

MORAL

EDUCATION - II

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CENTRE FOR HUMAN EXCELLENCE
JAMAL MOHAMED COLLEGE (Autonomous)

College with Potential for Excellence

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FOREWORD


Education, to be holistic should integrate the ethical and social aspects of human living. While ethics gives one, the standards and guidelines to judge whether an action is right or wrong, social education brings in the need to live in right relationship with other human beings and to create a just human community. Both of these dimensions are extremely crucial in the present day as the absence of these values has led our modern society a mess where selfishness, greed, corruption, violence, intolerance and mutual mistrust rule the nations.

As the architects of the future society the educators have a large share of responsibility to not only teach these values but also be the embodiments of these values by our manner of living.

The knowledge gained from this book would provide our students a means of seeking proper solution to common problems, and the need to take up the right decision on the basis of sound reason through understanding. I am sure the content of the matter is simple, relevant, readable and appealing to the student community which will ultimately evolve them to excel in life.

I am grateful to the Department of Deeniyath and Moral Education for this noble initiative. The members of staff who contributed various chapters deserve our appreciation. I applaud the efforts of the Editorial Team comprising of Dr. I Joseph A. Jerald, the Co-ordinator of Moral Education and Associate Professor of Zoology, Dr. M. Purushothaman and Dr. K. Loganathan, Assistant Professors of Chemistry, and Dr. S. Rajeshwari, Assistant Professor of Social Work who took arduous efforts in bringing out this excellent book.

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Tiruchirappalli – 620 020.



Dr. S. ISMAIL MOHIDEEN
PRINCIPAL

SYLLABUS

MORAL EDUCATION AND ETHICS - II

Objectives

- To bring about awareness on public health and hygiene and to understand marriage and family life
- To enable students become more conscious in knowing and understanding themselves
- To impart religious harmony, equality, brotherhood and strive to become genuine citizen

Lesson 1

Religious Harmony - Harmony with nature (together with nature) – Disaster management – Evils of sinful life – Addiction – Gambling – Prostitution.

Lesson 2

Self evaluation / introspection – Knowing self – Examination of conscience – Getting rid of bad habits – Thoughts – Desire – Anger.

Lesson 3

Equality and brotherhood – Knowing humanness – Unaccountability – Equality in diversity – Brotherhood – Humanity – Need – Steps to promote humanism – Autocracy – Terrorism – Evils of terrorism.

Lesson 4

Building relationship – Need to promote brotherly(friendly) relationship – Types of Relationship- Neighborhood relationship – Friendship – True and genuine friendship – Whom to befriend with? – Are all friends?

Lesson 5

Emotional well being – Sound mind – Infatuation purity of heart – Action and deed – thinking good – Patriotism.

Lesson 6

Public health and hygiene – Maintaining a good physic – Need for a healthy life – Health management (dieting) balanced diet – Proper eating habits – Exercise – Physical education – Health care.

Lesson 7

Self confidence – Building and promoting confidence – attributes that disturb confidence.

Lesson 8

Marriage and family life – Being chaste – Celibacy forgiving nature – being faithful – Spreading cheer – meekness and magnanimity – Prudence – Punctuality and purity – Resourcefulness – Restraint and resilience.

Lesson 9

Problem management – Being balanced in success and failure – Goal setting – High ambitions – Decision making – Determination.

Lesson 10

Contentment (not being greedy) – Being contented life.

Lesson 11

Trustfulness – Trustworthy – Understanding others respecting others freedom – Law abiding.

Lesson 12

Duty conscience – Commitment – Curiosity, Creativity, Trustworthy and loyalty.

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LESSON - 1

RELIGIOUS HARMONY

Introduction

Religious harmony is an important foundation in creating harmony between the layers of different communities, and also to create a spirit of unity in terms of realizing the unity of the nation itself. Religious harmony is the relationship among religions, which is based on tolerance, mutual understanding, mutual respect, equality in the practice of the religion and cooperation in the life of society and state. In this case, religious people and governments should make joint efforts to maintain religious harmony in the fields of services, management and empowerment.

Religion plays a very crucial and central role in everyone's life. Religion guides us to the path of honesty, integrity, high morals and inspires us to live a righteous life. Many people around the world are driven by their religion to keep themselves away from bad deeds and do good things.

Today in many religions such as Buddhism, Christianity, Hinduism, Islam, Jainism, Judaism, Sikhism and many other religions, faith and beliefs are being followed by millions of people around the world. At various point of time, many prophets, saints and religious leaders guided us to live a noble life. Various holy books inspire us to keep away from evil and live a path of good deeds.

However a closer look at the history of the world teaches us that the religion has been misused by many people. These people divide the society in the name of religion, caste and creed for their own vested interests. Religious intolerance in the society has created many problems— millions of people have been killed in riots; many people are discriminated

every day because of their religion; many nations have been divided on religious lines and created discord in the world.

Religious harmony holds the key to a peaceful and progressive world. Religious harmony is the need of the hour because we are the children of the same God. The holy books of various religions are filled with divine knowledge; if we are religiously tolerant and study these holy books and practise in our daily life then our world can be a place of peace and prosperity. Our world is a diverse one where people of different religion are spread across many nations – a religious group may be in majority in some areas and minority in other area. Religious harmony is important to ensure the safety of people in the diverse society.

Religious Harmony holds the center stage for peace and prosperity in our multi-religious and multi-cultural world. We should pledge to love and respect everyone in the world irrespective of one's religion, caste, creed, colour, ethnicity, language, gender, nationality and any other difference. We should work towards bringing Religious Harmony and creating a peaceful and prosperous world.

India is the homeland of numerous religions, and when we read the holy scripts of each and every religion of this land it preaches to its followers peace and harmony. One religion tells us “salam alaikum” may peace be with you” while the other religion says “love your neighbor” still another religion tells “bhavatu sabha mangalam or sarve bhavantu sukhinaha” may all beings be happy. Be it Islam, Christianity or Hinduism, every religion promotes peace and amity. The promotion of compassion is the sole objective of all religions.

When every religion encourages its followers to make them compassionate then why atrocities in the name of

religion are done even today? Actually, there are some people who use their scriptures in advocating hatred and intolerance to other religions. They break out a particular passage from its context to justify their actions, first actions are done then the people resort to the scriptures for the justification, no doubt it is an act of irreverence to the religious scriptures.

Harmony with Nature (being together with nature)

There is an inseparable bond between man and nature. For man, there cannot be an existence removed from nature. However, because of his thoughtless actions, the equilibrium in nature is getting disturbed; the pulse of human life is becoming erratic, too. Air and water have become polluted. Rivers are drying up. Seasons arrive unseasonally. New diseases are spreading. If things continue this way, the human race is in for a monumental catastrophe.

There is an underlying order to everything in nature. There is a place in creation for all creatures. The forest, river and mountain all have their dharma (natural duty). Nature has provided sustenance for all created beings. It has its own ways of recycling and reusing natural waste, thus preserving life. We do not need to do anything to maintain the beauty of forests, rivers and mountains.

However, when human beings systematically plunder natural wealth for selfish reasons, the natural order gets disturbed. Nature's face becomes disfigured. Along with other creatures, human beings, too, will have to face the consequences. If we are not ready to change, nature will teach us. The only thing is, we may not be able to bear the brunt of the teaching. Mother Nature has blessed humankind with her bounty. But if we forget our responsibilities, if we give free rein to our desires, nature will retaliate. Nature's boons will turn into curses.

Disaster Management

Disaster may be defined as “a dangerous condition or event, that is a threat or has the potential for causing injury to life or damage to property or the environment. Disasters can be grouped into two broad categories namely natural and man-made.

1. **Natural Disasters** are hazards which are caused because of natural phenomena (hazards with meteorological, geological or even biological origin). Examples of natural disasters are cyclones, tsunamis, earthquake and volcanic eruption which are exclusively of natural origin. Landslides, floods, drought, fires are socio-natural disasters since their causes are both natural and manmade. For example flooding may be caused because of heavy rains, landslide or blocking of drains with human waste.

2. **Manmade Disasters** are hazards which are due to human negligence. Manmade disasters are associated with industries or energy generation facilities and include explosions, leakage of toxic waste, pollution, dam failure, wars or civil strife etc.

Natural Disasters

The universe is controlled by the laws of physics and not by special laws (i.e. providences). Despite the suffering caused by disasters, the earth is the Best Possible World that could be created. Suffering occurs to achieve a greater good (e.g. without earthquakes tectonic activity would not be possible and without volcanic activity no atmosphere would have formed).

Earthquake: Earthquake is one of the most destructive natural disasters. They may occur at any time of the year, day or night, with sudden impact and little warning. They

can destroy buildings and infrastructure in seconds, killing or injuring the inhabitants. Earthquakes not only destroy the entire habitation but may de-stabilize the government, economy and social structure of the country. But what is an earthquake? It is the sudden shaking of the earth crust. The impact of an earthquake is sudden and there is hardly any warning, making it impossible to predict.

Tsunami: The term Tsunami has been derived from a Japanese term ‘Tsu’ meaning ‘harbor’ and ‘nami’ meaning ‘waves’. Tsunamis are popularly called tidal waves but they actually have nothing to do with the tides. These waves which often affect distant shores, originate by rapid displacement of water from the lake or the sea either by seismic activity, landslides, volcanic eruptions or large meteoroid impacts. Whatever the cause may be sea water is displaced with a violent motion and swells up, ultimately surging over land with great destructive power. The effects of a tsunami can be unnoticeable or even destructive.

Cyclone: Cyclone is a region of low atmospheric pressure surrounded by high atmospheric pressure resulting in swirling atmospheric disturbance accompanied by powerful winds blowing in anticlockwise direction in the Northern Hemisphere and in the clockwise direction in the Southern Hemisphere. They occur mainly in the tropical and temperate regions of the world. Cyclones are called by various names in different parts of the world.

Flood: Flood is a state of high water level along a river channel or on the coast that leads to inundation of land, which is not usually submerged. Floods may happen gradually and also may take hours or even happen suddenly without any warning due to breach in the embankment, spill over, heavy rains etc.

Drought: Drought is either absence or deficiency of rainfall from its normal pattern in a region for an extended period of time leading to general suffering in the society. It is an interplay between demand that people place on natural supply of water and natural event that provides the water in a given geographical region.

Landslide: The term 'landslide' includes all varieties of mass movements of hill slopes and can be defined as the downward and outward movement of slope forming materials composed of rocks, soils, artificial fills or combination of all these materials along surfaces of separation by falling, sliding and flowing, either slowly or quickly from one place to another.

Evils of Sinful Life

Religion has a great deal to say about 'good' and 'evil'. Religious leaders and sacred texts all encourage believers to live 'good' lives. The problem of evil and suffering is one of the commonest reasons people give for not believing in God.

There are two types of evil:

Natural evil - suffering caused by events that have nothing to do with humans, and which are to do with the way the world is, eg. natural disasters such as volcanic eruptions, floods or earthquakes.

Immorality - sufferings caused by humans acting in a way that is considered morally wrong for example bullying, murder, rape, theft or terrorism

Human evil and natural evil can often work together, with human evil making natural evil worse – or better! For example, the suffering caused by an earthquake or floods

can be made worse by people looting, but it can be made more bearable by people showing compassion and making personal sacrifices to help those who are suffering.

It is important to remember that: ‘evil’ is a cause of suffering; ‘suffering’ is a result of evil.

Kinds of Immoral deeds

Addiction

Drug Addiction causes serious health problems to the individuals who use it. It also leads to some sort of dependence. Alcohol has a marked effect on the central nervous system. It is not a “stimulant” as it was previously believed, but a primary and continuous depressant.

Effects of Drug Addiction : Some of the disastrous effects of drug abuse: (i). Physical & Mental Decline. (ii). The Tragic Dependence on Drugs. (iii). Great Damage to Health. (iv). Moral Degradation. (v). Blackmailing the Drug Addicts for Criminal Purposes.

Other Harmful effects of Drug Addiction : (i) Drug addiction causes a waste of huge amount of money on drug. (ii) It damages family relations, leads to an increase in divorce, desertion and family disorganization. (iii) It spoils human potentiality and prevents a large number of people from utilizing their talents and abilities for their own betterment and for the betterment of the society.

Gambling

Gambling is the wagering of money or something of value (referred to as “the stakes”) on an event with an uncertain outcome with the primary intent of winning money or material goods. Many people who gamble excessively feel stressed, anxious and depressed. This can make sleeping, thinking and solving problems more difficult.

Gambling provides its own compulsion. The loser plays again in hope of winning the next game in order to regain his or her earlier losses, while the winner plays again to enjoy the pleasure of winning, impelled by greed for more – this is a fact that will be recognised by gamblers are true. Naturally, luck changes hands, the loser becomes the winner and the winner the loser, and the joy of winning changes into the bitterness of loss. Thus the gamblers may persist at playing the game, unable to bring themselves to leave it; this is the secret of the addiction to gambling.

Because of this addiction, gambling is a danger to the society and not just the individual. While permitting a variety of games and sports, Islam prohibits any game which involves betting, that is, which has an element of gambling in it.

Evil consequences of indulging in gambling

- (i) the winner begets hate,
- (ii) the loser grieves for lost wealth,
- (iii) loss of wealth,
- (iv) his word is not relied upon in a court of law,
- (v) he is despised by his friends and associates,
- (vi) he is not sought after for matrimony; for people would say “he is a gambler and is not fit to look after wife.”

Prostitution

Prostitution is a commercialized vice that has existed in the world from time immemorial, though its institution has never been recognized by the society as such. As the world’s oldest profession prostitution has undoubtedly existed in some form as long as society has attempted to regulate and control sexual relationship through the institutions

of marriage and the family. Society has not recognized it because it brings in personal disorganization of the persons concerned, but also affects the life organization of the family and the community at large.

No doubt, prostitution causes personal, family and social disorganization. The prostitutes suffer from deterioration. The prostitute and the person who approaches her lead a sort of 'double life'. They suffer from moral collapse and lose their status and position which other respectable men and women enjoy in society.

The man who approaches a prostitute may be contaminated with venereal diseases. If married he may communicate the disease to his wife and children. The children born to the parents having venereal diseases are likely to get affected with infection. The illegitimate and adulterous sexual union, if known to the wives, brings tension in the family and ultimately to desertion and divorce.

Harmful Effects of Sinful Life

1. The wastage of national wealth
2. Low standards of health
3. Lowering of efficiency
4. Mental imbalance
5. Family disorganization
6. Individual disorganization
7. Social disorganization
8. Increase in Crime
9. Social disorganization

Conclusion

Religious harmony is a concept that indicates that there is love, affection among different religions. The Indian constitution supports and encourages religious harmony. In India, every citizen has a right to choose and practice any religion. In India, different religious traditions are practiced harmoniously. Seers of religions call for religious harmony in India. According to the Dalai Lama, India is a model for religious harmony. He mentions that “In the last 2000-3000 years, different religious traditions, including Buddhism, Jainism, flourished here”. This harmony should go along with nature.

In the twenty first century, people everywhere talk about money and material value. That is also important. Material wealth provides physical comfort. Mental comfort is possible only by faith, he said. “A disturbed mind is very bad for health, while a healthy mind and health body go together. Material wealth alone will not bring happiness,” the spiritual leader said. Former President A. P. J. Abdul Kalam said there is need for a combination of economic prosperity and spiritual way of life.

Harmony in this twenty first century can be maintained by the youths of today. It is because the right to voice and change the world can be seen among them. When we talk about changing the world the facts such as racism inequality and many such problems that are hurdles to religious harmony will be discarded and the search of religious harmony will be met with in an optimistic way.

LESSON - 2**SELF - EVALUATION**

Self- evaluation is the process by which the self - concept is socially negotiated and modified. It is a scientific and cultural truism that is motivated. Motives influence the ways in which people select self-relevant information, gauge its veracity, draw inference about themselves, and make plans for the future. Empirically oriented psychologists have identified and investigated a few cardinal self – evaluation motives or self- motives which are relevant to the development, maintenance and modification of self views. These are self enhancement, self assessment, self verification, self awareness and self improvement.

Introspection of Self-Analysis

It is an observation or examination of one’s own mental and emotional state, mental processes. Every individual must possess the quality of introspection, which helps to learn one’s own currently on going ideas, thoughts and feelings. Systematic introspection makes an existing self idea to enhance its ability.

Knowing Self

It is a part of emotional competence required for an individual for improving performance to achieve their goals through attitude. Self can be taken into many aspects, such as.

Self – Enhancement

The self- enhancements motive is to improve positivity of one’s self-concept and to protect the self from negative information. This motive influences people’s self–evaluation as they search for positivity and negativity. For instance

people process information to the self in a selective manner, focusing on information that has favourable implications to the self and discarding information with unfavourable implication. People also choose to compare themselves socially to others, so as to be placed in a favourable position. By doing this, people seek to boost the (self – evaluated) positivity of themselves or to decrease its negativity, hence increasing their levels of self- esteem with the aim to make others see them more socially desirable.

Self- Assessment

Self- assessment motive is based on the assumption that people want to have an accurate an objective evaluation of the self. To achieve this goal, they work so as to reduce any uncertainty about their abilities or personality traits. Feed back is sought to increase the accuracy and objectivity of previously formed self conception. This is regardless of whether the new information confirms or challenges the previously existing self idea.

Self –Verification

The self- verification motive asserts that what motivates people engage in the self evaluation process is the desire to verify their pre existing self conceptions, maintaining consistency between their previously formed self conceptions and any new information that could be important to the self (feedback). By doing this, people get the sense of control and predictability in the social world.

Self-Confidence

An individual who consider himself having self worth and has capabilities become self confident. In other words feeling of self confidence come out of realization of capabilities. Every success adds to the capability and

increases the confidence of an individual. Low confidence can be a result of many factors including fear of the unknown, criticism, being unhappy with personal appearance (self-esteem), feeling unprepared, poor time- management, lack of knowledge and previous failures.

Confidence is not a static measure, our confidence to perform roles and tasks can increase and decrease, some days we may feel more confident than others.

Self-Esteem

It is how we feel about ourselves, the way we look, the way we think and whether or not we feel worthy or valued. People with low self – esteem often also suffer from generally low confidence, but people with good self- esteem can also have low confidence. It is also perfectly possible for people with low self-esteem to be very confident in some area.

Strategies To Develop Self-Evaluation

- **KNOW YOUR STRENGTH AND WEAKNESSES:** write a list of things that you are good at and things that you know need improvement. Celebrate and develop your strengths and find ways to improve or manage your weakness
- **IDENTIFY THE MISTAKES:** Don't think of your mistakes as negatives but rather as learning opportunities.
- **ACCEPT COMPLIMENTS AND COMPLIMENT YOURSELF:** when you receive a compliment from somebody else, thank them and ask for more details regarding it. Recognise your own achievements and celebrate them by rewarding yourself and telling friends and family about them.

- **USE CRITICISM AS A LEARNING EXPERIENCE:** Everybody sees the world differently, from their own perspective, what works for one person may not work for another. Criticism is just the opinion of somebody else. Be assertive when receiving criticism, don't reply in a defensive way or let criticism lower your self-esteem. Listen to the criticism and make sure that you understand what is being said, use criticism as a way to learn and improve.
- **STAY GENERALLY CHEERFUL AND HAVE A POSITIVE OUTLOOK:** Learn to complain or criticize only when necessary and when you do, do so in a constructive way. Offer others compliments and congratulate them on their successes. Evaluate yourself to outlook your future.

BE AN OPTIMIST

Be so strong that nothing can disturb your peace of mind. Talk of the health, happiness and prosperity to every person you meet. Make all your friends and surrounding to feel that you have good qualities and strength.

“Think only of the best, work only for the best, and expect only the best”.

Forget the mistakes of the past and give importance to greater achievements of the future. Give everyone a smile. Spend so much time to improve yourself that you have no time left to criticize others.

Evaluate Negative Thinking Into Positive

- When you get negative thoughts hear others speaking, try to interject with new ideas or satisfying expressions.
- Be direct and capable of doing things.
- Use self talk or self imaging.
- Cultivate friendship with hopeful and energetic people.

- Start your day with something positive.
- The Benefits of Self – Evaluation:
- There are many advantages of self evaluation. Some are benefits for an individual.
- it Makes a pleasing personality.
- increases your enjoyment.
- inspires others around you.
- helps people to become contributing member.
- solves problems and
- reduces stress.

Your behavior reflects your belief system. It becomes a self- fulfilling prophecy. Be honest and compete against yourself. Remember all times are not the same. Always think,

- I can handle it.
- I can do it.
- I am good at it.

Coping with Anger

Anger is a normal, usually healthy emotion but when it turns destructive, it can affect the quality of life itself. Angry person are mostly sensitive. Small things may upset them. This is the negative side of the emotion. These kinds of emotions can be controlled through the following ways.

