop down calendar appears when you place the cursor in the **Ends on** input box from which you can select the date you expect completion of the subtask.

*Note the expected completion date of the subtask can not be greater than the Main task or subtask to which it relates. If you do wish to create a later completion date, then you should adjust the Main Task or subtask to which it relates to the later date using the option on the [Task Tracker - Manage & Monitor](#) screen first and then adjust the subtask completion date respectively.

When you have finished you should SAVE your input by using the '**Add Subtask**' button or any of the other buttons available on screen.

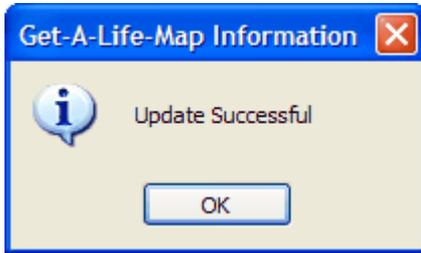
A message will appear indicating a successful update.(Subtask created)



You will then be returned to the [Task Tracker - Manage & Monitor](#) screen

box is available to enter new or update any notes about the task.

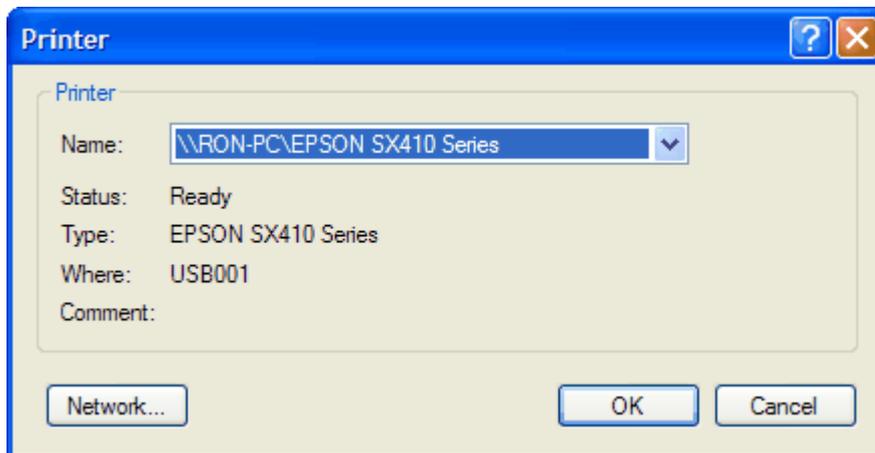
When you have finished if you have added or updated the notes on the task you should SAVE your input by using the SAVE button.
A message will appear indicating a successful update.



3.35 Reports

The Reports option allows you to review your progress on tasks.

On selection (clicking) of the **Reports** button on any screen the following message will appear allowing you to select your default printer for printing reports:



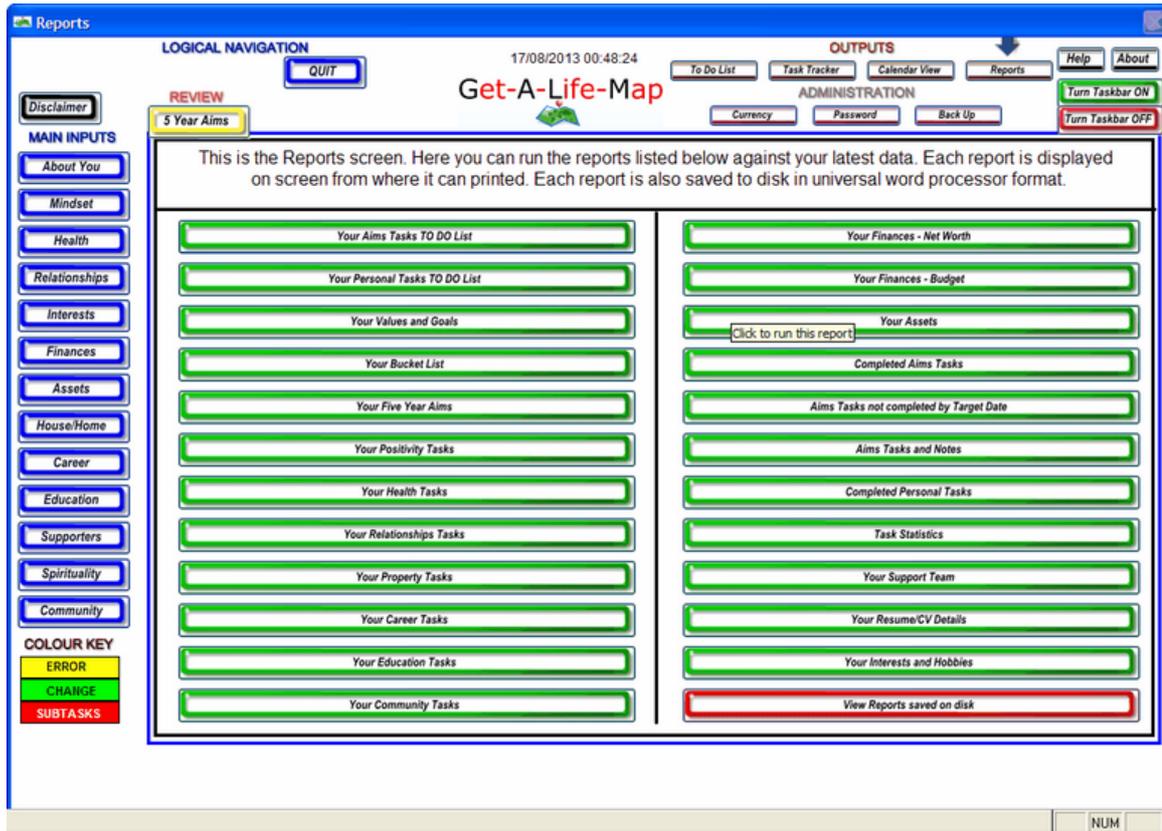
You should select the printer that you require from the drop-down selection box and then click the Ok button.

Next the following message will appear whilst ALL reports are created in Word Processor format and written to disk using the latest data held.



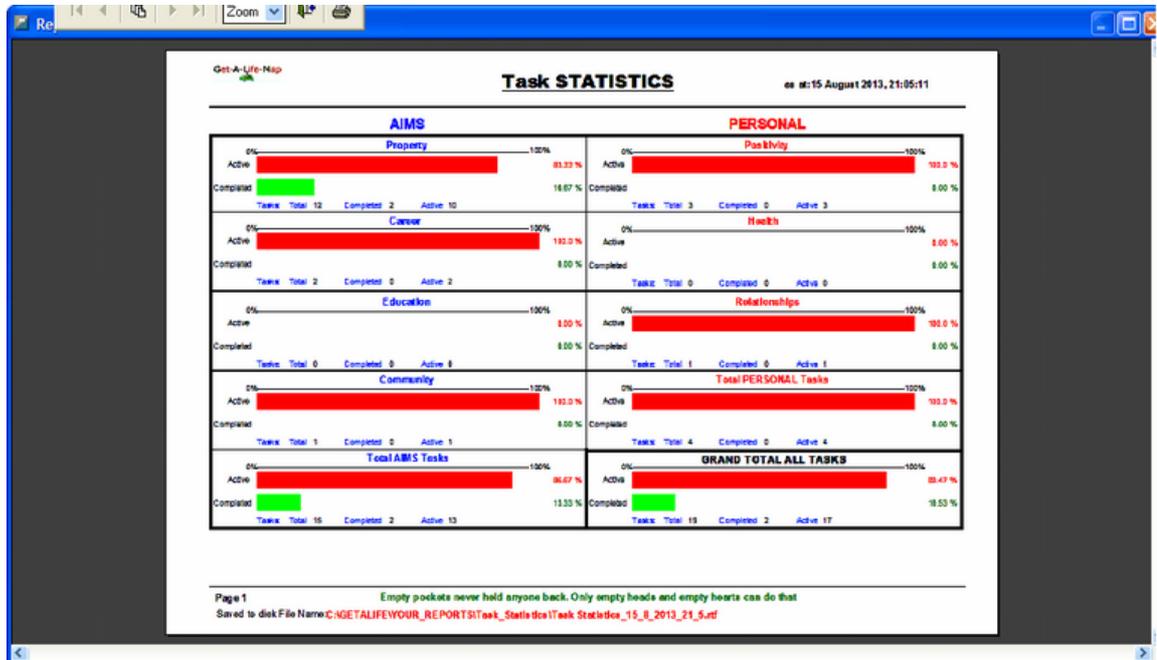
You will then be taken to the Reports Screen.

The Reports screen allows you to generate reports to screen, to your printer and each report you run is also saved to disk in 'Universal Word Processor' (rtf) format, so you have a filed copy on disk. These disk saved files can be accessed by clicking the "*View Reports Saved on Disk Button*" which will take you to the "**Reports**" directory in which they are held. Here they can be viewed using your favourite Word Processing package.



[Navigating around Get-A-Life-Map](#)

Each report is produced on screen.

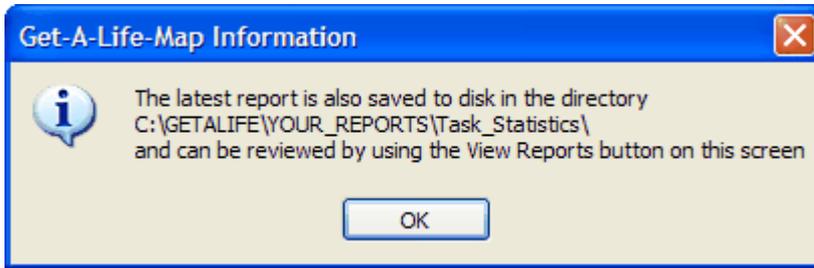


You will see a print preview bar (this can be moved around the screen) .



The options on the Print Preview Bar allow you to Zoom, page forward & backward through the report and also print the report.

On exiting from a report an information message is also displayed, indicating the location of the saved file.



The following reports are available:

Your Aims Tasks TO DO List	Your Personal Tasks TO DO List	Your Values and Goals
Your Things TO DO before you die	Your Five Year Aims	Your Positivity Tasks
Your Health Tasks	Your Relationship Tasks	Your Property Tasks
Your Career Tasks	Your Education Tasks	Your Community Tasks
Your Finances - Net Worth	Your Finances - Budget	Your Assets
Completed Aims Tasks	Aims Tasks not completed by Target Date	Aims Tasks + Notes
Completed Personal Tasks	Task Statistics	Your Support Team
Your Resume Details	Your Interest & Hobbies	

You can display a full list of your report files saved to disk by clicking on [View Reports saved on disk](#) button.

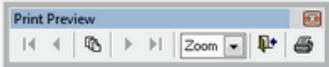
3.36 Your Aims Tasks TO DO List Report

This report is a list of outstanding Aims Tasks to complete. The report is sorted by Target completion date (ascending).

see [TO DO List](#)

Your AIMS Tasks TO DO List as at:09 June 2013, 00:12:13

Task Number	Task Description	Category	Target Date
311	Talk to HR or Manager about obtaining a place on a management course	Education	20/05/2011
313	Contact your local Borough Council about becoming a Borough councillor	Community	20/05/2011
314	Contact the Department for Constitutional Affairs about becoming a magistrate	Community	20/05/2011
321	Enrol in an advanced foreign language course	Education	29/06/2011
322	Contact your local Town Council about becoming a Town councillor	Community	29/06/2011
323	APPOINTMENT AT TOWN HALL 7TH JULY 14:30	Community	13/07/2011
308	Buy a new property in a foreign country	House Home	18/07/2011
307	Buy a new property in your home country	House Home	18/08/2011
332	Sell your property	House Home	11/09/2011
310	Start investigating working abroad	Career	18/10/2011
315	FIND PROPERTIES ON KYERO	House Home	18/10/2011
316	BOOK FLIGHTS TO SPAIN MALAGA	House Home	18/10/2011
325	DECIDE WHICH COUNTRY IS BEST FOR SKILLS	Career	11/12/2011
328	DECIDE ON COUNTRY	House Home	12/12/2011
329	DECIDE ON BUDGET	House Home	12/12/2011
330	DECIDE ON BUDGET	House Home	12/12/2011
333	FIND ESTATE AGENT LOOK ON WEB	House Home	12/12/2011
336	PRESENT TO ANGELS	Career	24/08/2013
334	Start planning business expansion	Career	24/10/2013
335	Start investigating how to earn more money	Career	24/10/2013
337	LOOK FOR HOUSE	House Home	08/12/2013



Page 1 A journey of a thousand miles must begin with a single step
 Saved to disk File Name C:\GETALIFE\YOUR_REPORTS\Your Aims Tasks TO DO List_9_6_2013_0_12.rtf

3.37 Your Personal Tasks TO DO List Report

This report is a list of outstanding Personal Tasks to perform. The report is sorted by Target completion date (ascending).

see [TO DO List](#)

Get-A-Life-Map **Your Personal Tasks TO DO List** as at: 09 June 2013, 00:28:13

Task Number	Task Description	Category	Target Date
338	Accept your best efforts as sufficient	Positivity	08/06/2018
339	Think of your daughter's happiness before your own	Relationships	08/06/2018

Print Preview

Page 1 **A journey of a thousand miles must begin with a single step**
Saved to disk File Name: C:\GETALIFE\YOUR_REPORTS\Your Personal Tasks TO DO List_9_6_2013_0_28.tif

3.38 Your Values and Goals Report

This report is a list of your Values and Goals.

see [About You](#)

Get-A-Life-Map **Your Values & Goals** as at: 09 June 2013, 00:29:25

YOUR VALUES		YOUR GOALS	
1	Professionalism	1	Become A Millionaire
2	Order	2	Quit My Job
3	Acknowledgement	3	Make More Money
4	Philanthropy	4	Stick To A Budget
5	Meticulousness	5	Learn To Play The Piano
6	Support	6	Be More Spiritual
7	Strength	7	Be More Social
8	Passion	8	Travel The World
9	Perseverance	9	Meditate
10	Adaptability	10	Keep In Touch With Old Friends
11	Agility	11	Have Fun
12	Stability	12	Become Better At Small-Talk

Print Preview

Page 1 *A journey of a thousand miles must begin with a single step*
 Saved to disk File Name C:\GETALIFE\YOUR_REPORTS\Your Values and Goals_9_5_2013_0_29.rtf

3.39 Your Things TO DO before you die Report

This report is your list of Things TO DO before you die.

see [About You - Six Month Focus Exercise](#)

Get-A-Life-Map

Your Things TO DO before you die as at: 09 June 2013, 00:30:24

1	Go whale watching
2	Appear on TV
3	Learn a foreign language
4	See elephants in the wild
5	Learn to play a musical instrument with some degree of skill
6	Participate in a demonstration with more than 2000 people
7	Shower in a waterfall
8	Sleep under the stars
9	Hike up a glacier
10	Ride a camel to the Pyramids, Egypt
11	Plant a tree.
12	See tigers in the wild

Print Preview

Page 1

A journey of a thousand miles must begin with a single step

Saved to disk File Name C:\\GETALIFE\\YOUR_REPORTS\\Your Things TO DO before you die_9_6_2013_0_30.rtf

3.40 Your Five Year Aims Report

This report is a your Five Year Aims list.

see [About You - 5 Year Aims](#)

Get-A-Life-Map
Your 5 Year AIMS
as at: 09 June 2013, 00:31:12

	AIMS	CATEGORY
1	I have retired with enough money to live comfortably	Finances
2	I have a very good job	Career
3	I have €1 million + in the bank	Finances
4	I own my own successful business	Career
5	I have a good relationship with my spouse	Relationship
6	I eat healthy food	Health
7	I have lost weight	Health
8	I take daily exercise	Health
9	I own a villa in foreign country	Assets
10	I own my own house	Possessions
11	I work from home	Career
12	I can speak a foreign language	Creativity



Page 1
A journey of a thousand miles must begin with a single step

Saved to disk File Name C:\GETALIFE\YOUR_REPORTS\Your Five Year Aims_9_5_2013_0_31.rtf

3.41 Your Positivity Tasks Report

This report is a list of your Positivity tasks to perform.

see [Your Mindset](#) [Your Mindset - Improvement Tasks](#)

Get-A-Life-Map

Your POSITIVITY Tasks

as at:09 June 2013, 00:31:57

1	Compliment you friends and yourself
2	Accept your best efforts as sufficient
3	Don't constantly seek praise from others
4	Visualize a successful you and make decisions that fit with that image
5	Adopt a can do attitude to all tasks
6	
7	
8	
9	
10	
11	
12	



Page 1
A journey of a thousand miles must begin with a single step

Saved to disk File Name C:\GETALIFE\YOUR_REPORTS\Your Positivity Tasks_9_6_2013_0_31.rtf

3.42 Your Health Tasks Report

This report is a list of your Health tasks to perform.

see [Your Health](#) [Your Health - Improvement Tasks](#)

Get-A-Life-Map **Your HEALTH Tasks** as at:09 June 2013, 00:32:54

1	Take positive actions to lose weight
2	Get 8 hours sleep - everyday
3	Make the effort to cut down your smoking or give up completely
4	
5	
6	
7	
8	
9	
10	
11	
12	

Print Preview

Page 1 *A journey of a thousand miles must begin with a single step*
 Saved to disk File Name C:\GETALIFE\YOUR_REPORTS\Your Health Tasks_9_6_2013_0_32.rtf

3.43 Your Relationship Tasks Report

This report is a list of your Relationships tasks to perform.

see [Your Relationships](#) [Your Relationships - Improvement Tasks](#)

Get-A-Life-Map

Your RELATIONSHIPS Tasks as at:09 June 2013, 00:33:47

1	Think of your daughter's happiness before your own
2	Think of your son's happiness before your own
3	Think of your spouse's happiness before your own
4	Make time in your day for quality time with your family
5	
6	
7	
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11	
12	

Print Preview

Page 1 A journey of a thousand miles must begin with a single step
Saved to disk File Name C:\GETALIFE\YOUR_REPORTS\Your Relationships Tasks_9_6_2013_0_33.rtf

3.44 Your Property Tasks Report

This report is a list of your Property (House & Home) tasks to complete.

see [House / Home - Your Properties](#) [House / Home - Your Property Tasks](#)

Get-A-Life-Map **Your PROPERTY Tasks** as at:09 June 2013, 00:34:38

1	Buy a new property in your home country
2	Buy a new property in a foreign country
3	Sell your property
4	
5	
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7	
8	
9	
10	
11	
12	

Print Preview

Page 1 A journey of a thousand miles must begin with a single step
Saved to disk File Name C:\GETALIFE\YOUR_REPORTS\Your Property Tasks_9_6_2013_0_34.rtf

3.45 Your Career Tasks Report

This report is a list of your Career tasks to complete.

see [Your Career](#) [Your Career - Improvement Tasks](#)

Get-A-Life-Map

Your CAREER Tasks as at:09 June 2013, 00:35:43

1	Start planning business expansion
2	Start investigating how to earn more money
3	Start investigating working abroad
4	
5	
6	
7	
8	
9	
10	
11	
12	

Print Preview

Page 1 A journey of a thousand miles must begin with a single step
Saved to disk File Name C:\GETALIFE\YOUR_REPORTS\Your Career Tasks_9_6_2013_0_35.rtf

3.46 Your Education Tasks Report

This report is a list of your Education tasks to complete.

see [Your Education](#) [Your Education - Improvement Tasks](#)

Get-A-Life-Map **Your EDUCATION Tasks** as at:09 June 2013, 00:36:27

1	Enrol in an advanced foreign language course
2	Talk to HR or Manager about obtaining a place on a management course
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	

Print Preview

Page 1 *A journey of a thousand miles must begin with a single step*
 Saved to disk File Name C:\GETALIFE\YOUR_REPORTS\Your Education Tasks_9_6_2013_0_36.rtf

3.47 Your Community Tasks Report

This report is a list of your Community tasks to complete.

see [Your Community](#) [Your Community - Improvement Tasks](#)

Get-A-Life-Map **Your COMMUNITY Tasks** as at:09 June 2013, 00:47:16

1	Contact your local Borough Council about becoming a Borough councillor
2	Contact the Department for Constitutional Affairs about becoming a magistrate
3	Contact your local Town Council about becoming a Town councillor
4	
5	
6	
7	
8	
9	
10	
11	
12	

Print Preview

Page 1 *A journey of a thousand miles must begin with a single step*
Saved to disk File Name C:\GETALIFE\YOUR_REPORTS\Your Community Tasks_9_6_2013_0_47.rtf

3.48 Your Finances - Net Worth Report

This report displays a statement of your current Financial Net Worth.

see [Your Finances - Net Worth](#) [Your Assets](#)

ASSETS		LIABILITIES	
Total In the Bank	£ 55,000	Total you owe on Mortgage(s)	£ 100,000
Total Savings	£ 22,000	Total you owe on Other Loans	£ 1,500
Stocks & Shares	£ 5,000	Total you owe on Credit Cards	£ 1,000
Properties	£ 375,000	Total of any other money you owe	£ 50
Vehicles	£ 25,000	Total Income Tax you owe	£ 40,000
Furniture	£ 10,000	Any other Financial Liabilities	£ 250
Life Insurance	£ 150,000		
Appliances	£ 5,000		
Jewellery	£ 5,000		
Money owed to you	£ 100		
		Total Assets	£ 652,100
		Total Liabilities	£ 142,800
		Your Current Net Worth	£ 509,300

Page 1
 Saved to disk File Name: C:\GETALIFE\YOUR_REPORTS\Networth\Your Net Worth_21_8_2013_15_56.rtf

3.49 Your Finances - Budget Report

This report displays a statement of your current Financial Budget.

see [Your Finances - Budget](#)

Income		Yearly	Monthly	Yearly	Monthly	Yearly	Monthly
Main Salary		£ 50,000	£ 4,166	Other Salary	£ 0	Pension	£ 0
Interest		£ 0	£ 0	Dividends	£ 0	Maintenance	£ 0
Rent		£ 0	£ 0	Other Income	£ 0		
						Total Income	£ 50,000
Expenditure		Yearly	Monthly	Yearly	Monthly	Yearly	Monthly
Mortgage or Rent		£ 12,000	£ 1,000	Loan 1	£ 0	Loan 2	£ 0
Credit Card 1		£ 240	£ 20	Credit Card 2	£ 0	Credit Card 3	£ 0
Home Insurance		£ 240	£ 20	Water Rates	£ 120	Electricity	£ 600
House Maintenance		£ 240	£ 20	Gas / Oil	£ 1,200	Council Tax	£ 1,440
Telephone		£ 432	£ 36	Cell Phone	£ 120	Car Payments	£ 0
Car Insurance		£ 240	£ 20	Petrol	£ 960	Clothing	£ 1,200
Car Maintenance		£ 240	£ 20	School Fees	£ 0	Discretion	£ 4,300
Dental		£ 120	£ 10	Prescriptions	£ 0	Maintenance	£ 0
Health Insurance		£ 120	£ 10	Child Care	£ 0	TV Licence	£ 144
Life Insurance		£ 120	£ 10	Entertainment	£ 1,200	Cable TV	£ 200
Membership Fees		£ 120	£ 10	Hobbies	£ 120	Internet	£ 120
Cigarettes & Alcohol		£ 960	£ 80	Holidays	£ 2,000		
						Total Expenditure	£ 55,964
Budget Surplus or (Deficit)		YEARLY £ 49,004		MONTHLY £ 3,973			

Page 1 A journey of a thousand miles must begin with a single step
 Saved to disk File Name: C:\GETALIFE\YOUR_REPORTS\Your Budget_9_7_2013_21_37.rtf

3.50 Your Assets Report

This report displays a statement of your current Assets.

see [Your Finances - Net Worth](#) [Your Assets](#)

Get-A-Life-Map **Your ASSETS** as at: 09 June 2013, 00:49:46

BANKS				SAVINGS			
	Bank Name	Account Number	Balance		Company Name	Account Number	Balance
1	NAD WEST	12345678901234567890	£ 57,000	1	DALIFAX	111111111111	£ 65,000
2	DARCLAYS	987654321	25,000,000	2	COUNTRYWIDE	222222222222	£ 35,252
3	OSPB	567890123456	£ 10,000	3	DAD	333333333333	£ 125,400
4	VOYDS	7788774488	£ 80,000	4	SOUTHERN DOCK	444444444444	£ 799,864
5	BLINDS	47146452122	£ 1,000	5	ORMLEYS	555555555555	£ 25,252
Combined total amount in other bank accounts			£ 500	Combined total amount in other savings accounts			£ 2,135

SHARES				PROPERTY			
	Company Name	Number of Shares	Value		Country	County or State	Value
1	GOOGLE	1000	£ 100,000	1	United Kingdom	SUFFOLK	£ 954,000
2	FACEBOOK	2000	£ 150,000	2	United Kingdom	SURREY	£ 520,000
3	NMS	500	£ 80,000	3	Spain	MADRID	£ 952,000
4	SHB	200	£ 200	4	Spain	NERJA	£ 254,121
5	DOLLWORTH	5000	£ 50	5	St. Lucia	CASTRIES	£ 2,850,910
Combined total value of all other shares			£ 10,000	Combined total value of all other properties			£ 152,000

VEHICLES				LIFE INSURANCE				
	Make	Model	Value		Company	Policy Number	Value	
1	Aston Martin	DB7	£ 85,000		POTENTIAL	54122205	£ 1,000,000	
2	Audi	A8	£ 25,000	MISCELLANEOUS				
3	Nissan	ALMERA	£ 10,000	Total value of major items of furniture that you own				£ 250,000
4	Suzuki	IS20	£ 0,000	Total value of major items of jewellery that you own				£ 25,000
5	Mini	COOPER E	£ 11,000	Total value of major appliances that you own				£ 70,000
Combined total value of all other vehicles			£ 7,000	Total figure of any other money owed to you				£ 85,000

TOTALS	BANKS	25,119,500	SHARES	£ 320,500	VEHICLES	£ 134,500	MISCELLANEOUS	£ 410,000
	SAVINGS	£ 1,042,740	PROPERTY	£ 4,894,506	LIFE INSURANCE	£ 1,000,000	GRAND TOTAL	34,582,405

Print Preview

Page 1 A journey of a thousand miles must begin with a single step
 Saved to disk File Name C:\GETALIFE\YOUR_REPORTS\Your Assets_9_6_2013_0_49.rtf

3.51 Completed Aims Tasks Report

This report is a list of your completed Aims tasks and includes task notes.

see [Task Tracker - Manage & Monitor](#)

Get-A-Life-Map **Completed AIMS Tasks** as at: 09 June 2013, 00:50:58

Task Number	Task Description	Category
37	Buy a new property in your home country	House Home

Started 11/06/2008 Ended 11/06/2008 Days Active 1

Notes

Print Preview

Page 1 *A journey of a thousand miles must begin with a single step*

Saved to disk File Name C:\\GETALIFE\\YOUR_REPORTS\\Completed Aims Tasks_9_6_2013_0_50.rtf

3.52 Aims Tasks not completed by Target Date Reports

This report is a list of your Aims tasks that were not completed by their target completion date.

The screenshot shows a web application interface for 'Get-A-Life-Map'. The main heading is 'AIMS Tasks not completed on time' with a timestamp 'as at: 09 June 2013, 00:51:56'. Below this is a table with columns for 'Task Number', 'Task Description', and 'Category'. A single task is listed with the number '311' and description 'Talk to HR or Manager about obtaining a place on a management course'. The 'Category' is 'Education'. Below the task description, it shows 'Started 19/04/2011' and 'Target completion Date 20/05/2011'. A 'Notes' section is present but empty. At the bottom of the report area, there is a 'Print Preview' window with navigation icons and a 'Zoom' dropdown. The footer of the page includes 'Page 1', a quote 'A journey of a thousand miles must begin with a single step', and the file path 'Saved to disk File Name C:\GETALIFE\YOUR_REPORTS\AIMS not completed_9_6_2013_0_51.rtf'.