1. Relaxation technique.
2. Control of thoughts.
3. Self-talk.

The Ways to Overcome Anger

1. Understanding.
2. Controlling emotions.

3. Developing sympathy with empathy.
4. Analysing.
5. Selective listening.
6. Considering time and place.
7. Self-esteem.
8. Meditation.
9. Creating peace of mind.
10. Avoiding ego.

Hence self-evaluation plays a vital role in the day to day life of every human. So everyone should possess these quality to know oneself.

LESSON - 3**EQUALITY**

Liberty and Equality are the two most valuable rights of the people. These constitute two basic pillars of democracy. The French Revolutionaries demanded liberty along with equality and fraternity. The French Declaration of Rights categorically stated “Men are born and always continue to be free and equal in respect of their rights”. The Preamble of the Indian Constitution defines Equality as one of the four basic objectives of the Indian polity, the other three being Justice, Liberty and Fraternity.

(1) Equality does not mean absolute equality

Equality really means equal opportunities for development. In fact, when we talk of equality of all men we really mean general and fair equality and not absolute equality. We really talk of a fair distribution of opportunities for reward and not equal reward for all.

(2) Equality means absence of all unnatural and unjust inequalities**In society there are two types of inequalities**

- (1) Natural inequalities, and
- (2) Man-made (unnatural) inequalities.

The former means natural differences among human beings. These have to be accepted by all. The man-made inequalities are those, which are there because of some social conditions and discriminations. These are of the nature of socioeconomic inequalities resulting from the operation of social system. The discriminations are practiced and the inequalities maintained in the name of caste, colour, creed,

religion, sex, place of birth and the like are all unnatural man-made inequalities. Equality means the end of all such inequalities and discriminations.

Equality stands for three Basic Features

- (i) Absence of special privileges in society
- (ii) Presence of adequate and equal opportunities for development for all
- (iii) Equal satisfaction of basic needs of all

Types of Equality:

Natural Equality

Despite the fact that men differ in respect of their physical features, psychological traits, mental abilities and capacities, all humans are to be treated as equal humans. All are to be considered worthy of enjoying all human rights and freedoms.

Social Equality

It stands for equal rights and opportunities for development for all classes of people without any discrimination.

Specifically, it stands for

- (i) Absence of special privileges for any class or caste or religious group or an ethnic group;
- (ii) Prohibition of discrimination against any one on the basis of caste, colour, creed, religion, sex and place of birth;
- (iii) Equality of opportunity for all people. It however accepts the concept of protective discrimination in favour of all weaker sections of society.

A modern central theme of social equality is to end gender inequality, to ensure equal status and opportunities

to the women and to ensure equal rights of male and female children to live and develop.

Civil Equality

It stands for the grant of equal rights and freedoms to all the people and social groups. All people are to be treated equal before law.

Political Equality

It stands for equal opportunities for participation of all in the political process. This involves the concept of the grant of equal political rights for all the citizens with some uniform qualifications for everyone.

Economic Equality

It stands for fair and adequate opportunities to all for work and for earning of their livelihoods. It also means that primary needs of all should be met before the special needs of few are satisfied. The gap between rich and poor should be minimum. There should be equitable distribution of wealth and resources in the society.

Legal Equality

Legal Equality stands for equality before law, equal subjection of all to the same legal code and equal opportunity for all to secure legal protection of their rights and freedom. There should be the rule of law and laws must be equally binding for all. In every society equality must be ensured in all these forms.

BROTHERHOOD

Brotherhood is the bonding of men of various backgrounds, beliefs, places, and eras around a singular set of life-directing commitments.

A brother is a good brother if he follows the commitments and help others to follow them as well.

Brotherhood is the concrete relationship among brothers.

Brotherhood is the closeness of a group of people.

Brotherhood is not friendship, although it can create friendship.

Brotherhood is a sacred privilege.

Brotherhood is unique enough that it is found sparingly. Of course, you find it in families. You also hear it in places where men fight wars together, or enter burning buildings together.

Brotherhood is a term you sometimes hear in religion. Brotherhood in fraternity is like religion, but the stakes are not quite so high. There are oaths, obligations, and peer accountability.

Brotherhood can come from different sources such as within the family or from the peer group, friends, neighbours and in work spot.

Brotherhood has an impact on a person in ways such as mental, physical, and emotional. In a physical way, this shows that there is a person who can play with you, hug you, and do many things with you. In a mental, there will always be a reminder at the back your mind that there is a person who you can count on anytime. This also correlates to emotional way because there is a reminder at the back of your mind that there is a person who loves you.

Promote the Betterment of Humanity

A CALL TO MEN works to promote a healthy, respectful manhood and shift attitudes and behaviour that devalue women, girls and other marginalized groups. Embracing and

promoting a healthy, respectful manhood prevents violence against women, sexual assault and harassment, bullying and many other social ills. This is the Next Generation of Manhood.

The Next Generation of Manhood will create a world where all men and boys are loving and respectful and all women and girls are valued and safe.

ALL WOMEN AND GIRLS include women and girls that look and live like you. It includes women and girls that look and live very differently than you. It includes poor women and girls, women and girls of color, women and girls from marginalized communities. Where the perceived value lessens, the violence increases.

Do you value a woman's life?

Take this quiz and see how close you get to 10.

1. Have you ever made sexist jokes? (yes = 0, no + 1)
2. Have you ever made comments that objectify women? (yes = 0, no +1)
3. Have you ever laughed at rude comments or sexist jokes made by a friend? (yes = 0, no + 1)
4. Have you ever perpetuated negative stereotypes using phrases like "You throw like a girl" or "Man up?" (yes = 0, no + 1)
5. Have you ever used gender-based attributes to bully or make fun of someone? (yes = 0, no + 1)
6. Do you have girls in your life that are and will remain ONLY friends? (yes + 1, no= 0)
7. Do you listen to women and validate their experiences? (yes + 1, no = 0)
8. Have you ever used power or control to get your way in a relationship? (yes=0, no= 1)
9. Have you ever used physical violence? (yes = 0, no + 1)

You can live by the Principles of Healthy, Respectful Manhood and help create a world where all men and boys are loving and respectful and all women and girls are valued and safe.

HUMANITY

Humanity can be defined as the quality of being human; the peculiar nature of man, by which he is distinguished from other beings. Being human does not mean that an individual possesses humanity.

If you want to understand the quality of humanity in an individual take note of what he does for people who give nothing back in return to the favour they have offered.

One of the most outstanding examples of extra- ordinary humanity in a human being has been portrayed beautifully by **Mother Teresa.**

Humanity means,

“caring for and helping others whenever and wherever possible.”

“helping others at times when they need that help the most”

“forgetting your selfish interests at times when others need your help”

“extending unconditional love to each and every living being on Earth”

A perfect example of humanity can be demonstrated by the following story:

A king with a kind heart once saw a pigeon and an Eagle fighting. He possessed the ability of communicating with the birds and animals. The pigeon asked the king to save him from the eagle. The king told the eagle that he is ready to pay any price in return for saving the pigeon. The eagle asks the king to give him the equal amount of flesh to the weight of the flesh of the pigeon. Agreeing to the Eagle’s condition, the king starts chopping off his own flesh equal to the flesh of the pigeon. After donating a little bit of his flesh, he still finds the pigeon heavier. Finally he surrenders the whole of

himself to the Eagle to eat. That is the moment when both the Eagle and the pigeon turn into angels who appeared on the earth to test the extent of the king's humanity. The king is now rewarded with the most precious rewards and heaven after life for his deed of humanity.

This story can be understood as an exaggerated statement so that individuals understand the importance of humanity in their day to day lives. It is important to understand one important fact; an individual's life is successful not by the number of degrees he or she attains but by the degree of humanitarian activities that individual is into on a day to day basis.

Serving the poor and the disabled is one of the greatest humanitarian help an individual can provide in his or her lifetime. It is essential to understand the fact that we are extremely lucky to have everything we desire at any point of the time we need. Serving the needy means that you yourself think that you have more than enough resources at your disposal.

People who always crib that they do not have sufficient facilities available despite having everything can never provide humanitarian services because if one has the mind set of not being self-sufficient, how can he or she help someone else. One is always remembered for his or her good deeds and it is essential to understand that there is no better deed than providing services for humanitarian causes.

Only human beings can understand the importance of humanity and it is humanity as a result of intelligence which actually gives the core essence to human existence. You will not need a hefty bank account to contribute towards humanitarian activities. Paying your domestic help fairly is also humanity. You are willing to pay thousands of bucks for

your medical check- up but when it comes to paying your employee; you want to save every penny.

Humanitarian activities should never be performed in order to achieve fame or to gain a status symbol. You can easily achieve fame by the work you do. Lifting the heavy bag of an old woman is humanity, helping a disabled to cross the road is humanity, helping your mom in doing work is humanity; in fact helping anyone who is in need is humanity.

As soon as we understand the importance of humanity in day to day life, the purpose for which we are on Earth is automatically fulfilled.

UNTOUCHABILITY

The quality or condition of being an untouchable, ascribed in the Vedic tradition to persons of low caste or to persons excluded from the caste system.

Untouchability is a Sin

Untouchability is a Crime

Untouchability is Inhuman

Definition

“A nation-wide institution indicating three features of often observing pollution, asking to live outside of village and not giving equal legal protection of law.” - Maharshi V.R.Shinde

“Untouchability” means pollution by the touch of certain persons by reason of their birth in a particular State of family.” - Mahatma Gandhi

“Untouchability is the notion of defilement, pollution, contamination and the ways and means of getting rid of that defilement. It is a case of permanent, hereditary stain, which nothing can cleanse. - Dr. Balasaheb B.R.Ambedkar.

Untouchability is the practice of ostracising a group by segregating them from the mainstream by social custom or legal mandate. The excluded group could be one that did not accept the norms of the excluding group and historically included foreigners, nomadic tribes, law-breakers and criminals and those suffering from a contagious disease. It could also be a group that did not accept change of customs enforced by a certain group. This exclusion was a method of punishing law-breakers and also protecting traditional societies against contagion from strangers and the infected. A member of the excluded group is known as an Untouchable.

The term is commonly associated with treatment of the Dalit communities, who are considered “polluting” among the people of South Asia, but the term has been used for other groups as well, such as the Burakumin of Japan, Cagots in Europe, or the Al-Akhdam in Yemen.

Untouchability has been made illegal in post-independence India, and Dalits substantially empowered, and attempts have been continuously made to end the hostilities.

Diverse ethnicities population in South Asia

According to Sarah Pinto, an anthropologist, untouchability in India applies to people whose work relates to “death, bodies, meat, and bodily fluids”. In the name of untouchability, Dalits have faced work and descent-based discrimination at the hands of the dominant castes. Instances of caste discrimination at different places and times included:

- Prohibition from eating with other members
- Provision of separate cups in village tea stalls
- Separate seating arrangements and utensils in restaurants

- Segregation in seating and food arrangements in village functions and festivals
- Prohibition from entering into village temples
- Prohibition from wearing sandals or holding umbrellas in front of higher caste members
- Prohibition from entering other caste homes
- Prohibition from using common village path
- Separate burial grounds
- No access to village's common/public properties and resources (wells, ponds, temples, etc.)
- Segregation (separate seating area) of children in schools
- Bonded labour
- Social boycotts by other castes for refusing to perform their "duties"

Government action in India

During the time of Indian independence, Dalit activists began calling for separate electorates for untouchables in India to allow for fair representation. Officially labeled the Minorities Act, it would guarantee representation for Sikhs, Muslims, Christian, and Untouchables in the newly formed Indian government. The Act was supported by British representatives such as Ramsay MacDonald. A separation within Hindu society was opposed by national leaders at the time such as Mahatma Gandhi, although he took no exception with the demands of the other minorities. He began a hunger strike to protest this type of affirmative action, citing that it would create an unhealthy divide within the religion. At the Round Table Conferences (India), he provided this explanation for his reasoning:

“I don’t mind untouchables if they so desire, being converted to Islam or Christianity. I should tolerate that, but I cannot possibly tolerate what is in store for Hinduism if there are two divisions set forth in the villages. Those who speak of the political rights of the untouchables don’t know their India, don’t know how Indian society is today constituted and therefore I want to say with all the emphasis that I can command that if I was the only person to resist this thing that I would resist it with my life. Mahatma Gandhi achieved some success through his hunger strike. Dalit activists faced pressure from the Hindu population at large to end his protest at the risk of his ailing health. The two sides eventually came to a compromise where the number of guaranteed seats for Untouchables would be reduced, but not totally eliminated”.

Untouchable groups

- Scheduled Caste in South Asia
- Cagots in France and Spain.
- Burakumin in Japan
- Baekjeong in Korea
- Al-Akhdam in Yemen
- Ragyabpa in Tibet
- Osus in Nigeria and Cameroon

Equality and diversity – what’s the difference?

Equality is about ensuring everybody has an equal opportunity, and is not treated differently or discriminated against because of their characteristics.

Diversity is about taking account of the differences between people and groups of people, and placing a positive value on those differences.

Why is equality and diversity important?

Equality and diversity is becoming more important in all aspects of our lives and work for a number of reasons:

- We live in an increasingly diverse society and need to be able to respond appropriately and sensitively to this diversity. Learners in the healthcare setting will reflect this diversity around gender, race and ethnicity, disability, religion, sexuality, class and age.
- Our organisation believes that successful implementation of equality and diversity in all aspects of work ensures that colleagues, staff and students are valued, motivated and treated fairly.

Equality of opportunity

Equality of opportunity is about ensuring everybody has an equal chance to take up opportunities and also to make full use of the opportunities on offer and to fulfill their potential.

“Regardless of age, race, gender, class, sexual orientation, religion or belief, disability or the passport they hold, every worker should enjoy an equal chance to up-skill or learn something new at work.”- Frances O’Grady, *Breaking through the barriers*.

Diversity

Diversity is about celebrating and valuing how different we all are. This is strongly linked with promoting human rights and freedoms, based on principles such as dignity and respect. Diversity is about recognising, valuing and taking account of people’s different backgrounds, knowledge, skills, and experiences, and encouraging and using those differences to create a productive and effective workforce.

Diversity is something that applies to everyone, and should be part of everything we do. It is an important part of our work and not just a side issue. It requires everyone to play a full part. It is important to recognise that none of us fit

neatly into separate ‘packages’ which can be neatly labelled or discriminated against.

AUTOCRACY

An autocracy is a system of government in which supreme power (social and political) is concentrated in the hands of one person, whose decisions are subject to neither external legal restraints nor regularized mechanisms of popular control (except perhaps for the implicit threat of mass insurrection). Absolute monarchies (such as Saudi Arabia, the United Arab Emirates, Oman, Brunei and Swaziland) and dictatorships (such as Cuba, China, North Korea and Syria) are the main modern-day forms of autocracy.

TERRORISM

Terrorism means the unlawful use of violence (or the threat of violence) intended to create terror for achieving a religious, economic, ideological or political goal, in deliberate disregard of the safety of victims.

India is a developing country which has faced many challenges in the past and currently, terrorism is a big national problem. Along with hunger death, illiteracy, poverty, inequality, population explosion which has affected its growth and development to a great extent.

Terrorism is a big threat involving fighting with the government and common public for the purpose of religion, motherland, and other unreasonable motives of the terrorists. Terrorists call themselves brave soldiers however, they are not real soldiers. Real soldiers never hurt the common public and they fight only to save their country from the enemies. Real soldiers fight to fulfill the purpose of a nation. Whereas terrorists fight to fulfill their own, individual and unfair purposes.

A national soldier is fully responsible for all his the responsibilities however a terrorist never does that. Terrorists get their name from the word terror. Earlier, terrorism was limited to some specific areas like the state of Jammu and Kashmir however; now-a-days, it has spread to almost all the areas especially regions of north eastern India. Recently, the terrorist attack in India was in Taj Hotel and Nariman house in Mumbai. In that attack, India had lost the lives of many people and suffered heavy financial loss.

Causes of terrorism in India

There are several causes of terrorism in India. To begin with, there are political reasons for the growth of terrorism in India. This is primarily seen in The North-East region.

Economic causes too contribute to terrorism in India. These include rural unemployment, exploitation of landless labourers by those who own land and lack of land reforms. The major states affected by such causes include Madhya Pradesh, Bihar, Orissa and Andhra Pradesh. The absence of land reforms, rural unemployment, exploitation of landless labourers by land owners, economic grievances and perceptions of gross social injustice in these states have given rise to ideological terrorist groups such as various Marxist/Maoist groups waging a war against the respective state governments.

Thirdly, religious causes too lead to terrorism in India. Punjab witnessed the growth of terrorism when certain organisations of Sikhs led by Jarnail Singh Bhindranwale raised the demand for Khalistan, an independent state for Sikhs. Some elements belonging to different organisations shifted to terrorism for the creation of a separate state known as Khalistan for the Sikhs. Similarly, Jammu & Kashmir has been reeling under religious extremism

Agencies Fighting Terrorism in India

National Intelligence Wings: Among them, mention can be made of the Intelligence Bureau, an internal intelligence agency under the Ministry of Home Affairs; the Research and Analysis Wing, an external intelligence agency under the Cabinet secretariat; the Defence Intelligence, and the intelligence directorate generals of the armed forces.

Physical security agencies: Among them, we have the Central Industrial Security Force, which is responsible for security at airports and sensitive establishments, and the National Security Guards (NSG), a specially trained force, which is called in the wake of emergencies such as hijacking, hostage-taking, etc. Then we have the Special Protection Group (SPG), which is responsible for the security of the prime minister and former prime ministers

Paramilitary forces: Not to be left behind, forces such as Central Reserve Police Force (CRPF) and the Border Security Force (BSF), assist the police in counter-terrorism operations in times of need.

The Army: The Indian Army has a significant role in India's fight against terrorism. It has a permanent position in Jammu & Kashmir, which is bearing the brunt of large-scale infiltration from Pakistan and the presence of divisive elements within the troubled state.

At the immediate level, terrorism results in loss of lives and livelihood, and destruction of properties. But overall, terrorism creates a negative environment for the growth of trade and commerce, leading to huge losses, recession and unemployment. India needs a strong political will to fight the scourge of terrorism unitedly.

Evils of Terrorism

Terrorism is a religion of the evil.

Terrorism is an enemy of God.

Terrorists are possessed with an unholy spirit hiding in the hole and waiting for a chance to destroy the righteous and innocent to take over the world.

Terrorism wishes unholy transformation in human life - Undeclared religious war against God's Truth.

Terrorism is darkness hiding everywhere deceiving with the trick using the most merciful God. God's righteous enlightenments is not hidden but unrighteous terrorism is the hidden agenda of evil.

Terrorism is a spirit of darkness in the hidden and enjoys destruction and causing pains and sufferings to all. Terrorists get happy by the most destruction to others. A terrorist is demon ruled man or woman.

LESSON - 4**BUILDING RELATIONSHIPS****The Need for Good Relationships**

We all want happy relationships that will stand the test of time. Long-lasting, mutually beneficial associations and friendships continue to fill us with pleasure for a lifetime. Our relationships are interwoven and grow into a rich tapestry of beautiful threads. When we maintain strong, healthy relationships in all spheres of our lives, we attain peace of mind. Successful relationships give our lives meaning, grace and joy.

Human beings are naturally social creatures – we crave for relationship and positive interactions, just as we do food and water. So it makes sense that the better our relationships are at work, family and society, the happier and more productive we are going to be in our life.

Relationships change over time. They are living, breathing arrangements that are constantly evolving. Relationship partners change as they age. Change is scary. Yet, a good relationship can stand the test of time, and get better and better as time goes by, becoming more precious and desirable . . . if, you make your relationship a priority and both partners are always growing and improving and seeking to become better partners. Thus, the relationship never becomes stagnant. But, relationships can change in undesirable ways and bring you big surprises, especially if you have not learned how to manage your relationships. It pays to learn effective relationship skills and to develop a tool box of relationship skills and techniques.

Good relationships give us several other benefits: our life is more enjoyable when we have good relationships with

those around us. Also, people are more likely to go along with changes that we want to implement, and we are more innovative and creative. What's more, good relationships give us freedom. Therefore our ability to develop relationships with others determines how successful we will be in our workplaces and in our relationships outside of work.

7 - Key Habits For Building Better Relationships :

People are not born with natural abilities to develop and build great relationships with others. These are skills like any other that can be learned and mastered if one recognizes the need and takes the time and effort to develop them.

We can all become better relationship builders by clearing our minds and practicing a few basic necessary acts:

1. Become A Great Listener

Everyone has the basic desire to be heard and understood. Unfortunately few of us are taught how to be great listeners. Most people are too busy thinking of what they want to say next to really listen to what the other person is saying.

When you notice yourself doing this, take a breath and correct your pattern by listening well. We naturally bond with people who really listen, hear us and we would want to spend time with them.

2. Ask The Right Questions

The best way to let people know that we hear them is to make sure that we first understand what they are saying. To do this we dig deeper and ask questions. We repeat back to them what they said in our own words to make sure what we heard makes sense to us. One possible way of making this happen is to say, "What I heard you say was . . ."

When others sense that we are making a sincere attempt to understand them, they tend to open up and share more with us. This deepens the relationship and places us in the category of people they want to seek out and talk to.

3. Pay Attention To The Whole Person

We tend to remember and appreciate the people who ask us if everything is okay, even if we have not told them that anything is wrong. This tells us they are paying attention to us, and we all want that.

When someone is speaking, focus not only on the tone of their words, but also their facial expression and body language. Notice when someone's words do not match their facial expression or body language. This will open doors to having deeper, more meaningful conversations that will lead to developing trust and stronger connections.

4. Remember Things That Are Important To Others

There is no more beautiful sound to our ears than the sound of our own name. Remembering people's names is the first step to relationship building, and remembering other important aspects about them continues the building process. They will tell us what is important in their lives, all we need to do is listen and pay attention.

When they are speaking about a family member, an event, or a hobby and their faces light up, remember this factoid, as it is important to them. We do not have to remember everything about them, just focus on their names and one important piece of information.

Some people known for building relationships keep a small portfolio of important information on significant people in their lives so they will have a written record to refer to in order to the keep facts accurate.

5. Be Consistent And Manage Emotions

People whose mood swings from hot to cold have a difficult time creating meaningful relationships. Regardless of how we are feeling, we need to be able to temporarily put those feelings aside to fully listen and engage others that are important in our lives.

If we are going through a period where we are experiencing strong emotions that keep us from being fully present with the other person, we are better off letting this individual know what is going on for us rather than pretending to listen. They will appreciate our honesty and openness.

6. Be Open And Share When The Time Is Right

We all know people who tell us their whole life story in the first five minutes of meeting us, totally oblivious to the fact that we likely have absolutely no interest in hearing it. To build strong relationships we need to be able to pace ourselves and share when it is appropriate and at a level that is consistent with the depth of the relationship.

Good relationship builders show they are sharing the feelings of the other by mirroring emotions of the person speaking. Sharing excitement, joy, sorrow, frustration and disappointment helps connect us to others.

When possible share a situation from your own experience to show that you can relate to the other's experience, but never show that it overshadows or competes with their experience. This requires empathy and sensitivity to their feelings.

7. Be Genuine, Confident, Humble, Trustworthy, Positive And Fun

People who build great relationships feel good about themselves and always look for the positive in their world.

They genuinely want the best for others and want to see them succeed.

The energy of people who are comfortable in their own skin, upbeat, and positive creates an atmosphere where we feel good, want to be around, and want to spend time with them. They do not gossip about others and keep what we tell them in confidence. Being self-confident, they do not feel the need to draw attention to themselves. They always have time for the significant others in their lives. They are life-long learners who are always open to and looking for opportunities for self-improvement.

Types of Relationships

There may be many types of relationships, but all are important to our health, happiness and vitality. It's so easy to play with relationships, never taking them seriously, but nothing could be more important than relationships. In fact, relationships make the world go around. If you master your relationships, and the art of having relationships, you will possess the keys to happiness and success. Your life will be meaningful and rich. You will be satisfied and fulfilled. You will be loved and cherished for the rest of your life.

1. Friendship

Friendship is an unconditional interpersonal relationship where individuals enter into by their own sweet will and choice.

Friendship is a relationship where there are no formalities and individuals enjoy each other's presence.

Friendship can be between

- Man and a woman
- Man and man
- Woman and woman
- Must have in friendship:

Transparency is the most essential factor for a stable friendship. Do not hide things from your friends. Be honest with them.

Guide them advice whenever required. Never give them any wrong suggestions or advice.

Feelings like ego, jealousy, hatred, anger do not exist in friendship.

The entire relationship of friendship revolves around trust and give and take. No relationship can be one sided and same with friendship. Try to do as much as you can for your friends.

2. Marital relationship

An interpersonal relationship characterized by passion, intimacy, trust and respect is called love.

Individuals in a marital relationship are deeply attached to each other and share a special bond.

Must have in a marital relationship:

- Two partners must trust each other in this relationship.
- A sense of respect and mutual admiration is essential.

Partners must reciprocate each other's feelings for the charm to stay in the relationship for a longer period of time.

Keys to a successful marriage

- Understanding
- Love
- Passion
- Intimacy
- Respect
- Trust

3. Family Relationship

Individuals related by blood or marriage are said to form a family. The family is one of the most important aspects of a person's life and is equally one of the most crucial factors in determining how a child turns out as an adult.

Your family defines who you are as a person. Family enables us to feel a sense of belonging about who we are. They are a source of comfort and support, warmth, security and protection and they help us to make sense of the world in which we live. Within the family unit, each member has their own individual aspirations in addition to being part of the collective. Each member should be made to feel unique and special and encouraged to follow their goals and dreams

4. Professional Relationship (Work Relationship)

Individuals working together for the same organization are said to share a professional relationship.

Individuals sharing a professional relationship are called colleagues. Colleagues may or may not like each other.

5. Neighbourhood Relationship

Neighbours are the people who live near us, and their behavior influences our daily life. Good neighbors can make us feel comfortable and ready to offer help. Neighbours are as important as relatives to us. Helping each other can form a friendly and harmonious relationship.

Why is friendship so important?

Friendships have a huge impact on your health and happiness. Good friends relieve stress, provide comfort and joy, prevent loneliness and isolation and even strengthen your physical health. But close friendships don't just happen. Many of us struggle to meet people and develop quality connections. Whatever your age or circumstances, though,

it is never too late to make new friends, reconnect with old ones, and greatly improve your social life, emotional health, and overall well-being. As friendship works both ways, a friend is also someone you feel comfortable supporting and accepting, and someone with whom you share a bond of trust and loyalty.

Benefits of true friendship

It improves your mood. Spending time with happy and positive friends can elevate your mood and boost your outlook.

It helps you to reach your goals. Whether you are trying to get fit, give up smoking, or otherwise improve your life, encouragement from a friend can really boost your willpower and increase your chances of success.

It reduces your stress and depression. Having an active social life can bolster your immune system and help reduce isolation, a major contributing factor for depression.

It supports you through tough times. Even if it is just having someone to share your problems with, friends can help you cope with serious illness, the loss of a job or loved one, the breakup of a relationship, or any other challenges in life.

It supports you as you age. As you age, retirement, illness, and the death of loved ones can often leave you isolated. Having people you can turn to for company and support can provide purpose as you age and be a buffer against depression, disability, hardship and loss.

It boosts your self-worth. Friendship is a two-way street, and the “give” side of the give-and-take contributes to your own sense of self-worth. Being there for your friends makes you feel needed and adds purpose to your life.

Whom to be friend ?

Think of the most meaningful friendships in your life. Think of that person who you can call at any time of the day when you need some advice, are feeling down, or when you just need a good laugh.

Friends are the ones that provide both spiritual and mental renewal. They are the ones who give hope in life's most difficult situations, help to de-stress our life, and provide affirmation of our life's path.

Are all friends?

Technology has shifted the definition of friendship in recent years. With the click of a button, we can add a friend or make a new connection. But having hundreds of online friends is not the same as having a close friend you can be with in person. Online friends can not hug you when a crisis hits, visit you when you' are sick, or celebrate a happy occasion with you. Our most important and powerful connections happen when we are face-to-face. So make it a priority to stay in touch in the real world, not just online.

Relationships and family are at the center of human life, and they can have a huge influence on your health. Having good friendships and family support eases stress, helps you avoid mental illness, and gives you energy and courage for living a healthier life. Relationships start when you give someone else your time and attention. If you find yourself isolated, the best thing to do is reach out through community activities or family connections. Finding ways to help others will make you feel better, and then pay off later when you need support. Good health means caring for yourself, which is infinitely easier to do when other people are also caring for you. If your relationships are in trouble, take steps to resolve the conflict through communication or seeking counseling.

LESSON – 5

EMOTIONAL WELL-BEING

Emotional well-being is a term that has been used increasingly in recent years. The implications of decreased emotional well-being are related to mental health concerns such as stress, depression and anxiety. These in turn can contribute to physical ill-health such as digestive disorders, sleep disturbances and lack of energy. The profile of a person prone to emotional distress is usually someone with low self-esteem, pessimistic, very self-critical, people who need to constantly assert themselves through their behaviour. They also tend to be afraid, overly worried about the future, and focused on the past. No one is safe from suffering this emotional state. It is a very serious problem that can result in constant states of anger, sadness, worry and even anxiety or depression.

On the positive side, enhanced emotional well-being is seen to contribute to upward spirals in increasing coping ability, self esteem, performance and productivity at work, which eventually lead to higher longevity. Thoughts determine our feelings; thoughts are nothing more than firings of neurons. Like with any other addiction, the need to continually feed off these addicting substances tends to make the body think and feel in a certain way. When someone decides to disengage from these emotional addictions, they have to learn to think differently.

The connection between the mind and the body is so strong that mental and physical states feed into each other in both a positive and negative way. Feelings depend on thoughts and also determine attitudes and actions. This is the first thing that children would have to learn at a young age in order to learn a life worth living.

Emotional well-being is of interest to many parents, youth workers, school teachers as well as to psychologists and other health professionals as it scales life evaluation. Managing emotions and feelings is a crucial part in order to reach maximum potential in all aspects of life. Good emotional health leads to better physical health. It prevents diseases, and makes it possible to enjoy life and be happier.

The Surgeon General of the United States has made Emotional well-being as one of his priorities and spoke about its importance at the Aspen Ideas Festival 2016. Physicians must take a kind approach to patients by caring for physical, psychological, and social health. To that end, they need to become aware of the importance of emotional medicine in order to help their patients decrease and manage negative feelings that can damage their health; but teach them to enhance positive feelings that can prevent illness and help heal quicker.

Emotional well being is not the absence of emotions, but it is the ability to understand the value of emotions and use them to move one's life forward in positive directions. Emotional well-being also involves identifying, building upon, and operating from one's strengths rather than focusing on fixing problems or weaknesses. It is always better to master your emotions so as to enhance the capacity to enjoy life, cope with stress and focus on important personal priorities

Sound Mind

The Greek proverb 'A sound mind is in a sound body' insists that both mind and body should be both healthy and sound. A healthy person can think normally and act instantly in any given situation. A sound body means a healthy body, free from diseases but does not mean a bulky body. A sound mind refers to a mind capable of good, positive and a free thinking mind.

A healthy body is obtained by maintaining a good diet and good exercise to keep the body functioning well. A good exercise consists of vigorous exercises or yoga and other such things. To keep the mind fit we should always have positive thinking and honest attitude in life. The Greeks gave much importance to healthy living. They had a very good organized form of life. They ate healthy food and rarely indulged themselves in wine. The Spartans were well known for their organized life and ate just meat, Olive's figs and fruits and also trained heavily in warfare and also in sports. This is also one of the reasons why they began organizing Olympic Games to demonstrate their fitness. Body and mind are connected with each other enabling man to have a contented mind. A contented mind leads a man to have a healthy body and a meaningful life. A sound mind thus can function with a positive approach if it exists in a sound body.

PURITY OF HEART

Sören Kierkegaard in his book "Purity of Heart is to Will One Thing" says Purity of heart is to have one thought and that thought be of God. Several great spiritual men, prophets and sages have always prayed to God for a pure heart because they knew very well that only those who are pure in heart can see God. God is the sole object of their search in life. God is their aim, their goal, and their delight.

During our present times, our heart seeks after many things. People may pretend that they are seeking God with all their heart and with all their strength, but often their true motives are different, seeking worldly pleasures. Purity of heart deals with motives and good purposes in life. One may look pure and good on the external but the Almighty sees the heart of the people. That is why all religious insist that we be pure and holy so that ultimately we become acceptable to God.

Developing a pure Heart

We must gain courage to face our real selves and take a hard look at our true motives. We cannot deceive God and self always. We must be willing to open up our innermost being to the thorough searching of God, without fear and in simple faith. We must let God examine and change our real motives. Those hidden drives and ambitions and those dark secrets of our lives must be brought to the light. This whole process is known as repentance. Repentance and saying ‘NO’ to sins help develop a pure heart.

THINKING GOOD

Positive thinking is a mental and emotional attitude that focuses on the bright side of life and expects positive results. A person with positive thinking anticipates happiness, health and success, and believes that he or she can overcome any obstacle and difficulty.

Positive thinking is not a concept that everyone believes and follows. Some, consider it as nonsense, and scoff at people who follow it. However, there is a growing number of people, who accept positive thinking as a fact, and believe in its effectiveness. It seems that this subject is gaining popularity, as evidenced by many books, lectures and courses about it. To use it in life, one needs more than just to be aware of its existence. We need to adopt the attitude of positive thinking in everything we do.

Positive Thinking Is a Way of Life

With a positive attitude, we experience pleasant and happy feelings. This brings brightness to the eyes, happiness and ultimately more energy. Our whole being broadcasts good will, happiness and success. Even our health is affected

in a beneficial way. We walk tall, our voice is more powerful, and our body language shows the way we feel.

Positive and negative thinking are contagious :

We affect, and are affected by the people we meet, in one way or another. This happens instinctively and on a subconscious level, through words, thoughts and feelings, and through body language.

People are more disposed to help us, if we are positive, and they dislike and avoid anyone broadcasting negativity. Negative thoughts, words and attitude, create negative and unhappy feelings, moods and behaviour. When the mind is negative, poisons are released into the blood, which cause more unhappiness and negativity. This is the way to failure, frustration and disappointment.

Tips for Positive Thinking

In order to turn the mind toward the positive, some inner work is required, since attitude and thoughts do not change overnight.

- Ignore what other people say or think about you, if they discover that you are changing the way you think.
- Use your imagination to visualize only favourable and beneficial situations.
- Use positive words in your inner dialogues, or when talking with others.
- Smile a little more, as this helps to think positively.
- If the negative thought returns, replace it again with a positive one.
- Look only for beneficial, good and happy thoughts in your mind.

- Expect only favourable results and situations and circumstances will change accordingly.
- Take courage and enthuse yourself when situations are unfavourable. Never give into discouragement at failure and misery. Rather be focused and cheer up. After all you are born to win.

LESSON - 6**PUBLIC HEALTH AND HYGIENE****PUBLIC HEALTH**

Health is the state of complete physical, mental and social well-being. Health is much more than just the absence of a disease. Good health may enable us to do well at work and in life. Good health involves proper functioning of all body organs. It also involves feeling well both in body and mind. People enjoying good health are cheerful, free from stress, who enjoy life to the fullest. If you are in good health, you can be helpful to others. To keep ourselves free from diseases and to have good health, we should be careful about hygiene.

Public health is the science and art of preventing disease, prolonging life and promoting human health through organized effort and informed choices of society, organizations, public and private, communities and individuals. Public health aims to improve the quality of life through prevention and treatment of disease, including mental health. This is done through surveillance of cases and health indicator, and through promotion of healthy behaviors. Common public health initiatives include promoting hand washing and breast feeding, delivery of vaccination and suicide prevention.

Modern public health practice requires multidisciplinary team of public health workers and professionals. Team might include epidemiologists, biostatisticians, medical assistants, public health nurses, midwives or medical microbiologists. Depending on the need the environmental health officers or public health inspectors, bioethicists, and even veterinarians might be called on.

Rise of Public Health

The idea of public health appeared in England in 1840 when industrialization brought about slums, accumulation of refuse and human excreta, overcrowding and diseases. Cholera epidemics were so frequent at that time. Peter Frank (1745-1821) conceived the idea that the state (Government) is responsible for the health of people during the disease epidemics. Since first attempt of public health was taken to prevent cholera, this disease is often called father of public health.

Public health Organizations

Organized community effort is an important one to bring out public health in our society. The organized effort may be taken by

- Government agencies such as Indian Council of Medical Research (ICMR)
- Medical Colleges and Research Institutes.
- Government Hospitals and Primary Health Care centers.
- National disease control boards.
- Voluntary organizations such as trust hospitals and Non-Government Organizations (NGOs).

Public Health Activities

The public health activities include

- Sanitation of environment
- Control of communicable diseases
- Education of individuals in personal hygiene
- Early diagnosis and prevention of diseases through organized medical and nursing groups
- Development of a good social structure that ensures a standard of living adequate for everyone.
- Enforcement of proper legislations to control

behavioral disorders and criminal activities that cause serious threats to the people

- Therapeutic and rehabilitative control of chronic diseases through primary health care centre
- Correction of nutritional deficiencies in children through noon meal programmes
- Reduction of population explosion through birth control methods
- Generating rural employment to reduce migration of people to urban areas to control urbanization
- Eradication of diseases through organized vaccination programmes.

HYGIENE

The various practices that help in maintaining good health are called hygiene. The word hygiene comes from a Greek word Hygeia that means Goddess for health and deals with personal and community health. So health and hygiene should go hand in hand which are interrelated. Proper nutrition, physical exercise, rest, sleep, cleanliness and medical care are essential parts of maintaining the good health.

Hygiene is a set of practices performed to preserve health. According to the World Health Organization (WHO), “Hygiene refers to conditions and practices that help to maintain the health and prevent the spread of diseases. Personal hygiene refers to maintaining the body’s cleanliness. Many people equate hygiene with ‘cleanliness,’ but hygiene is a broad term. Person who specializes hygiene is known as hygienist. Those who is practicing hygiene is everyday life are called hygienic.

Hygiene may be of two types namely food hygiene and personal hygiene

Food Hygiene

Maintenance of good health by eating germ free nutritious diet in the correct proportion is called food hygiene. It is very important in keeping good physical fitness of the human body. Hygienic foods are free from disease causing germs.

Hygienist advises people to

- Eat vegetables and fruits in large proportions
- Half-cooked vegetables to avoid the wastage of vitamins
- Fully cooked fish, meat, eggs to avoid food contaminants and to facilitate ease of digestion
- Drink water that meets required minimum standards of potable water
- Use pasteurized milk for making coffee and tea
- Avoid freeze stored animal products while making foods
- Eat minimum required amount of food to supply required calories of energy
- Avoid alcoholic beverages and sweet soft drinks.

Personal Hygiene

Personal behavior that influences the health of the persons is called personal hygiene. It is inevitable in the well-being of individuals. All the day-to-day activities of man form personal hygiene to the person. They are bathing, washing, brushing of teeth, cutting nails, balanced diet and regular exercise

If there is a disruption of these activities for some days, health impair may result. The foundations of personal hygiene are laid in the early childhood.

Lack of personal hygiene may lead to the following health problems in man

- Bad oral hygiene leads to pyorrhoea and dental caries
- Dirty skin predisposes scabies, eczema, dermatitis and fungal infections
- Dirty nails may harbor ova of intestinal parasites
- Dirty hairs may lead to lice and tick infections
- Heavy smoking may lead to chronic bronchitis and lung cancer
- Improper cleaning of feet may lead to infectious with some soil borne pathogens.

Maintaining a good Physical health

Physical health refers to excellent physical fitness of human body. In the physical health, all organs of the body are in normal size and functioning effectively to attain optimum physiological activities. It can be achieved through moderate exercise or physical work and nutritious diet.

The following are signs of good physical health in individuals

- Good complexion (colour and appearance of skin and face)
- Clean skin
- Bright eyes
- Lustrous hairs on the body
- Well formed firm muscles in the body
- Body neither too fat or nor too slim
- Fine easy breath
- Good appetite (desire for food)
- Sound sleep for 6-8 hours per day

- Normal activity of bowels and bladders
- Smooth and easy body movements
- Fine working of all sense organs
- Normal range of resting pulse rate, blood pressure and exercise tolerance
- Steady gain of weight in growing individuals (age below 25 years)

Need for a healthy life

Healthy living means both physical and mental health are in balance or functioning well together in a person. In many instances, physical and mental health is closely linked, so that a change (good or bad) in one directly affects the other. Consequently, some of the tips will include suggestions for emotional and mental healthy living.

Health Management

A health management is one that helps to maintain or improve the overall health. A healthy diet provides the body with essential nutrition such as fluid, adequate amino acids from protein, essential fatty acids, vitamins, minerals, fibre and adequate calories.

Balanced diet

A balanced diet is a key to healthy life. A balanced diet should contain all right foods in right. Quantities like carbohydrates, high fibre content, water, proteins, fats, vitamins and minerals. Most people spoil their health by taking unnecessary food items. If you want to lead a healthy lifestyle, eating healthy food is crucial. You need to know what to eat and what to avoid in order to be fit and healthy. A balanced diet is not all about eating the right foods, but having them at correct time in right proportions.

Proper eating habits

The following practices can be helpful for us to lead a healthy life

1. Increase the liquid intake into your body

Fluids are very essential for human body to lead healthy life. Nearly 80% of human cell is filled by water; water is a co-factor in many of the metabolic activities and reactions. According to health experts at least two to three litres for a day is essential. Try to minimize the intake of tea, coffee and alcohol.