Task Number	Task Description	Category
311	Talk to HR or Manager about obtaining a place on a management course Started 19/04/2011 Target completion Date 20/05/2011	Education

Notes

Print Preview

Page 1

A journey of a thousand miles must begin with a single step

Saved to disk File Name C:\GETALIFE\YOUR_REPORTS\AIMS not completed_9_6_2013_0_51.rtf

3.53 Aims Tasks + Notes Report

This report is a list of your Aims tasks and their associated notes.

see [Calendar View](#)

The screenshot displays the 'AIMS Tasks & Notes' report interface. At the top left, it says 'Get-A-Life-Map' with a small logo. The main title is 'AIMS Tasks & Notes' and the date/time is 'as at: 09 June 2013, 00:53:11'. Below the title, there are three columns: 'Task Number', 'Task Description', and 'Category'. The task listed is '37 Buy a new property in your home country' with a category of 'House Home'. Below the task description, there are fields for 'Started 11/06/2008', 'Target Date 09/09/2008', 'Status Completed', and 'Ended 11/06/2008'. A large empty box labeled 'Notes' is provided for additional information. At the bottom of the report, there is a 'Print Preview' window with navigation and zoom controls. The footer includes 'Page 1', a quote 'A journey of a thousand miles must begin with a single step', and the file path 'Saved to disk File Name C:\GETALIFE\YOUR_REPORTS\AIMS Tasks and Notes_9_6_2013_0_52.ttf'.

Task Number	Task Description	Category
37	Buy a new property in your home country	House Home

Started 11/06/2008 Target Date 09/09/2008 Status Completed Ended 11/06/2008

Notes

Print Preview

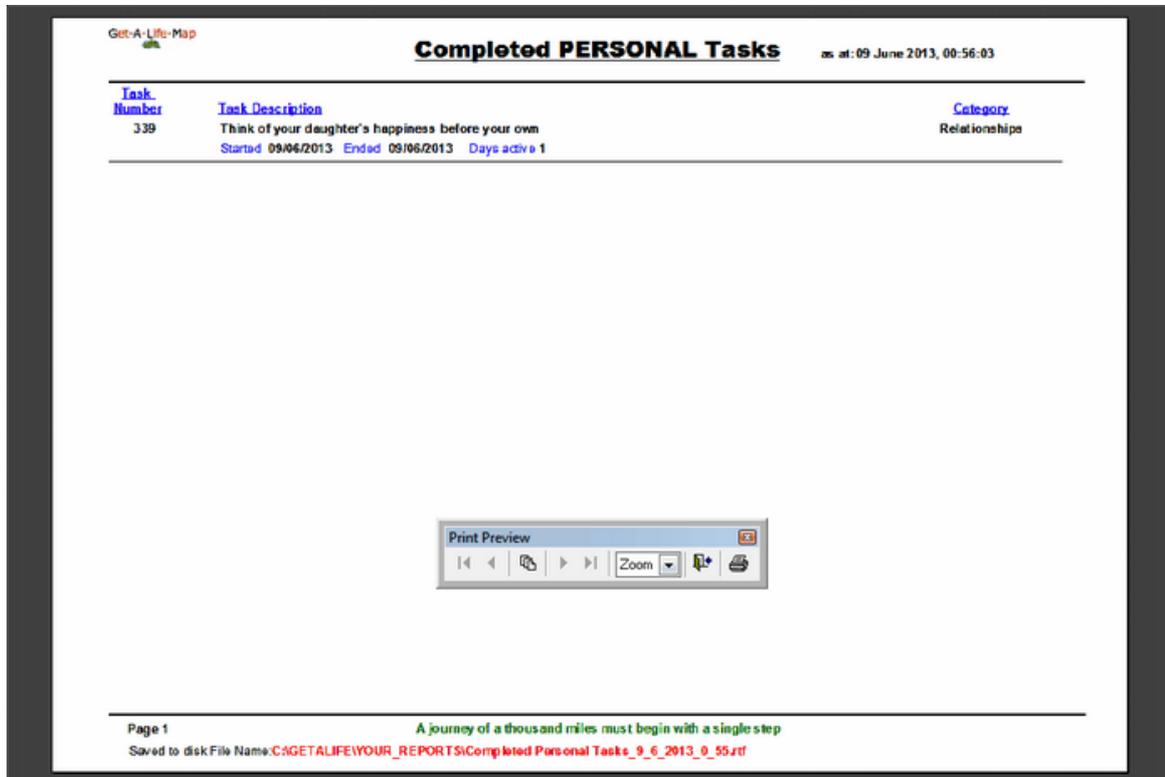
Page 1 A journey of a thousand miles must begin with a single step

Saved to disk File Name C:\GETALIFE\YOUR_REPORTS\AIMS Tasks and Notes_9_6_2013_0_52.ttf

3.54 Completed Personal Tasks Report

This report is a list of your completed Personal tasks and includes task notes.

see [Task Tracker - Manage & Monitor](#)



Get-A-Life-Map

Completed PERSONAL Tasks

as at: 09 June 2013, 00:56:03

Task Number	Task Description	Category
339	Think of your daughter's happiness before your own Started 09/06/2013 Ended 09/06/2013 Days active 1	Relationships

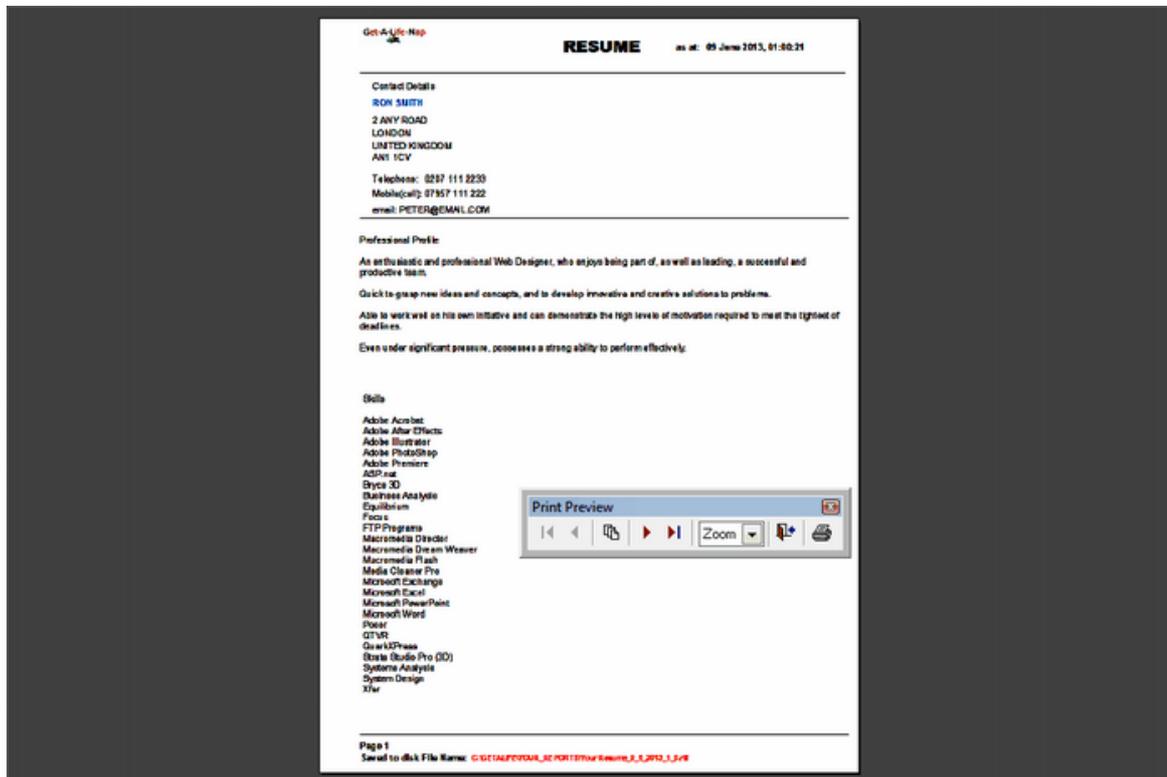
Print Preview

Page 1 A journey of a thousand miles must begin with a single step
Saved to disk File Name: C:\GETALIFE\YOUR_REPORTS\Completed Personal Tasks_9_6_2013_0_55.rtf

3.56 Your Resume Details Report

This report displays details of your resume. The file saved to disk can be edited to form your main resume document.

see [Your Career - Resume](#)



Get-A-Life-Map
RESUME as at: 09 June 2013, 01:00:21

Contact Details
RON SMITH
2 ANY ROAD
LONDON
LIMITED KINGDOM
AN1 1CV
Telephone: 0207 111 2220
Mobile/cell: 07967 111 222
email: PETER@EMAIL.COM

Professional Profile
An enthusiastic and professional Web Designer, who enjoys being part of, as well as leading, a successful and productive team.
Quick to grasp new ideas and concepts, and to develop innovative and creative solutions to problems.
Able to work well on his own initiative and can demonstrate the high levels of motivation required to meet the tightest of deadlines.
Even under significant pressure, possesses a strong ability to perform effectively.

Skills
Adobe Acrobat
Adobe After Effects
Adobe Illustrator
Adobe Photoshop
Adobe Premiere
ASP.net
Bryce 3D
Business Analysis
Equilibrium
Focus
FTP Programs
Macromedia Director
Macromedia Dream Weaver
Macromedia Flash
Media Cleaner Pro
Microsoft Exchange
Microsoft Excel
Microsoft PowerPoint
Microsoft Word
Power
QTNR
QuickPress
Stein Studio Pro (SD)
Systems Analysis
System Design
Xiv

Page 1
Saved to disk File Name: C:\GETALIFE\LOCAL\PORTFOLIO\RESUME_3_2013_1_148

Get-A-Life-Map
 **RESUME** as at: 09 June 2013, 01:51:11

Achievements

- Working within a major print design company, tasked with developing their fledgling Web Department
- Assessing initial set-up requirements and implementing hardware and software solutions accordingly
- Training my team in the use of QuarkXPress, Beyond Press Pro, PhotoShop, Dream Weaver, Media Cleaner Pro, QTR & Adobe Premier
- Coordinating closely with Account Executive, actively soliciting new clients and nurturing existing client accounts, ensuring their needs and requirements were not only accommodated but surpassed
- Winning over many clients from larger companies, due to the extremely high standards of our creative design work
- Training clients in subsequent website maintenance, particularly the use of Dream Weaver and its InWeb FTP facility
- Initiating a company-wide changeover to a much faster ISP with enhanced technical support
- Clients include major blue chip companies such as the British Land Company and Millennium Clinics as well as many high profile government departments and agencies

Selected Portfolio

www.webba.com
www.anotherwebsite.com
www.anotherbar.com
www.onsitegraphics.com
www.fastwebba.com
www.personalwebba.com
www.scienceonline.com

Education

National Diploma in Graphic Design & Dublin Institute of Technology, Dublin.

Key Modules:
Web Design
Visual Communication
Multimedia
Print Design
Typography
Photography

Following attainment of my Leaving Certificate, embarked on a National Diploma in Graphic Design & Multimedia to formalise both my design skills and my creative experience. Via mock client briefs, addressing realistic commercial projects, undertook the study of web design, typography, CAD, the print process, illustration and multimedia applications. The final examination of the Diploma consisted of an exhibition of project work (multimedia, CD-ROM and accompanying web page and associated print material). A dissertation on an individually selected design topic was also completed and submitted. Obtained a First Class Honours in Multimedia and Web Design.

Page 2
Saved to disk File Name: C:\DETAILFOOTWEBSITE\PORTFOLIO\RESUME_2_2013_1_2.rtf



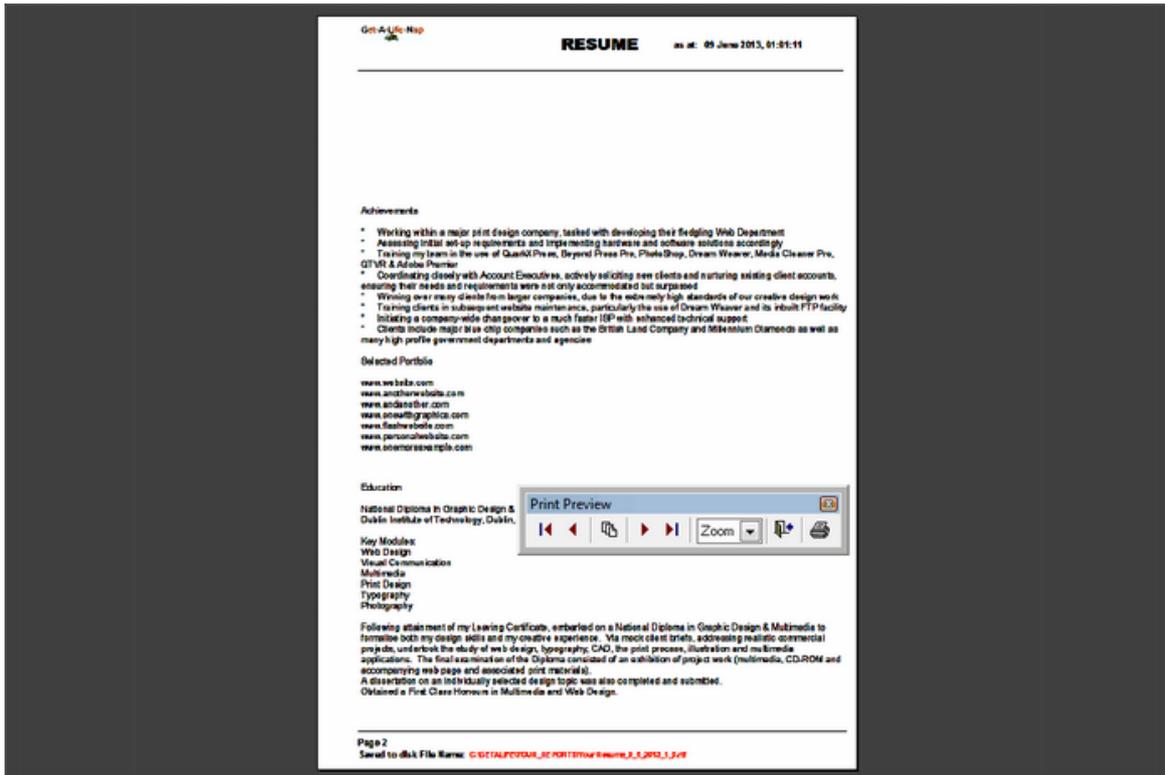
Get-A-Life-Map
 **RESUME** as at: 09 June 2013, 01:51:44

Employment History (Company & Position)	From	Until
GRAPHIC & MASTER WEBMASTER	01/01/2003	//
NEW LOOKERS WEB DESIGNER	01/01/2002	31/12/2002
CODEBREAKERS TEAM LEADER	01/01/2001	31/12/2001
QUICKCODE SENIOR ANALYST	01/01/2000	31/12/2000
ACME ANALYST PROGRAMMER	01/01/1999	31/12/1999

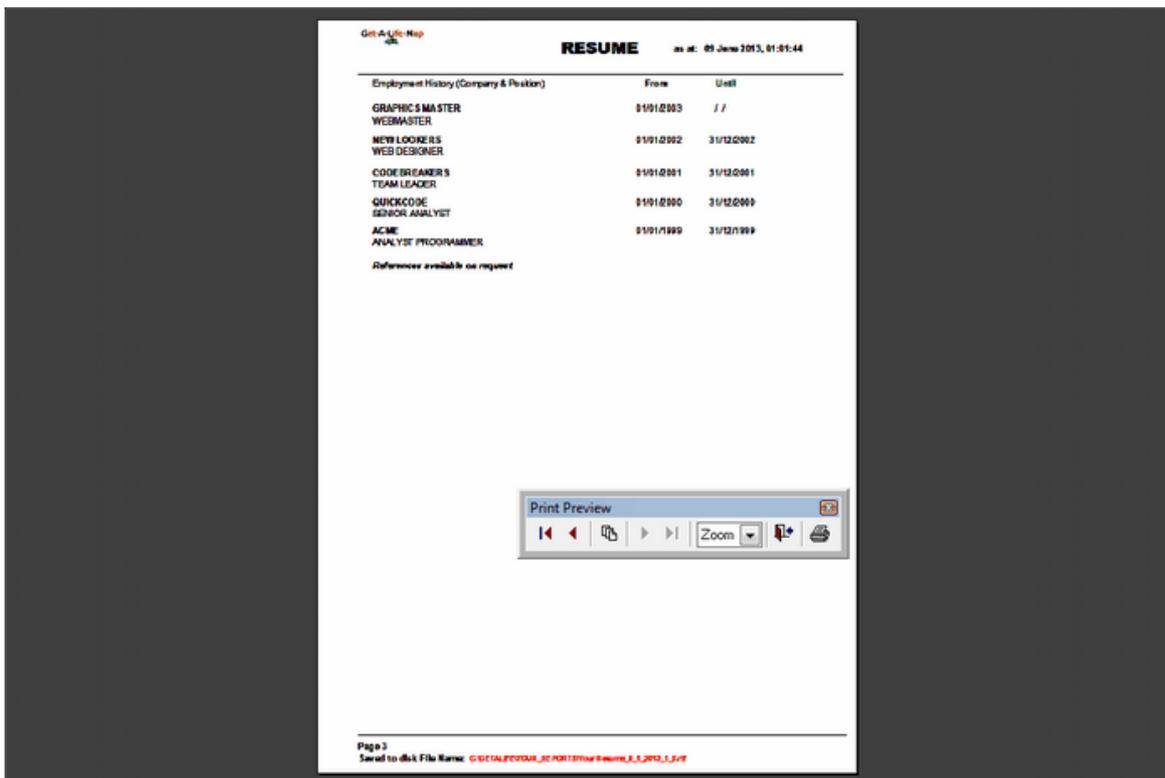
References available on request

Page 3
Saved to disk File Name: C:\DETAILFOOTWEBSITE\PORTFOLIO\RESUME_2_2013_1_2.rtf





Resume example page 2



Resume example page 3

3.57 Your Support Team Report

This report displays a list of your support team.

see [Your Supporters](#)

Get-A-Life-Map **Your Support Team** as at: 09 June 2013, 01:02:33

Name	Telephone Number	Email Address
JOHN DOE	789 456123 Relationship: Business Contact	JD@DOE.COM
PETER PAN	789 321456 Relationship: Business Partner	PP@PAN.COM
ANNE NOTHER	789 123456 Relationship: Financial Backer	AN@NOTHER.COM
ARTHUR PINT	456 789332 Relationship: Business Associate	ARTHUR@PINT.CO.UK
PERRY DOMO	456 789654 Relationship: Business Partner	PERRY@DOMO.COM
DAISY CHAIN	456 789321 Relationship: Business Contact	DAISY@CHAIN.COM
ROMAN WALL	564 582147 Relationship: Friend	ROMAN@WALL.COM
SHEILA WHEELS	123 456987 Relationship: Business Advisor	SHEILA@WHEELS.COM
MIGUEL RAMON	456 123456 Relationship: Business Partner	MR@SPAN.COM
JOEL GREY	789 582147 Relationship: Business Advisor	JOEL@GREY.COM
KRIS KRINGLE	123 789654 Relationship: Business Partner	KRIS@NORTHPOLE.COM
ROSS FISH	456 879654 Relationship: Business Contact	ROSS@KIPPER.COM

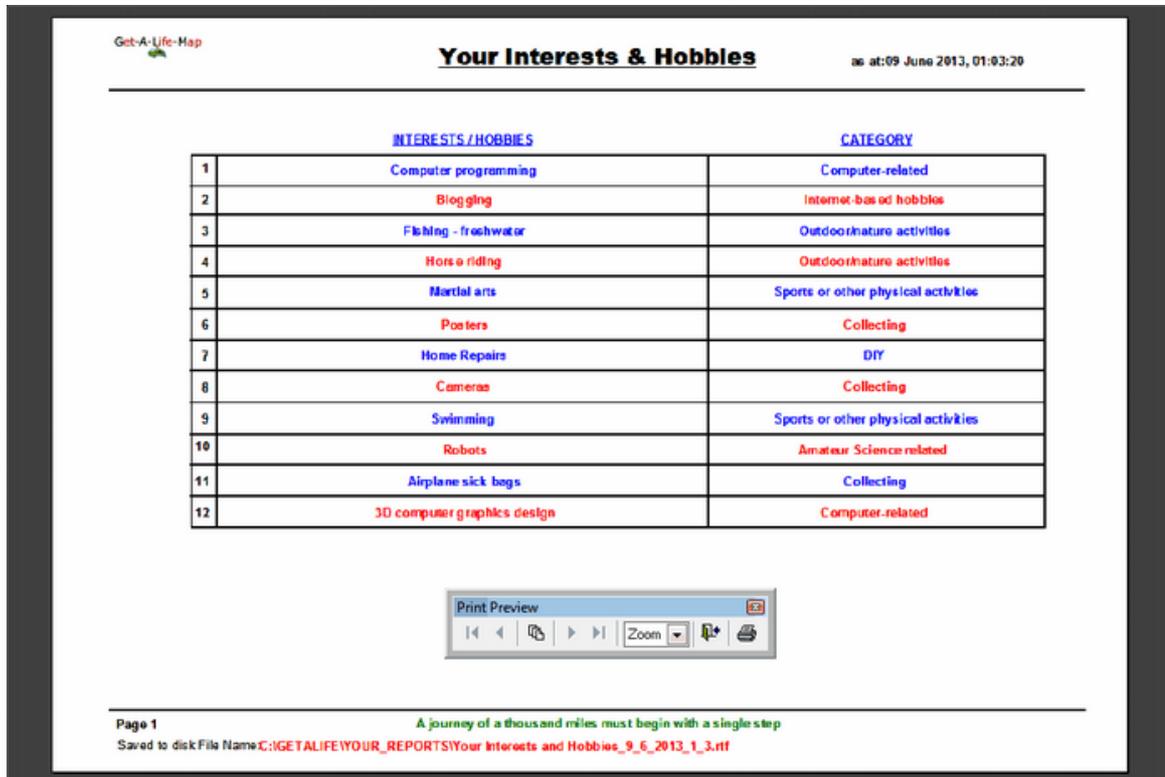
Print Preview

Page 1 *A journey of a thousand miles must begin with a single step*
 Saved to disk File Name C:\GETALIFE\YOUR_REPORTS\Your Supporters_9_6_2013_1_2.rtf

3.58 Your Interest & Hobbies Report

This report is a list of your Interests & Hobbies.

see [Your Interests](#)



Get-A-Life-Map **Your Interests & Hobbies** as at: 09 June 2013, 01:03:20

	INTERESTS/HOBBIES	CATEGORY
1	Computer programming	Computer-related
2	Blogging	Internet-based hobbies
3	Fishing - freshwater	Outdoor/nature activities
4	Horse riding	Outdoor/nature activities
5	Martial arts	Sports or other physical activities
6	Poetry	Collecting
7	Home Repairs	DIY
8	Cameras	Collecting
9	Swimming	Sports or other physical activities
10	Robots	Amateur Science-related
11	Airplane sick bags	Collecting
12	3D computer graphics design	Computer-related

Print Preview

Page 1 *A journey of a thousand miles must begin with a single step*
Saved to disk File Name: C:\GETALIFE\YOUR_REPORTS\Your Interests and Hobbies_9_6_2013_1_3.rtf

3.59 View Reports saved on disk

Selecting this option will display the directory and sub-directories where your reports are saved in Word Processor format. In Microsoft Windows **double clicking** a file will open it for editing using your default word processor package.

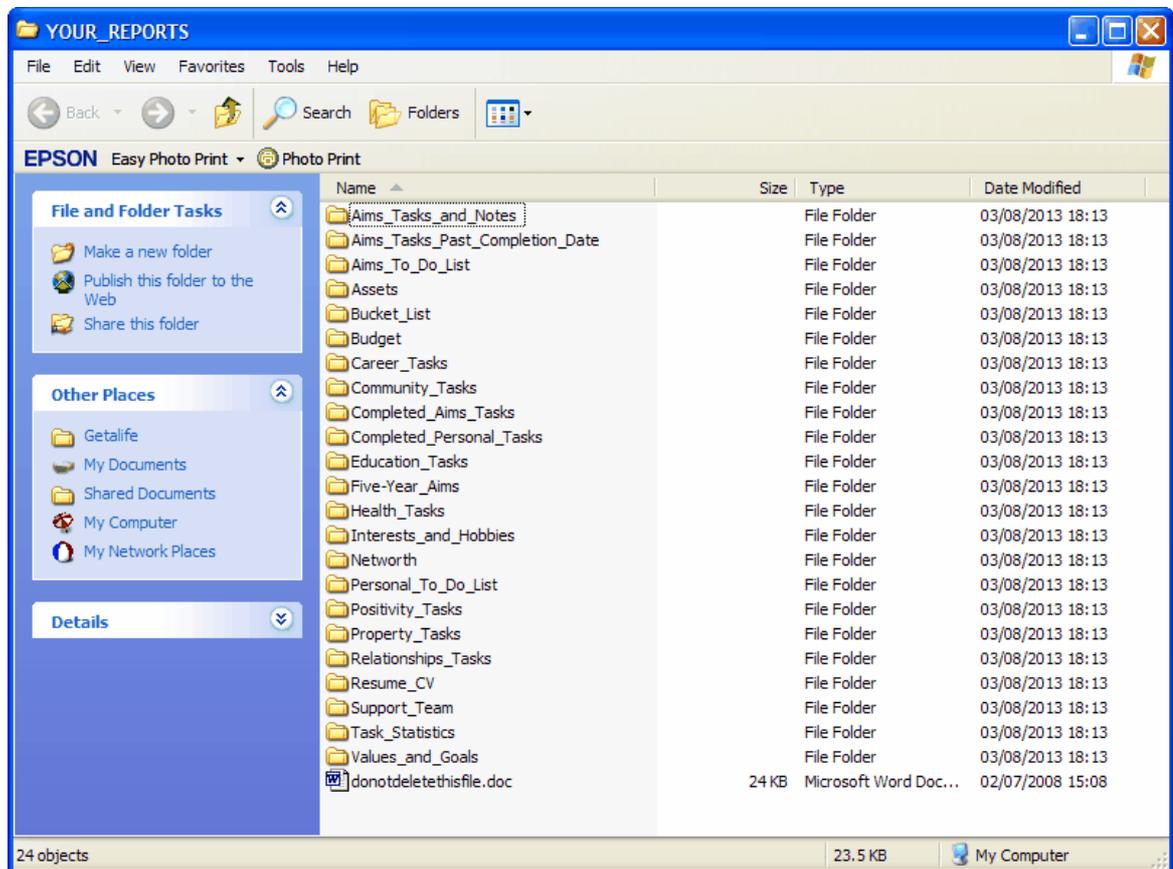
The file name indicates the report name + the date and time it was run and saved.