2. Eat fresh vegetables and fruits everyday

Maximize the intake of fresh fruits and vegetables, which are lead to avoid many health disorders. Fresh food will provide good source of fibre and vitamins, which are essential for body growth. Avoid consuming deep fried and overcooked vegetables. Your balanced diet should contain all five elements which are bitter, pungent, sour, sweet, and salt. Avoid eating processed food and packed food which may wipe out nutrients.

3. Make time to chew food

Healthy eating starts with smart eating. Most people do not recognize the importance of chewing as it is essential to digest many of components. In reality half of the digestion will be finished in buckle cavity. Make sure that you eat slowly rather than swallowing, it will also help you to enjoy the actual flavor and taste of the food.

4. Avoid eating excess food

Avoid eating when you do not have appetite, if you want to stay active and healthy. Excess food may lead to overweight in the long run.

5. Avoid stress during eating

Avoid eating while working or watching TV which could disturb your concentration. If you eat with stress, it may lead to heartburn and colitis.

6. Exercise

Physical exercise is any bodily activities that enhances or maintain the physical fitness and overall health and wellness. It is performed for various reasons, including increasing growth and development, preventing aging, strengthening muscles and the cardiovascular system, honing athletic skills, weight loss or maintenance, and also enjoyment.

Frequent and regular physical exercise boost the immune system and helpful to prevent certain diseases such as coronary heart disease, diabetes and obesity. It may also helpful to prevent stress and depression, increase quality of sleep and act as a non-pharmaceutical sleep aid to treat diseases such as insomnia, help promote or maintain positive self-esteem, improve mental health, maintain steady digestion and treat constipation and gas, regulate fertility health and augment an individual's sex appeal or body image. Childhood obesity is a growing global concern and physical exercise may help decrease some of the effects of childhood and adult obesity.

Physical education

Physical education is an educational course related to maintain the human body through physical exercises. It is taken during primary and secondary education and encourages psychomotor learning in a play or movement exploration setting to promote health.

Physical education is a course, taught in school and college that focuses on developing physical fitness and the ability to

perform and enjoy day-to-day physical activities. Kids also develop skills necessary to participate in a wide range of activities, such as soccer, basketball, or swimming. Regular physical education classes prepare kids to be physically and mentally active, fit, and healthy into adult hood. An effective physical education program should include engaging lessons, trained P.E. teachers, adequate instructional periods and student evaluation. Physical education also helps students develop social skills. For example, team sports help them learn to respect others, contribute to a team goal and socialize as a productive member of a team.

HEALTH CARE

Healthcare is the maintenance or improvement of health via the prevention, diagnosis, and treatment of disease, illness, injury, and other physical and mental impairments in human beings. Healthcare is delivered by health professionals (providers or practitioners) in allied health professions physicians, physician associates, dentistry, midwifery, nursing, medicine, optometry, audiology, pharmacy, psychology, and other health professions. It includes the work done in providing primary care, secondary care, and tertiary care, as well as in public health.

Healthcare can contribute to a significant part of a country's economy. However life expectancy in total population at birth was highest in Switzerland 82.8 years. Health care is conventionally regarded as an important determinant in promoting the general physical health and mental health and well-being of people around the world. An example of this was the worldwide eradication of smallpox in 1980, declared by the WHO as the first disease in human history to be completely removed by deliberate health care interventions.

The delivery of modern health care depends on group of trained professionals and paraprofessionals coming together as interdisciplinary teams. This includes professionals in medicine, psychology, physiotherapy, nursing, dentistry, midwifery and allied health, along with many others such as public health practitioners, community health workers and assistive personnel, who systematically provide personal and population-based preventive, curative and rehabilitative care services. Healthcare can be defined as either public or private.

Primary care

Primary care refers to the work of health professionals who act as a first point of consultation for all patients within the health care system. Such a professional would usually be a primary care physician, such as a general practitioner or family physician. Another professional would be a licensed independent practitioner such as a physiotherapist, or a non-physician primary care provider such as a physician assistant or nurse practitioner. Primary care is often used as the term for the health care services that play a role in the local community. It can be provided in different settings, such as Urgent care centers which provide same day appointments or services on a walk-in basis.

Primary care involves the widest scope of health care, including all ages of patients, patients of all socioeconomic and geographic origins, patients seeking to maintain optimal health, and patients with all types of acute and chronic physical, mental and social health issues, including multiple chronic diseases. Common chronic illnesses usually treated in primary care may include, for example hypertension, diabetes, asthma, COPD, depression and anxiety, back pain, arthritis or thyroid dysfunction. Primary care also includes

many basic maternal and child health care services, such as family planning services and vaccinations.

Secondary care

Secondary care includes acute care, necessary treatment for a short period of time for a serious illness, injury or other health condition. This care is often found in a hospital emergency department. Secondary care also includes skilled attendance during childbirth, intensive care, and medical imaging services.

Tertiary care

Tertiary care is specialized consultative health care, usually for inpatients and on referral from a primary or secondary health professional, in a facility that has personnel and facilities for advanced medical investigation and treatment, such as a tertiary referral hospital.

Examples of tertiary care services are cancer management, neurosurgery, cardiac surgery, plastic surgery, treatment for severe burns, advanced neonatology services, palliative, and other complex medical and surgical interventions.

Quaternary care

The term quaternary care is sometimes used as an extension of tertiary care in reference to advanced levels of medicine which are highly specialized and not widely accessed. Experimental medicine and some types of uncommon diagnostic or surgical procedures are considered quaternary care. These services are usually only offered in a limited number of regional or national health care centers.

Home and community care

Many types of health care interventions are delivered outside of health facilities. They include many interventions

of public health interest, such as food safety surveillance, distribution of condoms and needle-exchange programs for the prevention of transmissible diseases. They also include the services of professionals in residential and community settings in support of self care, home care, long-term care, assisted living, treatment for substance use disorders among other types of health and social care services. Community rehabilitation services can assist with mobility and independence after loss of limbs or loss of function. This can include prosthesis, orthotics or wheelchair.

LESSON - 7**SELF CONFIDENCE****Introduction**

The concept of self-confidence is commonly used as self-assurance in one's personal judgment, ability, power and so on. Everyone increases self confidence from experiences of having mastered particular activities. It is a positive belief that in the future one can generally accomplish what one wishes to do. Self-confidence is not the same as self-esteem which is an evaluation of one's own worth, whereas self-confidence is more specifically trust in one's ability to achieve some goal, which one meta-analysis suggested is similar to generalization of self efficacy. Many philosophers have emphasized the need to distinguish between self-confidence as a generalized personality characteristic, and self-confidence with respect to a specific task, ability or challenge. "Self-confidence is not a feeling of superiority, but of independence" – Lama Yeshe.

Self-confidence – Definition

1. Behaving calmly because you have no doubts about your ability or knowledge.
2. A feeling of trust in one's abilities, qualities and judgment.
3. Individual's beliefs about their capacity to influence the events in their own lives.
4. An individual's capabilities to handle the future situations.
5. An individuals expectations of performance and self evaluations of abilities and prior performance.

Traits of self-confidence

- i) A greater sense of self-worth
- ii) Greater enjoyment in life and in activities

- iii) Freedom from self-doubt
- iv) Freedom from fear and anxiety and stress
- v) More energy and motivation to act
- vi) Having a more enjoyable time interacting with other people at social gatherings

Understanding self-confidence

Self-confidence is a good feeling about yourself and your capabilities. So, if you're a self-confident person, it simply means that you feel good about who you are; and you also feel good about your ability to achieve things you want to achieve.

Digging a little deeper, you can think of self-confidence as being a good feeling about yourself and your capabilities that.

- Comes from the way you think about yourself and your capabilities
- Naturally makes you happier and more successful in life
- Can remain in any situation or circumstance, even without support from others or without material possessions

With these qualities, self-confidence is something that benefits you in a powerful way, because not only it is a good feeling that naturally makes you happier and more successful, but it is also something that you can develop and maintain in any situation or circumstance. This is because it is self-confidence that comes from within you, not confidence that comes from other people.

Where does self-confidence come from?

Self-confidence comes from your abilities. For this reason, you can think of self-confidence as self can-fidence,

since it comes from things you can do in any situation or circumstance, regardless of what others want you to do. More specifically, Self-confidence comes from three powerful abilities of you, like every other human being possesses.

Your ability to think positively about yourself and your capabilities (rather than negatively)

Your ability to be certain that you are someone of positive value and have powerful capabilities (regardless of whether others doubt this or disagree with you)

Your ability to continue thinking positively about yourself and your capabilities in any situation or circumstance, no matter what.

Having these three powerful abilities makes it possible for you to be very self confident, developing and using these three abilities is what actually makes you self-confident. So, if you want to become a more self-confident person, its first a matter of self-recognition that you already have all the abilities that it takes it to become more self-confident, and there developing and using those abilities to create greater confidence.

Variation between different categorical groups

Children

In children, self-confidence emerges differently than adults. For example, Fenton suggested that only children as a group are more self-confident than other children. Zimmerman claimed that if children are self-confident they can learn they are more likely to sacrifice immediate recreational time for possible rewards in the future, enhancing their self-regulative capability. By Adolescence, youth have little contact with friends tend to have low self-confidence. Successful performance of children in music also increases feelings of self-confidence, increasing motivation for study.

Students

Many studies focus on students in school. In general, students who perform well have increased confidence which likely in turn encourages students to take greater responsibility to successfully complete tasks. Students who perform better receive more positive evaluations report and greater self-confidence. Low achieving students report less confidence and high performing students report higher self-confidence. Teachers can greatly affect the self-confidence of their students depending on how they treat them.

Men versus Women

Women who possessed a more “dominant” personality were more self-confident. They would aspire to and achieve more intellectually than those that had a less “dominant” personality-even if they had the same level of intelligence as the less dominant. Males who have low generalized self-confidence are more easily persuaded than males of high generalized self-confidence. Some have found that women who are either high or low in general self-confidence are more likely to be persuaded to change their opinion than women with medium self-confidence.

Athletes

Many sports psychologists have noted the importance of self-confidence in winning athletic competitions. Amongst athletes, gymnasts who tend to talk to themselves in instructional format tend to be more self-confident than gymnasts who do not.

Types of self-confidence

“Be who you are and say what you feel because those who mind do not matter and those who matter do not mind”
– Bernad M Baruch

1) Creating confidence in you

Creating confidence in yourself is one of the most important qualities to have. You need to believe that you have something to bring to everyone and everything. You need to create the image that you are truly a beautiful and accomplished woman in whatever you do. You need to believe that your voice is worth hearing. You do not need to be perfect, but you do need to be proud of who you are. If you can honestly believe in yourself, your life will take the best turn possible.

2) Confidence that things happen for a reason

You can plan life to your fifth future child's middle name or to your dream job, but you have to accept that life is out of your hands. Life is a crazy thing and is a complete rollercoaster, but it has a greater purpose for you to grow as a person. "Realize that if a door closed, it's because what was behind it wasn't meant for you". – Mandy Hale. You can try to manipulate life's plan however you want, but just being confident in your decisions and the path ahead is a lot easier.

3) Confidence that change can be a Good Thing

Change is inevitable in life and happens a lot more than we usually like it too. However, we have to be confident that change will ultimately lead us to adapt. "Be the change you wish to see in the world". – Gandhi

4) Social Confidence

The first one you want to score yourself on a scale of in social confidence. Socially, how would you score yourself on a scale of 1-10? you have to think of situations where you are going to be around people you do not know and the change that you feel in you.

5) Ordinary self-confidence

Like pleasure and pain, praise and blame, and fame and obscurity, gaining and losing are worldly preoccupations. Most people spend most of their waking lives trying to attract or avoid one or more of these eight concerns. Ordinary self-confidence is based on identification with the ego which everyone does. There is no separate, abiding ego. Since the ego is a conceptual phantom, there is no irremediable bifurcation between it and the other.

6) Extraordinary self-confidence

It is grounded in reality and based on the absence of ego. It is natural and stable. It brings a sense of freedom. It depends only on reality. It accepts what is, which makes extraordinary kind essentially peaceful. It is open to whatever unfolds and detached. “This detachment is not icy or aloof or dry or indifferent. Rather it is a daring and kind hearted availability that reaches out to all beings” – Mathew Richard

7) Unwarranted confidence

Everyone tries to avoid over estimating his/her abilities and underestimating your opponents or the magnitude of the task informant of you. Unwarranted confidence is particularly dangerous when the person who wields it is in a position of power. Think of the CEO who believes he is infallible and makes risky investment decisions. Or the fighter who slams his opponent in the media only to find himself slammed when it comes time to get in the ring.

8) ‘Pasted on’ confidence

It’s pretty obvious that pasted on confidence can crack as easily as an egg-it certainly isn’t resilient or enduring.

9) ‘I have already done it’ confidence

It may seem like this is the most authentic type of confidence. However, it is only listed as the third most useful type of self-confidence because while its good for repeating things we’ve done before, but it doesn’t help us grow.

10) Effort will lead to results confidence

This final type of confidence is built over the long term. It emerges when you see that the resulted in a better grade. It builds when you perfectly execute a difficult kick that you’ve been staying late to practice at soccer training. It grows when you struggle to listen to and incorporate your coach’s feedback even though it’s difficult. It flourishes when each day, week, month, year and decade of accurate effort accumulates to yield a major victory.

Merits of Self-confidence

- 1) Self-confident people are able to meet work deadlines
- 2) Self-confidence breeds enthusiasm and lets a person inspire their co-workers
- 3) People with self-confident have the ability to succeed at whatever they put their minds to.
- 4) Self-confident people have a positive outlook
- 5) People acquires self-confident are better friends and partners
- 6) They would have a higher income
- 7) self-confident people are often healthier
- 8) They would spend more quality time at home
- 9) They believe in themselves and have the courage to solve problems and deal with anything that is thrown their way

Demerits of Over-confidence

- 1) The overconfidence would brag and boast
- 2) The overconfident person will show-off
- 3) The overconfident would try to get your attention
- 4) The overconfident would try to dominate or control others
- 5) The overconfident would expect the appreciation, recognition and admiration from others

All these would bring down your confidence level down and effect your performance and quality of life in a very detrimental way.

- 6) Confidence strengthen one's innerself and abilities. As, Oscar wilde had rightly said,

“Confidence is good but overconfidence sinks the ship”.

Self Confidence in Professional and Personal Life

Winding things like bravery personality, positivity, esteem, evaluation, motives, passion, goals together forms self-confidence. There are the things that we need to gather whereas there are still some things that we need to throw away to acquire self-confidence. Some of them are bad personality, low self esteem, negativity, inferiority complex, etc. Self-confidence is likely the most used term for those related concepts outside of psychology research, but there is still some confusion about what exactly self-confidence is. One of the most cited sources about self-confidence refer to it as simply believing in oneself. Another popular article defines self-confidence as an individuals expectations of performance and self evaluations of abilities and prior performance. The Psychology Dictionary defines self-confidence as an individuals trust in his/her own abilities, capacities and judgments or belief that he or she can

successfully face day to day challenges and demands. Self-confidence also brings about more happiness. Typically when you are confident in your abilities you are happier due to your successes. Also when you are feeling better about your capabilities the most energized and motivated you are to take action and achieve your goals.

Self-confidence in Professional Life

Workplace confidence refers to your mind set that knows what you are doing, what you are best at, your practicing it in a way that it conveys to others. Accept reality and uphold positivity to balance between success and failure. When you act arrogant or inconsiderate and insensitive you to pull yourself close to failure. When you act arrogant or inconsiderate and will disintegrate of this behavior. When you behave like you do not deserve what you are getting and show low self-esteem it qualitatively break you down to no one and takes away your dignity and among others. Thus preserving a clear line of balance between high and low degree of confidence is essential and a healthy practice at workplace. Most of the veterans at your workplace display maintained confidence which can be followed. It is the key to success and a basis for high level of productivity. The workplace should be a setting where people maneuver confidence without restraint. It is not only intended just for the person who will lead a team but for even each of the team members. It applies to anyone who wants to lead a successful career. It applies to how many work achievements you have come across and also on the many more goals you have set for yourself.

Self-confidence in Personal life

There are many things we can do to reduce our feelings of discomfort about ourselves. Affirmations and visualization help us work at the core of our thinking and attitudes. However, there are many factors that contribute to negative thinking that can be fixed with a little effort and conscientiousness. Sometimes a lack of confidence prevents us from looking at ourselves objectively and clearly. Feeling of low self-esteem may lead us to make inadequate choices regarding clothing and personal grooming. One of the most important things for you to understand about self-confidence is that is a great and useful thing to have but not the right thing to have. Indeed, just like its neither right nor wrong for a glass to be full of water or a glass to be empty.

Self-confidence is a combination of a state of mind and a strong feeling of self-belief which is commonly used when one needs self-assurance especially in one's personal judgement, Power, ability and so on. It is that voice which comes from your inside and gives you a boost to do something which fears you.

Self-Confidence : A Key to Success

Every study conducted in the past 50 years on self-confidence and success has proven that the two are interrelated. That is self-confident people are more successful in all areas of life. And successful people have a high level of self-confidence. An important part of self-confidence is what psychologist call a sense of self-efficacy. That is the belief that you can able to accomplish a particular goal. A person with self-efficacy is more likely to try new things. She will tend to rebound better after failure and she is more persistent in the face of obstacles. This create the connection between

self-confidence and success as it is documented in the scientific literature and as it shows up in everyday situation. Confident people approach threatening situations with assurances that they can exercise control. Such a productive outlook produces personal accomplishments, reduces stress and lowers the risk of depression. A confident person looks relaxed, calm and poised. Self-confident people tend to stand taller with their head up. They engage in more direct eye contact. The following Quotes of popular personalities are remarkable one:

“One important key to success is self-confidence.

An important key to self-confidence is preparation” – Arthur Ashe

“Always be yourself and have faith in yourself. Do not go out and look for a successful personality and try to duplicate it” – Bruce Lee

“Optimism is the faith that lead to achievement. Nothing can be done without hope and confidence” – Helen Keller

“Confidence comes from not always being right. But from not fearing to be wrong” – Peter T. McIntyre

People achieve with self-confidence :

There are lot of people all over the world who achieved in their life and prove themselves in this world by their self-confidence. The following example are encouraging one to read.

Helen Keller (1880-1968)

She had perfect sight and hearing until she was about 1-1/2 years old. She contracted an illness that is now believed to have been either scarlet fever or meningitis. Thereafter, she had no sight and hearing. Her teacher, Anne Sullivan, arrived

when she was 6 years old. She graduated from Radcliffe, cum laude, at the age of 24 as the very first deaf and blind person to earn a Bachelor's degree. She became a world famous speaker, campaigning for world peace, civil rights, labor rights, women rights and birth control. In addition she was the author of many books and essays on these topics.

Thomas Edison (1847-1931)

He went to school for only 3 months. His teacher felt he was intellectually disabled because he could not relate to how Edison's mind worked. In addition, Edison's health was fragile as a child. Because Edison's mother was a teacher she taught him at home. As a young teen, an incident happened that affected Edison for the rest of his life. He was lifted by his ears into a moving train and he started going deaf. Thomas' goal was to produce a new invention every ten days and during one-four year period, he averaged a new patent every five days. His lab was so prolific that he was nicknamed the "Wizard of Menlo Park". From ancient days to today people are achieving by their confidence and hard work at any circumstances and all the aspects of life.

Self-confidence is the belief in your own ability when doing anything, by viewing yourself positively and realistically about yourself and your environment. You also need to believe that you have the ability to succeed. Self-confidence is also when you feel certain about yourself, your actions, decisions and opinions and self-reliance. For all these while, many people think that they know what and how self-confidence is but why some of them could not succeed in what they did. This is because they do not fully understand what self-confidence really is and know the proper and effective ways to improve it. Actually improving self-confidence is very much depending on one's own self.

Moreover, the ways to improve self-confidence can be easy as long as you have a strong will to follow and never give up. Hence, self-confidence can be improved through inner of yourself by thinking positively, believing in yourself, setting realistic goals and learning.

A self-confident person is an optimistic, loving, independent, assertive, eager, self-respect and self-control person, and believe and know well about own abilities. Physically, a self-confident person looks confident with positive body language and good posture. That are, standing, sitting and walking with straight back, grasping hands in front or back of body, walking with wide steps, firm handshakes, making eye contact and smiling are signs of self-confidence.

The first and main way to improve your self-confidence is thinking positively. Thinking positively is being happy, healthy with optimism and powerful with hopes. You have to be positive even though you are feeling negative. This is because thinking negatively is very much affecting to your self-confidence. This doesn't mean that you are ignoring the negative events but you accept them, look for the best in the events, and obtain ways to turn them into positive. There you will see opportunity and hopes to restart again.

The second way to improve your self-confidence is believing in yourself. Hence you figure out and need to think that you have the good in yourself. You can figure out it by your abilities, strengths, intelligence, achievements or special skills through your interest. The lack of ability does not mean that you are lack of self-confidence. You must believe and discover that you have something more special and powerful than others do.