***note for users of Microsoft Word.**

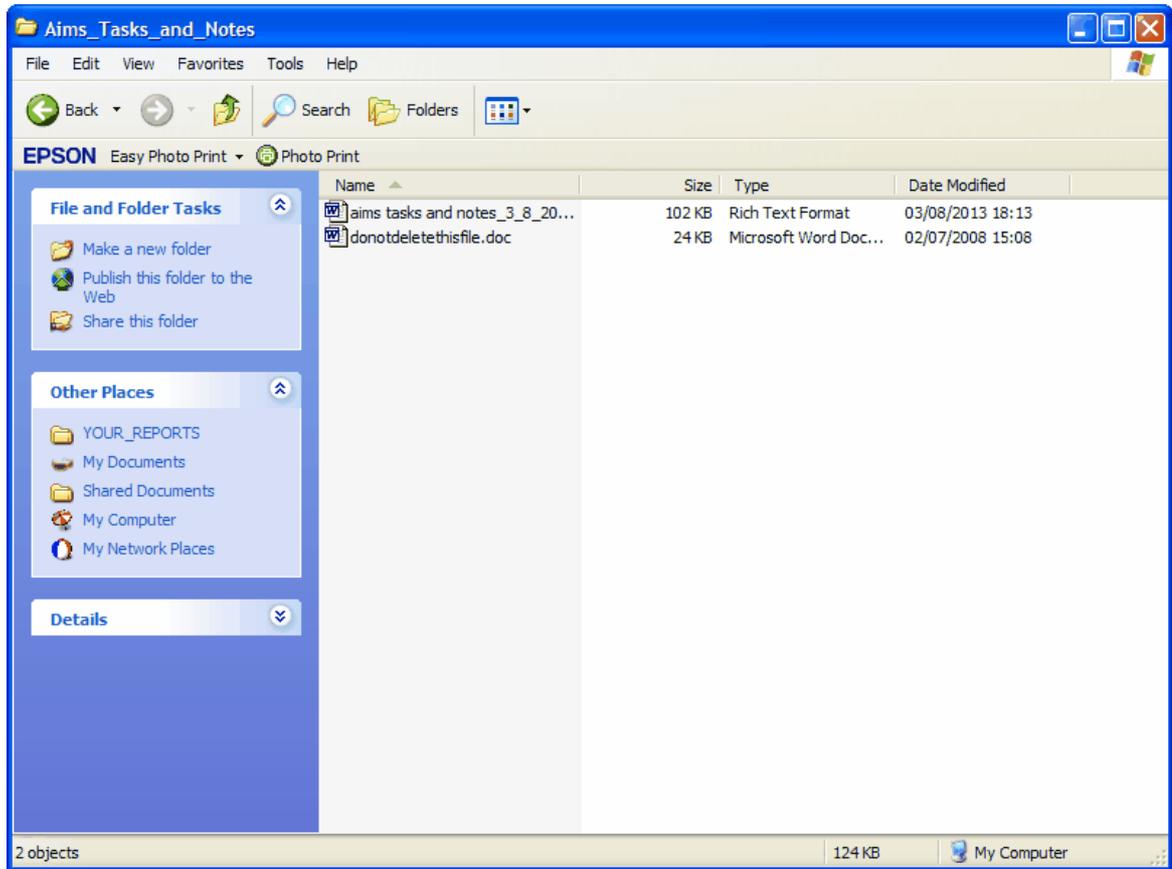
In order to print a "saved to disk" file from MS Word you should do the following once you have opened it in MS Word.

Click **File**..Click **Page Setup**..Click the **Landscape Button**...Click **Ok**...Click **Fix**...Click **Ok**...

Click **File**..Click **Save**. The file is then permanently set in correct format for printing. (This is because we use a universal RTF format i.e. not MS Word specific) so that you can read the file with any word processor package not just MS Word.



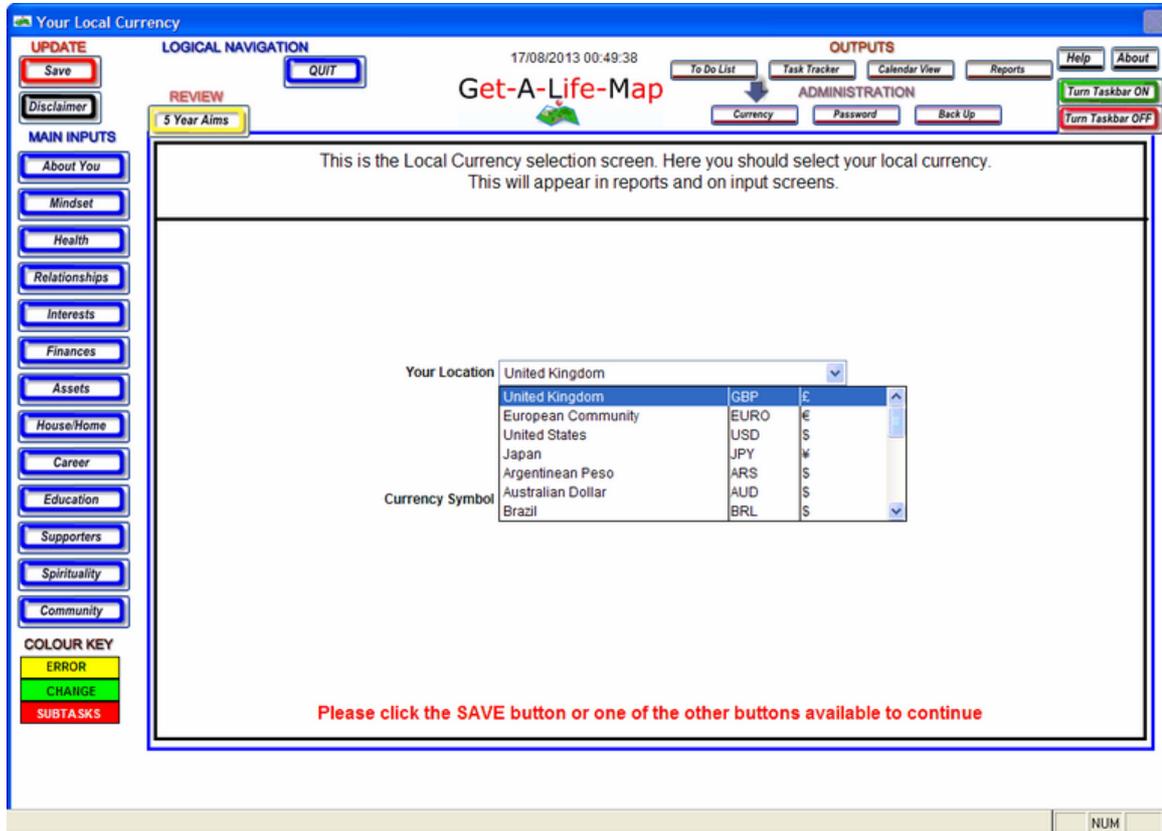
Each sub-directories will hold all the reports for the topic named. e.g. Aims Tasks and Notes



Each File name consists of the Report Title and the date and time it was run.

3.60 Currency

This is the currency selection screen and allows you to select your local currency. This is the currency that will be displayed on screens and reports.



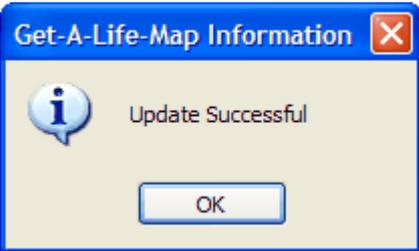
[Navigating around Get-A-Life-Map](#)

On this screen you will see a location selection box. You should scroll this list to select your location/country using the scroll bar. Once selected you will see the currency symbol for your location displayed on screen.

United Kingdom	GBP	£
European Community	EURO	€
United States	USD	\$
Japan	JPY	¥
Argentinean Peso	ARS	\$
Australian Dollar	AUD	\$
Brazil	BRL	\$

When you have selected your currency you should SAVE your selection by using the SAVE button.

A message will appear indicating a successful update.



3.61 Password Protection

This screen is used to set password protection **on** or **off**. If set **on** then you will be asked for your password each time you use the application. Due to the confidential nature of your Personal Information we advise that you always use Password Protection.

see [Password Validation](#)

[Navigating around Get-A-Life-Map](#)

On the screen you will see three input boxes. The first is a confirmation box; to set password protection **on** place a tick in the box by clicking on it. To remove password protection remove the tick by clicking on the box.

If you set password protection **on** you must enter your password (minimum 7 characters) in the input box labelled **Enter NEW Password** and confirm the password by entering it into the input box labelled **Confirm Password**.

When you have completed your input/selection you should **SAVE** your selection/password by using the **SAVE** button.

A message will appear indicating a successful update.



3.62 Password Validation

If you have set Password Protection **on** you will see this screen displayed each time you use the application.

see [Password Protection](#)

The screenshot shows the 'Password Validation' window of the Get-A-Life-Map application. The window title is 'Password Validation'. At the top, there is a 'LOGICAL NAVIGATION' section with a 'QUIT' button. The date and time '17/08/2013 21:05:35' are displayed. The application logo 'Get-A-Life-Map' is centered. To the right, there are 'OUTPUTS' buttons: 'To Do List', 'Task Tracker', 'Calendar View', and 'Reports'. Below these are 'ADMINISTRATION' buttons: 'Currency', 'Password', and 'Back Up'. On the far right, there are 'Help' and 'About' buttons. On the left side, there is a 'Disclaimer' button and a 'MAIN INPUTS' section with buttons for 'About You', 'Mindset', 'Health', 'Relationships', 'Interests', 'Finances', 'Assets', 'House/Home', 'Career', 'Education', 'Supporters', 'Spirituality', and 'Community'. Below the main inputs is a 'COLOUR KEY' section with three colored boxes: yellow for 'ERROR', green for 'CHANGE', and red for 'SUBTASKS'. The main content area contains the text: 'Your data files are Password Protected. Please enter your password below in order to access the application.' Below this text is a text input field labeled 'Enter your Password' and a green 'Validate' button. At the bottom of the window, there is a status bar with the text 'Gettauser (Getalife1Gettauser)', 'Record: 1/1', 'Record Unlocked', and a 'NUM' field.

[Navigating around Get-A-Life-Map](#)

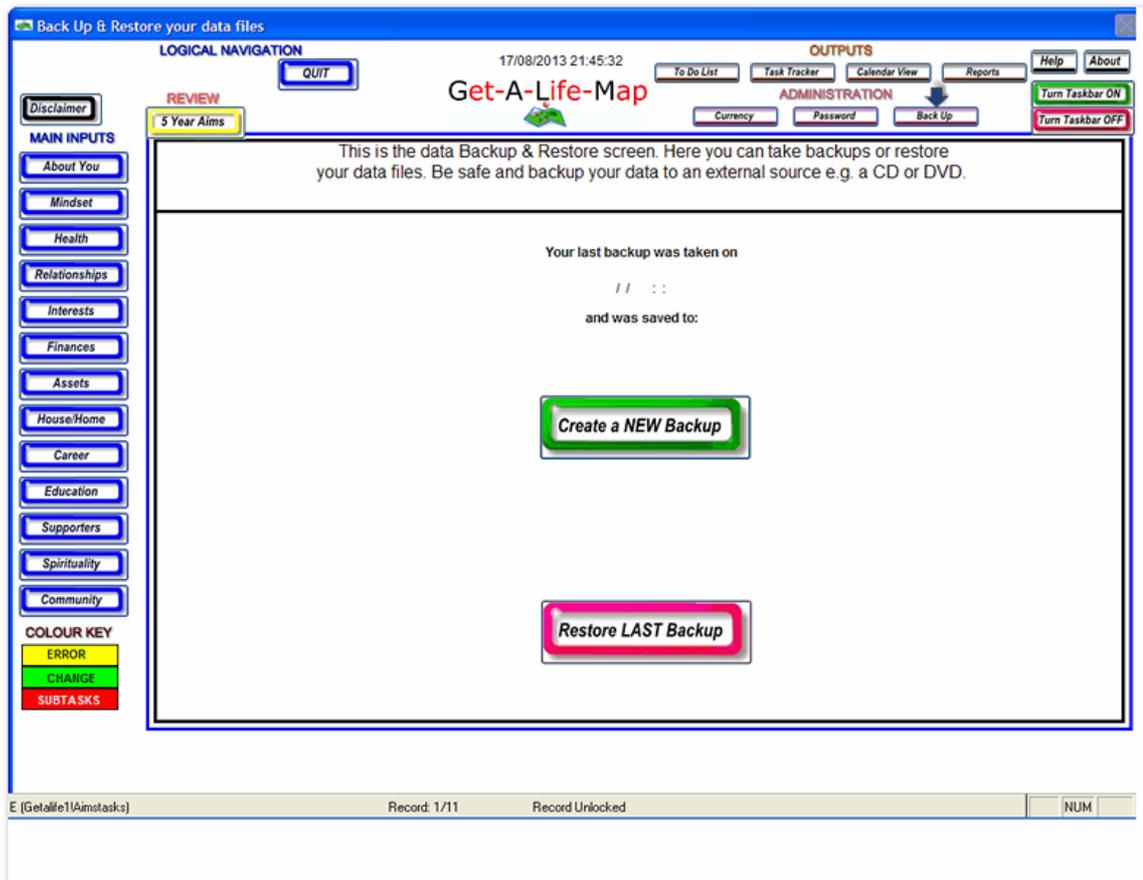
Here you should enter your password and click the **Validate** button. Once your password has been validated you will either be taken to the [Welcome screen](#) or [Daily Login](#)

* note ALL other buttons on this screen are temporarily disabled until your password has been successfully validated.

3.63 Backup

This screen is used for backing up or restoring a copy of your latest Get-A-Life-Map data files. We strongly advise that you back up your data up to an external source i.e. a CD or DVD.

* Please ensure that if you are restoring from an external source e.g. a CD or DVD drive that the correct CD/DVD is loaded in the drive.



[Navigating around Get-A-Life-Map](#)

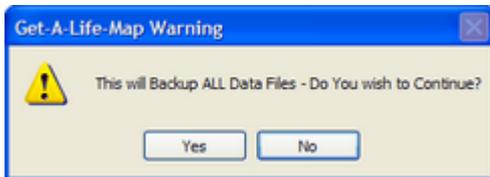
This screen can be used to create a backup of your up to date data files or to restore the latest backup.

The screen displays the date and location of the last back up that you performed.

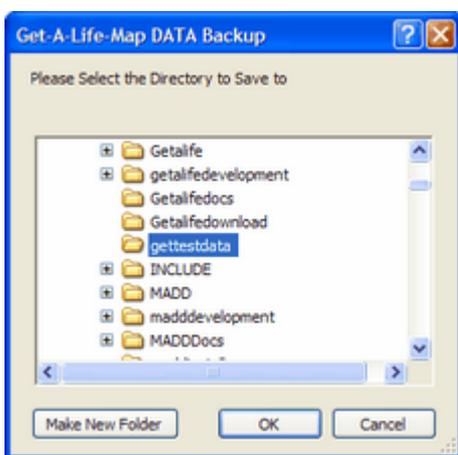
Below this are two buttons:

Create a NEW Backup

If you select to create a New backup an informational message will be displayed:

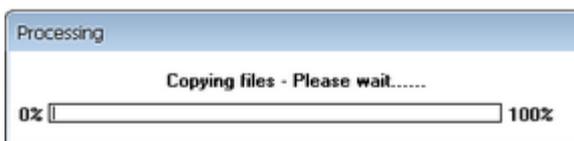


On confirmation that you wish to continue you are presented with a directory selection screen where you can select where you want your backup files to be copied.

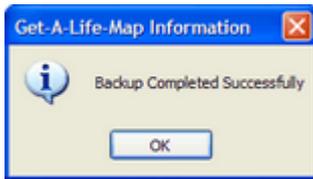


You should highlight the directory you require and click the **OK** button.

A progress bar will appear.



On completion two informational messages will be displayed.



The first informing you of a successful back up.

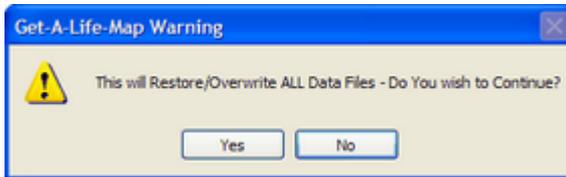


The second informing you that the data validation has been successful.

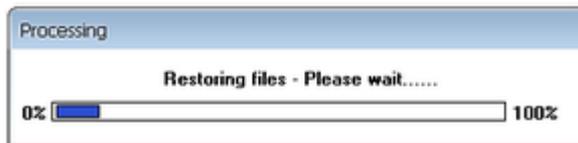
The application will then close to ensure data integrity and you should restart it to use Get-A-Life-Map again..

Restore LAST Backup

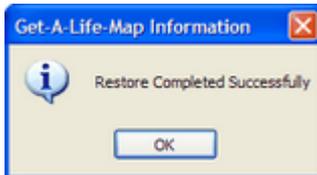
If you select to Restore an informational message will be displayed:



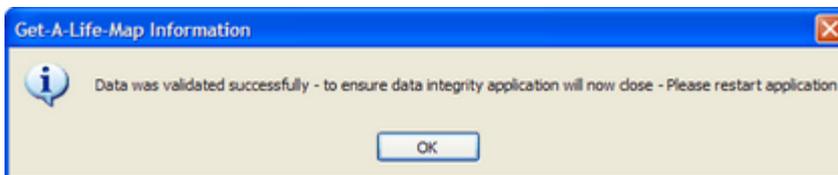
On confirmation a progress bar will be displayed:



On completion two informational messages will be displayed.



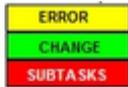
The first informing you of a successful restore.



The second informing you that the data validation has been successful.

The application will then close to ensure data integrity and you should restart it to use Get-A-Life-Map again..

3.65 Errors, Changes and Subtasks



On each Input screen if you make an error then the background of the related input field will change to **yellow** so that you can easily check what you need to amend

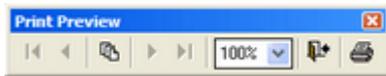
On each Input screen when an existing value is changed then the background of the related input field will change to **green** so that you can easily check what you have changed. The green background will remain until you SAVE the change using the related SAVE button.

Within the House & Property, Career, Education and Community selection screens should any of the Tick box indicators have a **red** border around it, this indicates that a main task and uncompleted subtasks are present. In this case the Task Tracker function should be used to update progress against these tasks. [Task Tracker - Manage & Monitor](#)

3.66 Print Preview Bar

Each report that Get-A-Life-Map generates is first displayed on screen.

You will see a print preview bar (this can be moved around the screen) .



The options on the Print Preview Bar allow you to zoom, page forward & backward through the report and also print the report.

3.67 Quit Button



When you click this button the application will be closed.

Remember to take regular backups of your data files via the screen option available.

3.68 Logical Navigation Next Button



When you click this button you will be taken to the next logical input screen

3.69 Logical Navigation Previous Button



When you click this button you will be taken to the previous logical input screen.

3.70 Windows Taskbar Control

At the top of each screen on the right hand side you will see the following two buttons:



These can be used to turn the Windows Taskbar ON or OFF.

Part

IV

4 Life Planning Tips and Advice

The following documents are tips and advice to assist you with defining and achieving your Life Plan Aims.

Click the >> key to browse through them.

4.1 A Five Year Plan

A Five Year Plan

A 5 year plan is all about deciding what you want out of life and then planning and completing the tasks needed to deliver your wishes.

Unfortunately, for the majority of us, there is no magical solution – no free lunch. Sitting around waiting for something to happen is a waste of time and time is the most precious commodity we, human beings, have and it passes very quickly.

Why 5 years? Well it's a matter of doing things properly; completing all the tasks required to deliver our aims. In some cases specific aims can be achieved in a lesser timescale in others it may take longer than five years, but you need a timescale that represents a happy medium, so 5 fits the bill.

You first have to identify you aims, the things you want to achieve, the way you would like your life to be in 5 years. This will cover:

- **Career** The way you want to earn a living
- **Community** The way you interact with world around you
- **Creativity** How you use and enhance your skills (Education)
- **Finances** How you manage your money
- **Health** How you manage you (Physical and Mental)
- **Possessions** The things you want to own (Assets)
- **Recreation** How you relax
- **Relationships** The way you interact with friends, family and colleagues
- **Spirituality** How you maintain your faith

So quite a lot to think about, plan, manage, integrate and action.

Next you have to identify all the tasks required to be completed for each aim.

It's likely you will have to do some research.

Then you have to add a realistic timescale to each task.

Now the hard bit, you have to start tackling the tasks.

Oh yes and you have to balance and schedule all these tasks, so several balls in the air at the same time.

And of course you have to reschedule, review, reassess, reset and rearrange everything on a continual basis.

So 5 years doesn't seem such a long time for such a time intensive process.

4.2 A Simple Way to Improve Your Relationships

A Simple Way to Improve Your Relationships

To improve personal relationships does not cost a single penny; it costs nothing. All that is required is a change of attitude and offering a few kind words. It may require a small amount of energy, but the expenditure of an ounce of energy is not much of a price to pay.

There is no one as happy as those who consider the happiness of others to be their own happiness. People who can find happiness for themselves in seeing even the smallest increase in others' happiness have the mindset of happiness.

With this one simple tip, you can give happiness to others:

In the same way that a person will remember an insult for ten years or more, they will also remember a compliment. Ten years may pass, and a person will still feel angry over some slight, but the pleasure of a compliment also lasts the same length of time. It takes only a moment to say but the effect will continue indefinitely.

From this we can see that it costs nothing to improve personal relationships, and set them on the path to happiness. It requires very little effort, just a change in attitude, and a small concrete demonstration of goodwill.

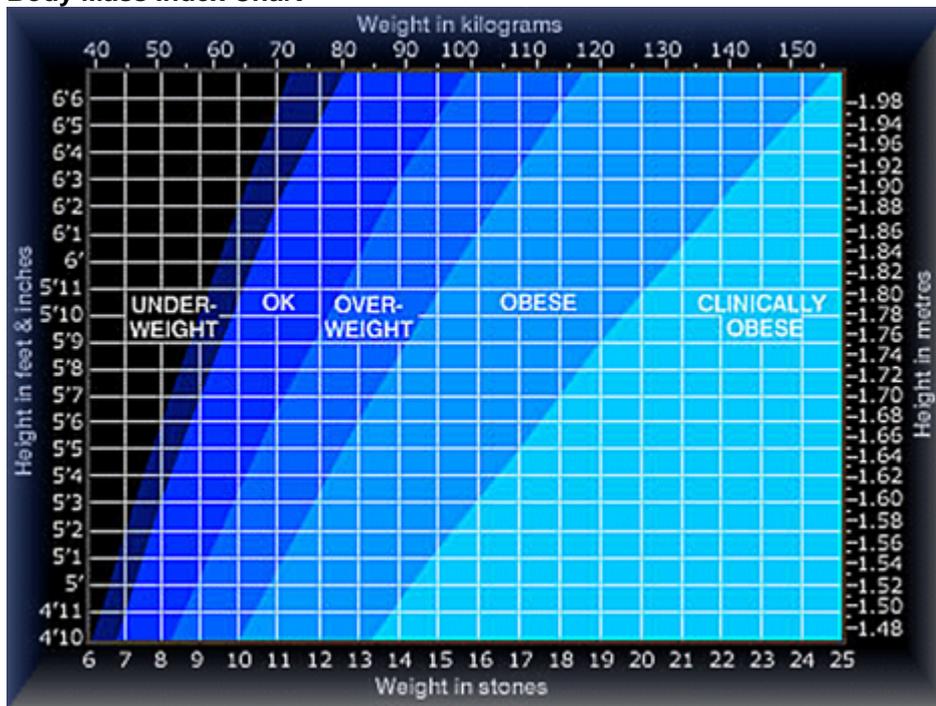
Looking at the suffering in the world, it is clear that most of it springs from pain caused by the attitude of taking love. People only think of what they themselves want and this desire leads to pain. Rather than concentrating on what you want, think about what you can give to others. Then you will find that as soon as you try doing this, your worries disappear. These are words of enlightenment that have the power to open your eyes.

4.3 BMI

BMI

The healthy weight range widely used by doctors is based on a measurement known as the body mass index (BMI). You can work out your BMI if you know your weight and your height

Body Mass Index Chart



4.4 Career Subtasks

CAREER Subtasks

To assist you we have listed some suggested subtasks you might have to schedule and perform. The list is not exhaustive and you will probably devise your own subtasks dependent on your progress on each task.

- Apply for new position
- Apply for Visa
- Arrange meeting with Bankers to discuss expansion/loan
- Arrange meeting with HR
- Attend Interview
- Create business expansion plan
- Create Start-Up business plan
- Enrol in training/education course to improve qualifications
- Find accommodation in new country
- Investigate different career options
- Investigate internal job vacancies
- Investigate market possibilities for your business idea
- Read job advertisements in local and national newspapers
- Resign from old position
- Review market place for business expansion feasibility
- Search internet job sites for possible new positions
- Start New Job

4.5 Community Subtasks

COMMUNITY Subtasks

To assist you we have listed some suggested subtasks you might have to schedule and perform. The list is not exhaustive and you will probably devise your own subtasks dependent on your progress on each task. * note with the majority of these community activities you will be provided with formal details on how to apply once you have made initial contact.

- Join local political party
- Get a proposer, seconder and 8 assentors
- Join local neighbourhood watch group
- Contact local neighbourhood watch group
- Talk to your neighbours about forming a residents group
- Contact local Citizens advice bureau

4.6 District or Borough Councillor

District or Borough Councillor

What is a district or borough councillor?

A district or borough councillor is elected by the local community to serve the best interests of that community. From fine-tuning the details of large-scale planning applications to deciding the opening hours of the village pub, all are important. Councillors may raise any issues that affect their communities directly with the council and work towards resolving them. Being close to their communities, district and borough councillors are well placed to serve them.

What are the duties of district and borough councillors?

Councillors have a wide range of duties, including:

- representing the interests of the community whilst taking a broader view of the needs of the district or borough as a whole;
- participating in the decision making process;
- campaigning for improvement in the quality of life in the community;
- playing a leading role in the area as a community leader;
- keeping people in the community informed about work; and
- being accessible to local people and attend civic functions.

Who becomes a district or borough councillor?

In order to become a councillor, you must be a registered elector in the area and also be over 21 years of age and have the support of a number of residents in your area. The minimum age for eligibility is likely to be changed to 18 years old in the near future. Councillors are elected for a term of four years and must seek re-election if they wish to remain in office for longer than this. Councillors receive a monthly allowance which recognises the time they devote to their work and which may increase if they take on extra responsibilities, such as chairing a committee.

4.7 Don't compare yourself to others

"You shouldn't compare yourself to others!" people might tell you.

Of course, without an explanation this is about as good advice as "Just be yourself!" or "Just be more confident!"

Most likely it will not help at all.

So, why shouldn't we compare ourselves to others?

One reason is that there is always someone - or more likely, a bunch of folks – better than you.

If you focus your mind to compare your life to other people's lives you will always find someone new above you. And your self-esteem will take a beating.

If you get a nicer car to feel better compared to Bill Patterson next door and you'll feel satisfied for a while. The next day, on your way to work, you notice that the guy who's always out walking his poodle at weekends has an even sweeter ride than you.

And if you buy a better car than him six months later then you will soon notice that the Amberson kid around the corner has made millions via some internet-contraption and now drives a Koenigsegg to school.

One of the big reasons we compare our lives is to get approval. And in general I think that wanting approval from others is a big obstacle in both personal growth and living a happy life. We may want the neighbours, friends etc. to think/say: "Did you see that new car/swimming-pool/shoes? It is the coolest on the block. S/he's is moving up in the world".

A problem with comparing yourself to others and wanting approval from them is that you let others control how you feel in life. You feel bad when you are saving for the new car. You feel great when you finally have gotten enough money to drive it home. And then you feel bad again when you see that someone else has an even finer automobile.

It's a bit like being puppet and having other people pulling the strings. They limit your movements and your life. You might have some movement but the strings control which way you are going.

How to gain that inner freedom

The thing about lessening your need for approval is that you have to give up both positive and negative approval. They are connected because when you no longer crave positive cheers and approval from people then you will no longer have fears of not getting that approval either.

When you really start to give it up – which might have to be done over time and with patience as your ego probably will want to snap back to seeking that sweet, sweet approval - you start to realise that neither of them are that important. They are really only as important as you decide they are. You are what you think you are and the world is what you think it is.

Another way to free yourself is to put in some massive, drastic action. Like, instead of driving your car, starting to ride a bicycle to work. This could catapult you right into disapproval and let you move outside your comfort zone quickly. When you first move out of your comfort zone it is uncomfortable. But after a while you get used to it and the discomfort starts to dissipate.

If you try this method you may discover that people don't care as much as you feared - maybe they are busy worrying about their own problems and what others may think of them. Or you can find that you've had a positive effect on others. Next week maybe you are not the only one riding

a bicycle to work.

A third way is one I've discovered recently though Elkhart Tolle's DVD "The Flowering of Human Consciousness". It's a bit counter-intuitive but bear with me.

Whenever you feel some feeling you don't want to feel, like neediness for approval from someone then don't struggle with this feeling. Don't try and keep it out. Then it will just be further entangled in your mind and possibly even strengthened.

Instead, accept the feeling. Say yes to it. Surrender and let it in.

Observe the feeling in your mind and body without judging it. If you just let it in and observe it for maybe a minute or two something wonderful happens. The feeling just vanishes. Yeah, I know, it sounds weird but give it a try.

The funny thing is when you no longer need approval from others, when you stop comparing yourself to others you will have a greater inner freedom to do what you want. You will notice positive opportunities in your life that wasn't there before.

And, as usual, don't feel too bad or beat yourself up if you snap back to wanting approval. Just get back on track the next day, keep it up and gradually you will change.

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4.8 Education Subtasks

EDUCATION Subtasks

To assist you we have listed some suggested subtasks you might have to schedule and perform. The list is not exhaustive and you will probably devise your own subtasks dependent on your progress on each task.

- Arrange meeting with HR to discuss career development
- Arrange meeting with Line manager to discuss career development
- Attend course
- Get prospectus from local college or adult education authority
- Get results of exams
- Select course
- Sit exams

4.9 Goal Setting Tips

Goal Setting Tips

Only you and you alone can decide on the Goals that you want to set and achieve.

A few good tips to follow are:

1. Ensure that your goals are enjoyable - will bring you happiness and fun.
2. Make sure that they are things that you are passionate about.
3. Make sure that your goals fit with your values in life.
4. Don't make them too easy.
5. Don't limit their scale - shoot for the moon.
6. Don't be afraid to fail - some of the most successful people on planet earth have succeeded purely because they failed and tried again and again.
7. Learn to adjust and refine your goals in line with the rest of your life - things change with time.
8. Act. Don't spend too much time thinking - inspiration is often found along the way.
9. Age is not a limiting factor to achieving your goals .
- 10.Help. When you need it ask for it - none of us know or can do everything.

4.10 Healthy Living

Healthy Living

"Give a man health and a course to steer, and he'll never stop to trouble about whether he's happy or not."

In order to succeed in achieving your aims in life it is necessary to adopt a sensible attitude towards your health both physical and mental. Unhealthy habits need to be broken, as they can stop you from fulfilling your aims. It is easy to fall into the unhealthy trap and to put off the applying remedy but it is a step you need to take, now.

It may seem a daunting task, but you will find that once to get into "Healthy Living" as a way of life, that life suddenly gets a lot easier, less complicated and a lot more fun.

Ways to change or reverse unhealthy habits

Unhealthy Symptom#1: I am over weight see [BMI](#)

Turnaround Treatment: Before you start making changes to your lifestyle, it's important to ask yourself if this is the right time. Are you motivated to change?

The reasons you decide to lose weight will be personal to you. You might find you're more successful if you choose a relatively calm time in your life to start. Conversely, changes in your circumstances, such as a new job or house move, may be the key to your weight loss success.

Whatever you decide, make sure you're feeling positive and ready for the challenge.

To lose weight - and keep it off - you'll need to make permanent changes to your diet and physical activity patterns.

Think carefully about your daily routine. Keeping a food diary may help you to identify patterns in your eating behaviour. This will help you to decide on realistic changes you need to make.

Set achievable goals and try to make modifications to your existing diet and how active you are. Drastic lifestyle changes will be difficult to maintain over time.

Aim to lose about five to ten per cent of your initial body weight over a few months. Research shows this kind of weight loss is achievable and will improve your health (see table, below).

Once you've reached your goal, congratulate yourself and set another five per cent weight loss target.

This way, you'll feel good about achieving small steps, rather than getting down because it's taking you so long to lose a large amount of weight.

Unhealthy Symptom#2: I am under weight see [BMI](#)

Turnaround Treatment A number of underweight people are fit and well, they simply have a slender constitution. However, for many people being underweight means their bones aren't as strong as they could be and they have fewer 'reserves' if they fall ill. It can also affect a woman's fertility.

If you've experienced recent and unintentional weight loss and you're always tired, you should see your doctor in case there's an underlying health problem.

People who stay slender do so because they're in 'energy balance'. In other words, they (often unconsciously) eat the right amount of food to meet their calorie needs.

Research has shown they don't have high metabolic rates and don't magically 'waste' calories. It's a combination of their inherited body shape, their natural level of appetite, what they eat and their activity levels.

How do I gain weight?

You need to take in more calories than you burn. Combining this with toning exercises helps, too.

Set yourself a realistic target and aim to gain weight gradually, at around 1kg (2.2lb) a month. For that you'll need an extra 300kcal to 350kcal a day. This is best done as part of a balanced diet.

Keep a food diary for a couple of weeks to learn more about your eating habits and to identify where you can add calories.

One way is to make meals a little larger or more calorific. Have an extra slice of toast at breakfast, drink grape juice rather than orange juice, make coffee with milk or serve an extra spoon of potato, rice or pasta.

Although exercise burns calories, it's important to include some form of activity into your plan to keep your bones strong and your muscles toned.

Aim for 30 minutes' physical activity five days a week and combine this with some resistance training. Take care not to be too active. If you're always on your feet, make time to relax each day.

Unhealthy Symptom#3: I drive when I could walk

Turnaround Treatment: Most of us rely on a vehicle to get from one place to another. Stop to think of the places you drive during your day. How many are within walking distance?

We all know that physical activity, like walking, is a key to living longer, healthier lives. You can get in more steps by walking to do your errands and other tasks.

Walking helps us lose weight, gain energy, reduce disease risk, and improve our health in other ways. Even small walks—as little as 15 minutes—can add up to big benefits.

Dedicated walking, though, may be hard to work in. So if you want to pay attention to your health while still paying attention to all the other parts of life, you have to get creative. It helps to use walking as a way to accomplish daily activities. Add some of these ideas to your daily routine:

- Forgot the milk? Put on your walking shoes when you have to make a small shopping trip. Obviously you can't walk to the store when you have a full list of items to lug home. But to pick up just a few things, use your legs instead of your car.
- Take a walk to your local bank branch to do your banking. Check out your neighborhood and use the same thinking for the dry cleaners, post office, barber shop, and other services.
- Meet family or friends for lunch. Mid-day meals tend to be more casual than dinners. So you can dress in comfortable clothes suitable for a walk to the restaurant. If there's a theatre nearby, you can top off your outing by walking to an afternoon movie.
- Looking to buy or rent a new home? Consider walking through neighbourhoods to survey your options. This gives you time to really see each house as you pass by. You'll notice little details you might have missed if you just drove through. Stop and talk to residents to get a feel for the overall community atmosphere.
- Gather gardening ideas. Find an area with attractive landscaping. Walk along the streets noting flowers, shrubs, plants, and trees you could use at your own home.
- Need a gift? Take a purposeful walk through an antique mall or art fair to get that special item.
- Be sociable. Get outside and say "hi" to a neighbour and chat a while rather than doing a drive-by wave. Make it a point to say "hello" to someone every day.

By walking to take care of your daily responsibilities, you make your time count toward a most valuable priority—your health.

Unhealthy Symptom#4: I do not take regular exercise

Turnaround Treatment: The pressures of home and family life can also mean it feels as if there's **little time** left to fit in exercise. It's certainly tough to get started.

So, it's worth thinking about what you gain from regular exercise and making even a partial improvement to your fitness.

- Physical inactivity is an independent risk factor for coronary heart disease - in other words, if you don't exercise you dramatically increase your risk of dying from a heart attack
- Conversely, exercise means a healthier heart because it reduces several cardiovascular risks, including high blood pressure
- Being physically active can bolster good mental health and help you to manage stress, anxiety and even depression
- Regular exercise can help you achieve and maintain an ideal weight, which can be important in managing many health conditions, or may just make you feel happier about your appearance
- All exercise helps strengthen bones and muscles to some degree, but weight-bearing exercise, such as running, is especially good in promoting bone density and protecting against osteoporosis, which affects men as well as women
- Different exercises help with all sorts of health niggles, such as digestion, poor posture and sleeplessness, and physical activity can be beneficial for a range of medical conditions, from diabetes to lower back pain

Unhealthy Symptom#5: I do not eat healthy food

Turnaround Treatment: The two keys to a healthy diet are eating the right amount of food for how active you are and eating a range of foods to make sure you're getting a balanced diet.

A healthy balanced diet contains a variety of types of food, including lots of fruit, vegetables and starchy foods such as wholemeal bread and whole grain cereals; some protein-rich foods such as meat, fish, eggs and lentils; and some dairy foods.

These practical tips can help you make healthier choices:

- Base your meals on starchy foods
- Eat lots of fruit and vegetables
- Eat more fish
- Cut down on saturated fat and sugar
- Try to eat less salt - no more than 6g a day
- Get active and try to be a healthy weight
- Drink plenty of water
- Don't skip breakfast

Unhealthy Symptom#6: I do not eat at least 3 meals a day

Turnaround Treatment: For busy people, it can be hard to squeeze in three meals a day. But if you want to look after your health, you need to find ways to eat three nutritious meals.

Why 3 meals a day?

In practical terms, it boils down to the maintenance of blood sugar levels, and efficiency. You can eat one very big meal a day, but you're not good for much for quite a while afterwards, and a lot of the nutrients will pass through due to the volume of stuff. The same amount of food split into three roughly equally spaced meals will give increased mobility, and keep blood sugar levels up through the day.

Unhealthy Symptom#7: I do not take regular time out to relax

Turnaround Treatment: RELAXATION is an important part of taking good care of yourself. It's a common enough word, yet very few of us have had much experience with real relaxation. By "real relaxation" we mean something different from exercising or just zoning out, different from socializing or pursuing some distraction like TV or a computer game or a book. We need those kinds of things, but they're not what we're talking about here. Real relaxation is a focused, intentional period of time during which one is mindful and alert, and yet one's muscles are relaxed. It's not necessarily as easy as it might sound. But when you get good at it, it probably restores energy and boosts mood and performance levels better than any of these other activities.

There are many simple relaxation exercises that can be learned easily and are very effective. If it is convenient and safe to do it, and you have a few spare moments, you can get started now.

Close your eyes and take a couple of deep breaths. Take yourself to a relaxing place in your mind and spend a minute or two there. It can be anywhere you like, but somewhere you feel comfortable, peaceful and relaxed. It might be somewhere you have actually been, or an imaginary place, such as a mountainside, field or beach. If you feel resistance or interference from outside distractions or thoughts then take yourself further into that place.

Only do this exercise if it feels nice and comfortable - you certainly shouldn't be doing it if you are driving or if your full attention is needed on something else. But a minute or two doing this everyday is all it takes.

Unhealthy Symptom#8: I do not get enough sleep

Turnaround Treatment: Sleep helps you to restore and rejuvenate many body functions:

- **Memory and learning** – Sleep seems to organize memories, as well as help you to recover memories. After you learn something new, sleep may solidify the learning in your brain.
- **Mood enhancement and social behaviours** - The parts of the brain that control emotions, decision-making, and social interactions slow down dramatically during sleep, allowing optimal performance when awake. REM sleep seems especially important for a good mood during the day. Tired people are often cranky and easily frustrated.
- **Nervous system** – Some sleep experts suggest that neurons used during the day repair themselves during sleep. When we experience sleep deprivation, neurons are unable to perform effectively, and the nervous system is impaired.
- **Immune system** – Without adequate sleep, the immune system becomes weak, and the body becomes more vulnerable to infection and disease.
- **Growth and development** – Growth hormones are released during sleep, and sleep is vital to proper physical and mental development.

Research suggests that the average person **needs** 8 hours sleep per day.

Sleep deprivation

Sleep deprivation is a tricky thing – the more deprived of sleep we are, the more tired, frustrated and hazy we feel – making us less able to recognize the effects of the deprivation and make the necessary changes to improve it.

Some of the signs of sleep deprivation include difficulty waking up in the morning, lack of concentration, falling asleep during work or class, and feelings of moodiness, irritability, depression, or anxiety. Experts say that if you are falling asleep as soon as your head hits the pillow; need an alarm clock to wake up; or feel the need for frequent naps during the day, it is very likely you are sleep deprived.

Unhealthy Symptom#9: I smoke too much see [Help with stopping smoking](#)

Turnaround Treatment: Smoking is the single largest cause of preventable cancer deaths in the UK. Each year it causes around 32,000 deaths from **lung cancer** and thousands from other cancers - it's thought to be a factor in one in four cancer deaths.

“Just one or two cigarettes a day are more than enough to cause lung cancer”

The more you smoke, the greater your risk. However, just one or two cigarettes a day are more than enough to cause lung cancer. Chronic lung disease is also common among older smokers, destroying busy and active lives.

Smoking also increases your risk of **heart disease**. And if you smoke and take the contraceptive pill, your risk of heart disease is 30 times that of a non-smoker.

Smoking affects your skin too. It ages more quickly in smokers, with the early appearance of wrinkles and thinning of the skin.

Benefits of quitting

The good news is, many of the benefits of quitting smoking are immediate. Food will taste better and your breathing will become easier. Even if you've smoked for 30 years, your risk of heart disease will halve within a year of stopping.

Unhealthy Symptom#10: I consume too much alcohol

Turnaround Treatment: Alcohol consumed in moderation is thought to be beneficial in reducing the risk of coronary heart disease. Indeed, alcohol consumption in conjunction with high intakes of fruit and vegetables, may well explain the so-called 'French paradox'. The French diet is considered to be very high in fat, especially saturated fat, yet the death rate from coronary heart disease remains relatively low. It is thought this is at least partly due to people's consumption of red wine.

The key word, though, is moderation. In 1997, the World Health Organisation concluded that the reduced risk from coronary heart disease was found at the level of one drink consumed every second day.

Alcohol has been linked to a wide range of illnesses, such as the increased risk of mouth, pharyngeal and oesophageal cancers (this risk being greatly increased if combined with smoking). Furthermore, alcohol probably increases the risk of colorectal and breast cancer.

And the list doesn't stop there: high blood pressure, gastrointestinal complications, such as gastritis, ulcers, and liver disease, and the depletion of certain vitamins and minerals can all be caused by alcohol consumption.

Excessive alcohol consumption can also have detrimental social and psychological consequences.

Recommended intake

Often these problems arise when intake is considered to be really quite high. Moderation and balance is the key. British recommendations are two to three units of alcohol a day for women and three to four units for men. It's a good idea to have two or to three alcohol-free days each week.

What's a unit?

One unit is considered to be 8g of alcohol. Often units are quoted as being one small glass of wine, half a pint of beer or one pub measure of spirits.

However, the alcohol content of different products does vary. Some stronger beers and lagers may contain as many as 2.5 units of alcohol per half pint. The size of some drinks may also vary; home measures of spirits are usually more generous than pub measures, and many bars now serve large glasses of wine (175ml, around 2 units) as standard.

Cans of beer and lager often contain about three-quarters of a pint, rather than half, and so will contain 1.5 units - more if the product is high strength.

To calculate the number of units you need to know the strength of the drink (% ABV) and amount of liquid in millimetres (one pint is 568ml; a small glass of wine 125ml). You multiply the amount of drink in millilitres by the percentage ABV, and then divide by 1,000. To make matters easier many manufacturers are now stating how many units of alcohol each can or bottle contains.

Unhealthy Symptom#11: I do not get a regular health check at my doctors

Turnaround Treatment: Almost all of us are guilty, in one way or another, of neglecting our health even if we don't intend to. Stressed-out moms and dads usually spend long working hours in the office to finance their kid's education and pay for bills. On the other hand, there are model teens who forgo the 'luxury' of sleeping eight hours a night just to finish school papers and projects. All forms of compromise we make, such as insufficient sleep and fatty diet, have subsequent effects in our health. In our quest for achieving a good life, we often sacrifice our health and medical condition. The overwhelming pressure brought about by work, school, and personal concerns can very well make us oblivious of symptoms of serious illness or disease. Most of the time, people learn about their troublesome health and medical condition, like cancer and stroke, when it's already too late to be treated.

No matter how busy we are, health and medical experts say we should always subject ourselves to regular check-ups. It is so normal for us to visit the doctor only when we feel there's something wrong. But the thing is, not all symptoms of deadly illnesses can easily be felt and seen. For instance, a woman who has breast cancer may never notice the small lump in her right breast until she takes some time to self-assess her breasts. We may think we're perfectly fine until we suddenly breakdown in a middle of the day and find out we're not in tip-top shape after all. Younger people need to undergo general medical checkups with special attention on blood pressure or blood sugar (to prevent on-set of heart diseases and diabetes). Those belonging to the senior citizen-bracket should go for check-ups that can detect certain kinds of cancer.

Aside from general health and medical check-ups, women have to undergo pap smear annually to prevent cervical cancer or diseases related to reproductive system. It is also a must for women in their forties to subject themselves to mammogram. Breast self-check-up every month would suffice for younger women. Pregnant and lactating mothers also have to undergo pre and post natal checkups. Health and medical experts also advice parents to bring their children to the doctor for necessary immunization and proper health care. Since regular health checkups are indispensable, we should see to it that we have a family doctor. A family doctor is the one to hold all the medical records for future reference.

Unhealthy Symptom#12: I do not get a regular check-up at the dentist

Turnaround Treatment: Perhaps there's no headache-inducing tooth pain or maybe your pearly whites look healthy enough. But there are details you will not be able to see, no matter how hard you examine your teeth in front of a mirror. Regular checkups with your dentist are what some people deem a "necessary evil", but it is one of the most important things for dental health, next to brushing and flossing. Checkups are not just to check for cavities, and they are certainly not just for kids. Checkups are about stopping (or preventing) dental problems before they start and making sure that existing problems do not worsen.

4.11 Help with stopping smoking

What do I need to know about quitting?

The US Surgeon General has said, "Smoking cessation (stopping smoking) represents the single most important step that smokers can take to enhance the length and quality of their lives."

Quitting smoking is hard, but you can do it. To have the best chance of quitting and staying quit, you need to know what you're up against, what your options are, and where to go for help. You'll find this information here.

Why is it so hard to quit smoking?

Mark Twain said, "Quitting smoking is easy. I've done it a thousand times." Maybe you've tried to quit, too. Why is quitting and staying quit hard for so many people? The answer is nicotine.

Nicotine

Nicotine is a drug found naturally in tobacco. It is as addictive as heroin or cocaine. Over time, a person becomes physically dependent on and emotionally addicted to nicotine. The physical dependence causes unpleasant withdrawal symptoms when you try to quit. The emotional and mental dependence (addiction) make it hard to stay away from nicotine after you quit. Studies have shown that smokers must deal with both the physical and mental dependence to quit and stay quit.

How nicotine gets in, where it goes, and how long it stays

When you inhale smoke, nicotine is carried deep into your lungs. There it is quickly absorbed into the bloodstream and carried throughout your body. In fact, nicotine inhaled in cigarette smoke reaches the brain faster than drugs that enter the body through a vein (intravenously or IV).

Nicotine affects many parts of the body, including your heart and blood vessels, your hormones, the way your body uses food (your metabolism), and your brain. Nicotine can be found in breast milk and even in mucus from the cervix of a female smoker. During pregnancy, nicotine crosses the placenta and has been found in amniotic fluid and the umbilical cord blood of newborn infants.

Different factors affect how long it takes the body to remove nicotine and its by-products. In most cases, regular smokers will still have nicotine or its by-products, such as cotinine, in their bodies for about 3 to 4 days after stopping.

How nicotine hooks smokers

Nicotine causes pleasant feelings and distracts the smoker from unpleasant feelings. This makes the smoker want to smoke again. Nicotine also acts as a kind of depressant by interfering with the flow of information between nerve cells. Smokers tend to smoke more cigarettes as the nervous system adapts to nicotine. This, in turn, increases the amount of nicotine in the smoker's blood.

Over time, the smoker develops a tolerance to the drug. Tolerance means that it takes more nicotine to get the same effect that the smoker used to get from smaller amounts. This leads to an increase in smoking. At some point, the smoker reaches a certain nicotine level and then keeps smoking to keep the level of nicotine within a comfortable range.

When a person finishes a cigarette, the nicotine level in the body starts to drop, going lower and

lower. The pleasant feelings wear off, and the smoker notices wanting a smoke. If smoking is postponed, the smoker may start to feel irritated and edgy. Usually it doesn't reach the point of real withdrawal symptoms, but the smoker gets more uncomfortable over time. When the person smokes a cigarette, the unpleasant feelings fade, and the cycle continues.

Nicotine withdrawal symptoms can lead quitters back to smoking

When smokers try to cut back or quit, the lack of nicotine leads to withdrawal symptoms. Withdrawal is both physical and mental. Physically, the body reacts to the absence of nicotine. Mentally, the smoker is faced with giving up a habit, which calls for a major change in behavior. Both the physical and mental factors must be addressed for the quitting process to work.

Those who have smoked regularly for a few weeks or longer will have withdrawal symptoms if they suddenly stop using tobacco or greatly reduce the amount they smoke. Symptoms usually start within a few hours of the last cigarette and peak about 2 to 3 days later when most of the nicotine and its by-products are out of the body. Withdrawal symptoms can last for a few days to up to several weeks. They will get better every day that you stay smoke-free.

Withdrawal symptoms can include any of the following:

- Dizziness (which may only last 1 to 2 days after quitting)
- Depression
- Feelings of frustration, impatience, and anger
- Anxiety
- Irritability
- Sleep disturbances, including having trouble falling asleep and staying asleep, and having bad dreams or even nightmares
- Trouble concentrating
- Restlessness or boredom
- Headaches
- Tiredness
- Increased appetite
- Weight gain
- Constipation and gas
- Cough, dry mouth, sore throat, and nasal drip

- Chest tightness
- Slower heart rate

These symptoms can lead the smoker to start smoking again to boost blood levels of nicotine back to a level where there are no symptoms.

Other substances in cigarette smoke

There is some evidence that other chemicals in cigarette smoke may act with nicotine to make it harder to quit smoking. Research is still going on to learn more about the effects of smoking on monoamine oxidase (a brain chemical) and the substances called harman and norharman. For some people, withdrawal from smoking causes more severe mood problems, which can result in worse cravings and more trouble staying quit.

Other medicines

Smoking also makes your body get rid of some drugs faster than usual. When you quit smoking, it may change the levels of these drugs. Though it's not truly withdrawal, this change can cause problems and add to the discomfort of quitting. Ask your doctor if any medicines you take need to be checked or changed after you quit.

Why should I quit?

Your health

Health concerns usually top the list of reasons people give for quitting smoking. This is a very real concern: smoking harms nearly every organ of the body. Half of all smokers who keep smoking will end up dying from a smoking-related illness. In the United States alone, smoking is responsible for nearly 1 in 5 deaths, and about 8.6 million people suffer from smoking-related lung and heart diseases.

Cancer

Nearly everyone knows that smoking can cause lung cancer, but few people realize it is also linked to higher risk for many other kinds of cancer too, including cancer of the mouth, nose, sinuses, voice box (larynx), throat (pharynx), esophagus, bladder, kidney, pancreas, ovary, cervix, stomach, colon, rectum, and acute myeloid leukemia.

Lung diseases

Smoking greatly increases your risk of getting long-term lung diseases like emphysema and chronic bronchitis. These diseases make it harder to breathe, and are grouped together under the name chronic obstructive pulmonary disease (COPD). COPD causes chronic illness and disability, and gets worse over time – sometimes becoming fatal. Emphysema and chronic bronchitis can be found in people as young as 40, but are usually found later in life, when the symptoms become much worse. Long-term smokers have the highest risk of developing severe COPD. Pneumonia is also included in the list of diseases caused or made worse by smoking.

Heart attacks, strokes, and blood vessel diseases

Smokers are twice as likely to die from heart attacks as non-smokers. Smoking is a major risk factor for peripheral vascular disease, a narrowing of the blood vessels that carry blood to the leg

and arm muscles. Smoking also affects the walls of the vessels that carry blood to the brain (carotid arteries), which can cause strokes. Smoking can cause abdominal aortic aneurysm, in which the layered walls of the body's main artery (the aorta) weaken and separate, often causing sudden death. And men who smoke are more likely to develop erectile dysfunction (impotence) because of blood vessel disease.

Blindness and other problems

Smoking causes an increased risk of macular degeneration, one of the most common causes of blindness in older people. It promotes cataracts, which cloud the lens of the eye. It also causes premature wrinkling of the skin, bad breath, gum disease, tooth loss, bad-smelling clothes and hair, and yellow fingernails.

Special risks to women and babies

Women have some unique risks linked to smoking. Women over 35 who smoke and use birth control pills have a higher risk of heart attack, stroke, and blood clots in the legs. Women who smoke are more likely to miscarry (lose the baby) or have a lower birth-weight baby. And low birth-weight babies are more likely to die, or have learning and physical problems.

Years of life lost due to smoking

Based on data collected in the late 1990s, the US Centres for Disease Control and Prevention (CDC) estimated that adult male smokers lost an average of 13.2 years of life and female smokers lost 14.5 years of life because of smoking.

Each year, smoking causes early deaths of about 443,000 people in the United States. And given the diseases that smoking can cause, it can steal your quality of life long before you die. Smoking-related illness can limit your activities by making it harder to breathe, get around, work, or play.

Why quit now?

No matter how old you are or how long you've smoked, quitting can help you live longer and be healthier. People who stop smoking before age 50 cut their risk of dying in the next 15 years in half compared with those who keep smoking. Ex-smokers enjoy a higher quality of life. They have fewer illnesses like colds and the flu, lower rates of bronchitis and pneumonia, and feel healthier than people who still smoke.

For decades the Surgeon General has reported the health risks linked to smoking. In 1990, the Surgeon General concluded:

- Quitting smoking has major and immediate health benefits for men and women of all ages. These benefits apply to people who already have smoking-related diseases and those who don't.
- Ex-smokers live longer than people who keep smoking.
- Quitting smoking lowers the risk of lung cancer, other cancers, heart attack, stroke, and chronic lung disease.
- Women who stop smoking before pregnancy or during the first 3 to 4 months of

pregnancy reduce their risk of having a low birth-weight baby to that of women who never smoked.

- The health benefits of quitting smoking are far greater than any risks from the small weight gain (usually less than 10 pounds) or any emotional or psychological problems that may follow quitting.

When smokers quit – What are the benefits over time?

20 minutes after quitting

Your heart rate and blood pressure drop.

(Effect of smoking on arterial stiffness and pulse pressure amplification, Mahmud A, Feely J. Hypertension. 2003;41:183)

12 hours after quitting

The carbon monoxide level in your blood drops to normal.

(US Surgeon General's Report, 1988, p. 202)

2 weeks to 3 months after quitting

Your circulation improves and your lung function increases.