There is no one will always be the best. If you believe that "I can" and not "I can not". If you believe "I am losing".

“I can not do this” or “I am out”, then you are really out as it is sure that you will not succeed. You must believe that you can be the best of you too.

Another way to improve self-confidence is by learning. You must be willing to learn from experience and new things and keep on learning. It is fragile, hence, you learn to maintain it. For example, you have learned and practice to dance, hence, you can dance gracefully. Then, you stop and dance again after sometimes. You will not dance as graceful as last time but if you willing to learn and practice again, you will dance well again and if you keep on practicing, you even become better and better.

“When you learn well you have understood what you do and you do not feel doubt or fear to do it as you have confidence to do it already”

Although you have learn well a skill, you must not stop instead you practice to maintain and develop it. You need to learn forever.

In conclusion, confidence is a characteristic that everyone struggles with at one point, but can be achieved by trusting one’s abilities and speaking with others that are supportive. Mark Twain once said.

“The worst loneliness is to not be comfortable with yourself....”

Being comfortable in one’s own skin is the key to achievement and enjoyment in life, so start with some confidence. Everywhere you go and everything you do, self confidence is needed for your accomplishment of what you did.

LESSON - 8**MARRIAGE & FAMILY LIFE****What is Marriage?**

Human being is a social animal. Marriage and family are the key structures in the society. Different people define it in different ways. Not even sociologists are able to agree on a single meaning. In general terms, Marriage, also called matrimony or wedlock, is a socially or ritually recognised union between spouses.

Individuals may marry for several reasons, including legal, social, libidinal, emotional, financial, spiritual and religious purposes. The marriage may be influenced by socially determined rules of incest, prescriptive marriage rules, parental choice and individual desire. In some part of the world, arranged marriage, child marriage, polygamy, and sometimes forced marriage, may be practiced as a cultural tradition. Conversely, such practices may be outlawed and penalized in parts of the world out of concerns of the infringement of women's rights, or the infringement of children's rights (both female and male children), and because of international law.

Marriage is a religious duty, a moral safeguard as well as a social necessity. Marriage acts as an outlet for sexual needs and regulates it so one does not become a slave to his / her desires. It is a social necessity because through marriage, families are established and the family is the fundamental unit of our society. Furthermore, marriage is the only legitimate way to indulge in intimacy between a man and a woman.

Meaning of Chaste

Chastity is the sexual conduct of a person that is deemed praiseworthy and virtuous according to the moral standards

and guidelines of their culture, civilization or religion. The term has become closely associated (and is often used interchangeably) with sexual abstinence, especially before marriage and outside marriage.

The Thirukkural says that ,

*“pennin perundhakka yaavula karpennum
thinmaiun daagap perin”*

It means that Chastity is one of the most important qualities of a perfect wife. Chastity for a woman is defined as the nature of being pure mentally and physically without being attracted by another man other than her husband before and after marriage. Same is true with the men also. When a man has such a lady as his wife there is nothing in this world that is more a cherished treasure to him. Such a wife is a real treasure and pride for a man. The same concept applies to a man also.

In general terms, chastity means virginity and guarding chastity could mean staying away from sexual intercourse before marriage.

Who should maintain Chastity?

Chastity applies to everybody, unmarried people and married people. How?

For unmarried people (both those planning to marry and those who intend to remain single), chastity means staying pure in thought and deed, refraining from sexual intercourse and other forms of deliberate genital arousal, and expressing one's sexuality in non-genital ways.

For married people, chastity means having sex only with your marriage partner. This form of promised faithfulness between husbands and wives giving themselves sexually only to each other, never to anyone else is also

known as fidelity. Chastity in marriage also means keeping sex open to life.

Who should a person maintain Chastity?

The advantages of living with chaste gives two types of freedom: freedom from a negative lifestyle and freedom for a positive lifestyle.

a. Chastity gives you freedom from:

- guilt doubt, worry, and regret
- having to wonder, How far will I go with this person on this date?
- being used by others and using other people
- having to choose between raising a child you aren't ready for and giving up your baby
- for adoption
- the trauma of abortion; loss of reputation; pressure to marry early or to marry the wrong person

b. Chastity gives you freedom to:

- exercise control over your life
- develop real friendships based on mutual respect, shared thoughts, and feelings
- develop skills, talents, and interests and have many relationships
- develop self-respect and self-control
- finish your education and achieve financial stability before having to marry
- find a potential mate who values you for the person you are
- enjoy greater trust in marriage because you don't have to worry, Is he/she going to fool around with someone else, the way we fooled around before we were married?

- stay out of sexual sin and grow in your relationship with God.
- Practical Ideas to maintain Chastity
- Teenagers and young adults should carefully think through how they intend to behave with members of the opposite sex. They should anticipate what situations might become challenging for them and practice strategies for resisting temptation. Here are some practical ideas to help young adults remain chaste:
 - Determine your standards for behavior with the opposite sex and write them down.
 - Share your standards with your family and friends. Ask them for support.
 - Choose friends who share your beliefs about chastity. Break off ties with friends who have a more permissive attitude about premarital sex.
 - Associate with only people who share your views about chastity.
 - Avoid alcohol and drugs. Indulging in either one makes it much more difficult to maintain your standards.
 - Avoid music, TV shows, movies, videos, and magazines that include sexual content or promote premarital sex.
 - Don't allow yourself to be alone in an empty house or room with a member of the opposite sex.
 - Make friendship, not physical affection, the foundation of all your relationships with the opposite sex.

Celibacy

Celibacy (from Latin, *cælibatus*) is the state of voluntarily being unmarried, sexually abstinent or both, usually for religious reasons. It is often in association with the role of a religious official or devotee. In its narrow sense, the term celibacy is applied only to those for whom

the unmarried state is the result of a sacred vow, act of renunciation, or religious conviction. In a wider sense, it is commonly understood to only mean abstinence from sexual activity.

Forgiving Nature

“The weak can never forgive.

Forgiveness is the attribute of the strong.” - Mahatma Gandhi

Benefits of Forgiving Nature

1. Peace of Mind

If you don't forgive you are in essence allowing negative emotions to control your mind. When somebody is hurt, the emotions which result from the hurt are not positive in any way. They include: bitterness, resentment, anger and hatred. If you allow them to continue being part and parcel of you because you've refused to forgive; they'll torment your mind since the mind will be filled with negative thoughts.

2. Healing & Recovery

Forgiveness aids in the healing process and eventual recovery from the breakup. If you don't forgive the healing process will be jeopardized. Forgiveness is accepting you've been hurt but you are not going to allow the hurt to go on 'untreated.' You are not going to hold on to the hurt – the negative emotions such as anger – because the wound that had been created in your 'heart' will increase day-by-day which will be catastrophic in your life.

3. Get Rid of Negative Emotions

The first technique of getting rid of negative emotions after a breakup is not entertaining the emotions. Of course, first you have to experience them but not for long. After you've experienced them then you deal with them by not

entertaining them. The second tactic is by forgiving your ex. It helps in getting rid of the negative emotions. When you don't forgive you allow the negative emotions to remain. Negative emotions are toxic as they will affect you in the negative way both mentally and physically.

4. Strength to Move On

It is not easy to forgive. We feel it is not right. He doesn't deserve forgiveness after what he has done. When you take the step of forgiving however hard it is, it will require your willpower to arrive at that point. Once you forgive, you will gain an inner strength which will aid you to get over the hurt. Once you get over the hurt, then the recovery process will take place and finally you will be able to move on.

5. Condoning & not condoning behavior

When you forgive it doesn't mean you are condoning the behavior of the one who hurt you. Normally, it depends with a situation. In the case of a break up, you can forgive but not condone the behavior. You will not condone the behavior by bringing the relationship to an end. You will forgive him but not accept to get back to the relationship. In some situations depending on your judgment, you can forgive and condone the behavior by giving your partner another chance. It depends with you. If you feel you don't want to be in the relationship you will forgive him but not get back together with your ex.

6. Your own benefit

It is easy to think when you forgive your ex you are giving him the leeway to hurt you more. This is not the case. Forgiveness is for your own benefit. It works for you, not him. In fact it works for you more than your ex. Forgiveness doesn't require you tell your ex you've forgiven him. If he

asks for forgiveness do forgive him. If he wants the two of you to get back together and you don't feel like you want, then tell him so.

7. Regain control power

When you are hurt, the negative emotions tend to take control of your life. This is tragic. In essence, it means your ex is controlling your life. As long as your ex is controlling your life is as long as you are living as a slave. Your ex is your master. Once you forgive your ex you remove the control power he has in your life. You will no longer live under the influence of his hurting you. As long as you don't forgive him is as long he will still continue to hurt you. Forgive him and he will no longer torture your mind.

8. The determining factor of your happiness

When a person is hurt she/he feels sad. She doesn't feel happy. She wants to be alone. She feels she wants to be 'out' of this world. She has no mood for anything. When you forgive you return to the state of happiness you had before the hurt. Your days will no longer be gloom. When you forgive you are breaking the chains of negative emotions having hold of your mind. These negative emotions are the ones which make you unhappy and to feel a kind of darkness in your world.

9. You learn to forgive

When you forgive it means you have learned the benefits of forgiveness. Next time you are hurt you will purpose immediately to forgive. You will not be held up saying the person who hurt you doesn't deserve to be forgiven. You will gain the strength to forgive for you will have known forgiving is for your own benefit not the person who has hurt you.

10. Cease to be a victim

When you forgive you cease to be a victim of hurt. You are no longer a wounded person who is still nursing injuries fifteen months after the breakup. Forgiveness is the determining factor in the ensuing healing process. If you don't forgive the healing process will be jeopardized. It means you will remain a casualty or sufferer until you forgive. Since you have been involved in an accident - breakup - you have become a victim. In your case you have refused for more than one year to seek treatment at the hospital – forgiveness – thereby you are still nursing wounds.

11. A Prey For Your Hunter

If you don't forgive you will remain a prey. You will always be hunted with the negative emotions that resulted from the hurt. Your ex will be hunting you, not directly but indirectly. Remember your ex is moving on with his life. It is the negative emotions which resulted from hurt which are hunting you and you've accepted to remain their prey for a long time. If you are not careful, the negative emotions will kill you.

12. You Find Out Hurt Is Inevitable

Once you learn to forgive it will become clear hurt is inevitable. As long as you are living on earth you can never escape from hurt. When somebody hurts you it should not take you a long time to forgive. If you take a long time to forgive or you don't forgive, the hurt will keep on increasing daily. It will have negative effects on your life both directly and indirectly. We can never escape from hurt. A human survives by dealing with hurt through forgiving if he wants to live a meaningful-long-happy life.

13. You Learn To Forgive

When you forgive it means you have learned the benefits of forgiveness. Next time you are hurt you will purpose immediately to forgive. You will not be held up saying the person who hurt you doesn't deserve to be forgiven. You will gain the strength to forgive for you will have known forgiving is for your own benefit not the person who has hurt you.

14. Pay The Price

You don't have to pay the price of someone else's wrongdoing unless you have decided to sacrifice yourself on his/her behalf. In this scenario whereby you have been hurt, you don't have to experience the hurt feelings for the rest of your life. You don't have to pay the price whereby your ex is enjoying his life while you are paying the price of misdoing of his hurting you.

FAITHFULNESS

Faithfulness is the concept of unflinchingly remaining loyal to someone or something, and putting that loyalty into consistent practice regardless of extenuating circumstances. It may be applied to a husband or wife who, in a sexually exclusive marriage, does not engage in sexual relationships outside of the marriage, a customer at a restaurant who regularly dines there. It could also mean keeping to one's promises no matter the prevailing circumstances. Literally, it is the state of being full of faith in the sense of steady devotion to a person, thing or concept.

What is the meaning of being faithful?

It means only having your partner on your mind, in your heart, and as the love of your life for the rest of your life. Not

having even just your eyes wander. In a faithful relationship, the man makes his woman feel like she's the only one he'll ever have eyes for, and makes other women feel jealous of her for having such a wonderful man, not making his woman jealous of where his eyes wander.

As goes vice versa, a woman makes her man feel like he's the one and only king in her world, and all interests are lost for any other men out there, looking at men that try and get at her in disgust.

Being faithful means more than keeping your hands to yourself. It means more than only sleeping with one person, only kissing one person, only being physically involved with one person.

Being faithful means putting an end to any flirting that becomes too intense. It means telling the girl hitting on you at the bar that you're in a relationship. It means making it clear that you aren't interested in her instead of leading her on and enjoying the fact that someone other than your partner is attracted to you.

Being faithful means keeping your wedding ring on or keeping your relationship status public so everyone knows you're taken, instead of purposely trying to make other people think that you're single so that they treat you differently. So that you still get checked out and receive miniature confidence boosts.

Being faithful means being honest with your person about the fact that you ran into your ex during your lunch break or that some girl at the bar asked you for your number. It means being open, even when the truth makes you uncomfortable, because you believe that your person deserves to know what really happened.

Being faithful means knowing what your person is not okay with, what they would consider being disloyal, and never crossing that line. You are allowed to text someone else. You are allowed to like someone else's picture on Instagram. You are allowed to have friends of every gender.

But if you start hiding texts from your person, because you know that they would get upset if they found out about what you've been saying to some other girl — if you leave several inappropriate, sexual comments underneath another girl's picture — if you treat your female friend exactly the same as your girlfriend, then something is seriously wrong.

Maybe you're not technically cheating, but you're coming close enough. Close enough for your girlfriend to worry. Close enough to hurt the person who loves you more than anything.

Remember, being faithful means more than never letting another person into your bed. It means never letting another person in your heart.

Family faithfulness is measured by what we do rather than by what we say. Worldwide research shows that children who experience the Christian faith lived out in the home are much more likely to grow into faith filled people.

Importance of Faithfulness

1. Story

This includes reading and discussing scripture, sharing personal faith stories, and hearing about the faith lives of those who have gone before. Story is more than just hearing it, is the reality of living it, sharing it and celebrating it.

2. Prayer and Celebration

Essentially this means living out the Christian life and story overtly in the home and includes learning about and experiencing prayer, celebrating the story of salvation throughout the year and integrating the disciplines of the Christian faith into your family life.

3. Service

Often the deepest learning comes about through practical hands on experience. A wonderful way for your family to grow and learn is through serving the church and community together.

4. Family Closeness

Close and caring families do not just happen; they are created intentionally. Building family closeness mean setting aside time and energy to work and play at being family together.

The results of faithfulness

1. A peace beyond my understanding
2. Chronic happiness
3. An uncontrollable sense of pride
4. A strong confidence
5. Love that feels like a fairy tale
6. A secure woman by my side
7. A drama-free love life
8. An incomparable sex life
9. A real connection with one human being
10. Unexplainable and uncontainable success

Being faithful to one woman has been the most challenging thing for me, considering my background as a womanizer, college athlete, poet, ladies' man, etc. I wanted to be normal and cheat like every other guy I knew. I wanted to fit in. I wanted to make myself feel like I was more of a man by the amount of women I could get. Now things are different. I'm on a real-love movement. I'm even doing real-love seminars around the country for free. I pride myself on being faithful to my wife. I made mistakes early on in our relationship, and I even pushed her to places she didn't want to be. Now it's all good. We are about to celebrate seven years of marriage, and I wouldn't trade it for the world. Once you allow yourself to build a real connection with one person, you'll never want to trade it. For a lot of women, this is very easy to do, and they can't understand why it's so hard for men. Maybe you're not meant to understand, because if you understood men fully, you may run the other way for the rest of your life.

To the guys reading this: If you've found that woman you can trust and build with, give faithfulness a fair shot. Settle down and love all of her and only her. Be faithful to your woman and watch the doors be unlocked in every other area of your life. You'll experience a peace and clarity about life that you didn't think was possible. Trust me. I've done it all when it comes to relationships, and nothing in the world compares with this feeling. I'm not writing this for praise or applause. I'm writing this because I want every human on Earth to experience what love really feels like when you have two fully committed people.

Definition of cheer for English Language Learners : to shout with joy, approval, or enthusiasm. : to express enthusiastic approval of or support for (something) : to cause (someone) to feel happier or more hopeful.

6 WAYS TO SPREAD HOLIDAY CHEER AT WORK

Joyous, festive, stressful, busy—all words that describe the holidays. Work doesn't slow down but we have a lot of other things to get done outside of the office. What makes it all worthwhile is the time we get to spend with our families and friends, and the cheer that everyone spreads both at home and at work.

As a business owner, you may want to do something special for your employees to reward them for working hard all year long. How can you go above and beyond a run-of-the-mill holiday bonus without stretching too thin?

Send holiday cards

Have the executive team sign small messages on holiday cards, then distribute them to employees. This simple gesture shows you took time to think of them even when times are busy.

Take your team out for an extra-long lunch

Find an hour or two out of everyone's schedule to set aside for relaxation, conversation and a delicious meal on the boss. Your employees will look forward to it and they will have a moment to destress.

Decorate the office

We spend the majority of our day at work, so why not make it feel festive? Garlands, lights and figurines make for easy, office-friendly décor. Every day when coming into work, your staff will be reminded that you decorated just for them.

Schedule a day to celebrate together

Get everyone together for a gift exchange party at the office. Perhaps you pick a day to wear ugly holiday sweaters and bring dishes to share. However big or small you make it, your employees will appreciate the opportunity to unplug and spend a bit of down time with their colleagues.

Provide flexibility

If possible, give your employees some additional flexibility with their schedules during the holidays. If they are catching a flight or need to work remotely, try your best to accommodate and let them know that you value their life outside of work.

Promote the theme of giving

Have an office gift exchange, or hold a fundraising drive for your favorite charity. Have a homemade advent calendar with daily activities, appreciations or small gifts. Be enthusiastic and get everyone into that warm, giving spirit.

MEEKNESS

Meekness is an attribute of human nature and behavior. A humbleness. It has been defined several ways: righteous, humble, teachable, and patient under suffering, long suffering willing to follow gospel teachings; an attribute of a true disciple.

Meekness has been contrasted with humility as referring to behaviour towards others, whereas humility refers to an attitude towards oneself - meekness meaning restraining one's own power, so as to allow room for others.

MAGNANIMITY

Magnanimity (derived from the Latin roots magna, great, and animus, mind) is the virtue of being great of mind

and heart. It encompasses, usually, a refusal to be petty, a willingness to face danger, and actions for noble purposes. Its antithesis is pusillanimity. Magnanimity is a latinization of the Greek word μεγαλοψυχία, megalopsychia which means greatness of soul and was identified by Aristotle as “the crowning virtue”. Although the word magnanimity has a traditional connection to Aristotelian philosophy, it also has its own tradition in English which now causes some confusion

PRUDENCE

Prudence (Latin: prudentia, contracted from providentia meaning “seeing ahead, sagacity”) is the ability to govern and discipline oneself by the use of reason.[1] It is classically considered to be a virtue, and in particular one of the four Cardinal virtues (which are, with the three theological virtues, part of the seven virtues). Prudentia is an allegorical female personification of the virtue, whose attributes are a mirror and snake, who is frequently depicted as a pair with Justitia, the Roman goddess of Justice.

The word derives from the 14th-century Old French word *prudence*, which, in turn, derives from the Latin *prudentia* meaning “foresight, sagacity”. It is often associated with wisdom, insight, and knowledge. In this case, the virtue is the ability to judge between virtuous and vicious actions, not only in a general sense, but with regard to appropriate actions at a given time and place. Although prudence itself does not perform any actions, and is concerned solely with knowledge, all virtues had to be regulated by it. Distinguishing when acts are courageous, as opposed to reckless or cowardly, is an act of prudence, and for this reason it is classified as a cardinal (pivotal) virtue.

In modern English, the word has become increasingly synonymous with cautiousness. In this sense, prudence names a reluctance to take risks, which remains a virtue with respect to unnecessary risks, but, when unreasonably extended into over-cautiousness, can become the vice of cowardice.

RESOURCEFULNESS

There is not a more useful or important trait to possess than resourcefulness in the pursuit of success. Resourcefulness is a mindset, and is especially relevant when the goals you have set are difficult to achieve or you cannot envision a clear path to get to where you desire to go. With a resourcefulness mindset you are driven to find a way. An attitude of resourcefulness inspires out-of-the-box thinking, the generation of new ideas, and the ability to visualize all the possible ways to achieve what you desire. Resourcefulness turns you into a scrappy, inventive and enterprising entrepreneur. It places you a cut above the rest.

1. Open minded

As an open-minded entrepreneur you must be passionate about breaking boundaries and redefining what is and is not possible. You must possess the unique talents necessary to leverage and fulfill the immediate goals set out in front of you, and remain open when considering new ideas and differing thoughts from your own. Open-mindedness is critical when taking the actions that will lead you towards success.