(US Surgeon General's Report, 1990, pp.193, 194,196, 285, 323)

1 to 9 months after quitting

Coughing and shortness of breath decrease; cilia (tiny hair-like structures that move mucus out of the lungs) start to regain normal function in the lungs, increasing the ability to handle mucus, clean the lungs, and reduce the risk of infection.

(US Surgeon General's Report, 1990, pp. 285-287, 304)

1 year after quitting

The excess risk of coronary heart disease is half that of a continuing smoker's.

(US Surgeon General's Report, 2010, p. 359)

5 years after quitting

Risk of cancer of the mouth, throat, esophagus, and bladder are cut in half. Cervical cancer risk falls to that of a non-smoker. Stroke risk can fall to that of a non-smoker after 2-5 years.

(A Report of the Surgeon General: How Tobacco Smoke Causes Disease - The Biology and Behavioral Basis for Smoking-Attributable Disease Fact Sheet, 2010; and Tobacco Control: Reversal of Risk After Quitting Smoking. IARC Handbooks of Cancer Prevention, Vol. 11. 2007, p 341)

10 years after quitting

The risk of dying from lung cancer is about half that of a person who is still smoking. The risk of cancer of the larynx (voice box) and pancreas decreases.

(A Report of the Surgeon General: How Tobacco Smoke Causes Disease - The Biology and Behavioral Basis for Smoking-Attributable Disease Fact Sheet, 2010; and US Surgeon General's Report, 1990, pp. vi, 155, 165)

15 years after quitting

The risk of coronary heart disease is that of a non-smoker's.

(Tobacco Control: Reversal of Risk After Quitting Smoking. IARC Handbooks of Cancer Prevention, Vol. 11. 2007. p 11)

These are just a few of the benefits of quitting smoking for good. Quitting smoking lowers the risk of diabetes, lets blood vessels work better, and helps the heart and lungs. Quitting while you are younger will reduce your health risks more, but quitting at any age can give back years of life that would be lost by continuing to smoke.

Immediate rewards of quitting

Kicking the tobacco habit offers some benefits that you'll notice right away and some that will develop over time. These rewards improve most peoples' day-to-day lives a great deal:

- Breath smells better
- Stained teeth get whiter
- Bad smelling clothes and hair go away
- Yellow fingers and fingernails disappear
- Food tastes better
- Sense of smell returns to normal
- Everyday activities (such as climbing stairs or light housework) no longer leave them out of breath

Cost

The prospect of better health is a major reason for quitting, but there are other reasons, too.

Smoking is expensive. It isn't hard to figure out how much you spend on smoking: multiply how much money you spend on tobacco every day by 365 (days per year). The amount may surprise you. Now multiply that by the number of years you have been using tobacco and that amount will probably shock you.

Multiply the cost per year by 10 (for the next 10 years) and ask yourself what you would rather do with that much money.

And this doesn't include other possible costs, such as higher costs for health and life insurance,

and likely health care costs due to tobacco-related problems.

Social acceptance

Smoking is less socially acceptable now than ever.

Today, almost all workplaces have some type of smoking rules. Some employers even prefer to hire non-smokers. Studies show smoking employees cost businesses more because they are out sick more. Employees who are ill more often than others can raise an employer's need for costly short-term replacement workers. They can increase insurance costs for other employees and for the employer, who often pays part of the workers' insurance premiums. Smokers in a building also can increase the maintenance costs of keeping odours down, since residue from cigarette smoke gets into carpets, drapes, and other fabrics.

Landlords may choose not to rent to smokers since maintenance costs and insurance rates may rise when smokers live in buildings.

Friends may ask you not to smoke in their homes or cars. Public buildings, concerts, and even sporting events are largely smoke-free. And more and more communities are restricting smoking in all public places, including restaurants and bars. Like it or not, finding a place to smoke can be a hassle.

Smokers may also find their prospects for dating or romantic involvement, including marriage, are largely limited to other smokers. Cigarette smokers now make up about 19% of the adult population.

Health of others

Smoking not only harms your health but it hurts the health of those around you. Exposure to secondhand smoke (also called environmental tobacco smoke or passive smoking) includes exhaled smoke as well as smoke from burning cigarettes.

Studies have shown that secondhand smoke causes thousands of deaths each year from lung cancer and heart disease in healthy non-smokers.

If a mother smokes, there is a higher risk of her baby developing asthma in childhood, especially if she smoked while she was pregnant. Women who smoke during pregnancy are more likely to have low-birth weight infants.

Babies and children raised in a household where there is smoking have more ear infections, colds, bronchitis, and problems with breathing than children in non-smoking families. Secondhand smoke is linked to sudden infant death syndrome (SIDS) and slow lung growth in children. Secondhand smoke can also cause eye irritation, headaches, nausea, and dizziness.

Setting an example

If you have children, you probably want to set a good example for them. When asked, nearly all smokers say they don't want their children to smoke. But children whose parents smoke are more likely to start smoking themselves. You can become a better role model for them by quitting now.

Help with the mental part of addiction

There is a wide range of counselling services, self-help materials, and medicines available today,

so smokers have more tools than ever to help them quit smoking for good.

Some people are able to quit on their own, without the help of others or the use of medicines. But for many smokers, it can be hard to break the social and emotional ties to smoking while getting over nicotine withdrawal symptoms at the same time. Fortunately, there are many sources of support out there.

Quit-smoking programs and support groups

Members of support groups for quitters can be helpful, too. One long-standing peer help program is Nicotine Anonymous®, an open support group that offers a way to find others who are quitting tobacco and living smoke-free. It also offers a long-term approach to quitting.

Some workplaces, hospitals, and wellness centres have stop-smoking programs, groups, or classes. They may be led by professionals and focus on information and education, or they may be run by volunteers. Some programs may be set up like classes, while others focus on sharing by members of the group.

For people who cannot go to support group meetings, there are online support systems as well as phone-based support (discussed above). Check with your employer, health insurance company, or local hospital to find support groups that fit your needs. Or call us, the American Cancer Society, at 1-800-227-2345.

What to look for in a stop smoking program

Stop smoking programs are designed to help smokers recognize and cope with problems that come up during quitting. This helps the ex-smoker avoid common pitfalls of quitting. The programs should also provide support and encouragement in staying quit. Studies have shown that the best programs will include either one-on-one or group counselling. There is a strong link between how often and how long counselling lasts (its intensity) and the success rate. Overall, the more intense the program, the greater the chance of success.

For example, intensity may be increased by having more or longer sessions or by increasing the number of weeks over which the sessions are given. So when looking for a program, try and find one that has the following:

- Each session lasts at least 15 to 30 minutes
- There are at least 4 sessions
- The program lasts at least 2 weeks (longer is usually better)

Make sure the leader of the group is trained in smoking cessation.

Not all programs are honest, so be careful. Think twice about any programs that:

- Promise instant, easy success with no effort on your part
- Use shots (injections) or pills, especially "secret" ingredients
- Advertise 100% success rate with no ill effects
- Charge a very high fee (check with the Better Business Bureau if you have doubts)

- Will not give you references and phone numbers of people who have used the program

Support of family and friends

Many former smokers say a support network of family and friends was very important during their quit attempt. Other people who may offer support and encouragement are co-workers and your family doctor. Tell your friends about your plans to quit. Try to spend time with non-smokers and ex-smokers who support your efforts to quit. Talk with them about what you need — for instance, patience as you go through cravings, taking your late-night or early-morning phone calls, and plans for doing things in smoke-free settings. Find out what you can count on each friend or family member to do.

Help with the physical part of addiction

Remember, tobacco addiction is both mental and physical. For most people, the best way to quit will be some combination of medicine, a method to change personal habits, and emotional support.

Nicotine replacement therapy

As mentioned earlier, the nicotine in cigarettes leads to actual physical dependence. This can cause unpleasant symptoms when a person tries to quit. Nicotine replacement therapy (NRT) gives you nicotine — in the form of gums, patches, sprays, inhalers, or lozenges — but not the other harmful chemicals in tobacco. It can help relieve some of the physical withdrawal symptoms so that you can focus on the psychological (emotional) aspects of quitting.

How nicotine replacement works

Nicotine replacement therapy (NRT) can help with the difficult withdrawal symptoms and cravings that 70% to 90% of smokers say is their only reason for not giving up cigarettes. Using NRT reduces those symptoms.

Many smokers can quit smoking without using NRT, but most of those who attempt quitting do not succeed on the first try. In fact, smokers usually need many tries — sometimes as many as 8 to 10 — before they are able to quit for good.

Lack of success is often related to the onset of withdrawal symptoms. And most quitters go back to smoking within the first 3 months of quitting. So don't be discouraged if you start smoking again. Just try to stop again and make your attempt more successful by adding another method or technique to help you quit. You can reduce withdrawal symptoms with NRT and reduce their impact with support techniques. This gives you a better chance of quitting and staying quit.

Getting the most from nicotine replacement

Nicotine replacement therapy (NRT) only deals with the physical dependence. It is not meant to be the only thing you use to help you quit smoking. You will need other methods that help the psychological (emotional and mental) part of smoking, such as a stop smoking program. Keep up with these support systems during treatment with NRT and for at least a few months after you quit. Studies have shown that this approach — pairing NRT with a program that helps to change behavior — can double the chances of quitting and staying quit compared to approaches that used one method alone.

The best time to start NRT is when you first quit. Many smokers ask if it's OK to start NRT while

they are still smoking. At this time the companies that make NRT products say that they should not be used if you are still smoking, and the FDA has not approved them to be used in this way in the United States. But some research has been done with smokers using NRT while still smoking, with the intent to cut down on cigarettes and eventually stop completely.

In 2009, researchers looked at several studies in which smokers were given NRT over the long term. Overall, those who got NRT were more likely to quit smoking than those who got placebo (fake NRT) but all the studies included a lot of support and supervision from the doctor and health team. Side effects were minor in these studies. The most important thing is being sure that you are not overdosing on nicotine, which can affect your heart and blood circulation. It is safest to be under a doctor's care if you wish to try smoking and using NRT while you are tapering down your cigarette use.

Often smokers first try to quit on their own then decide to try NRT a day or more into quitting. This method does not give you the greatest chance of success, but do not let this discourage you. There are still many options available for quitting smoking and staying quit.

Are there smokers who should not use NRT?

The US Agency for Healthcare Research and Quality (AHRQ) Clinical Practice Guideline on Smoking Cessation in 2000 stated that NRT was safe for all adult smokers except pregnant women and people with heart or circulatory diseases. But the 2008 Clinical Practice Guidelines for treating tobacco dependence says that NRT (in this case, the nicotine patch) can be used safely under a doctor's careful monitoring, even in people who have heart or blood vessel disease. Studies have found the benefits of quitting smoking outweigh the risks of NRT in people with cardiovascular (heart and blood vessel) disease. When looking at NRT use, the benefits of quitting smoking must outweigh the potential health risks of NRT for each person.

As of late 2011 there is still not enough good evidence one way or the other to know if NRT is safe in pregnant women. A 2011 analysis of 5 studies done on NRT in pregnant women showed no significant differences in ill effects (such as low birth weight and admission to an intensive care unit) between the NRT groups and the groups that didn't get NRT. Smoking during pregnancy can cause these problems and a lot more, so many doctors think NRT is less harmful than smoking during pregnancy. Also, while NRT exposes the fetus to nicotine, smoking exposes the fetus to nicotine and a number of other chemicals. Nicotine may have unknown effects as the child grows up, and this has not been carefully studied over the long term. With all of this in mind, it is best to quit smoking before getting pregnant. If it's too late for that, quitting in early pregnancy can still greatly reduce many risks to the baby. Smokers who find themselves pregnant should talk with their doctors right away to get help in choosing the best way for them to quit smoking.

Note that NRT has not yet been proven to help people who smoke less than 10 cigarettes a day. You may want to talk with your doctor about a lower dose of NRT if you smoke less than that but feel you need nicotine replacement.

When may I begin using nicotine replacement therapy?

You may start using NRT as soon as you throw away that last cigarette. You do not need to wait a certain length of time to put on the patch or start using the gum, lozenge, nasal spray, or inhaler. You should double-check this information with the instructions on your chosen method of nicotine replacement, but in general there is no need to wait to start using NRT.

Can you get too much nicotine from NRT?

Nicotine overdose is possible, but rare. NRT products are labeled to match the amount of nicotine you get from NRT to the amount you typically smoked. If used this way, you are getting a nicotine dose fairly close to what you got from smoking. You don't want to get more than that, because higher doses of nicotine can cause harm. Even just a bit too much can cause some of the milder symptoms below. To avoid this, follow dosing instructions carefully. Also, don't use heat (like a heating pad or heat lamp) on the skin at your nicotine patch — the extra blood supply could cause you to absorb more nicotine. An overdose can cause death. Because of their smaller size, overdose is more of a problem in children and pets.

Nicotine absorbs through the skin, so you must store and dispose of your NRT safely. Keep NRT and any used gum or patches and empty cartridges, bottles, etc., safely away from children and pets.

It would be very rare for an adult who is following instructions to try to quit smoking to get a serious overdose. But with liquid forms that can absorb quickly through the skin, overdose could happen. All forms of NRT can cause harm if too much is taken in.

Here are some symptoms of too much nicotine:

- Headache
- Nausea and vomiting
- Belly pain
- Diarrhea
- Fast or irregular heartbeat
- Cold sweat
- Pale skin and mouth
- Weakness
- Tremors (shaking)
- Confusion
- Disturbed vision and hearing
- Weakness
- Dizziness or faintness due to low blood pressure
- Seizures
- Stopped breathing

Call Poison Control and get emergency help if you suspect an overdose. If you are taking NRT as prescribed and are still having mild symptoms such as headache, vomiting, diarrhea, or sweating, lower your dose and talk to your doctor.

How do I know if I'm a light, average, or heavy smoker?

Most NRT products make their recommendations based on how much you smoke. But there is no formal category in any textbook or a group that defines a light, average, or heavy smoker. In general, a light smoker is someone who smokes less than 10 cigarettes per day. Someone who smokes a pack a day or more is thought of as a heavy smoker. An average smoker falls in between.

Sometimes a doctor will use the term pack year to describe how long and how much a person has smoked. A pack year is defined as the number of packs of cigarettes a person has smoked every day multiplied by the number of years he or she has smoked. Since 1 pack is 20 cigarettes, a person who has smoked 20 cigarettes a day for 1 year is considered to have smoked 1 pack year. Someone who has smoked 30 cigarettes a day (1½ packs) for 4 years is described as having smoked 6 pack years (1½ x 4), and so on. This is another way to figure out how high your risk of smoking-related disease might be.

What are the types of nicotine replacement therapy?

The US Food and Drug Administration (FDA) has approved 5 types of nicotine replacement therapy:

- Patch
- Gum
- Nasal spray
- Inhalers
- Lozenges

Nicotine patches (transdermal nicotine systems): Patches give a measured dose of nicotine through the skin. You are weaned off nicotine by switching to lower-dose patches over a course of weeks. Patches can be bought with or without a prescription. Many types and different strengths are available. Package instructions tell you how to use the product, and list special considerations and possible side effects. Follow the directions carefully.

The 16-hour patch works well if you are a light-to-average smoker. It is less likely to cause side effects like skin irritation, racing heartbeat, sleep problems, and headache. But it does not deliver nicotine during the night, so it may not be right for those with early morning withdrawal symptoms.

The 24-hour patch provides a steady dose of nicotine, avoiding peaks and valleys. It helps with early morning withdrawal. But there may be more side effects like disrupted sleep patterns and skin irritation.

Depending on body size and smoking habits, most smokers should start using a full-strength patch (15- 22 mg of nicotine) daily for 4 weeks, and then use a weaker patch (5- 14 mg of

nicotine) for another 4 weeks. The patch should be put on in the morning on a clean, dry area of the skin without much hair. It should be placed below the neck and above the waist - for example, on the upper arm or chest. The FDA has approved using the patch for a total of 3 to 5 months.

Side effects are related to:

- The dose of nicotine
- The brand of patch
- Skin characteristics and allergies (the person's tendency to have a reaction to the patch)
- How long the patch is used
- How it is applied

Some possible side effects of the nicotine patch include:

- Skin irritation (redness and itching)
- Dizziness
- Racing heartbeat
- Sleep problems or unusual dreams
- Headache
- Nausea
- Muscle aches and stiffness

No one has all of the side effects, and some people have none. Some side effects, such as racing heart, may occur because the dose of nicotine is too high for you. Stop using the patch and talk to your doctor if this happens. You can also have nicotine withdrawal symptoms during this time if your NRT dose is too low.

What to do about side effects

- Do not smoke while you are using a patch unless your doctor tells you to.
- Try a different brand of patch if your skin becomes irritated.
- Reduce the amount of nicotine by using a lower-dose patch.
- Sleep problems may go away in 3 or 4 days. If not, and you're using a 24-hour patch,

try switching to a 16-hour patch.

- Stop using the patch and try a different form of NRT.

Nicotine gum (nicotine polacrilex): Nicotine gum is a fast-acting form of replacement in which nicotine is taken in through the mucous membrane of the mouth. You can buy it over the counter without a prescription. It comes in 2 mg and 4 mg strengths.

For best results, follow the instructions in the package. Chew the gum slowly until you get a peppery taste or tingle. Then hold it inside your cheek until the taste fades. Chew it to get the peppery taste back, and park it again. Do this off and on for 20 to 30 minutes. Food and drink can affect how well the nicotine is absorbed, so do not eat or drink for at least 15 minutes before and during gum use.

In choosing your dose, think about whether you

- Smoke 25 or more cigarettes per day
- Smoke within 30 minutes of waking up
- Have trouble not smoking in restricted areas

If any of these describe you, you may need to start with the higher gum dose (4 mg).

Chew no more than 24 pieces of gum in one day. Nicotine gum is usually recommended for 6 to 12 weeks, with the maximum being 6 months. Tapering down the amount of gum you use as you approach 3 months may help you stop using it.

If you have sensitive skin, you may prefer the gum to the patch.

Another advantage of nicotine gum is that it allows you to control the nicotine doses. The gum can be used as needed or on a fixed schedule during the day. The most recent research has shown that scheduled dosing works better. A schedule of 1 to 2 pieces per hour is common. On the other hand, with an as-needed schedule, you can use it when you need it most – when you have cravings.

Some possible side effects of nicotine gum:

- Bad taste
- Throat irritation
- Mouth sores
- Hiccups
- Nausea
- Jaw discomfort

- Racing heartbeat
- Nausea

The gum can also stick to and damage dentures and dental work.

Symptoms related to the stomach and jaw are usually caused by improper use of the gum, such as swallowing the nicotine or chewing too fast. No one has all of the side effects, and some people have none. If your heart is racing or beating irregularly, stop using the gum and talk to your doctor. You can also have nicotine withdrawal symptoms during this time if your NRT dose is too low.

Long-term dependence is one possible drawback of nicotine gum. In fact, research has shown that 15% to 20% of gum users who are able to quit smoking keep using the gum for a year or longer. Nicotine is addictive, and people can transfer their dependence from cigarettes to the gum. The maximum recommended length of use is 6 months, but continuing to use the gum may be safer than going back to smoking. Because there is little research on the health effects of long-term nicotine gum use, most health care providers still recommend limiting its use to 6 months. Talk to your doctor if you are having trouble stopping the gum.

Nicotine nasal spray: The nasal spray delivers nicotine to the bloodstream quickly because it's absorbed through the nose. Nicotine nasal spray requires a doctor's prescription.

The nasal spray relieves withdrawal symptoms very quickly and lets you control your nicotine cravings. Smokers usually like the nasal spray because it's easy to use. Nicotine is addictive, and a person can transfer their dependence from cigarettes to the fast-delivering nasal spray. Use it only as long as you need it, as prescribed by your doctor. The FDA recommends that the spray be prescribed for 3-month periods and that it not be used for longer than 6 months.

The most common side effects last about 1 to 2 weeks and can include the following:

- Nasal irritation
- Runny nose
- Watery eyes
- Sneezing
- Throat irritation
- Coughing

There is also the danger of using more than is needed. If you have asthma, allergies, nasal polyps, or sinus problems, your doctor may suggest another form of NRT.

This form of NRT poses a more serious risk to small children and pets, since even empty bottles of nasal spray contain enough nicotine to harm them. Nicotine absorbs through the skin as well as mucous membranes like the mouth or eyes, and can cause serious harm. If there is any skin contact, rinse thoroughly with plain water right away. If a bottle breaks or liquid leaks out, put on plastic or rubber gloves to clean it up. Call Poison Control and get emergency help if there is any

question of overdose.

Nicotine inhalers: Inhalers are available only by prescription. The nicotine inhaler is a thin plastic tube with a nicotine cartridge inside. When you take a puff from the inhaler, the cartridge puts out a nicotine vapor. Unlike other inhalers, which deliver most of the medicine to the lungs, the nicotine inhaler delivers most of the nicotine vapor to the mouth. Nicotine inhalers are the FDA-approved nicotine replacement method that is most like smoking a cigarette, which some smokers find helpful.

The recommended dose is between 4 and 20 cartridges a day, for up to 6 months.

The most common side effects, especially when first using the inhaler, include:

- Coughing
- Throat irritation
- Upset stomach

This form of NRT poses an extra risk to small children and pets, since the used cartridges still have enough nicotine to cause harm if absorbed through the skin or mucous membranes (for instance, if licked or touched to the eyes, mouth, or other mucous membrane). Be sure to store and dispose of the cartridges away from children and pets.

At this time, inhalers are the most expensive forms of NRT available. They are not the same as electronic cigarettes, which have not been proven in clinical trials to help with quitting and are not approved by the FDA.

Nicotine lozenges: Nicotine-containing lozenges can be bought without a prescription. Like nicotine gum, the lozenge is available in 2 strengths: 2 mg and 4 mg. Smokers choose their dose based on how long after waking up they normally have their first cigarette.

The lozenge makers recommend using them as part of a 12-week program. The recommended dose is 1 lozenge every 1 to 2 hours for 6 weeks, then 1 lozenge every 2 to 4 hours for weeks 7 to 9, and finally, 1 lozenge every 4 to 8 hours for weeks 10 to 12. The lozenge makers also recommend:

- Stop all smoking when you start using the lozenge.
- Do not eat or drink for 15 minutes before using the lozenge. (Some drinks can reduce how well the lozenge works.)
- Suck on the lozenge until it is fully dissolved, about 20 to 30 minutes. Do not bite or chew it like a hard candy, and do not swallow it. The nicotine absorbs through the mucous membranes of the mouth.
- Do not use more than 5 lozenges in 6 hours, or more than 20 lozenges total per day.
- Stop using the lozenge after 12 weeks. If you still feel you need to use the lozenge, talk to your doctor.

- Do not use the lozenge if you keep smoking, chewing tobacco, using snuff, or use any other product containing nicotine (such as the nicotine patch or nicotine gum).

Possible side effects of the nicotine lozenge include:

- Trouble sleeping
- Nausea
- Hiccups
- Coughing
- Heartburn
- Headache
- Flatulence (gas)

Which type of nicotine replacement may be right for you?

There's no evidence that any one type of nicotine replacement therapy (NRT) is any better than another. When choosing which type of NRT you will use, think about which method will best fit your lifestyle and pattern of smoking. Do you want/need something in your mouth or something keep your hands busy? Or are you looking for once-a-day convenience?

Some important points to think about:

- Nicotine gums, lozenges, and inhalers are substitutes you can put into your mouth that let you control your dosage to help keep cravings under better control.
- Nicotine gums and lozenges are generally sugar-free, but if you are diabetic and have any doubts, check with the manufacturer.
- Nicotine nasal spray works very quickly when you need it.
- Nicotine inhalers allow you to mimic the use of cigarettes by puffing and holding the inhaler. It also works very quickly.
- Nicotine patches are convenient and only have to be put on once a day.
- Both inhalers and nasal sprays require a doctor's prescription.
- Some people may not be able to use patches, inhalers, or nasal sprays because of allergies or other conditions.
- Nicotine gum may stick to dentures or dental work making it hard to chew before "parking."

Whatever type you use, take your NRT at the recommended dose, and only for as long as it is recommended. If you use a different dose or stop taking it too soon, it can't be expected to work like it should. If you are a very heavy smoker or a very light smoker, you may want to talk with your doctor about whether your NRT dose should be changed to better suit your needs.

Combining the patch and other nicotine replacement products: Using the nicotine patch along with shorter-acting products such as the gum, lozenge, nasal spray, or inhaler is another method of NRT. The idea is to get a steady dose of nicotine with the patch and to use one of the shorter-acting products when you have strong cravings.

The few studies that have been done on combination NRT used in the way described above have found that it may work better than a single product. Still, more research is needed to prove this and find safe and effective doses. And the combined use of NRT products has not yet been approved by the FDA. If you are thinking about using more than one NRT product, be sure to talk it over with your doctor first.

High-dose nicotine replacement therapy for heavy smokers: Another NRT option is to give smokers a higher dose based on the amount of nicotine that they have been getting from cigarettes. Sometimes this method has required larger than usual doses of NRT. High-dose NRT with patches has been studied with patients getting from 35 mg to 63 mg of nicotine per day. The research suggests that patients' withdrawal symptoms go away with these higher doses and their cravings improve without harmful effects on the heart and circulation. Patients were carefully watched in these studies to make sure they were doing well and were not becoming ill or having any problems. But not much is known about this option and it should be considered only with a doctor's guidance and supervision. It may worsen things if you already have heart disease or other health problems.

Stopping nicotine replacement therapy

As mentioned before, most forms of NRT are meant to be used for limited periods of time. Use should be tapered down to a low dose before NRT is stopped. Research is still being done to refine the use of NRT. For example, even though the patch is usually used for 3 to 5 months, some studies have suggested that using it for 8 weeks or less works just as well. But other researchers have noted that the risk of relapse goes up when nicotine replacement is stopped, even after it has been used for 5 months. These differences have not been fully explained. More studies are needed to learn which smokers are likely to be successful using shorter or longer NRT than usual. If you feel that you need NRT for a different length of time than is recommended, it is best to discuss this with your doctor.

Prescription drugs

Prescription drugs are also available to help smokers quit. Some can be used along with nicotine replacement therapy (NRT), and some must be started before your planned Quit Day. Talk to your doctor if you are interested in using medicine to help you quit smoking. These are only available with a prescription.

Bupropion (Zyban®)

Bupropion (Zyban® or Wellbutrin®) is a prescription anti-depressant in an extended-release form that reduces symptoms of nicotine withdrawal. It does not contain nicotine. This drug acts on chemicals in the brain that are related to nicotine craving. Bupropion works best if it is started a week or 2 weeks before you quit smoking. The usual dosage is one or two 150 mg tablets per day.

If you are able to quit smoking after 7 to 12 weeks of bupropion your doctor may have you take it for some time after to help you stay quit. Keep up with your other support systems during this time and for a few months after you quit.

This drug should not be taken if you have ever had seizures (it can cause or worsen seizures), heavy alcohol use, serious head injury, bipolar (manic-depressive) illness, or anorexia or bulimia (eating disorders).

Reported side effects of bupropion have included dry mouth, trouble sleeping, appetite changes, agitation, constipation, and headaches. People using bupropion should call their doctors if they feel depressed or start thinking of suicide. They should also call their doctors for changes such as feeling anxious, agitated, hostile, aggressive, overly excited and hyperactive, or not being able to sleep. These are rare, but can happen more often near the start of treatment or after a dose change.

Some doctors may recommend combination therapy for heavily addicted smokers, such as using bupropion along with a nicotine patch and/or a short-acting form of NRT (such as gum or lozenges). The combination has been found to work better for some people than using any one part alone.

Varenicline (Chantix®)

Varenicline (Chantix®) is a newer prescription medicine developed to help people stop smoking. It works by interfering with nicotine receptors in the brain. This means it has 2 effects: it lessens the pleasurable effects a person gets from smoking, and it reduces the symptoms of nicotine withdrawal. Varenicline should be started a week before your Quit Day.

Several studies have shown taking varenicline can more than double the chances of quitting smoking when compared to taking no medicines at all. Some studies have also found it may work better than bupropion, at least in the short term.

Varenicline comes in pill form and is taken after meals, with a full glass of water. The daily dose increases over the first 8 days it is taken. The dose starts at one 0.5 mg pill a day for the first 3 days, then the 0.5 mg pill twice a day for the next 4 days. At the start of the second week, the dose is raised to 1 mg each morning and evening. For people who have problems with the higher dose, a lower dose may be used during the quit effort. Varenicline is given for 12 weeks, but people who quit during that time may get another 12 weeks of treatment to boost their chance of staying quit. Keep up with your other support systems during this time and for a few months after you quit.

Reported side effects of varenicline have included headaches, nausea, vomiting, trouble sleeping, unusual dreams, flatulence (gas), and changes in taste. People with heart disease may have a higher risk of heart attacks while on varenicline. There have also been reports of depressed mood, thoughts of suicide, attempted suicide, and changes in behavior in people taking varenicline. People who have these problems should contact their doctors right away. Reports of these side effects have been rare, but they can be serious when they do happen. Most people who take varenicline tolerate it well.

Not much research has been done to find out if varenicline is safe to use at the same time as nicotine replacement therapy (NRT) products. One study has suggested that using varenicline along with NRT is well-tolerated and safe, even though more people taking both drugs had side effects than those taking only one. The company that makes varenicline had already noted that people who used the drug along with NRT had more side effects such as nausea and headaches.

More research is needed.

“Off-label” drugs to help smokers quit

For those who cannot use any of the FDA-approved drugs for helping smokers quit, or for those who have not been able to quit using them, there are other drugs that have shown promise in research studies. They are recommended by the Agency for Healthcare Research and Quality for this kind of use, but have not been approved by the FDA for this purpose and so are used “off-label.” These drugs are only available with a prescription and are not recommended for pregnant smokers, teens, or people who smoke less than 10 cigarettes per day.

Nortriptyline

This is an older anti-depressant drug. When used in groups of smokers, it has been found to double the chances of success in quitting smoking when compared to those taking no medicine. It is started 10 to 28 days before you stop smoking to allow it to reach a stable level in the body.

Some people have side effects like a fast heart rate, blurred vision, trouble urinating, dry mouth, constipation, weight gain or loss, and low blood pressure when they stand up. The drug can impair your ability to drive or operate machinery, and there are certain drugs that cannot be used along with it.

Be sure your doctor and pharmacist know exactly what else you are taking before you start this medicine. Also be sure you know how to take it and how to taper it down when you are ready to stop. The dose of nortriptyline must be slowly lowered, since the drug cannot be stopped suddenly without the risk of serious effects. The drug must be used with caution in people with heart disease. While you are taking it, be sure to tell any doctor you visit that you are taking the drug.

Clonidine

Clonidine is another older drug. It is FDA approved to treat high blood pressure. When used for smoking cessation, it can be given as a pill twice a day or as a once-a-week skin patch. In one study of heavy smokers who had failed in previous quit attempts, the group treated with clonidine was twice as likely to succeed in quitting smoking as the control group (which was given a fake pill) at the end of 4 weeks.

Be sure your doctor and pharmacist know exactly what else you are taking before you start this medicine. The most common side effects of clonidine are constipation, dizziness, drowsiness, dry mouth, and unusual tiredness or weakness. There are rarely more severe side effects, such as allergic reactions, a slow heart rate, and very high or very low blood pressure. Your doctor may want to watch your blood pressure while you are on this drug. The drug can impair your ability to drive or operate machinery

Clonidine can be started up to 3 days before you quit smoking, but can also be started the day you quit. Like nortriptyline, it shouldn't be stopped suddenly. The dose must be lowered over 2 to 4 days to prevent a rapid increase in blood pressure, agitation, confusion, or tremors

Other methods of quitting

Other tools may help some people, but there is no strong proof that they can improve your chances of quitting.

Methods without nicotine

Hypnosis

Hypnosis methods vary a great deal, which makes it hard to study as a way to stop smoking. For the most part, reviews that looked at controlled studies of hypnosis to help people quit smoking have not supported it as a quitting method that works. Still, some people find it useful. If you would like to try it, ask your doctor if he or she can recommend a good hypnotherapist.

Acupuncture

This method has been used to quit smoking, but there is little evidence to show that it works. Acupuncture for smoking is usually done on certain parts of the ears. (See our document, [Acupuncture](#) for more information.) For a list of doctors who do acupuncture, contact the American Academy of Medical Acupuncture at 323-937-5514 or visit their Web site at www.medicalacupuncture.org.

Low-level laser therapy

This technique, also called cold laser therapy, is related to acupuncture. Cold lasers are sometimes used instead of needles for acupuncture. The treatment is supposed to relax the smoker and release endorphins (pain relief substances that are made naturally by the body) to mimic the effects of nicotine in the brain, or balance the body's energy to relieve the addiction. Despite claims of success by some cold laser therapy providers, there is no scientific evidence that shows this helps people stop smoking.

Filters

Filters that reduce tar and nicotine in cigarettes do not work. In fact, studies have shown that smokers who use filters tend to smoke more.

Smoking deterrents

Other methods have been used to help stop smoking, such as over-the-counter products that change the taste of tobacco, stop-smoking diets that curb nicotine cravings, and combinations of vitamins. At this time there is little scientific evidence that any of these work.

Herbs and supplements

There is little scientific evidence to support the use of homeopathic aids and herbal supplements as stop-smoking methods. Because they are marketed as dietary supplements (not drugs), they don't need FDA approval to be sold. That means that the manufacturers don't have to prove they work, or even that they're safe. Be sure to look closely at the label of any product that claims it can help you stop smoking. No dietary supplement has been proven to help people quit smoking. Most of these supplements are combinations of herbs, but not nicotine. They have no proven track record of helping people to stop smoking.

Atropine and scopolamine combination therapy

A few smoking cessation clinics offer a program using shots of the drugs atropine and scopolamine, sometimes along with other drugs, to help reduce nicotine withdrawal symptoms. These drugs block the action of acetylcholine, a signal transmitter in the nervous system. Called anticholinergics, they are more often prescribed for other reasons, such as digestive problems, motion sickness, or Parkinson's disease. People who are pregnant or have heart problems, glaucoma, or uncontrolled high blood pressure are not allowed to take part in these programs.

The treatment usually involves shots given in the clinic on one day, then a few weeks of pills and wearing patches behind the ear. Other drugs may be needed to help with side effects. Side effects of this treatment can include dizziness, constipation, dry mouth, changes in the senses of taste and smell, problems urinating, and blurry vision. One case of psychosis (a complete break from reality) has been reported, although others have reported feeling "high" after the injection.

Some clinics claim high success rates, but the available published scientific research does not back up these claims. Both atropine and scopolamine are FDA-approved for other uses and have not been formally studied or approved for help in quitting smoking. Before going into such a program, you may want to ask the clinic about long-term success rates (up to a year). These medicines are directed only at the physical aspect of quitting, so you may also want to find out if the program includes counselling or other methods aimed at the psychological aspects of quitting.

Other nicotine and tobacco products not reviewed or approved by the FDA

Tobacco lozenges and pouches

Lozenges that contain tobacco (like Ariva® and Interval®), and small pouches of tobacco (like Revel® and Exalt®) are being sold as other ways for smokers to get nicotine in places where smoking is not allowed. The FDA has ruled that these are types of oral tobacco products much like snuff and chew, and are not smoking cessation aids. There is no evidence that these products can help a person quit smoking. Unlike scientifically proven treatments with known effects, such as nicotine replacement products, anti-depressants, nicotine receptor blockers, or behavioral therapy, these tobacco products have never been tested to see if they can help people quit tobacco.

We know that oral tobacco products such as snuff and chewing tobacco contain human carcinogens. These products cause mouth cancer and gum disease. They also destroy the bone sockets around teeth and can cause teeth to fall out. There are studies showing potential harmful effects on the heart and circulation, as well as increased risks of other cancers. They also cause bad breath and stain the teeth.

Electronic cigarettes

In 2004, a Chinese company started making a refillable "cigarette" with a battery and an electronic chip in it. It is designed to look like a cigarette, right down to the glowing tip. When the smoker puffs on it, the system delivers a mist of liquid, flavourings, and nicotine that looks something like smoke. The smoker inhales it like cigarette smoke, and the nicotine is absorbed into the lungs.

The electronic cigarette, or e-cigarette, is sold with cartridges of nicotine and flavourings. Several brands and varieties of the e-cigarette are now sold in the United States. The e-cigarette is usually sold as a way for a smoker to get nicotine in places where smoking is not allowed, but some have sold it as a way to quit smoking. The cartridges are sold as having different doses of nicotine, from high doses to no nicotine at all.

The e-cigarette has no published clinical trials that suggest it might work as a way to help smokers quit. No clinical trials have been submitted to the FDA. As of late 2011, the courts determined that the FDA could regulate e-cigarettes like they do other tobacco products, under the Tobacco Control Act. But if e-cigarettes are marketed for therapeutic purposes (such as quitting smoking), they would be regulated as drugs and/or devices.

There are questions about how safe it is to inhale some substances in the e-cigarette vapor into

the lungs. E-cigarettes are not labeled with their ingredients, so the consumer doesn't know what's in them. The amounts of nicotine and other substances a person gets from each cartridge are also uncertain. The manufacturers say that the ingredients are safe, but it is not clear if they are safe to inhale — even substances that are safe to eat can harm delicate tissues inside the lungs.

Information from the FDA suggests that e-cigarettes are not always safe. A 2009 analysis of 18 samples of cartridges from 2 leading e-cigarette brands found cancer-causing substances in half the samples. There were other impurities noted as well. For example, diethylene glycol, a toxic ingredient found in antifreeze, was found in one sample.

Information from the same testing suggests that there may be manufacturing problems with some brands of e-cigarettes. Nicotine levels from each puff varied a great deal, even between cartridges labeled as having the same nicotine amounts. Testing also found small amounts of nicotine in most of the cartridges labeled nicotine-free.

Like other forms of nicotine, the e-cigarettes and nicotine cartridges can be toxic to children or pets. They can also pose a choking hazard.

Electronic cigarettes are now being used in different ways than when they were first introduced. Some sellers offer liquids that can be added to e-cigarette systems as a way to take in drugs other than nicotine. For instance, they advertised Cialis® (tadalafil) to be put into inhalation cartridges and "smoked." Some companies have offered vitamins and an unapproved drug that is supposed to curb cravings and appetite. The FDA has warned at least one US company about this, but new sellers are cropping up in countries with less stringent drug laws.

Nicotine lollipops and lip balms

In the past, some pharmacies made a product called a nicotine lollipop. These lollipops often contained a product called nicotine salicylate, which is not approved by the FDA for pharmacy use. The FDA warned pharmacies to stop selling nicotine lollipops and lip balm on the Internet, calling the products "illegal." The FDA also said "the candy-like products present a risk of accidental use by children."

Other smoking cessation products like these that do not use nicotine salicylate may be legal if they are prescribed by a doctor. Because doses vary, you will need to talk with your doctor about how to use them. But they still pose a risk for children and pets if they are not well-labeled and stored safely.

A word about quitting success rates

Before you start using nicotine replacement or sign up for a stop smoking program, you may wonder about success rates. Success rates are hard to figure out for many reasons. First, not all programs define success in the same way. Does success mean that a person is not smoking at the end of the program? After 3 months? 6 months? 1 year? Does smoking fewer cigarettes (rather than stopping completely) count as success? If a program you're considering claims a certain success rate, ask for more details on how success is defined and what kind of follow-up is done to confirm the rate.

The truth is that quit smoking programs, like other programs that treat addictions, often have fairly low success rates. But that does not mean they are not worthwhile or that you should be discouraged. Your own success in quitting and staying quit is what really counts, and you have some control over that. Even if you don't succeed the first few times, keep trying. You can learn from your mistakes so that you will be ready for those pitfalls the next time.

Success rates in general

Only about 4% to 7% of people are able to quit smoking on any given attempt without medicines or other help.

Studies in medical journals have reported that about 25% of smokers who use medicines can stay smoke-free for over 6 months. Counseling and other types of emotional support can boost success rates higher than medicines alone. There is also early evidence that combining some medicines may work better than using a single drug.

Behavioral and supportive therapies may increase success rates even further, and help the person stay smoke-free. Check the package insert of any product you are using to see if the manufacturer provides free telephone-based counselling.

Water and nicotine wafers

These products are advertised as ways for smokers to get nicotine in places where smoking is not allowed. They are not marketed as aids to quitting smoking, but questions about their safety have been raised. Some of these formulas can be quite dangerous if accidentally taken by children or pets, so they must be stored carefully.

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4.12 House / Home Subtasks

HOUSE / HOME Subtasks

To assist you we have listed some suggested subtasks you might have to schedule and perform. The list is not exhaustive and you will probably devise your own subtasks dependent on your progress on each task.

- Advertise your property in local paper
- Advertise your property on the internet
- Arrange a bank or building society loan
- Arrange a mortgage
- Arrange flights, hotels and car hire to view foreign properties
- Arrange visit to view selected properties
- Contact a mortgage broker
- Employ services of Estate Agent to advertise and sell your property
- Exchange contracts
- Find a bathroom installer
- Find a builder
- Find a double glazing firm
- Find a gardener
- Find a kitchen installer
- Find a plumber
- Find a solicitor/ lawyer
- Find a swimming pool installer
- Find an air conditioning installer
- Find an architect
- Get an independent property valuation
- Get planning permission for building work, e.g. extension
- Meet air conditioning installer to discuss requirements
- Meet architect to discuss requirements
- Meet bathroom installer to discuss requirements
- Meet builder to discuss requirements
- Meet gardener to discuss requirements
- Meet kitchen installer to discuss requirements
- Meet mortgage broker
- Meet plumber to discuss requirements
- Meet swimming pool installer to discuss requirements
- Pay invoices
- Review financial quotes for work to be done.
- Search internet Property sites for foreign properties
- Search internet Property sites for home country properties
- Select bathroom suite & furniture
- Select kitchen suite
- Show prospective buyers around your property
- Sign contracts
- Sign off work completed
- Visit estate agents in home country
- Visit selected properties

4.13 How important is Ongoing Education to Achieve Success

How important is Ongoing Education to Achieve Success?

Employers are always looking out for employees who look out for themselves. Continuing your education IS proof of your involvement in your own future, and therefore has the company's interest as well. By taking courses or seminars, you are showing your interest in growing, not stagnating. It means you are thinking outside the box, and while this has become a well-worn cliché, it is still a very desirable trait. Putting in the effort to attend a course, seminar or conference takes planning (someone has to pick up your slack, not just a work but in your personal responsibilities), research (so, which course are you taking, and why), and dedication (you actually attend, listen, think about, and hopefully come away with something). This will only help in your advancement within the company, as well as self-empowerment.

The benefits are multiple:

Taking courses help fill the gaps (if any) in your Resume - so if you are out of work and having trouble finding work - take a course/seminar! As money is probably tight, consider taking one of the many courses offered by your local YMCA or Employment Centre. Even if you think you know it all, you just might find some information that's new, or a new spin on old material.

Taking some time off for a course/seminar lets your boss/employer know you are looking for more, AND willing to put in the time and effort - so take advantage of any business/company related seminars/training or conferences, especially if your company is willing to help you with the cost.

Taking a course that interests you gets you motivated - and the more motivated you are, the happier you will be - not just for the work, but in all aspects of your life.

4.14 How To manage a Property Portfolio

How To manage a Property Portfolio

Working lives have changed and fewer employees can rely on a job for life or a pension. Add to this a period of volatility in the markets and a loss of faith in financial services, and it's easy to understand why so many people are pinning their pension hopes on property. Acquiring and managing one property can be hard enough, but when your venture grows into a portfolio of properties, you need to be on the ball at all times and plan every detail carefully to maximise your chances of success.

Where to begin

Many people begin with a renovation project. They might buy a run-down property at a discount, do it up and sell it at a profit, which they can then invest in the next project. As the developer becomes more experienced, they might keep one of the properties they have renovated and let it. They then remortgage to buy their next property, using the rent to fund the project, and so on. The same principles apply. The aim is to add value to any house or flat so that it provides both an income and long-term capital appreciation. As with any property purchase, 'location, location, location' are still the watch-words. Even if the property itself needs work, the rental yields and capital appreciation will depend on it being in the right place, close to transport, schools and shops.

There are companies which specialise in investing in property on behalf of members of the public. These can be a good option for people who don't wish to do it themselves, but thorough research into their suitability is advised. Remember, if it seems too good to be true, it probably is!

Next steps

Another smart way of tapping into the market is to buy off-plan, before a development is even built. The benefits are that there are some exceptionally good discounts to be had. Additionally, by the time the property is built, it is likely that there will have been some capital appreciation already.

Once you have a mini-portfolio and a positive cash position, your options widen and you can consider properties further afield or even abroad. Seasoned investors purchase discounted properties at auction. This can be a lucrative way of building up investments as many auction properties are less appealing to the regular market: they might need a fair bit of work, for example, making them less attractive to conventional mortgage lenders.

Spreading the net

As the portfolio builds, it is wise to try and spread the investments. For example, buy in different areas (South West vs London, or Europe vs UK) and in different market sectors. You might consider investing in student properties, professional/company lets, or rental property to public sector professionals, such as teachers, doctors or nurses.

Practicalities

On a practical note, if the investments are abroad or perhaps in a far-flung part of the UK, it is important that there is a caretaker or building manager on hand to deal with emergencies. Likewise, absentee landlords need reliable tenants, ones who will stay for a long time and pay the rent on time. Letting agents will conduct checks into any tenants they put into a property.

Alternatively, if no agent is used, there are a variety of services that can check references and credit records for you. Be aware that it is not advisable to rely entirely on bank references. Past landlords will have the best insights into a tenant's behaviour and reliability.

Finance

The larger the portfolio, the more complex the financing becomes, although, ironically, you'll have more flexibility. It will be necessary to run the portfolio along sound business principles, with cash-flow projections, loan to value measures and rental yield calculations across the portfolio. Finance strategies need to be tailored across the property portfolio. Banks have a number of special loan and mortgage accounts which may be appropriate.

It is also important to factor in maintenance costs, which can be considerable across a number of properties. It is worth seeking professional book-keeping and accountancy advice, particularly in the initial stages of setting up the business.

4.15 How To write a great Resume

How to write a great Resume

There are many hoops to jump through in order to get a job: application, interview, references - but the first big step is your Resume.

Get it right and you've got a foot in the door; get it wrong and you could be consigned to the bin, no matter how perfect you are for the position.

There are two key elements to a good Resume: presentation and content. Get them right and you're halfway there.

Presentation

An ugly, messy Resume might not even get read, so bear in mind these golden rules:

- Make sure your Resume is typed, not handwritten. If you don't have a computer at home, most libraries have them for use by the public.
- KISS - Keep It Simple, Stupid - is the key to design. Black ink on white paper in an easily readable font, such as Arial, is best. Don't be tempted to use different colours, fonts and sizes to make it stand out; it'll just make you look unprofessional.
- Have your contact details at the top of each page and make sure they're clear.
- Be concise. Don't say in 100 words what you can say in 30. If you don't have much to say, don't worry about having a one-page Resume; but otherwise, try not to go over two pages if you can help it.
- Make sure there's plenty of white space in the margins so your Resume is easy to read and your potential employer has room to make notes.
- Read your Resume through at least twice before you send it off. Even better, get someone else to have a look at it for you. Two pairs of eyes are always better at spotting mistakes than one.
- When you print out your Resume, make sure you only print on one side of the paper. Use a new sheet of paper for each new page.

There are two types of Resume: chronological and functional. Which one you use depends on your previous work experience.

By far the most common is the **chronological Resume**, which should always include the following:

- Personal and contact details
- Qualifications
- Any relevant transferable skills: for example computer packages used

- Work experience: going from the most recent job backwards
- Interests: if you have them, don't make them up if you haven't
- Referees: make sure these are people who've worked with you and ask them if they're happy to be a referee

However, if you haven't got a good, solid work background to refer to, you may prefer to go for a **functional Resume**. This is especially good for recent school or college leavers, people who've had a career break, the long-term unemployed, or people who have had a lot of temporary jobs.

A functional Resume would include the following:

- Personal and contact details
- Skills and abilities
- Achievements
- Education and qualifications
- Employment
- Interests
- Referees: use someone who knows you well in an official capacity: a teacher, a boss from part-time work, etc - and make sure they're happy to be your referee

The benefit of this Resume is that it gives you a chance to shout about your unique skills and abilities in a way that your working record can't.

Whichever type you go for, make sure everything you've included is relevant, necessary, punchy and well-written. And never lie - you are likely to get found out and you could end up losing the job anyway.

4.16 Magistrate

Magistrate

What is a magistrate?

Magistrates, also known as Justices of the Peace, are ordinary members of the community who are willing to volunteer some of their time in order to administer justice in their local area. Magistrates are people with common sense and integrity and tend to deal with less serious offences such as criminal damage, public disorder and motoring offences. Magistrates are advised by a court clerk on matters relating to procedure and law.

What are the duties of a magistrate?

Being ordinary members of the community, magistrates are not expected to have any background in law or policing. They sit as one of three on a "Bench" of Magistrates, one of who acts as a Chair and who speaks on behalf of the other two. The magistrates role is to consider the evidence fairly and objectively. If the defendant pleads guilty or is found guilty then it is the job of the magistrate to pass sentence.

Who can become a magistrate?

Magistrates are people with common sense and personal integrity; they have a good knowledge of people and their local community and have the ability to listen to all sides of an argument and contribute to fair and reasonable decisions. They must be reliable and have the time to give to this important task. Magistrates come from a wide range of ethnic and social backgrounds and occupations, and they are appointed so that the bench is a representative cross section of the local community.

The following conditions apply:

- must sit for a minimum of 26 half days per year;
- you should live/work near the Bench at which you are appointed;
- un-discharged bankrupts and those convicted of serious offences are ineligible to apply;
- must be between 27 and 65 years of age.

4.17 Neighbourhood Watch Coordinator

Neighbourhood Watch Coordinator

What is a Neighbourhood Watch Coordinator?

The aim of Neighbourhood Watch is to enable local communities to work in partnership with their local Constabulary in order to make our neighbourhoods safer places to live. The Coordinator's role is to manage the scheme in his or her local area and make sure it is as effective as possible. Either a committee of local residents or deputies can assist the Coordinator in making the scheme a success.

What are the duties of the Coordinator?

The Coordinator has the following responsibilities:

- maintaining the interest of scheme members;
- informing members about local crime;
- promoting local crime reduction initiatives;
- receiving and passing information from and to local Constabulary;
- liaising with other Coordinators especially those in adjoining areas;
- promoting a partnership approach to crime reduction; and
- forming links with local organisations;

These responsibilities mean that the Coordinator might be involved in distributing crime reduction material, keeping members informed of local events, monitoring crime in the local area, organising public meetings and welcoming new comers to the area to the scheme.

How do I become a Neighbourhood Watch Coordinator?

The position of Neighbourhood Watch Coordinator is a voluntary one that can be held by any member of the community. The post holder needs to be willing to put aside some time each month to Neighbourhood Watch business. Coordinators must make sure that around 60% of local households are willing to participate in order to make it viable for the community.

4.18 Parish or Town councillor

Parish or town councillor

What is a parish or town councillor?

Parish and town councillors play a vital part in representing the interests of the communities they serve and improving the quality of life and the local environment. Furthermore, they influence other decision makers and in many cases deliver services to meet local needs. The parish or town council can make a tangible difference to the lives of those in the community. A typical parish consists of around 1,700 electors.

What are the duties of parish or town councillors?

As elected representatives of the community, the following issues are of concern to parish and town councils:

- allotments, cemeteries, war memorials and playing fields;
- housing;
- litter and the general street scene;
- planning issues in the area;
- public rights of way;
- seats and shelters; and
- street lighting.

Who becomes parish and town councillors?

The role of a parish or town councillor is an unpaid one. Councillors are willing to volunteer their time for the benefit of the community. If more people wish to stand for a councillor position than there are seats then an election will be held and candidates will need to run for office. Parish and town councillors must be at least 21 years old on the day of polling and be a British national, a member of the European Union or a member of the Commonwealth of Nations. A councillor must not be a paid employee of the council, must not be an un-discharged bankrupt and must not have received any criminal convictions in the last 5 years.

4.19 Positive Thinking

Positive Thinking

"The positive thinker sees the invisible, feels the intangible, and achieves the impossible."

In order to succeed in achieving your aims in life it is necessary to adopt a positive attitude towards life and the world around you. Negativity achieves nothing, in essence, apart from wasting your time, your most precious commodity.

It may seem a daunting task, but you will find that once to get into "positive thinking" as a way of life, that life suddenly gets a lot easier and less complicated.

Ways to change or reverse negative thinking

Negativity Symptom 1: Do you believe others cause your feelings? Do others "make" you feel guilty about things?

Turnaround Treatment: You create your own feelings and make your own decisions. People and events do not cause feelings, but they can trigger your mental habits. You may wish to empower yourself with more information about relationships and communication skills.

Negativity Symptom 2: Are you so conscientious in your self-improvement efforts that you never miss a chance to remind yourself what you should or should not do? "I should have studied more." "I shouldn't have eaten so much."

Turnaround Treatment: "Shoulds" don't get the job done. They're just a way of punishing yourself after the fact. Guilt and shame don't produce much action; mostly, they drain your energy and discourage you. More information about realistically achieving peak performance may help you.

Negativity Symptom 3: Are you a relentless critic, always finding fault with the way you look and feel or the way others act toward you? Do you nag yourself and others, especially those you care about?

Turnaround Treatment: Replace criticism with encouragement. Encourage yourself and your friends rather than criticising them. Give a compliment or a pat on the back. Visualise the positive and achieve what you want. Read more about improving your self-esteem.

Negativity Symptom 4: Do you believe that you must do everything perfectly or not at all? Do you sacrifice fun in your life to achieve every goal?

Turnaround Treatment: Perfection is a high goal to aim for; don't insist on starting there or even arriving there. Do your best and then accept it. You can enhance your life performance and have fun, too. Seek out help to deal with your perfectionist tendencies.

Negativity Symptom 5: Do you assume you are to blame whenever someone is upset? Do you often ask yourself, "What did I do wrong?" If your roommate or significant other is in a bad mood, do you feel responsible for it?

Turnaround Treatment: The person who is upset "owns" the problem. Stop apologising and accepting blame. Everyone has the right to have angry feelings, but you don't have to feel guilty. Recognise that interpersonal conflicts can be healthy, leading to constructive change and deeper understanding. Strive for emotional wellness with yourself and your relationships.

Negativity Symptom 6: Do you "steal" responsibility from others? Do you feel responsible for the happiness of another person? Do you take on other people's responsibilities, then get angry when they don't appreciate all you've done for them?

Turnaround Treatment: Stealing responsibility from others only cheats them out of a growing experience. Learning to deal with the consequences of one's behaviour is part of being an adult. Seek greater self-responsibility and self-determination. Make some lists to clarify your own needs and wants. Remember, the world has many shoulders to carry it.

Negativity Symptom 7: Do you call yourself stupid if you make a mistake? Do you call yourself a failure if you slip off your diet or skip a test review session? If your mistakes are pointed out to you, do you feel as if you are under attack and become defensive?