In being open-minded you find value in all kinds of different people, events and circumstances. You demonstrate a willingness to embrace an array of possibilities, opportunities, thoughts, views, suggestions and experiences outside of your normal repertoire. You push yourself to do

what others believe to be impossible. This is how you attain success while the less resourceful give up on their dreams. Stretch out of your comfort zone and expand your thinking. As you stretch yourself you discover things which greatly improve your business, and ideas which help you bypass current obstacles standing in your way.

2. Self-assured

Believe you are capable of handling any problem placed in front of you. You must wholeheartedly hold the belief that you are competent and adequate enough to achieve what you desire. This belief is the first step you take in getting things done. When you are self-assured you like and trust yourself. You know your value, appreciate your talents, work ethic and your ability to consistently follow through on your every word, deed and action.

Hold the mindset that workable solutions exist for every problem. Visualize yourself being successful every day. When facing difficulties picture yourself overcoming them. Imagine accomplishing your goals and celebrating your successes. Openly accept compliments and know that you deserve them. Keep a daily log of your successes. Write down your achievements each day and soon you will fill the pages and develop a clear scope on how far you have come and how much success you have had. This will go a long way in helping you realize that you have earned the right to be confident in yourself and your abilities.

Related: Keeping a Daily Journal Can Give You Tremendous Power

3. Imaginative

Resourcefulness is having the mindset to look at what's in front of you and to optimize what you have to work with. Being imaginative is not always about creating something new, but also, with a little ingenuity making old things work better. Reach far into the depths of your mind and come up with outlandish possibilities as well as practical ones. Allow your mind to wander. Never stop your creative process, as you may talk yourself out of great idea. Creative thoughts quickly move you from one idea to another and to another. One of those ideas may bear the fruits of a genius idea or solution.

Related: Want to Reach Your Goals? Adopt and Embrace the Hustle Mentality.

4. Proactive

There is no such thing a procrastination in the mindset of those who are resourceful. To be successful you cannot put your dreams on hold and wait for the right resources or people to show up. There is no waiting. Get out there and create your own resources and networks. When you are resourceful you do not allow outside circumstances determine when or how you take action, or you will always settle for less.

When opportunities present themselves do not over think or talk yourself out of them. Get in the game. Avoid being a passive observer. Participate actively and always be deeply involved. Take initiative to be a part of creating and finding solutions. Engage with and influence the people, events, circumstance and knowledge which come your way. It is when you are actively engaged in your business that you have the most significant impact on everything you touch.

Related: Entrepreneurs Don't Overthink Things. They Make a Decision and Go With It.

5. Persistent

To be resourceful you can never give up. If you stop trying before a problem is solved then you haven't accomplished anything. If you don't succeed at first, get up and try again. Try a dozen things a hundred different ways if that is what it takes, but don't give up the fight simply because obstacles present themselves on your path. Trust that every "No" puts you that much closer the "Yes" you are looking for.

Let anxiety and frustration motivate you. Get in touch with how deeply you want to succeed and make a difference. These motivators largely determine what you accomplish. Discipline yourself to keep going when you want to quit. Any sought after goal worthy of your effort will place challenges in your way. If you practice persistence and make it your habit to discipline yourself to get done what needs to get done, you are guaranteed to reach your goal. Gregariously go after what you want. Never see a setback as a failure, view it as practice. Practice makes perfect. Use fear and frustration to push you over the finish line of what you are seeking.

6. Hopeful

Possessing a resourceful mindset requires you stay positive. There is a solution to every problem, even if that means a change in direction. Train yourself to see the positive benefits in every situation. As you cultivate a positive outlook you will see it is easier to come up with solutions. Fear and frustration block innovation.

When frustrated, remind yourself of all the times in the past you dealt with a crisis or difficult situation and the stories of victory and success that resulted from those hardships.

Allow these memories to keep you hopeful in your present situation. Each time you are successful through hardship you grow into a stronger, wiser person. Your experiences teach you things you can now pass onto others when in need of support and encouragement.

PUNCTUALITY

Punctuality is the characteristic of being able to complete a required task or fulfill an obligation before or at a previously designated time. “Punctual” is often used synonymously with “on time”. It is also acceptable that punctual can also, be related to talking about grammar, mean “to be accurate”.

Benefits of Punctuality

1. **Respect:** Punctuality speaks of a person’s respect of others. In giving respect to others we can earn in turn.
2. **Credibility:** An employee who is punctual is considered as credible in the eyes of his/her employer.
3. **Organised:** A punctual person usually organises his/her work well, thinks ahead of time, prioritizes the given tasks and is overall successful.
4. **Networking:** Much of the networking in a company happens just before a meeting when the board members are waiting for everybody to gather. Being early can give you a chance to talk to the company leaders and create a network of alliances for you.
5. **Ready:** Being a couple of minutes early to a meeting or work, gives you time to relax, collect your thoughts and prioritise your day’s activities. This will help you sail through the day with no major glitches.
6. **Productivity:** An employee who isn’t stressed about reaching late or has come in early enough to give him

minutes to settle in before the day's work begins, has got better chances to get more accomplished than a late comer who feels more pressurized.

7. **Promotion:** All of the above points help an employee become a strong contender for a promotion (of course, given the fact that he/she is good at the job).

8. Professionalism

Punctuality is a sign of professionalism and helps one to stand out as a reliable and trustworthy employee. If a project is not completed on time, that keeps others from being able to finish their tasks. Being punctual helps a person to establish the reputation as a dependable and consistent worker. In an interdependent work environment, everything runs like a well-oiled piece of machinery. Being on time helps ensure that a person is doing your best to keep things running smoothly.

Tips to become Punctual on time

1. **Get up on time.** When your first act of the day is procrastination, it's going to be hard to be on time for anything. When the alarm goes off, get up. One solution is to place your alarm clock on the other side of the room. Just remember not to climb back in bed.
2. **Have extra time built into your schedule.** If your son's football practice ends at 7:00, avoid agreeing to meet a friend for dinner at 7:30 on the other side of town. What if traffic is heavier than expected or football practice runs late? Assume the worst and schedule your time accordingly, and more often than not you will be on time.
3. **Plan your day the night before.** If you spend a little of your leisure time in the evening to plan the next day, you won't spend time in the morning trying to make decisions. Have an evening routine that includes preparing for tomorrow.

4. **Part of being on time consists of stopping on time.** If you don't end your current activity in time, you're guaranteed to be late for later activities. Avoid short-term thinking. Consider the consequences to lingering on your current activity for too long. Think how your decision will affect the remainder of your day.
5. **Be respectful.** When someone has to wait for you, you're implicitly announcing that you don't respect their time. You'd rather be late and keep them waiting than be on time. Others resent this lack of respect.
6. **Record your appointments in one place.** If you have appointments listed in your phone, on scraps of papers, and on your desk calendar, your schedule is a disaster waiting to happen. Choose one place to schedule all of your obligations.
7. **Know exactly where you're going.** You might know that your destination is about a mile north of the grocery store near your old house, but that's not good enough. Pull up the location on your phone or computer before you need to leave. Know exactly where you're going and how to get there.
8. **Avoid getting ready last.** Rather than watching TV until the last possible moment and then getting ready to leave, get ready first. Any leftover time can then be spent in front of the TV. You can't be positive how long it will take to get ready. But you can turn the TV off and walk out the door whenever you need to.
9. **Use alarms.** Set an alarm for 7:15 if you must leave the house by 7:30. Give yourself enough warning that you can get out the door on time.
10. **Keep at least a half-tank of fuel in your car.** How many times have you barely squeaked out of the house on time, only to realize that you don't have enough fuel for the trip? Keep enough fuel in your car for any situation.

PURITY

In the ordinary use, 'pure' means the freedom from adulteration or contamination or dirt. For instance, when we speak of pure water or pure milk, we mean that the original substance is unmixed with any foreign element.

A pure life is the term used to express the effort of man to keep his spiritual being untainted by the false values of the worldly life. It is the constant search for the original self, the desire to reach it, and the means employed to recover it, which alone can truly be called purity of life. But the term can be applied with the same meaning to any part of man's life.

Purity of life is the central theme of all the religions which have been given through the ages to humanity. For purity is not only a religious idea but it is the outcome of the nature of life itself, and one sees it in some form or other in every living creature.

Purity is the absence of impurity or contaminants in a substance. This term also applies to the absence of vice in human character.

- Ritual purification, a feature of many religions
- Purity in Buddhism, a spiritual purity of character or essence
- Purity (quantum mechanics), a measure of correlation between a system and its environment
- Purity (gas), an indication of the amount of other gases in a particular gas
- Purity, the colorfulness of a light source

RESTRAINT

Restraint may refer to

- Self-control
- a personal virtue

- Physical restraint, the practice of rendering people helpless or keeping them in captivity by means such as handcuffs, ropes, straps, etc.
- Medical restraint, form of general physical restraint used for medical purposes

It may be defined as a measure or condition that keeps someone or something under control. Examples for Restraint are, “decisions are made within the financial restraints of the budget” unemotional, dispassionate, or moderate behaviour; self-control. “he urged the protestors to exercise restraint”

RESILIENCE

It is the capacity to recover quickly from difficulties; toughness. It is the ability of a substance or object to spring back into shape; elasticity. “nylon is excellent in wear ability, abrasion resistance and resilience”. Learning to be resilient may be the ultimate key to happiness and well being, even in the face of adversity and tragedy. Resilience is marked by such characteristics as optimism, positive attitudes, the ability to regulate and attenuate emotions, and an enduring capability to see failure as an opportunity to learn and grow.

Resilience is often missing from people who are either burned out or burning out in main work, relationships or on learning. It is a key factor in fostering engagement through purposeful work. Resilience is not something only a few people can have. It is a compilation of thoughts, behaviours and actions. It is a learned behaviour which has to be acquired through practice.

LESSON - 9**PROBLEM MANAGEMENT****Problem Management**

Coping is active problem-solving. When we are stressed by events, we are unable to be good problem-solvers as we either see no solution or one we don't like. There are steps to good problem-solving that we can follow no matter how stressed we are. Following the steps gives us a plan and results in better solutions being found. It is similar to following the steps in a recipe.

Steps in Problem Solving

- Define the problem.
- Recognize how you feel about the problem?. Accept your feelings.
- Relax and try not to think about solutions for a while.
- Consider all possible solutions.
- Try to imagine how other people might solve the problem or how to obtain the information needed to solve the problem.
- Evaluate the pros and cons of each solution.
- Arrange the solutions into a list starting with the least practical or least desirable one, all the way to the best.
- Make a choice.
- Briefly consider some favourable or positive aspects of the original problem. Can you think about it differently? Undesirable events often produce spectacular strengths.
- Being Balanced In Success And Failure

Being balanced is accepting oneself with all the strengths and weaknesses. Being balanced is a fundamental human

need. There is one need fundamental and essential. If, it is met everything else will almost certainly harmonize in a general sense of well-being. This need is true and deep love of self, a genuine and joyful self-acceptance, an authentic self-esteem, which result in an interior sense of celebration.

There are a number of benefits of accepting yourself as you are. The more self-accepting you are, the greater self-disclosure tends to be. The greater your self-disclosure, the more other accept you and the more other accept you, the more you accept yourself. A high level of self-acceptance is reflected in psychological health. Psychological healthy people see themselves as being liked, capable, worthy and acceptable to other people. All of these perceptions are based on self-acceptance. Considerable evidence abounds that self-acceptance and acceptance of others of related. If you think well of yourself, you tend to think well of others .You also tend to assume that others will like you, an expectation that often becomes a self-fulfilling prophecy.”

The five essential steps into the fullness of life are these:

- 1) To accept oneself
- 2) To be oneself
- 3) To forget oneself in loving
- 4) To believe and
- 5) To belong

In order to come up with a list of all the possible solutions and/or options available, it is usually, appropriate to work on a group (or individual) problem-solving process. This process, could include brainstorming or some other ‘idea generating’ process. This stage is important to the overall decision making processes as a decision will be made from a selection of fixed choices. Always remember to consider

the possibility of not making a decision or doing nothing and be aware that both options are actually potential solutions in themselves.

GOAL SETTING

What is Goal Setting?

We often want to make changes in our life, but we sometimes don't know where to start. Goal setting can help you to identify where you want to go and the steps needed to get there.

Identify your goals

Take some time to think about the things that you would either like to do or that you want to change in your life. Try to identify some short-term goals (for example, things you would like to work on over the next couple of weeks or months), medium-term goals (for example, things you would like to be able to do in six months or a year from now) and long-term goals (for example, things you are hoping to accomplish in your life-time).

Goals can be related to a variety of life areas such as:

- Relationships (Friends and Family)
- Career / School
- Finances
- Health
- Lifestyle
- Personal Development

People who suffer from anxiety problems will often limit their lives, because of anxiety. When trying to think of your goals, imagine a life without anxiety. What would you like to be able to do? You can use goal setting as a way to help you

practice your tools for managing anxiety or to move forward with your life as your anxiety becomes more manageable.

Goals should be

- Realistic
- Concrete and Specific
- Break goals into smaller steps
- Identify obstacles
- Schedule your goals
- Carry out your goals

HIGH AMBITION

Ambition can be defined as a strong desire for success of any goal through hard work and determination. The great achievers of our time have all had it. Individuals with this quality trait stand out as people who constantly drive towards their goals and dreams.

Qualities that make a person ambitious

1. **Ambitious individuals are always striving towards a goal.** People with this quality are not the type of person to stagnate and sit still. They have an inner clock that is always ticking and signifying that they have to be doing something to move ahead. The goals of the ambitious are like most other people's; business goals, family goals, higher education goals and career goals just to name a few. The difference with ambitious people is that they will not sit around and wait or expect to achieve these goals. They get up and go after them.
2. **They continue to work through setbacks:** The ambitious individual will continue to fight towards their goals amid any adversity or setbacks (everyone

goes through these). Their goals are that important to them. They persevere; nothing is going to stop them from achieving. The average person would quit and say that it just get too hard or contemplate that they are not worthy or good enough to attain their original goal(s) and therefore settle for something lower that does not take as much effort. Ambitious people don't have the "settle-for" mentality in their make-up, they only win.

3. **Ambitious people always set another goal:** Whenever these people hit their goals, they set another one right away. Many ambitious people actually prefer the thrill of the journey of chasing and working towards their goal rather than actually achieving it. They always have to be working towards another level. It is as if they feel empty if they are not striving after another goal. Some people actually look at ambition as a negative. Like they are immoral for having a goal or a dream and call them "materialistic." The challenge is that they don't understand the underlying internal satisfaction that the ambitious person has to be in the fight of chasing their goal or dream.

Being ambitious is not just something that you are born with. You can become ambitious at anytime- you must have a goal or find a dream that causes you to take action and you will see the ambition rise within you.

Ambition is the intense desire of the individual to achieve the goals proposed. For some, it's a desire to almost always reserved to material wealth, respect, power and the recognition or fame. However, depending on the context in which it is used, the Word can acquire both negative and positive connotations. In a positive context, ambition can be understood as the desire to Excel above the rest with a

constant self-improvement. It is, therefore, set goals and work steadily to reach them. A person with ambitious goals is then that not only have a goal or objective established, but it also has the level of motivation and confidence needed to achieve it.

Decision Making

A good place to start is with some standard definitions of decision making. Decision making is the study of identifying and choosing alternatives based on the values and preferences of the decision maker. Making a decision implies that there are alternative choices to be considered and in such a case, we want not only to identify as many of these alternatives as possible, but to choose the one that has the highest probability of success or effectiveness and best fits with our goals, desires, lifestyle, values and so on. The two important ideas here are that first, there must be some genuine alternatives to choose from among. Note that “Do it” or “Don’t do it” does not qualify as a set of alternatives. Only “Do this” or “Do something else” really qualifies. Second, every decision must be made in the light of some standard of judgment. This standard usually gets expressed in the form of criteria, which reflects the values and preferences of the decision maker. These values and preferences are often influenced by corporate rules or culture, law, best practices and so forth. Decision making is the process of sufficiently reducing uncertainty and doubt about alternatives to allow a reasonable choice to be made from among them. This definition stresses the information-gathering function of decision making. It should be noted here that uncertainty is reduced rather than eliminated. Very few decisions are made with absolute certainty because complete knowledge about all the alternatives is seldom possible. Thus, every decision

involves a certain amount of risk. If there is no uncertainty, you do not have a decision; you have an algorithm-- a set of steps or a recipe that is followed to bring about a fixed result.

Stages of Decision Making

Many different techniques of decision making have been developed, ranging from simple rules of thumb to extremely complex procedures. The method used depends on the nature of the decision to be made and how complex it is.

The method described here follows seven stages

- Listing all possible solutions/options.
- Setting a time scale and deciding who is responsible for the decision.
- Information gathering.
- Weighing up the risks involved.
- Deciding on values or in other words what is important.
- Weighing up the pros and cons of each course of action.
- Making the decision.

DETERMINATION

“Take up one idea. Make that one idea in your life; think of it; dream of it; live on that idea. Let the brain, muscles, nerves, every part of your body be full of that idea, and just leave every other idea alone. This is the way to success and that is the way great spiritual giants are produced.” Swami Vivekananda

The famous quote says it all. If, we have determination and will power for one defined goal in life then nothing can stop us to achieve success. Though, in some people this quality is infused by God and some have to develop it by practice, but, if we have this then nothing can stop us to succeed in

life. Though one thing is clear that the type of achievement depends upon the goal you have defined for yourself and your determination. Also, one should always remember that the journey of life is not smooth, failures are part of it and we should learn from the failures rather than cribbing over the situation. Once you are determined and have disciplined your mind you will see a great transformation in yourself.

In India, unbelievable success has been achieved by many great personalities, because of their strong determination towards a goal. One such example of a strong soul is Mahatma Gandhi who had lived his entire life to fulfill just one dream, of freeing India from the shackles of British rule. He lived with this passion of converting his dream into reality and got success. Some more examples of determined people and their success stories in India are Jamsetji Tata, Dhirubhai Ambani, Lakshmi Mittal, Sameer Gehlaut and the list continues. These are not extraordinary people but what is common in all of them is their strong will to achieve greatness in life. Day and night, they had just one dream and they worked towards the same.

A person who lacks self determination complains a lot and is always in a hurry. He does not have time to think about his weaknesses and this becomes a hurdle on the way to success. Moreover, a person who lacks determination is not clear of his goal. Someday, he wants to achieve something and the next day something else. Such people generally do not see much success in life. Also a person who lacks determination cribs a lot, almost over everything around him. He keeps on telling himself that he will start working tomorrow and when the tomorrow comes then day after tomorrow and so that day

never comes when he would actually start his work. If you are in this category then you really need to be determined to be successful.

Though determination is a simple thing, but it comes with practice and then can transform your life as well as the life of people around you. To become a determined person first of all you will have to discipline your life on a daily basis as everyone has just 24 hours in a day and what makes the difference is how you utilize these hours. Then set one goal in life and mark the way to achieve it. Write down somewhere that there is no short cut to success. Your every action should be oriented towards the same goal. Keep your mindset very positive and be determined even when you face failures. Consider failures as the hurdles, but not the full stop on the way to success. If you keep moving in the right direction with a positive mind set and determination, you will come out as a winner.

LESSON - 10

CONTENTMENT

What is contentment?

Everyone wants to be happy. But very few of them are satisfied with what they have. Indeed, those who feel satisfy are the real happy persons in the world. Contentment is the state of being happy and satisfied. It is the inner feeling of satisfaction. It is the mental or emotional state of satisfaction drawn from being at ease in one's situation, body and mind. It is the state of having accepted one's situation which is known as the tentative form of happiness. The Literature assures that contentment is the state of being happy with what a person has.

Many of them are unhappy with what they have, with their life, where they are, what they are doing and who they are. They keep on criticizing themselves. We have to satisfy with what we have. Every one ought to learn the art of being content with what we have. But many of them are not like that. The Greek scholar Socrates said that, "He who is not contented with what he has, would not be contented with what he would like to have".

Everyone wants to get whatever they like. For many people, however, happiness is like a moving target. They might think that they will be happy by having a certain amount of possessions or a certain status. But later they find out that which not the case is. Happiness is not from money, job, status, the goal that we achieved and so on. Really, the best goal of life is being content.

Two types of contentment

Happiness is being content with what you have in your life. It comes down to two different types of contentment. They are as follows:

- Material Happiness and
- Natural Happiness (or) Inner contentment

The first type is a material happiness that comes from material things including food, shelter, clothing, cars, technological devices and anything else that physically exists and is an object of desire. The second type of happiness is much more abstract; it is a kind of natural happiness. It comes from being at peace or from achieving a state of inner contentment. Only through a perfect balance of these two sources of happiness can one be truly happy, which is, in a way, to be content.

The material desire can become excessive and lead to insatiable greed. The true antidote of greed is contentment. If you have a strong sense of contentment, it doesn't matter whether you obtain the object or not; either way, you are still content. This kind of inner contentment comes about through the second type of happiness, inner contentment (or) natural happiness.