Turnaround Treatment: You're only human, so treat yourself with kindness, not abuse. Allow yourself to make mistakes and then forgive yourself. Move ahead with a positive attitude; take time to laugh at yourself. Explore the healing power of laughter.

Negativity Symptom 8: Are you a compulsive people pleaser? Maybe you need the frequent approval of others and forget to give yourself approval. Do you make sacrifices and then get mad at yourself?

Turnaround Treatment: Give yourself permission to decide you're doing the best you can. Don't wait to hear it from someone else. Tell yourself you're doing a good job, and ask for encouragement when you need it. Do something extra nice for a very important person -- you!

Negativity Symptom 9: Do you motivate yourself with fear? Fear and scare tactics may get your attention, but they won't last long as far as motivation is concerned. You may end up feeling anxious and unhappy.

Turnaround Treatment: Motivate yourself with choice, not fear. Visualise success and make decisions that fit with that image of success. For instance, picture yourself succeeding at a task and think of the satisfaction and good feelings you'll have when you meet your goals. Learn more about effective self-assertion.

Negativity Symptom 10: Do you interpret events and comments in a negative light? If your friend says "Your hair is looking good today," do you ask yourself "What was what was wrong with it yesterday?"

Turnaround Treatment: You do have a choice, so choose a positive interpretation. Accept a compliment! Look at temporary setbacks as opportunities for growth. The positive appraisal will help you maintain your energy and give you an improved outlook. Encourage positive self talk from those inner voices.

Negativity Symptom 11: Do you hang on to painful memories? Do you dwell on bad feelings to justify your bad mood? If someone doesn't say they are sorry, do you stay mad at that person?

Turnaround Treatment: The only part of the past that affects you is your present interpretation of it. Only you are in charge of that. Try to reinterpret these past events in a positive way. Forgiving is helpful and, at times, is necessary to move forward. Don't forget to forgive yourself, too.

Negativity Symptom 12: Do you coach yourself into believing you can't do certain things or deal with change?

Do you frequently hear yourself saying or thinking "I can't"? If you say this often enough, you will soon believe it. It will become a self-fulfilling prophecy and you will feel more powerless and out of control.

Turnaround Treatment: Believe in yourself and realise that you are a capable person. Give yourself positive, encouraging statements. If your goal requires a response or approval from others, you revert to feeling helpless and feel out of control. Work at feeling good about yourself and become more self-reliant. Seek help when you need it.

4.20 Preparing for Retirement

Preparing for Retirement

People used to stay in the same job for their entire working lives, before collecting a gold watch at 60 or 65 and seeing out their days pottering in the garden or taking up a new hobby. Nowadays the outlook is rather different.

Many people retire early, through choice or because they can't find employment. Increased longevity also means we're living longer after we've stopped working. In general, older people are fitter and better off financially than previous generations.

According to UN projections in 2006, 37 per cent of Europe's population will be 60 or over by 2050, up from 20 per cent in 2000. These over-60s could have another 20 or 30 years ahead of them.

To help you think about what retirement means to you, ask yourself these questions:

- Will I have enough money to live on? What could I do now to ensure I'm financially secure throughout my retirement?
- Am I as active as I could be? Is it time to start a fitness programme so I'm well enough to enjoy my retirement?
- What will retirement mean to my family? Will I enjoy spending more time at home, and will they enjoy having me around more often?
- What will I miss most about work? Should I consider adding to my skills so I'll have a better chance of getting another job if I want one?
- Should I consider changing career? How can I get on a training course or acquire new qualifications?
- Will I be bored? What leisure pursuits do I have at the moment and which new ones would I like to try?
- How do I feel about taking on voluntary work?
- Is this a good time to opt for a major change, such as moving house?

4.21 Property Selling Tips

Property Selling Tips

Right agent, right deal, right time

- Remember that the property market is particularly buoyant at certain times of year: spring and autumn are good times to sell, whilst Christmas and late summer tend to be slower.
- Try several local estate agents and get recommendations: use conversations and ask your neighbours.
- Accept only a no sale, no fee agreement with your chosen agent.

First impressions count

- Buyers can be put off before they're through the front door: make sure the outside of your property looks its best, with the rubbish in a bin, and communal hallways clear of junk mail etc.
- Make sure any lawn, garden or window box is a selling point: use local garden centre to get hold of plants and services locally.
- Clean, repair and repaint exterior surfaces

Chic not shabby interior

- Repair interior surfaces, replace broken tiles, recoat dirty or scratched paint work and make sure all sockets and light switches are working.
- Clean, clean, clean - including windows (inside and out), curtains and carpets - especially if you're looking to sell these with the house.
- Buyers are interested in spaces, not your stuff - keep rooms tidy and uncluttered.
- Consider using local storage while the property's on the market to help you clear out.
- Take the opportunity to get rid of junk: find firms clearing rubbish in the area or contact the local council for advice on recycling and bulky waste.
- Home Improvements: you may love the way your home looks, but it may not be to everyone's taste. Consider some redecoration: e.g. repaint bright walls in neutral, light colours.
- Make sure room temperature is inviting - turn the heating on in winter, open windows in the summer.
- Smell does affect what people think of your home: fresh flowers will also brighten the room; bear in mind that cooking odours can linger, so avoid cooking with strong flavours before a viewing.

Wise precautions

- If you have children or pets, consider getting someone else to look after them during a viewing.
- Only let someone in if they've made an appointment; if someone turns up on your doorstep, take their details and arrange a later viewing.
- Make sure you're never on your own when showing people round. You're letting strangers into your home, so don't give away security arrangements or leave valuables lying around.

4.22 Residents' Associations

Residents' Associations

What is a Residents' Association?

A Residents' Association is a group that is made up of local residents who represent the interests of everyone living in a particular area. It plays a part in dealing with problems local people are having as well as organising activities like social events.

Meetings may be attended by local councillors, council officers or the local beat officer. These people can offer support and solutions to issues raised. A well-run association will have a constitution and produce agendas and minutes, which are available for everyone to see. Membership should be open to all residents and should not discriminate against members of the community because of race, age, sex, disability, religion or class.

What are the duties of members of Residents' Associations?

Residents' Associations work a little like a pressure group and the duties of members vary depending on their level of involvement of individuals. As a general rule an association will have: a Chair, who organises and keeps order at the meetings; a Secretary, who books the meeting room, deals with correspondence and takes notes; and a Treasurer, who looks after the bank account.

Residents' Associations that have adopted a constitution, have open membership, a current account and a democratically elected committee, may be eligible for funding from their local council or other bodies.

Who joins Residents' Associations?

Anyone interested in his or her local community can join a Residents' Association. Membership is open to all local people residing in a defined area, for example, in a particular village or estate. They may also organise social events, which help to bring people together, particularly those who are socially excluded because of ill health, low incomes, language and cultural differences, or old age. Residents' Associations can help foster a sense of community and allow residents to get to know one another.

4.23 School Governor

School Governor

How to become a school governor

During recent years, governors have played an increasingly important part in the development of our schools. The 1986 Education Act was certainly one of the most significant pieces of legislation for over forty years and defined the role of governors more clearly than had been the case in the past.

It secured a greater involvement of parents and outlined the functions of the governing body in relation to the Local Authority and the head teacher.

Today, governing bodies of schools can take greater account of the local needs of their school and secure a greater representation of local people.

Also governing bodies can bring in particular skills and strengths that are required to increase their effectiveness.

Recruitment of school governors

Every school in Local is served by a team of governors - the Governing Body.

In its strategic role, the Governing Body oversees the work of the school as well as providing direction and guidance for the future.

So, who are the governors?

- governors are representatives of the local community;
- governors are volunteers;
- governors come from all walks of life;
- governors have the best interest of the pupils at heart;
- governors seek to provide the best possible education for the pupils.

The Governing Body:

-
- decides how the school can encourage pupils' spiritual, moral and cultural development';
 - is accountable for the performance of the school;
 - makes decisions on the school's budget and staffing;
 - makes sure that the school provides for all its pupils, including those with special educational needs;
 - makes sure the National Curriculum is taught;
 - plans the school's future direction.

4.24 Should I Start My Own Business?

Should I Start My Own Business?

For many it is a dream of freedom and riches. As a small business owner you set your own hours. You can pay yourself what you want and you can write off many expenses that would normally be paid for using after tax money.

Yet anyone who has ever failed in business understands that these "all-too-perfect" perceptions cloak the darker reality of going into business for yourself. Running your own business is difficult. There will be times when everything is going well, but you also need to be prepared for times when you literally do not know where your next dollar will come from.

Everyone who starts their own business is taking a risk. We have seen people lose their life savings in dot.com ventures. We have also seen entrepreneurs turn a simple concept like manufacturing candles or running a mini-storage operation into highly profitable businesses.

There is a big difference between building a business and being self-employed. When you are self-employed you may only need a handful of customers to keep you busy year round. The advantage of self-employment is that you can develop a steady revenue stream faster. The drawback is that you will always depend on yourself for income; when you build a business you are ideally creating an entity that will eventually be able to run itself without your participation.

Before you decide to start your own business there are a number of questions you should consider:

When faced with a serious challenge do you stick it out and solve the problem or do you prefer to walk away?

Determination is a key to succeeding in business ... if you prefer to walk away then self-employment may not be your best option.

Do you have existing experience and contacts that will help you build your customer base?

Connections to potential customers will speed up the process of establishing your customer base. The old adage "it is not what you know, but who you know" may be overused, but it is true.

Do you have the financial resources (savings or part-time work outside of your business) to get you through the tough start-up phase?

Many people seem to think "that won't happen to me" when they hear about business start-ups taking 3-5 years to build a steady income stream. Then they get into business and learn that yes, it will happen to them. Before starting your own business be prepared with emergency resources and a fallback position. Can you work part-time at first so that you maintain an outside income stream? Another important consideration is whether or not you have the credit rating and assets needed to secure financing for your new venture.

Will your family support you?

Having both the emotional and financial support of your family will help you succeed in business. The last thing you need when you are putting in long hours and the stress is intense is to discover that your spouse resents your decision to start or purchase a business. Since it can be difficult to secure a bank loan during the start-up phase many new entrepreneurs depend on family and friends for financial help.

Are you comfortable with sales?

Having the gumption to sell your products or services is a real challenge for many people. If you

plan to open a retail store your location will bring people to you, but for many entrepreneurs building a business requires a significant amount of selling. You not only need to be comfortable with contacting people you don't know, but you also need to be good at convincing them to select your company over competitors when awarding a contract.

Can you evaluate yourself honestly?

The ability to look at what is really going on as opposed to what you would like to imagine is happening is critical, because not recognizing your own weaknesses and failures can put your entire company at risk.

Do you have business experience?

As with any profession running a business requires a certain set of skills. There are three main aspects to running a business:

- Operations: This is the actual "doing" where you work in your business, whether it is electrical installation or running your store on a daily basis)
- Marketing : Sales, media relations and your marketing strategy are essential to the success of a new business
- Management: This is where you work on your business rather than in it and involves legal, financial and personnel management.

Some Useful Start-Up Skills & Attributes

Ability to sell

Careful risk taker

Creative

Determined

Forward thinking

Goal-oriented

Good communicator

Persistent

Problem solver

Understand business finances: (balance sheet, profit and loss statements, cash flow forecasting, break-even analysis and basic bookkeeping)

4.25 Special Constable

Special Constable

What is a Special Constable?

Being a Special Constable is all about providing a highly visible and uniformed police presence in the community. Special Constables are volunteers drawn from all walks of life to assist the regular police service in meeting the policing needs of the local community. Special Constables may be involved in targeted initiatives or in responding to major incidents.

What are the duties of a Special Constable?

The 'Specials', as they are known, are endowed with the full powers of the regular police and act under the supervision of Police Constables. On a day-to-day basis, Special Constables will perform the following duties:

- patrolling communities;
- crime reduction and prevention initiatives;
- helping safeguard public safety and security at local events;
- assisting security at a crime scene; and
- traffic patrols.

Full training is given on many aspects of the Special Constables' roles before being put on duty. This occurs over four weekends and is supplemented by evening sessions. Training includes powers of arrest, preparing for evidence in court and learning techniques for dealing with awkward situations and people.

Who becomes a Special Constable?

Special Constables are ordinary members of the community who want to play a role in keep their area a safe place to live. Special Constables must be between 18 and 50 years of age and of good character. They must give a minimum of 8 hours per month to their duties plus a further 2.5 hours towards training. They must be able to work in a team and keep a cool head under pressure and in difficult situations.

4.26 Things to Consider Before Expanding Your Business

Things to Consider Before Expanding Your Business

Growth and expansion require careful planning. You cannot simply wake up one day and decide that you will open a second or third store, or increase your product line outright.

The decision to extend the scope of your business must be a result of thoughtful consideration of various factors, including the financial, logistical, even your emotional readiness. The rule of thumb is that you should only expand when there are untapped opportunities that can benefit your business. There may be a niche that you want to capture; or a location not serviced even by your competitors.

Expanding operations does not always mean more profit. You may be doing more volume by adding a second and third store and working harder, but with the additional overhead, you may not make any more money.

Are there economies of scale that will benefit an expanded operation?

As your business increases in size, costs per unit fall, resulting in lower prices or higher profit - or both. You should only expand if economies of scale will allow your business either to sell your products or services at lower prices or to take more profit per item.

How do you achieve economies of scale? By growing your business, you may be able to buy more. Instead of buying for a single store, you are now buying for two or three stores. Such high-volume purchases will allow you to get lower prices for everything from raw materials to transportation, and warehouse space - even cleaning services.

You may also be in a better position to defend your business against price-cutting by your competitors. As you branch out to other markets, you may be able to sell more and increase your sales. Larger sales volume will allow you to offset lower per-unit profit.

Your business may also benefit from having more resources, in terms of bigger and better premises, increased marketing resources and added product features that provide more value for customers. Your administrative costs-per-unit should also come down, as the costs like advertising; purchasing and other functions are spread among all your locations and products.

Are your competitors expanding?

Market intelligence should play a key part in your decision to expand your business. You may be able to get important clues about the market, and some indication about your competitor's situation. Getting information about your competitors can give you the leading edge, as it can show you ways in which your company benefit the customer and be unique.

If your competitors are increasing their operations, it may mean that they have seen new, untapped opportunities in the market. Your competitors may have stumbled upon a good idea. If this is the case, you can do two things: wait and see how the competitor does, or follow the competitor's lead.

By waiting for the results of a competitor's venture into a new area, you can verify for yourself whether demand really exists and the benefits outweigh the risks. Following your competitor's lead does not necessarily mean that you have to duplicate exactly what they are doing. Instead, you can use their ideas to stimulate your own thinking.

If your competitor's expansion proved to be a mistake, then you can thank your lucky stars that it was not your business that was burned in a costly misjudgment.

Can you finance the expansion internally?

Before deciding, you need to study carefully the financial benefits of such an expansion, and whether your cash flow can support the additional investment. It is important to determine where and how you will get the money to pay for the additional inventory, new facilities or equipment. The ideal situation would be to expand only when you have already proven that demand exists for your products or services, as proven by your fat bottom line.

If you need additional capital, whether a loan from the bank or an equity infusion, make sure that the new venture will be profitable enough to allow you to earn money and repay the loans. Many small businesses met untimely deaths with their aggressive growth strategy, only to find that they are buried deep in debt with no other recourse than to file for Chapter 11 bankruptcy or liquidate assets. Like any other business decisions, expand only when you think you have financial benefits to gain.

Will your customers tolerate your growing pains?

Timing is crucial in making the decision to expand a business. A downturn in the economy, a war, or an event so life-changing as September 11 can drastically reduce consumer demand for your product. If people are not spending like they used to, how sure are you that the limited range of their consumption will include your products or services? Unless you have an unlimited pocket that can support expansion even with reduced demand, make sure that the business environment can support your expansion.

Are you willing to play a less hands-on role in an expanded operation?

Whether you are opening an additional store or combining a brick-and-mortar operation with an e-commerce venture, you should expect a change in the role that you play. From a one-person business, you may begin to hire new personnel to cope with your new undertaking. If you are opening a second store, you may need someone to manage that store, as it will be impossible for you to be in two places at the same time. You may need to seek the help of additional personnel to help you run your web site while you take care of your physical store.

When you expand your business, you should be prepared to delegate responsibilities to others and be open to new ways of doing things. If you are previously working solo, you now have a new hat to wear: a personnel manager.

If you are seeking expansion capital from investors and other capitalists, you should be prepared to relinquish part, even total control, of your enterprise. Some investors will demand equity or a say-so in the day-to-day operation of your business. Some will even agree to fund you on the condition that a person they recommend will run the expanded venture.

Given the new players in your business, you should be open to new ideas. Your new store manager may have some suggestions on how to improve your business. Your new set of investors may want to have inputs in the decision-making process. These new participants in the decision-making process may come pretty hard on you, particularly if you are one of the thousands of entrepreneurs who think that they know their business by heart and they (and only they) have the monopoly of ideas on how best to run it. Some entrepreneurs even have the narrow vision that they can run the business better than anyone can.

By expanding, are you diluting beyond recognition the passion that originally started the business?

Expansion that carries you far away from your original vision or even passion may make you richer, but less happy. If you are primarily a creative person, chances are that the business of taking care of business will take you away from some of the creative work. Growth may force you to let go of the total design control you enjoyed when the company was much smaller, and that may not be an easy adjustment.

According to the authors, "growth and expansion are not always good or desirable." In fact, many entrepreneurs saw their businesses crumble as a result of uncontrolled growth. Slow, steady, and incremental growth is much better.

4.27 Tips on Buying Property Abroad

Tips on Buying Property Abroad

1. Before you start looking for a property, decide what you want to buy and why. Do you want a small apartment for city breaks, a villa close to a beach for beach holidays, a property to rent out or a property purely for investment purposes?
2. Once you've decided what kind of property you want to buy, try not to be swayed by estate agents. They may come up with great ideas of why you need a certain property, but do try and keep your original intentions in mind.
3. Try and buy property in areas that are popular with both tourists and the local market. If you're going to rent out your property, this will provide more rental scope than purely relying on the tourist trade.
4. Look for areas that are located close to current hotspots. The hotspots themselves can be expensive, but the nearby areas are often more affordable, but can still cash in on the benefits of the hotspot.
5. Always visit the location you want to buy in and the actual property or development site. Although it may be tempting to put a deposit down after seeing a fantastic ad online, you need to check it first to ensure it lives up to the claims.
6. Include buying expenses in your budget from the outset. These differ considerably depending where you're purchasing your property, but may add as much as 10% to the price you pay.
7. Use reputable real estate agents and always seek independent advice from a qualified solicitor and surveyor.
8. Bear in mind that buying off plan property is usually a considerably cheaper option. Depending on the development stage, you may also get the chance to choose fittings, so it could be a way of getting a more personalised property. Many off plan developers will have a finished pilot unit to show you even before the development is complete.
9. To make your money go further, consider purchasing your property with other family members or friends. Don't forget to consider in advance how you'll share the property, or whether it could accommodate everyone at once.
10. If you don't understand something in the contract, don't sign until you've got clarification. This is especially so when the contract is in a foreign language.

4.28 Turning a Hobby into a Business

Turning a Hobby into a Business

There is a wonderful saying, 'If you love your work, you will never work a day in your life'. What actually this saying is trying to say is that when there is pleasure derived from work, then the work is substituted with pleasure completely. 'Work' is somehow synonymous in our minds as tough, boring and unpleasant. Hence, if you love your work, you are no more working, you are enjoying yourself. However, work pays while pleasure more often than not involves expenses. How can these two worlds be combined? Easy! Turn your hobby into your business. This article will try to explore the possibility of turning your hobby into your business.

Does your hobby have a market?

First and foremost you should find out whether your hobby has a market, i.e. would people pay for it? Is there a demand? Tough most of the things in today's world depend more on marketing tactics rather than their direct merit? The marketability of your hobby will greatly influence the transition. For example, you love to paint on glass and you have exquisite designs and colours which take time and are costly to produce. Hence, in order to have profit you will need high-end consumer base that not only can afford the wares but also have homes/offices where they can install such exquisite interior decor.

Hence, if you do not have a local market available you will have to 'export' and that would raise the cost of marketing, transport and showcasing. In this case, you will need to put in a reasonable amount of initial investment. Are you ready for it?

Can it be up-scaled with ease?

As a hobby whatever you do would be on a very small scale. Is it possible for you to up-scale your hobby to a medium-large production base? For example, you embroider bed sheets very beautifully. It takes you some 7-10 days to finish a bed-sheet set. Would you be able to deliver 10 in the same time if you have an order? What amount of time, manpower and machinery would involve such an order? Do you have the space to expand? Do you have the finances?

Is it profitable?

When you look at it as a hobby it does not matter whether it ever gives you any returns in terms of money. You are satisfied with the joy it give you. But when your hobby turns into your business? It will be very important that it is economically feasible. Work out the statistics and see whether you can sell your hobby products with a reasonable profit. For example, you make exquisite tasting jam and pickles? But for the out-of-the-world taste you use exceptional ingredients which makes your wares cost almost double than what is available in the market. On personal front it is fine as you are happy with the praise and recognition you get from your near and dear. But commercially, your hobby may take longer to give you profits as it will have to convince the customer that they get value for their money.

Are you really experienced to go on a higher scale?

It is something to have a lovely hobby which gets your attention a few hours a week and totally another to be with it 10 hours or more every day. Are you experienced enough for such a change? In case not, it would be a good idea to take up a few training or diploma courses in the line you prefer which would prepare you for all eventualities that would come when the hobby turns into serious business. A course will also help you orient yourself in business matters such as economics, marketing strategies and business forecasting techniques.

Do you have the financial back-up?

Obtaining a loan is easy nowadays. However, you will need to be prepared with a sound business plan which not only shows profits but also show a growth future path if you want the backing of a bank loan. Before you turn your hobby into your business, you will have to ensure you will have a comfortable cash flow to sustain your transition into business.

These are the most important questions to work out before taking the plunge. Besides the above, it will be good if you keep in mind the following few tips:

- **Marketing:** The most important aspect in any business is marketing and the belief that it is possible to achieve your targets. Once you have decided to take the plunge ensure that you have an aggressive marketing team that promotes your wares continuously and constantly. Your wares should become a word on everybody's lips. With adequate and sufficient marketing effort, one can sell a fridge to an Eskimo. So, ensure that you have a good marketing team in place.
- **Contingency plan:** Since you are starting something new? A great many things may go wrong at the most unexpected times in spite of your best efforts. Always have a contingency plan ready for each and every phase. Also, have an alternate source of income till the hobby is able to sustain you. Hence, if you have a job do not quit the moment you decide to become an entrepreneur. Rather, build up your strength slowly and only when you are comfortable with the returns take it up full time. Otherwise the financial pressure may cloud your judgment and push you into taking unnecessary risks in order to raise your profits fast.
- **Network heavily:** In all spheres networking can be priceless. This has been proved beyond any doubt with success stories such as Tupperware, Oriflamme and Amway who promoted their business through networking. However, networking need not be in this manner only. You can build our own style of network with like minded industries or complementary wares or even your competitors. For example, if you are good at cooking you could network with caterers in your region to complement their work or promote your business for a commission; or you could network with event planners or fast food counters or schools, etc Networking has snowball effect which is highly beneficial.

- **Be a miser in investment:** When you start your venture do not go all out to have a perfect set-up as you would envisage it in your mind; in this way you will end up investing all your capital in non-returning assets which will become heavy liabilities. Rather, invest only in what is necessary and what gives you returns. Use only about 20% of the profit (or less) for beautification? The rest you invest in broadening the base of your enterprise and marketing. Do not worry about how the place looks? Worry only about the quality of your wares. Once you stabilize in the market? And that would take some 12-24 months ideally? then you turn your attention to beautification.
- **Persevere:** There is absolutely no substitute to perseverance. If you really love your hobby and you want to turn it into your bread-earning asset, you will need to persevere greatly. Whatever it is your hobby, there will be a market somewhere out there. If it is not you can create it with a reasonable amount of effort and the right marketing strategy. Sometimes it takes longer than we anticipate or plan to change our dreams into reality? But if we believe in it well enough anything is possible!

4.29 Ways to Add Value to Your Property

Ways to Add Value to Your Property

Extensions and Improvements

You will not generally recover the full cost of extensions and improvements. The proportion of the original cost that is recovered will depend upon the nature of the improvement, for example:

High cost recovery (up to 100%)

- Addition of extra bedroom in a style that is in keeping with the original property.
- Addition of central heating.
- Redecoration in a neutral style.
- Addition of a garage.

Medium cost recovery (up to 50%)

- Addition of ground-floor flat-roofed extension.
- Addition of conservatory.
- Fitted kitchen.
- Modernisation of bathroom.
- Loft conversion.

Low cost recovery (less than 25%)

- Addition of outdoor swimming pool.
- Addition of ground-floor bathroom.
- Double glazing.
- Cavity wall insulation.

Negative improvements

Some improvements can substantially reduce the value of the property, for example:

- Extensions that occupy the entire garden.
- Stone cladding.
- Double glazing on period property.
- Removal of period features (fireplaces, decorative plasterwork, etc.)

Repairs

As with improvements, you are unlikely to recover the full cost of repairs that have been made to a property. Most buyers underestimate the cost of repairs and some are prepared to pay a premium for a house in poor condition in order to have the satisfaction of refurbishing it in their own taste.

4.30 What Is a Personal Mission Statement?

A personal mission statement is an individual statement that outlines what you want to be (character), what you want to do (contributions and achievement), and the values or principles upon which being and doing are based.

2 Ways a Personal Mission Statement Can Help You Change

1. Self Knowledge

A personal mission statement requires introspection, self-analysis, and written expression. Rather than being something that is produced in 5 minutes, a personal mission can take weeks, even months, to complete. The process of writing the statement is so important as writing will help clarify your inner-most thoughts and feelings. You will come to a greater understanding of who you are, what you are about and what you value.

2. Decision Making

A mission statement becomes a personal constitution that can be turned to when making either major life-changing decisions or small daily decisions. It will not necessarily make such decisions easier, but it will add focus and direction. Think of it as a roadmap that you can refer to for guidance as you journey through life.

My Personal Mission Statement

Just as each person is unique, so will be their personal mission statement. That said, I believe we can find inspiration in the statements of others. The following is my personal mission statement which I wrote a year ago and have stuck on the inside cover of my diary.

- I will be loving and proactive in building and maintaining my relationships with family and friends, so that I may be considered a successful husband, father, son, brother, uncle, and friend.
- I will always act with integrity and never compromise with honesty, so that it may be said that I am a person who stands for what is just and right.
- I will approach life with a curious nature, so that I am someone who continually strives to better understand both my inner and outer worlds.
- I will look after my health by regularly exercising, eating well, and limiting the intake of anything that may be harmful to my body.
- I will treat money as my servant, not as my master. I will seek financial independence over time. My wants will be subject to my needs and means. I will spend less than I earn and regularly save and invest part of my income.
- I will try to help others live a better life by writing articles for my blog that are both inspiring and motivating.
- When times are tough, I will remember there are still countless reasons I have to be thankful. As such, I will give something back to the community, via donation and volunteering, so that those less fortunate receive a helping hand.

Even just now, after having rewritten my personal mission statement above, I feel a sense of clarity and direction about my life.

Writing a Personal Mission Statement

If you want to begin writing a mission statement, I suggest opening up a new Word document or taking a blank sheet of paper and answering the three following questions:

- *Who do I want to be?*
- *What do I want to do?*
- *What do I value?*

Just write what immediately comes to mind. As mentioned earlier, your statement may take some time and a few rewrites before you are comfortable with it.

4.31 What should I consider when deciding which career to pursue?

What should I consider when deciding which career to pursue?