NOT BEING GREEDY

Greed is a desire to have more of something than you need. It means longing for money, fame, respect, power, sex, food, attention, knowledge, self importance and so on. It is one of the seven basic character flaws or 'dark' personality of human traits. We all have the potential for greedy tendencies that can become a dominant pattern. Selfish and excessive desire is widely considered immoral, a violation of natural or divine law. Unless you avoid greedy, you cannot lead a contented life and Greed can eat away your pot of gold.

How to Overcome Greed?

Everyone must face the most dangerous enemy named 'Greedy'. Greed is nothing but the endless desire to get more and more things in life. If we are not cautious enough, Greed will dictate our actions and thoughts. It destroys friendships, relationships which is the root cause of bigger mankind troubles like war and corruption. Greed does not have any limit. If you think that having a big house or a room full of money will satisfy your greed, you are wrong. Even if you get that, you will wish for an even bigger house and more money. Until you feel satisfy with what you have, you cannot overcome the grief.

Greed cannot be satisfied, but it can be controlled. You can control your desires, and live a happy, peaceful and satisfied life. It does not mean that we have to keep low goals in life, or kill your dreams. It only means the understanding what you need and what you do not.

Greed needs an object of desire, something you must have once you have seen it. This object of desire can be anything – a chocolate, drugs, gadgets, member of opposite sex, or just a larger piece of pie. Let us read the interesting third grade story. Once a student asked the teacher about the meaning of 'Greed'. The teacher replied him to visit the shopping mall and buy a favorite chocolate of his own. The student went to the shopping mall and choose a chocolate. But he was attracted by the other chocolates that are big, crispy, and creamy. Finally the student did not select any. He was not satisfied with his earlier selection. Like the student, many of them are not able to control and overcome their greed. Only certain practices and experiences will help to lead the contented life. Overcoming greed means to overcome the intention that arises, whenever you see a desirable object.

Controlling your mind

Controlling our mind is the key to control our greed. If we do not control our greed, our life will be destroyed. By doing regular practices, we are able to control our mind. For example, imagine that there is an object of desire in front of you. It can be anything like (chocolate, dress, car, and so on); choose the one that means the dearest to you. Imagine how do you feel if you had it right now? How would you get it? How do you feel after getting it? How does your mind react while seeing a desirable object? How does your mind send to you a fantasy land away from reality? From these observations, can you guess what it is that makes you act greedily? It is your mind that makes you greedy and forces you to perform those actions to fulfill your greed.

Your hands are not greedy when they try to grab an object; your tongue is not greedy when it enjoys eating; your eyes are not greedy when they want to see something beautiful. The only thing that makes your body act this way is your mind. When you see your object of desire in front of you, your eyes see it first, but your mind recognizes that object. Once you recognized, the mind tells you to have that object. You take action – like pick up that pie and eat it – to fulfill what your mind says. If you do not do that action, you will feel incomplete in some way. So there is a conflict inside you that makes you uncomfortable.

Your mind was conditioned to make you act greedily. This conditioning can be caused by several factors – your upbringing, your society, your friends, and even self-learned. Most humans are not greedy by nature. It is the world that makes them so, and partly they become so due to their own ignorance. Your mind makes you cling desperately to your objects of desire. If you have to overcome greed you have

to accept that there is greed inside you. You have to remain alert for any situations in which you act greedily. Only then you can overcome greed. Let us try to overcome greed and enjoy ourselves with what we have.

Need vs. Greed

We need to understand the difference between a need and a want. A need is something you have to have to survive such as food, shelter, water, clothing, and so on. A want is everything else. There is more than enough to go around for everyone, if we all just learn to share. This misunderstanding is what drives most of the world into suffering and scarcity. The following ideas can make us feel to be contented.

1. Learn to share with others even if they are complete strangers.
2. Learn to live a minimalist lifestyle.
3. Cut out as many wants and especially unnecessary wants as you can.
4. Enjoy thoroughly whatever you have.
5. Feel confident enough to face your sadness.
6. Do not blame others for anything.
7. Follow Your Passions not money.

BEING CONTENTED LIFE

Being contented with what you have is the secret of real happy life. It can be achieved only by regular practice. It is not the friends, circumstances, new emerging technologies, sophisticated life, luxurious things and other circumstances around you decide our contented life. Until you can feel yourself content, you cannot lead a joyful life. Until you feel proud of yourself, you cannot attain the things what you wish. If you contend yourself, you will become happy with yourself.

Being content is an important key to happiness. We often overestimate the role of external factors when it comes to happiness. We may think that things such as wealth and status make us happy. But the truth is: happiness is the state of your inner self. If you are happy inside, then you will be happy outside. It is not your circumstances alone that make you feel happy.

Being content does not mean being stagnant and just staying where you are. You must still strive to be the best person that you can be. You must still aim to go to the next level. But you do not need any of those promotions to be satisfied with your life. Your happiness does not depend on them. You can already be happy here and now. If you have this attitude, then you will lift a big burden off yourself. There is no more pressure to obtain superficial things. You can enjoy your life now rather than later.

How can you create a life of contentment?

The following thoughts will be useful for us to achieve Contentment:

1. **Love yourself:** Everyone has his own values. We try list out them; put it up somewhere in our home where it will be visible to you everyday so you will be able to remember your chosen values as a guide for your behavior and thoughts for the day.

You stop criticizing yourself; feel that you are happier, you are a better person to be around, and you can now help others and work without the insecurities you had before. Try to List out the positive things of yourselves and keep on doing. You try to list out few things you can remind yourself to be grateful for every single day. For example,

- a. Write a gratitude list every Sunday to remind yourself of all the great things in your life.
- b. Take the time to thank people for helping you.
- c. Spend more time with nature.
2. **Develop the Right Mindset:** The mindset of waiting for happiness is a never-ending cycle. You get a better job and then immediately start thinking about what your next promotion will be. You get a nicer house and immediately start looking at how nice your neighbors' houses are, or the faults in the house you have. You try to change your spouse or kids, and if that works (good luck), you will find other things about them that need to be changed. It keeps going, until you die. You can learn to develop the right mindset and be happy now, without changing anything else. You do not need to wait until you have changed everything and made your life perfect.
3. **Enjoy the Present:** The people who are the happiest with their lives are able to enjoy and embrace the present moment instead of being stuck on the past. Though thinking of the past can help us learn from our mistakes and thinking of the future can help us set goals and be a good long-term planner, we have to keep in our mind the importance of present. We must try to focus on what the day will bring you , instead of what happened yesterday and what we will be able to change about tomorrow.
4. **Stop comparing yourself to others:** Discontent is an ugly thing. It brings nothing but unhappiness. A discontented man is unhappy himself, and his constant grumbling and bad temper make all round him unhappy too. He is always comparing his lot with the lot of those better off than himself. His envy of them makes him bitter. He

hates others for their greater success and prosperity. He is a miserable wretch.

5. **Simplify your life:** People who are content with their lives typically do not have many things to worry about. They have only the possessions they really need instead of a wardrobe full of clothes. They have one car for their family instead of two so they don't have to worry so much about the cost and maintenance. They have one credit card instead of three, four close friends instead of forty acquaintances, and they focus on doing the few things they really love instead of committing themselves to a lot of things they only kind of like.
6. **Share your Feel:** The modern world is addicted to the technology. Many of them never talk, share and enjoy their life with others and never try to connect with others. Connecting with people has been proven to make people feel more content with their lives. Meaningful relationships are one of the most important things in life, and they will make you feel less alone and more able to deal with your problems. Whether you are connecting with your best friend or chatting with your neighbor, even the little gestures and conversations can make you feel better. If you want to be content with your life, then you have to surround yourself with people who are good influences. They will teach you how to approach your own life, show you that there are a variety of ways to be happy, and will maybe even give you some tips for how to approach difficult situations.
7. **Be helpful to others:** We all need a helping hand sometimes, and learning to extend yours a little more will help you build a reputation as a reliable, helpful person. Learn to anticipate the needs of others by

listening closely to what people say, and how to share your time in the most helpful ways possible.

Let us read an inspiring story on the importance of being contented. A middle class young orphan went to his office. He never worried about anything. On his way, he watched the things, persons and nature around him. He took a rose pot and kept it on the spot where the rain water flows from the home; He helped a vegetable vendor to carry his basket; gave some money to the beggar woman who along with her daughter for the education of her daughter and shared his meals with a dog. He continued his deeds every day. All of them scolded the young man for being helpful to others. He got nothing for his actions; not recognized by anyone; one; not a bit of famous and he was an anonymous one to all. But he rendered his helps to the needy and felt happy.

After three years he witnessed the remarkable happenings which were the result of his action. He received the emotions, witnessed the happiness and understood the real joy of helping others. Yes, the rain water was the reason for the blossoms of beautiful rose, the vegetable became his adopted father and the child got her education. He witnessed real love, happiness of sharing and beauty of nature. The young man was not a rich one but he achieved what money cannot buy. It is not money that makes us happy. It is up to us that we desire whether money or love.

Conclusion

Contentment is the sense of satisfaction and sufficiency. Contentment sees the cup half full, the beauty and bounty that are available to us. It allows us to take pleasure in what we have and what we are, even life's simplest offerings. It

frees us from envy and longing and so makes us generous.

Although contentment is influenced by external circumstances, it is an internal attitude and can be cultivated no matter what our situation. Contentment looks for the riches that can be found amidst poverty and the small marvels that can be found in the direst conditions. It is the close kin of gratitude and wonder.

Rather than living life blindly, know how you want to live and then proceed on the journey of life. Inner peace and contentment will be your companions almost automatically. Learn to be content with your life, and discover the beauty of life all around you.

LESSON - 11

TRUSTWORTHINESS

Trustworthiness is made up of four major qualities: integrity, honesty, reliability and loyalty. Integrity means moral wholeness as demonstrated by a consistency of thoughts, words and deeds. The honesty aspect of trustworthiness involves both what we say (our words) and what we do (our conduct). Honest people always try to convey the truth. Reliability means keeping promises and following through on commitments. The last quality is loyalty – standing up with and for someone in need. When you are loyal to someone or something, you're constant and dependable. Trustworthy people keep their word, honour their commitments, pay their debts and returns what they borrow.

The Meaning of Trust

- Trust means that you feel that the person is honest and will not lie, cheat or steal from you.
- It also means that you can count on the person to do, as he or she promised and that the person is reliable.
- Finally, trust in a person means that you feel he or she can be counted on to do something important, will not shirk from duties and will take personal pride in what he or she does.

Being Trustworthy Shows Character

People will trust a person who has a reputation of being honest, reliable and responsible. Dishonesty can easily tarnish that reputation can easily be tarnished, such that others consider you untrustworthy. Being considered trustworthy provides benefits from the way people deal with you, as well as your own self-esteem.

Mohan was a reserved but trustworthy boy. One day, the Inspector of Schools, Mr. Giles, came to Mohan's school. He read out five English words to the class and asked the boys to write them down. Mohan wrote four words correctly, but he could not spell the fifth word 'Kettle'. Seeing Mohan's hesitation, the teacher made a sign behind the Inspector's back that he should copy the word from his neighbour's slate. But, Mohan ignored his signs. The other boys wrote all the five words correctly; Mohan wrote only four. After the Inspector left, the teacher scolded him. "I told you to copy from your neighbour," he said angrily. "Couldn't you even do that correctly?" Everyone laughed. As he went home that evening, Mohan was not unhappy. He knew he had done the right thing. Mohan at a later age was trusted by his whole nation in getting them freedom. He was fondly called "Gandhiji".

Being considered Untrustworthy

If you are caught lying or deceiving people, they will consider you an untrustworthy character. It is then very easy for that bad reputation to spread. Once, others consider a person as untrustworthy, they will tend to be cautious in dealing with that person or may avoid him or her all together.

Benefits of being Trustworthy

Others like to deal with you - People like to deal with those they can trust. You like to shop at a store where you know that the owner or sales clerk will deal with you honestly. Supervisors like to have workers they know will be reliable and show up on time each day. They also like workers who they can trust to take responsibility. If people trust you, they will like you and give you more opportunities.

Feel good about self - If you are honest, do as promised and are capable of being responsible, then you feel good

about yourself. You feel that you have integrity and cannot be influenced by negative, outside forces trying to bring you down. You feel self-respect, knowing that you are worthy of others' trust.

Being trustworthy is an admirable character trait. It is being honest, reliable and responsible. Others will respect you more and want to continue relationships and dealing with you. Also, you will feel a sense of self-respect.

UNDERSTANDING OTHERS :

Understanding other people is a difficult task, because everybody is different. Even with all the differences, all people want the same things out of life: happiness, purpose and fulfillment. Many people believe their way is the right way. They do not understand other points of view, but try to force their beliefs on others. Disregarding other's thoughts and feelings, leads to arguing, discontentment and misunderstanding. To avoid this we must work through the four stages of understanding others:

Tolerance - If someone's behaviour is annoying, it is best to avoid harsh reactions and instead find ways to allow or tolerate their differences. By tolerating someone's strange habit and allowing them to live happily within their own worldview, you may not understand their habit, but at least you will be on a path toward understanding that person as an individual.

Acceptance - To truly live together with others, one must move past tolerance toward acceptance. When you tolerate the other person's habits, their beliefs begin to seem less silly. Once you realize the other person's beliefs are meaningful to them, it is easier to accept as it is a part of who they are as a whole person. While you may not like a particular behaviour, you still love the entire person, faults and all.

Respect - Respecting a person in spite of his or her strange beliefs is challenging. There are many beliefs that people hold that, seem ridiculous to someone else. But, even when other people do not agree with them, even when they do not understand them, people still want others to respect their beliefs. Respect to the people will you move closer to understanding.

Appreciate - We should honestly appreciate the other person's desires, values and beliefs. Many of us navigate different roads toward happiness, but even if we travel separate routes, it is important we appreciate the journey—not only ours, but the journey of everyone else. When, we appreciate others for who they are, not whom we want them to be, then and then only, we will understand others.

Understanding Other People and Empathy

Daniel Goleman, author of Emotional Intelligence, suggests that understanding others is more than just sensing other people's feelings and emotions. It also means taking a genuine interest in them and their concerns. People who are good at understanding others:

- **Pick up emotional cues**, often from body language, tone of voice and other non-verbal elements of communication.
- **Listen well to what people are saying**, actively checking their understanding. When people talk, listen completely. Most people never listen.
- **Show sensitivity towards others** and understand them. They are careful not to hurt others by saying or doing the wrong thing. They know that not everyone has the same point of view.
- **Help other people appropriately**, based on their understanding of their needs and emotions.

Insights from Understanding Others

One day a poor man brought a bunch of grapes to the Prophet Muhammad (peace be upon Him) as a gift. The Prophet ate the whole bunch and did not offer it to anyone present. The poor man was very pleased and left. One of the companions asked him why he did not offer the grapes to anyone. The Prophet smiled and said, "I ate all the grapes by myself, because the grapes were sour. If I had offered you, you might have made funny faces and that would have hurt the feelings of that poor man. I thought it better to I eat all of them cheerfully and please the poor man as I did not want to hurt his feelings."

Understanding others does not mean that you have to agree with their feelings or point of view. Instead, it means that you recognize their point of view and accept that it is different from yours. Developing empathy and particularly the skill of understanding others, is not just important to your interpersonal relationships. It can also have a much wider impact in society and the world.

RESPECTING OTHERS' FREEDOM

Everyone wants to be liked. But, more importantly people want to be respected. Mutual respect and gratitude is the foundation of any relationship – be it between spouses, co-workers, acquaintances or children. One of the best ways to show someone you love them is by treating them with respect. Respect comes with embracing acceptance, forgiveness, not judging others, listening to and valuing their viewpoints and appreciating their personality.

People often unintentionally damage the mutual respect by violating their boundaries, pushing their opinions on

others and by not accepting the other person's freedom. Being disrespectful often leads to a feeling of bitterness. Both parties should work together toward maintaining mutual respect in a relationship. The key here is to respect others like you respect yourself. There are seven basic rules of respect:

- Treat others the way they would like to be treated.
- Honour the individual worth and dignity of others.
- Treat others with courtesy, politeness and civility.
- Honour reasonable social standards of propriety and decency and personal beliefs, customs and traditions that are important to others.
- Accept and tolerate individual differences.
- Honour the right of adults to control and direct their own lives.
- Avoid using physical force or intimidation and refrain from improper threats of force.

The Importance of Respect

Respect comes in many different forms. It is all about honouring other people for their wisdom, actions and status. Respect for elders means honouring our parents, grandparents and anyone older than us. Respect for parents is a very specific kind of respect for our elders. Respect for teachers means acting in an attentive manner to those trying to educate us. Respecting someone else is a way of recognizing their achievements and what they have done for us. Respecting another person's words and opinions is a key form of respect.

The Meaning of Individual Freedom

We born free, so all the people have an equal right to freedom, but freedom does not mean we can do anything nor can freedom for some mean limiting the freedom of others. Though, we are born free we live in a community that functions, because there is an understanding among its members. Nobody has the right to own another person or to force them to work under threat or punishment. No persons should be discriminated against in their lives. Everybody have the right to protection from all forms of violence. Nobody should be tortured or treated in an inhuman or degrading way.

Respecting the Freedom of Others

Nelson Mandela, the icon of the struggle against apartheid said, “For to be free is not merely to cast off one’s chains, but to live in a way that respects and enhances the freedom of others.” We must respect others and respect their freedom. Every person has the freedom to make his decisions. Others should be able to put forward their views and express their opinion. When a person gives suggestions about something or gives his views on a topic, he should be respected and appreciated.

Respect for people’s freedom results from the respect of the human self and dignity. The ridicule of the beliefs of others and the attempt to provoke and underestimate others is due to ignorance and leads to deterioration in relationships. Respect for others’ freedom and respect for his thought and faith can build the bridges of trust and love.

TRUTHFULNESS**The Importance of Truthfulness**

Truthfulness is the greatest and most important of all human virtues. Truthfulness means to speak the truth habitually. A truthful man will never tell a lie. He always says what he means. He acts as he says. He does not tell a lie even in jest. Truth matters, both to individuals and to society as a whole. As individuals, being truthful means that they can grow and mature, learning from their mistakes. For society, truthfulness makes social bonds, and lying and hypocrisy break them.

Truthfulness is important to build up the character of a man. A truthful man keeps his word. So, people depend upon what he says. They give him responsible work. A truthful man has strength of mind. He is not afraid of any body. He is never ready to suffer by speaking the truth. A truthful man attains success in business. He may be poor, but he lives a peaceful and happy life, because he knows that he is pure in mind and he is right. In fact, the word of a truthful man has great value. A truthful man has a clear conscience and does not fear anybody. So, his mind is free from the anxiety that constantly troubles a liar. Even his enemies respect him.

As truthfulness is a great virtue, untruthfulness is a great vice. A liar is hated by all. Nobody believes him. He may gain success for a short time, but in the long run he is bound to suffer. Nobody helps a liar. Nobody gives him any responsible work. He cannot shine in business. If a merchant or a shopkeeper tells a lie, people will not deal with him anymore. A liar does not lead a peaceful life. He is always afraid of being found out. He knows that he is not doing a good thing by telling a lie.

Being Honest

A person who is considered honest is one who displays integrity, is genuine and not deceptive or fraudulent. Honesty is characterized by truth and sincerity. Honesty denotes the quality of being upright in principle and action. Honesty implies truthfulness, fairness in dealing with others and refusal to engage in fraud, deceit or dissembling.

People called Abraham Lincoln “Honest Abe” because he was so honest. For example, once while working as a store clerk, he mistakenly took six cents too much from a customer. That night after the store closed, he walked three miles to her house. Apologizing for the mistake, Lincoln gave the six cents to her and slept all the better that night for having corrected the error. Another time, a woman came to the store late in the evening, when Lincoln was closing it, for a half pound of tea. The next morning, he noticed that he had given the woman a quarter instead of a half-pound of tea. Weighing another quarter of a pound, he closed the store and delivered it to the customer, asking her pardon. His character trait of honesty is doubtlessly one reason people later elected him to be the President of the United States.

Truthful people will

- Understand themselves and know their own strengths and weaknesses. They will not delude themselves about their successes or failures;
- Present themselves in a way that shows who they really are. Their reputation will be founded on what they are and whether in public or private, they will be the same;
- Meet any commitments or promises that they make;
- Be accurate in their descriptions of themselves or others, so that they do not mislead others.

The Importance of Truth

It is important to live and act in line with your values. Being truthful to yourself matters, because you cannot live in line with your values, if you are pretending to yourself that you are something else. Truthfulness allows you to be honest about yourself to yourself and to others and to live a life which reflects that.