There's one thing you must know about before you choose a career: yourself. Until now, the chances are that you've never really had to sit down and look at the kind of person you are, but that is the crucial step you must now take to help you make the right decision. There's no shortage of people who discover late in life that the job they've been doing for years might be perfect for someone, but it's not them.

The first thing you need to find out about yourself is what your values are. What's important to you? What triggers your interest and holds it? What do you care about? On a blank sheet of paper, write down the answers. You'll end up with a list that tells you a huge amount about the values that are central to you, an indispensable document in deciding where to focus your energies in your working life.

Next, on another blank sheet of paper, write down what you're good at. Everybody has a talent for something. A career involves developing a huge range of skills, most of which you might not even have the beginnings of yet, but talents are skills that you already have in-built. Your talents can help you decide which direction to take in planning your career, because if you have a talent for something you're by definition better at it than most people, so you already have a head-start, and the odds are that you enjoy it as well.

Next, identify your preferences. Are you outgoing? Do you like being part of a team or are you happier working on your own? What kind of tasks do you enjoy most – physical, verbal, mathematical, creative, manual, organisational? Do you make decisions on the basis of facts or with intuition? List the tasks you have really enjoyed, whether it's organising a disco, running long-distance or dissecting rats. These preferences can be difficult parts of your character to pull out, but it's worth the effort, because they will give you key pointers to the kind of person you are and the kind of work that will provide you with the most stimulation and the greatest reward. And the answers to each of these questions could open up new possibilities.

4.32 Why a second language could improve your career

Why a second language could improve your career

To learn a language for career advancement is one of the best ways to get ahead in the job market. In the 21st century you will need every advantage you can get to keep yourself competitive in the marketplace, and adding foreign language skills is a great way to gain an advantage. Here are just some of the reasons to learn a second language:

Improved overall communication skills. Surprisingly, language learners improve their reading, writing, listening and speaking skills in English as well as their new language. Overall communication skills improve, and that is a boon to any potential employer. For the business owner or entrepreneur, it is even more important for you to maximise your ability to communicate with employees, clients or potential business contacts.

Improved problem solving abilities. Learning a language also develops analytical skills, improves problem solving ability and increases flexible thinking and creativity. Businesses need employees with a wide range of abilities. If you have your own business, there is an even greater need for you to cultivate these abilities in yourself.

Broadens job skills and career options. Learning a foreign language improves your overall job skills, and makes you more valuable as an employee. It also broadens your potential career options, should you decide on a different career path.

Opportunities in many industries. There are many industries in which adding a foreign language would immediately be useful. Tourism, hotels and restaurants, advertising, marketing, military and defence, security, communications and journalism, just to name a few. Being able to communicate with customers, clients and contacts in their own language, even just to put them at ease and make them more comfortable with you and your business is clearly a great asset.

Career advancement. Knowledge of a foreign language can make you more valuable to your company, giving you a better chance of a promotion or a raise. You may also improve your potential for reassignment or relocation, and therefore also an increase in pay.

Overseas business opportunities. Obviously, learning a second language could get you a possible assignment in another country. The potential experience you could gain could lead to a whole new plateau in your career, or a new career opportunity altogether.

Competitive advantage in international business. The current climate of globalisation is most likely here to stay. More and more businesses are becoming internationalised by mergers and acquisitions. Multinational businesses, global corporations, conglomerates and joint ventures are increasingly common. This means that learning another language is essential if you are going to be involved in any international business. It's the only way to maintain a competitive advantage.

Liberal arts training increasingly sought after. Less employers are looking for specialised skills and abilities. Prospective employers are increasingly looking for more adaptable workers with wide ranging abilities and flexible skill sets. General business skills, communication abilities and foreign language skills are the type more employers are seeking today.

Cost effective method of improving your marketplace value. Many businesses will contribute to or pay for an employees training or education. Foreign language is one of the few

skills that can be learned a variety of ways including formal classroom study, tutors, language schools and even self-study. It's one of the few skills you can gain on your own and affordably.

Increased business contacts. The opportunities here are tremendous. From your employers or clients point of view, you may have just doubled your potential list of business contacts when you add a new language to your arsenal. It's a way to gain a powerful advantage over your competitors.

4.33 Why attending Seminars can aid your success in business and in life

Why attending Seminars can aid your success in business and in life

Do you want to know the quickest way to fast-track your way to success? Do you want to shorten your learning curve by years? The answer is simple. Attend a seminar.

Seminars provide the opportunity to learn from the best. Those who put on a seminar are there for a reason, they are very good at what they do. They offer their expertise willingly to anyone wishing to listen to it, for a price of course.

Let's look at four solid reasons why seminars pack the most punch for your learning dollar.

1. You will learn more in a day than you will in a month. Seminars are designed to give you the maximum amount of information into a predetermined period of time. Seminars can range from a couple of hours to a full week retreat.
2. As mentioned before, you get to learn from the best. You get to sit in the same room with an expert and listen to them share their wisdom and knowledge. It's a shame that many people cannot see the opportunity in this. An expert knows what information to provide to achieve maximum results in the least amount of time.
3. You are right there in the room with no outside distractions. No phones, no television, no kids yelling. We learn best from direct experiences. What better way is there to absorb information quickly than being a part of the action? Why do people go to the movies? Maybe its because they want to watch the movie in a room without any outside distractions. A movie theater provides them the environment to focus and absorb what is being presented to them.
4. Seminars provide tools of the trade. It may be a workbook or a physical product like a software CD. It may be included in the cost of the seminar or it may be offered for sale after the conclusion. Many people underestimate the value of these tools. These products were designed to help you continue and re-enforce what you have learned from the seminar. Why spend the money to attend if you are not planning to put the information learned to good use? If the seminar provided value to you it should be a sure bet that the book, workbook, audio or video series should also have value.

Take the time to attend at least one seminar this year. Whether you are looking to improve your life, make more money, plan for your retirement or even learning how to tie fishing flies. Someone is out there willing to help you achieve your goals with the tools in hand to get you there as quickly as possible.

4.34 Why Budget ?

Why Budget?

A budget is the most fundamental and most effective financial management tool available to anyone.

Yes, anyone—whether you are earning thousands of dollars a year, or hundreds of thousands of dollars a year. It is extremely important to know how much money you have to spend, and where you are spending it.

Budgeting and Investing are Different Topics

Yes, some of your "spending" might be for investments, but there is an important distinction between creating a personal budget and deciding where to invest your extra income. A budget is the first and most important step towards maximizing the power of your money.

What is in it for you?

Just about everything. A carpenter would never start work on a new house without a blueprint. You would not get in a car for a cross-country road trip without a map (we hope not). An aerospace firm would not build a rocket booster without a detailed set of design specifications. Yet many of us find ourselves in the circumstance of getting out on our own and making, spending, and investing money without a plan to guide us.

Budgeting is about planning. And planning is crucial to produce a desired result.

What is a budget?

A budget is a money plan. With it, you can organize and control your financial resources, set and realize goals, and decide in advance how your money will work for you. A budget can be as simple as it is powerful.

The basic idea behind budgeting is to save money up front for both known and unknown expenses.

Seven Benefits of Budgeting

Know what is going on

Personal budgeting allows you to know exactly how much money you have. Furthermore, a budget is a self-education tool that shows you how your funds are allocated, how they are working for you, what your plans are for them, and how far along you are toward reaching your goals. "Knowledge is power," as the oft-quoted saying of George Eliot goes, and knowing about your money is the first step toward controlling it. That leads us to our next benefit:

Control

A budget is the key to enabling you to take charge of your finances. With a budget, you have the tools to decide exactly what is going to happen to your hard-earned money—and when. You can be in control of your money, instead of having your money limit what you do. This bears repeating: you can be in control of your money, instead of letting it control you!

Organisation

Even in its simplest form, a budget divides funds into categories of expenditures and savings. Beyond that, however, budgets can provide further organisation by automatically providing records of all your monetary transactions. They can also provide the foundation for a simple filing system to organise bills, receipts, and financial statements.

Communication

If you are married, have a family, or share money with anyone, having a budget that you both (or all) create together is a key to resolving personal differences about money handling. The budget is a communication tool to discuss the priorities for where your money should be spent, as well as enabling all involved parties to "run" the system.

Take advantage of opportunities

Knowing the exact state of your personal monetary affairs, and being in control of them, allows you to take advantage of opportunities that you might otherwise miss. Have you ever wondered if you could afford something? With a budget, you will never have to wonder again—you will know.

Extra time

All your financial transactions are automatically organised for tax time, for creditor questions, in fact, for any query which may come up regarding how and when you spent money. Being armed with such information sure saves time digging through old records.

Extra money

This might well be everyone's favourite benefit. A budget will almost certainly produce extra money for you to do with as you wish. Hidden fees and lost interest paid to outsiders can be eliminated forever. Unnecessary expenditures, once identified, can be stripped out. Savings, even small ones, can be accumulated and made to work for you.

4.35 Why do I need a Personal Support Team

Why do I need a Personal Support Team?

The key to achieving your life aims is knowing how to harness the collective efforts of your personal support team.

In life there are **not** many successful people who have done it all on their own and it can be quite a relief when you discover that you don't have to do it all by yourself.

It is a prerequisite of success that you surround yourself with people who can help you to achieve your aims and goals. – Your support team.

This doesn't mean you have to go and hire lots of people, in fact some of the people that support you may not consider themselves as part of your "team". It is possible to have "virtual" members of your teams, authors, speakers or role models – you can still learn from them and utilise the knowledge gained to support you in your aims.

The thing to realise and realise fast is that you can't do everything. Trying to do everything on your own will have only one result - your aims and goals will eventually crush you.

The moment you seek the support of others to help you achieve your aims, is the moment your aims become possible and start to materialise.

4.36 Why Hobbies are important

Why Hobbies are important

Give your life meaning

A lot of people seem to lack meaning in their day jobs. Now you could go into how one should find meaning in your day job but one way to add a sense of meaning to your life is to have a meaningful hobby. This could involve doing charity work, helping to care for the elderly, volunteering at your local "soup kitchen" or helping out at your local animal sanctuary. Volunteering allows you to be human again rather than a cog in the machine.

Energises your life

If you find yourself falling through your front door after a hard day's slog and slumping in front of the television you may be surprised to know that you do in fact have some hidden energy left. So if you think you are just too tired after work to do something with your spare time – if you find something you're passionate about – you might be surprised by the energy you have.

A chance to switch off

Having a hobby that captures your imagination and all of your attention can be a welcome rest and escape from all your worries. Try it and see.

A way to express your talent

Are you keeping your talents hidden? Do the necessities of paying the bills force you to work in jobs where your talents are not fully expressed? Well if you are a budding artist, musician, author, actor or radio presenter – a hobby can give you the forum to express your hidden talent or even discover a new one!

A way to have fun

Having fun is important! Life is much too short to be serious all the time! Having fun can release tension and is a perfect way to counter stress. Having a hobby that is fun can make you feel alive again and remind you that you don't always need to be productive to feel worthwhile. Doing the activity for the sake of doing it is enough! Get out there and have some fun...

Hobbies can allow you to be the person you were meant to be and give perspective to your life. It can remind you on a regular basis - life is not always about work. Find your passion and your hobby today and you will find happiness!

4.37 Why Values Matter

Why Values Matter

We live in an increasingly complex world where the majority of us have to "jump through" hoops just to survive , let alone "live". The hustle and bustle of everyday life means that we can find ourselves swept along on an ever increasing and never ceasing conveyor belt, on which we are virtually running on "autopilot". Many of our decisions are made for us, by legislation, government and other authorities alike and unfortunately we have very little control over the decisions made in our name or the value of them. Day merges into day, month into month and year into year. We rarely have time to stop and analyse what we are doing, why we are doing it or even if it makes us happy.

Time is the crucial factor in the life equation and you need to start, **right now**, making time to stop and seriously analyse your life and what matters to you (values).

No one can teach you values or tell you what values are right for you. Values are the things that make **you** feel good, emotionally, ethically, morally , socially and financially.

"So where do you start?"

First, think about your daily life, your family, your friends, your job (or school/college), your home, your possessions, your health, your bank balance, your holidays... Now think which of these makes you happy. Try to imagine a specific time or event when each of these gave you a good feeling. Replay that feeling in your mind. Feels good, doesn't it? With each remember why it felt good. Generally, things that make us feel good relate to specific values in our life. Could be a friend you helped out, could be a good piece of work you did. Well done you have identified some of your values in life.

(This exercise is a good one to perform on those days that you feel down or depressed)

Now think about the world around you, what's in the news that effects you, what's in the news that effects others. This will cover both good and bad things. Focus on the things that give you the strongest feelings (good or bad), perhaps it's the people starving in our world. How does that make you feel, privileged, sad, angry ? Is it fair ? What should change? Well done again you have identified some more of you values in life.

Although most of our values relate to the "feel good" factor others relate to the "just" side of our natures, a feeling of what's right and what isn't.

Re-visiting and reassessing your values needs to become a regular part of your life and it's ok to jump off the conveyor belt - it'll still be there later. Your values can and probably will change throughout your life, so need a regular check up.

Knowing your values in life and following them will lead to contentment and should ensure that you succeed in what ever you do.

4.38 Working Abroad Tips

Working Abroad Tips

The thought of working abroad is incredibly exciting to many people – it gives people the chance to broaden their horizons, see some of the wider world, meet new people, have new experiences and learn about other cultures, languages, religions and ways of life.

If you're thinking of going overseas to find employment for a few weeks, months or even years, the Shelter Offshore ten working abroad tips will help you get your mind focused and your self organised and will help you make your dream of overseas employment that much more real and tangible.

1) The first thing you need to do is decide where you want to go and work! This may sound very obvious – but aside from picking a random nation to land in and bestow your skills upon, there is actually a little more thought that needs to go into picking a location. So, first pick the country that you want to work in.

2) Then pick the region or even town or city that you want to base yourself in. For example, you've just finished studying French at university and you want to go to France for the summer and work. Well, do you want to head for the south coast and work in a tourist bar, do you want to end up in Paris working as an au pair, would you prefer to wait until December and go to Chamonix and teach people to ski?

3) With a nation and a location in mind you have to think about getting a work permit or residency visa – if you're an EU national and you're going to work in another EU country then you will not have to worry so much about this side of things. It's likely that you will have to register your presence in the nation with the local police station or immigration office – but for those going further afield or for Aussies, Americans or Kiwis heading for Europe, there is paperwork to be completed. Contact the nearest embassy to you of the country you want to travel to and work in. Embassies are usually in capital cities and they often have a strong web presence as well which can at least give you a basic grounding in the paperwork you will need to complete to be allowed to work abroad.

4) With the country, the city and the paperwork sorted it's time to think about actually working abroad and the capacity in which you are hoping to be employed. If you're simply seeking casual work and you don't mind what you do, it can be sufficient to just arrive and go from bar to bar, farm to farm or shop to shop asking for a job. For those more serious about their overseas career development or for those who will require a certain level of income abroad, research into what's available has to be done before you go.

5) Looking for jobs abroad can be done via the Internet – you can contact employment agencies local to the country or even town you're hoping to head for, you can contact agencies specialising in international recruitment, you can contact agencies specialising in recruiting for the work you're hoping to secure. Additionally you can often get hold of newspapers from all over the world on the Internet – and jobs are often advertised therein – or the final option open to you is directly targeting potential employers with an application for employment.

6) Another top tip is thinking about whether you know people who live abroad. If you do, are they in locations that you might like to work in? If so this can be a great way in for you to get acclimatised to living and working abroad. Think about the useful people you know and consider targeting them for advice and assistance with your plans to work overseas – you'll be surprised how happy people are to help when you show an interest in their lives and their nation. You

never know, they might even offer to put you up while you find your feet and they may even be able to introduce you to useful contacts for employment purposes.

7) If you want to travel and work abroad, consider getting a qualification or gaining skills in an area of employment that is portable. One of the favourite choices for those hoping to live all over the world and work is TEFL – or teaching English as a foreign language. The best, most recognised courses are those that are accredited by the Cambridge examinations board – steer clear of distance learning or Internet based courses as you will gain no practical experience and employers will not give your resume a second glance. Other portable skills include things like PADI Dive Master for example, and anything where you can carry on working where you left off in the last nation!

8) If you have a particular skill or area of expertise and you're not sure where in the world you want to work abroad, try and find out where your skills or areas of expertise are most in demand. Naturally enough, where there is demand for the talent you possess, the easier it will be for you to find gainful employment.

9) Think about the financial aspect of moving abroad very seriously. Even if you have a job lined up for when you arrive or you intend to bum around and don't care if you earn all that much, you will have an initial outlay at least for accommodation. So you will need some money behind you before you even leave home and what's more, you should always have a little in reserve for a flight home in case it doesn't work out and you don't like living and working overseas.

10) And finally – even before you go and certainly when you're on the road travelling overseas, remember to network actively! It's not what you know in life but who you know! When it comes to getting on in life, you can never have too many useful contacts. Make friends, go out of your way to be polite and friendly and always keep names and addresses given to you, you never know when you might need or want to call in a favour. But remember, it works both ways; you have to give to receive and so if someone calls you asking for advice about your experiences of working abroad, take a little time out, be honest and helpful. Chances are your kind deed will be repaid in some way down the line when you're looking for a new job or a new place to live perhaps.

4.39 3 Secrets to Happiness

Here they are, the Three Secrets to Happiness:

1. **Good relationships.** We have a human need to be close, to be intimate, with other human beings. Having good, supportive friendships, a strong marriage or close and loving relationships with our family members will make us much more likely to be happy. **Action steps:** Take time, today, to spend time with your loved ones, to tell them what they mean to you, to listen to them, and develop your relationship with them.
2. **Positive thinking.** I'm obviously a big proponent of positive thinking as the best way to achieve your goals, but it turns out that it can lead to happiness too. Optimism and self-esteem are some of the best indicators of people who lead happy lives. Happy people feel empowered, in control of their lives, and have a positive outlook on life. **Action steps:** Make positive thinking a habit. In fact, this should be one of the first habits you develop. Get into the habit of squashing all negative thoughts and replacing them with positive ones. Instead of "I can't" think "I can". It may sound corny, but it has worked for me, every time.
3. **Flow.** This is a popular concept on the Internet these days — the state we enter when we are completely focused on the work or task before us. We are so immersed in our task that we lose track of time. Having work and leisure that gets you in this state of flow will almost undoubtedly lead to happiness. People find greatest enjoyment not when they're passively mindless, but when they're absorbed in a mindful challenge. **Action steps:** Find work that you're passionate about. Seriously — this is an extremely important step. Find hobbies that you're passionate about. Turn off the TV — this is the opposite of flow — and get outside and do something that truly engages you.

4.40 3 Ways To Decide If Something Is Worth Doing

Here's a couple of thoughts and questions I have found to be quite effective when trying to determine the potential value of an activity, task or action.

Using them can enable you to reach more clarity in your decision-making and to set the priorities in your life straight.

Check the future impact

This small tip takes the focus away from short-sightedness. Before you do something, simply to ask yourself:

What would be the future impact in my life if I did this?

Note both the negative and the positive consequences of your potential choices. This can save you many hours of doing pointless things that leads nowhere. The things you do find holding positive possibilities for you are the ones to pour energy and time into.

See it from the future. And then even further out.

Here you're using the perspective of time once again to see the potential impact of your choices.

When you think about a larger decision (or perhaps not such a large one), close your eyes. Then visualize yourself and your life 5 years from now. First, imagine that you didn't make that decision. Ask yourself this:

What have I missed out on by not making that decision or taking that action 5 years ago? What are the feelings, the people, the experiences, the results I have missed out on?

And really try to visualize and feel it.

Then, with your eyes still closed, imagine this:

You made that decision or started that activity 5 years ago. Ask yourself:

What did it bring me?

What were the feeling, experiences, results and people has it brought into my life these past 5 years?

How much has my life changed by me doing what I did?

Then, if you wish, try imagining yourself 10 years from now. Ask yourself the same questions again. Gauge the extent of the positive and negative consequences. By putting things in a longer time-perspective it can become easier to find what's really important to you.

If I knew then what I know now...

Ask yourself:

Knowing what I know now, would I ever have gotten started with this project, career etc. if I had to do it all over again?

If the answer is no, perhaps you should stop whatever you are doing. You don't have to stick with things until the bitter end and always finish what you've started. If what you're doing no longer gives you the results you want, then maybe it's time to try and find something better for yourself

4.41 5 Ways Of Overcoming Fear

What is stopping you from getting what you want in life?

Your friends?

Your family?

A sense that failure – or success – might change your life and that feeling uncomfortable?

A sense that the people around you might disapprove of you aiming for what you want, of you succeeding or failing.

Essentially it boils down to fear. The big roadblock, sometimes the massive wall in the middle of road that keeps you from getting what you want.

How to overcome it? Here's some useful ways I have found so far.

1. Taking small steps

This is good for fear that can seem overwhelming at first. For instance the strong feeling – it can almost feel like a flight or fight-response – just before doing public speaking or asking someone out for a date. If you're for instance nervous socially you might not feel able to ask people out on dates right away. The fear of being rejected and that others might think less of you if you get turned down can make many of us feel unable to ask the question.

A solution is to take small steps instead. Steps like first just saying hi to people. Or starting to talk more to people online via forums and Instant Messaging. And then trying to be more involved in conversations to exercise your conversation-muscles. I guess one could say that you gradually de-sensitise yourself to social situations or whatever you are afraid of. Or, seeing it in a more motivating way, building courage and expanding your comfort zone in this part of your life (which is something that often bleeds over to other areas of life too.)

So, identify your fear. Then make a plan with some smaller steps you can take to gradually lessen your discomfort.

2. Getting some concrete, positive motivation

Getting to the stage where you really feel that you need to stop waiting – or need stop reading one personal development book after another – and take action can take some time. One way to get moving is to replace some of your negative thoughts – that creates negative feelings – with clear, positive reasons to get going.

Take 5 minutes. Take out a piece of paper and a pen. And write down all the wonderful ways you can come up with how making this change will improve your life.

Lack of motivation can get you stuck while contemplating how much your life sucks. If you don't become clear on your motivation it can become hard to get going and knowing why you are actually need to change.

Writing down all the wonderful things you will gain in your life by overcoming this fear can be powerful. Focus on those positive things to get motivated and inspired. Revisit your page of paper when you feel discouraged, uncomfortable or afraid. Even if it loses it's inspiring effect gradually, it can be the initial trigger to unstuck you. The spark to get you started to take those first actions that sends you into an upward-spiral of thought and action.

3. Seeing failure and rejection in a new light

Often it's easier to not do something because we fear failure and rejection. We may fear failure when starting on a new career-path. And rejection from friends, family and the people around us if we fail. Or we might be afraid of being rejected when asking someone out.

However, as I have written before, the definition of failure we are brought up with in society might not be the best and most useful to have. If you look at the most successful people you quickly notice that they have a different response to failure than the more common one.

They don't take failure or rejection that seriously. They know it's not the end of the world if they fail. Instead they look at each failure and see the good part about: what they can learn from it and improve next time.

They have an abundance-mentality. They know that if their first business-venture fails it feels like crap for a while but it's ok in the long run. They learn from it and then they try again.

If they are rejected for date, do they give up? probably not. They know that next week or the week after they might find someone else that's interesting and ask them out.

They know that there are a lot of good people out there. That there are a lot of good business opportunities out there. But they have also learned that to become successful at anything you have to fail perhaps 5, 10, 20 times or more.

The morning of day when you learned to ride a bike you fell of it time and time again. But you just brushed yourself of, perhaps cried for minutes or two and then you got up on the bike again. And towards the afternoon, or the next day, you probably started to become pretty good at riding your bike.

The same applies here. You have work on your skills to sharpen them. See failure or rejection not as something incredible negative that might end your life if it strikes. Redefine it in your mind to lessen the negative emotional impact and the fear. See failure simply as feedback on what you need to improve on. Listen to the advice the failure gives you and you will improve. And success will come.

If you fear what other may think about you if you fail, take a look at why you should not compare yourself to others for some thoughts on the need for validation from others.

4. Being in the now

What this means is to keep yourself steadily in the now. Not letting your thoughts and emotions run away to the future or the past. That doesn't mean that you don't make plans, of course. You might think about asking someone out. You make plans on when to do it or perhaps what to say.

But being in the now means to not getting your mind stuck in a kind of psychological and emotional headspace that is placed in the past or future. It means not dwelling on what has gone wrong before and what could go wrong tonight or tomorrow. Such thinking will only create and ramp up your fear to the point where you feel unable to do anything. And just feel like running away.

Instead, make your plans. Then just be and don't think about the future. Focus on the now and what needs to be done now. The future will be the now soon enough. And when you're arrive there it will be much easier to get things done when you have created a minimal amount of stress and fear within your mind.

Whenever you feel fear, your mind is often dragged into a hypothetical, future scenario where

you think you might fail. Your brain is over-analysing a possible situation, which leads for many of us, to a negative, downward spiral of thoughts. This expands and empowers your fear to the point where you become almost paralysed. So, how do you beat the fear in such situations?

You stop fighting. You surrender.

How to surrender:

Let me explain. By surrender, I don't mean that you should give up and go home.

Instead, when you feel fear then accept the feeling. Don't try to fight it or to keep it out (like many of us have learned throughout life).

Say yes to it.

Surrender and let it in.

Observe the feeling in your mind and body **without labelling or judging it**. If you let it in – for me the feeling then often seems physically locate itself to the middle of my chest - and just observe it for maybe a minute or two something wonderful happens. The feeling just vanishes.

I've mentioned this technique in several different articles already. And, yeah, I'm still amazed of how well it works.

As you surrender to the fear instead of fighting it the negative energy will pass through you and your body will release it. And you can return to focusing on the now once again.

Focusing on the now not only reduces fear but also increases the chances of you succeeding as your mind is focused, your confidence isn't shattered and your thoughts become clear. It also makes it easier to succeed because when you are in the now you are not that self-conscious – something that quickly can lead to insecurity - but instead focused on the outside world and people you are interacting with.

5. Redefining you, me and reality

To change yourself and overcoming fear you have to be **prepared and willing to redefine yourself**.

You have to be willing to try these things out for yourself and keep practising. No one can do it for you. But if you do that you can make what may seem to you to be big progress pretty quickly. And when you get used to it and these things become more and more habitual you will start to do them naturally.

But since it seems that just about everyone is addicted to their own personality, consistent change in behaviour will still probably be kind of slow and gradual (with some epiphanies).

An addiction to positivity can lessen the fear in your mind of what might happen in a new, unfamiliar situation or how someone might respond to what you are saying. A negative view of the world can create fear and hold you back. But if you, for instance, become more positive the people you meet will respond in a similar manner. In general, no matter how you think about the world, people are often like a somewhat of a mirror for you.

Change will be hard if you deep down still think: I am this shy or negative or scared person. "That's just who I am", you tell yourself. "Always have been, always will be". And will be the truth for you as long as you think it's the truth. If you are prepared and ready to change, you can however rewrite what you perceive as the truth about yourself and your personality, thoughts, actions and

emotions.

Something I've recently started to think about and apply is what's called Subjective Reality. Although I don't fully understand it yet – I think – basically what it means is that there is no separation on the world. There is no you and I separated from each other (like in the more common worldview many of us are accustomed to).

Instead we are one.

You might not fully understand it or internalise it – I haven't yet – but just going into a conversation with perspective that you and the other(s) are connected and really just one can be very useful.

When you apply this perspective on the world it's a lot harder feeling fear. Or being mean or unkind. Just like it's hard to do those things to yourself. Without the perspective of separation it seems like you – almost automatically - become calmer, kinder, less fearful and more open. It feels like you are naturally connected to the rest of the world.