BE LAW-ABIDING

Being law-abiding is an important part of the duties, rights, conduct and responsibilities of the citizen of a state. As citizens, we should contribute to the overall public good by obeying the law, participating in the democratic process and helping to protect the environment. It is important that people learn how to give back to society and make a difference in their community and their world. It could start with some easy steps like: start recycling at home, voting when they come of age, volunteering to plant flowers for the city. Some strategies to be good citizens include:

- **Do your share** means to care about and pursue the common good. We act as good neighbours; we volunteer to help schools, youth programs and communities to make them better.
- **Follow the rules** as rules are designed to keep orderliness, economic stability, personal safety and justice. We might not all agree with the rules, but we need to follow them because as citizens there is a bigger obligation than just to ourselves.
- **Respect authority** as authority serves the greater good of the community by taking on the responsibility of protecting or acting in the best interest of those they serve. Youth and adults need to respect their decisions and actions.

The Duties of a Law abiding Citizen

The Constitution of India lays down the following duties for every citizen of the country:

- To abide by the Constitution and respect its ideals and institutions.
- To cherish and follow the noble ideals which inspired our national struggle for freedom.
- To uphold and protect the sovereignty, unity and integrity of India.
- To defend the country and render national service when called upon to do so.
- To promote harmony and the spirit of common brotherhood amongst all the people of India.
- To value and preserve the rich heritage of our composite culture.
- To protect and improve the natural environment and to have compassion for living creatures.
- To develop the scientific temper, humanism and the spirit of inquiry and reform.
- To safeguard public property and to abjure violence.
- To strive towards excellence in all spheres of individual and collective activity so that the nation constantly rises to higher levels of endeavor and achievement.

A Law-abiding Citizen is a Good citizen

A good citizen is aware of his privileges and his duties. His foremost duty is his loyalty to the country of his birth. He should have firm and deep faith in the welfare of his motherland. He has to obey law and order. He has to respect the constitution of his country and to obey its laws. A good citizen takes intelligent interest in politics, so that he may use his vote for the good of the country and the nation.

He must be vigilant against the enemies of the country. He should have no sympathy for law breakers and he should help the state in their arrest. He must do all he can to make the criminals feel that all respectable people are against them.

He is clean in thoughts, words and deeds. He leads a simple life. He treats his fellowmen with kindness. He always helps the poor and needy. He never ill-treats anyone. He does not deceive anybody. He does his duty well. He tries to attain excellence in every field of life.

He has a great sense of duty. If, he is a soldier, he bravely sticks to his post. If he is a labourer, he puts his heart and soul in his work. If, he is a teacher, he is passionately concerned with the intellectual progress of his students. If he is a student, he works hard to achieve excellence. If he is a lawyer, he labours hard for the triumph of the truth. If he is a doctor, he does his best to cure his patients. So, he commands respect in every field of life. He deserves highest honours. He does not fail to distinguish between right and wrong.

LESSON - 12

DUTY CONSCIENCE

Conscience

Literally, Conscience is an aptitude, faculty, intuition or judgment that assists in distinguishing right from wrong. Moral judgment may derive from values or norms (principles and rules). In psychological terms, conscience is often described as leading to feelings of remorse when a human commits actions that go against his / her moral values and to feelings of rectitude or integrity when actions conform to such norms.

The Islamic concept of Taqwa is closely related to conscience. In the Quran verses 2:197 & 22:37 Taqwa refers to “right conduct” or “piety”, “guarding of oneself” or “guarding against evil”. Quran verse 47:17 says that God is the ultimate source of the believer’s taqwa which is not simply the product of individual will, but requires inspiration from God. In Quran verses 91:7–8, God the Almighty talks about how He has perfected the soul, the conscience and has taught it the wrong and right. Hence, the awareness of vice and virtue is inherent in the soul, allowing it to be tested fairly in the life of this world and tried, held accountable on the day of judgment for responsibilities to God and all humans.

Why should we have Duty Consciousness?

No-one brings any material wealth to the world when he comes. From the point of birth up to the starting of the teens, that is 13 years, generally no one is able to earn anything for food, cloth and other facilities and commodities of life, by his own labour. All material requirements are supplied

and fulfilled only by the society. In this respect, parents or guardians also are part of the society. Millions of people spread throughout the whole world are involved in the production of the materials required for every man. The protection from all dangers of life is given by the society which includes government and relations. Education is given by the government, which is the administrative arrangement of the society. For all these undocumented receipts everyone is indebted to the society, i.e. he has run up dues with the society. In the moral sense, everyone got all his requirements from the society as an undemandable loan. Should not this inevitable and unwritten loan be returned to the society by everyone by way of his/her service in the proper time, when one is ready physically and fit intellectually to clear the dues. The moral conscience to repay such a loan to the society by way of service is Duty consciousness.

Everyone is engaged in some particular work. He is paid for it according to the social system. By this arrangement of Economics, people have generally come to think that they are working for money. In reality there is a deeper meaning in the spiritual knowledge of duty consciousness. The simple fact is that everyone is already a debtor to the society and he repays his dues by way of his service. There should be no expectation of commercial gratuity for his work, as everyone is maintained by the society without prejudice, directly or otherwise, whether one is male or female, child or adult, invalid or healthy, criminal or guardian, king or beggar and working or not. The working person is maintained by means of the Wages paid to him. So, a worker should not think that he is working for money. In fact the wages for the work done by him is not a fair and just recompense for his service.

Kinds of Duties:

One of the common divisions of duties is based on the distinction between “duty to oneself” and “duty to others”. Thus, it is often said that it is a duty that one owes to oneself to preserve one’s own life or develop one’s talents or preserve one’s self-respect. The meaning and the different kinds of duties can be clearly understood with the help of Kant’s “Metaphysics of Morals”.

Kant’s division of duties

Immanuel Kant (22 April 1724 – 12 February 1804) was a German philosopher who is a central figure in modern philosophy. He makes a clear division of duties through his “Metaphysics of Morals”. According to his philosophy, Duties can be divided into “Juridical duties” and “Ethical duties”.

Juridical duties are duties that may be coercively enforced from outside of the agent, as by the civil or criminal laws or other social pressures.

Ethical duties must not be externally enforced (to do so violate the right of the person coerced). Instead, the subject herself, through her own reason and the feelings and motives arising a priori from her rational capacities the feelings of respect, conscience, moral feeling and love of other human beings, must constrain herself to follow them.

COMMITMENT

According to the Oxford Dictionary, commitment means “the state or quality of being dedicated to a cause, activity etc”. Commitment is a way of being and something one take on being for the rest of his or her life.

“Commitment is an act, not a word” – Jean-Paul Sartre.

From this point, “commitment” may be made clear with the following.

1. Commitment is passion

A person who is committed to something will not be able to live peacefully without accomplishing it. So, Fulfilling that commitment gives a great pleasure. The subject matter of the commitment needs not be a giant task. It differs from person to person, situation to situation, life style to life style, etc. An infant standing in its own legs, a home maker preparing a nice recipe, etc may give passion to the person. So, passion is everywhere, but it can be felt only when commitment is there.

2. Commitment is action

Actions speak louder than words. A person who is committed shows that commitment, over and over, in his or her actions. If the actions does not match the commitment, it means he or she is not committed to it.

3. Commitment is obligation

What makes a mother to look after her children carefully? What makes a father to work hard to earn for his family and children? What makes a fire-fighter to charge into a dangerous fire because he or she hears screaming? What makes a soldier who holds his or her ground while the rest of company flees? The answer for these questions is simply one thing, i.e. commitment. Here, the commitment has become as an obligation. These people do these things not, because, they are fun or pleasurable in their own right, but because their commitment that demands to do them.

4. Commitment is larger than the self

Commitments are personal, but they're also about relationships. The committed artist sacrifices everything to express his or her inner vision to the world. The committed father or mother cares first and foremost for the emotional and physical well-being of his or her family. The committed performer takes the stage in the service of the audience. The committed activist creates a better world not for him- or herself, but for the generations to come. True commitment exceeds self.

5. Commitment is voluntary

Commitment is certainly an obligation, but chosen freely. A person may be impressed by others. But, the impression or the dream comes true only with the commitment. No outside force can make a person committed to something. It is only the person who voluntarily becomes committed.

CURIOSITY

Curiosity is a strong desire to know or learn something.

Curiosity could be simply stated as the “urge to find-out”. It is the basic instinct of every animal to find out about that thing, which in some way attracts / fascinates them. It is the curiosity that increases the intelligence and knowledge of an individual. Curiosity is also the root cause for discoveries. Curiosity is an important trait of a genius.

Why is curiosity important?

1. It makes the mind active instead of passive

Curious people always ask questions and search for answers in their minds. Their minds are always active. Since, the mind is like a muscle which becomes stronger through continual exercise, the mental exercise caused by curiosity makes your mind stronger and stronger.

2. It makes your mind observant of new ideas

When a person is curious about something, his mind expects and anticipates new ideas related to it. When the ideas come, they will soon be recognized. Without curiosity, the ideas may pass right in front of a person and yet, he or she misses them, because the mind is not prepared to recognize them.

3. It opens up new worlds and possibilities

By being curious one will be able to see new worlds and possibilities which are normally not visible. They are hidden behind the surface of normal life, and it takes a curious mind to look beneath the surface and discover these new worlds and possibilities.

4. It brings excitement into your life

The life of curious people is far from boring. It's neither dull nor routine. There are always new things that attract their attention, there are always new 'toys' to play with. Instead of being bored, curious people have an adventurous life.

TIPS FOR DEVELOPING CURIOSITY :**1. Keep an open mind**

This is essential, if you are to have a curious mind. Be open to learn, unlearn, and relearn. Some things you know and believe might be wrong and you should be prepared to accept this possibility and change your mind.

2. Don't take things as granted

If you just accept the world as it is without trying to dig deeper, you will certainly lose the 'holy curiosity'. Never take things as granted. Try to dig deeper, beneath the surface of what is around you.

3. Ask questions relentlessly

A sure way to dig deeper beneath the surface is asking questions: What is that? Why is it made that way? When was it made? Who invented it? Where does it come from? How does it work? What, why, when, who, where and how are the best friends of curious people.

4. Don't label something as boring

Whenever you label something as boring, you close one more door of possibilities. Curious people are unlikely to call something as boring. Instead, they always see it as a door to an exciting new world. Even, if they don't yet have time to explore it, they will leave the door open to be visited another time.

5. See learning as something fun

If you see learning as a burden, there's no way you will want to dig deeper into anything. That will just make the burden heavier. But, if you think of learning as something fun, you will naturally want to dig deeper. So look at life through the glasses of fun and excitement and enjoy the learning process.

6. Read diverse kinds of reading

Don't spend too much time on just one world; take a look at another world. It will introduce you to the possibilities and excitement of the other worlds which may spark your interest to explore them further. One easy way to do this is through reading diverse kinds of reading. Try to pick a book or magazine on a new subject and let it feed your mind with the excitement of a new world.

CREATIVITY

Creativity is the act of turning new and imaginative ideas into reality. Creativity is characterised by the ability to perceive the world in new ways, to find hidden patterns, to make connections between seemingly unrelated phenomena and to generate solutions. Creativity involves two processes: thinking, then producing. Creativity is the process of bringing something new into being. Creativity requires passion and commitment.

Components of Creativity

There are four components of creativity as described by Psychologist Ellis P. Torrance: fluency, flexibility, originality, and elaboration.

Fluency is the ability to produce a number of different ideas. To promote fluency provide children with plenty of opportunities that stimulate the thought process.

Flexibility is the ability to approach different situations and develop solutions from a number of different perspectives.

Originality is the ability to have a new or novel idea.

Elaboration is the ability to extend ideas.

Importance of Creativity

Creativity is inherent in the minds of human being. The curious mind of a child motivates him to creativity. Children learn new things by creativity. Creativity is an important character of a human being due to the following reasons.

i) Creativity promotes emotional development

Creative expression provides many opportunities for expressing emotions and working through those emotions to gain relief and understanding of them. To help the children

to overcome anger, drawing or painting a picture will be very effective.

ii) Creativity promotes social development

In young childhood, creativity is often a social act. Singing, dancing, puppetry and theater all teach the child to pay attention to others as well as develop an understanding of social rules like give and take and cooperation.

iii) Creativity supports physical development

Working with art materials such as crayons, scissors, paint brushes, play dough and paint promote fine motor skills and eye-hand coordination.

iv) Creativity supports language and literacy development

By engaging in creative play or projects, children can learn new vocabulary words as well as learn to associate pictures with words.

v) Creativity promotes cognitive development

Creative activities help children to develop attention skills and cognitive learning. Their imagination is in full use and it encourages them to come up with new ideas and to think outside of the box, since creativity involves exploration and problem solving.

Through creative activities such as playing with play dough, children can learn pre-math skills such as the concept of less and more. When children match shapes or colors in their creations, they are learning the math skill one to one correspondence. Creative activities can help them learn about grouping and classification, physical properties of objects and cause and effect. Painting and play dough are all great ways to explore these concepts.

Honesty

Without honesty there is no trust. It's impossible. It can't exist. Deception is the antithesis of trustworthiness. The problem that most people face is that they allow themselves to practice "little deceptions" too often and don't realize how they slowly erode one's character and trustworthiness. For a trustworthy person, the little things do matter. He or she doesn't exaggerate or twist the truth. When, everyone else is aiming to please, the trustworthy person tells it like it is.

Integrity

A trustworthy person has integrity like a rock that is solid, firm and unwavering. This is called having principles. Principles are the underlying rules or assumptions upon which one bases his or her moral code. They are not just feel-good slogans, but are bedrock values. When those values are challenged, a trustworthy person has moral courage to stand upon principle. Integrity is about actions rather than just words. To a trustworthy person, a code of conduct actually has meaning and workplace ethics is connected to a deeply held set of personal values that permeate all aspects of life.

Keeping promises

When you think of someone who is trustworthy, your immediate think about the promises that person has made and kept. That's how most people gauge trustworthiness. Of course, keeping promises is much more than keeping appointments and making your business goals. It means that your word is as good as gold. It shows your basic level of loyalty and fidelity to others. It communicates something significant and meaningful about how do you value people and relationships?.

Features of Trust

a) Trust = Credibility + Reliability + Intimacy + Self-Orientation

Trust can be measured across four key factors, including credibility, reliability, intimacy and self-orientation. Credibility is all about what we say, our skills and credentials. Reliability is all about the actions we take and our predictability. Intimacy is tied to how comfortable people are confiding in us and our empathy. The self-orientation is about ego.

b) Expertise does not equal trust

One's expertise in something doesn't guarantee people will trust him. So overemphasizing the expertise isn't always the best way to succeed.

c) Trustworthiness differs according to sex

Sex differentiation makes a big difference in the trust-worthiness. Women are certainly more trustworthy, especially in intimacy and relationships. Men are more trustworthy in the task based performances.

d) Things get better with age

Generally, trustworthiness is perceived to grow with age. For example, in a public bus we trust old people rather than a younger one. Responsibilities also are discharged successfully with highly experienced people.

e) Balance is good

People are considered more trustworthy when they rank all four trust components very close together. So, the more balanced person with Credibility, Reliability, Intimacy and Self-Orientation is the better one.

f) Most people aren't balanced

Survey results show that most people do emphasize 1 or 2 trust components more heavily than others. For 53% of respondents to the survey, Reliability was ranked as the highest. Intimacy and Self-Orientation ranked lowest at 28%.

g) People think that they are Experts

Even though expertise is the least effective strategy for gaining someone's trust, it's the one that people use the most often. People like to define themselves by their expertises and skills.

h) Trust Can Be Taught

Trust can be taught, by focusing on the personal weaknesses in any one of the four trust components. A person can develop his or her trustworthiness with high level of self determination.

Traits of trustworthy people

1. They are authentic

People want to be around others that are real, meaning they are authentic and have high character. Authentic people are not trying to be above anyone else. They are likeable, humble and easy to talk to.

2. They are consistent

Everyone has a bad day. But, people want to see consistent, positive behaviour in the people they trust. Affirmative actions and smart decisions make a difference in the eyes of others.

3. They have integrity

People want other people around them that stand up for what is right in life, even when no one is watching.

4. They are compassionate

Trustworthy people put themselves in other people's shoes. They are always thinking of others, feeling for others—it's not all about them.

5. They are kind

People build up trust when they look out for others, when they are there for them when they need someone most, not just when everything is going OK.

6. They are resourceful

Trusted people are always learning and growing. They are constant students. They always know there is room to get better, and because of that, they know ways to help inspire and support others—and they give and share those resources.

7. They are connectors

They look for ways to align like-minded people, and they connect people who have the knowledge or experience to help them get what they want.

8. They are humble

Trustworthy people want to get others out there first, before themselves. They realize that the efforts of the team really make things happen, versus what they can individually accomplish.

9. They are available

They are there for people, available to others to support them always. They go out of their way to make time for others.

LOYALTY

In general use, loyalty is a devotion and faithfulness to a nation, cause, philosophy, country, group or person.

Philosophers disagree on what can be an object of loyalty as some argue that loyalty is strictly interpersonal and only another human being can be the object of loyalty.

The definition of loyalty is the quality of being faithful to someone or something else. An example of loyalty is how a dog feels about its human. An example of loyalty is how someone feels about their country.

How to develop Loyalty?

Being loyal to those around you can be a challenge, as it requires patience and generosity. Loyalty is the ability to put others before you and stick with them in good times and bad. Show loyalty to friends, family and significant others by being honest, trustworthy, supportive and generous. Maintain healthy boundaries with those around you so you can be loyal to them in a productive way.

A) Being Honest and Trustworthy

1. Express how you really feel

Try not to sugar coat your true feelings when you speak to friends, family or a significant other. Being loyal means, not being afraid to be honest and straightforward. Lying can make others distrust you and not see you as loyal.

For example, you may say to friends, “I have to be honest with you about how I feel” or you may say to a family member, “Honestly, I am not sure if that is a good idea...”

You can (and should) give your honest opinion without being judgemental. Instead of saying “that’s a bad idea” or “I wouldn’t do that,” try something like “It’s your decision to make, but if it were me I’d ...”.

2. Don’t engage in gossip

Talking behind someone’s back is considered dishonest and disloyal. Do not believe in gossip or engage in gossip

about those close to you. If you have questions or concerns, speak to the person directly rather than engaging in gossip or rumours.

If you hear others gossiping around you, encourage them to stop. You may say, “Let’s not gossip or indulge in rumours” or “I’d prefer to talk to my friend or partner rather than believe gossip.”

3. Follow through on your commitments

Show up for friends when you promise you will. Follow through on commitments to family members. Be present for your significant other when you say you will. Following through on what you promise others will show them they can count on you and trust you to be there for them.

Avoid being flaky and try not to cancel plans last minute, as this can show others you are not trustworthy. You can quickly build a negative reputation for flaking if you’re not careful with your actions.

Show up on time and be present for others when you say you will. Use your actions to prove that when you say you will be there, you mean it.

4. Stand up for others when needed

Be a cheerleader for friends, family and partners. Stand up for them and have their back when they need it. Show them that you can be loyal and there for them when it matters the most. For example, you may stand up for a friend when someone tries to slander them or bring them down. Or you may stand up for your partner when they need support during a difficult discussion or argument.

B) Being Supportive and Generous

1. Support the goals, ambitions and dreams of others

Try to show genuine interest in the goals and dreams of your friends and family. Ask questions about their ambitions and goals. If they ask for help to reach a goal, support them as much as you can. For example, you may support a friend's dream to be a musician by going to their shows and promoting their music on social media. Or you may support a family member's career goal by offering to help them study for an exam or test.

2. Be a good listener

Demonstrate your loyalty to others by taking the time to listen to what they have to say. Maintain eye contact and nod when you listen to a family or a friend. Avoid interrupting others when they speak or talking over them. Instead, focus on them and pay attention when they confide in you.

You can also assure friends, family and your partner that you are open to listening to their thoughts any time. You may say, "Just know that I am here for you if you need someone to talk to" or "I'm always willing to listen to you and hear you out."

3. Offer positive solutions and ideas

You can also be supportive and generous to others by focusing on the positives in a situation or conflict. Try to come up with solutions and ideas that make others feel optimistic and productive.

For example, you may support a friend dealing with a break up by reminding them of all the positive things they have going on in their life. Or you may support a family member with an illness by acting friendly, positive and energetic around them to keep their spirits up.

4. Resist judging others for their choices or actions

Practice empathy for others so you can be there for them, rather than judge them. Replace feelings of judgement with feelings of support.

For example, instead of judging a friend who is struggling with addiction, support their efforts to get help and don't let a family member's different lifestyle choices blind you to all the reasons why you care about them.

Try not to be scared by ideas and lifestyles that are different from yours but instead, embrace them. It can be most difficult to be empathetic to those most different from ourselves.

C) Maintaining Healthy Boundaries

1. Choose to give your loyalty to others

Your loyalty should be something you give to others, because you want to, not because you feel you have to. Don't feel obligated to be loyal to friends or family who demand it and expect it. Instead, choose to be loyal to those you trust and believe in.

Keep in mind being loyal does not mean blindly following what others want or expect. Instead, you should feel like you want to be loyal to others based on their characters and actions.

2. Do not let others take advantage of your loyalty

Be aware of any friends, family members or partners who start to use your loyalty to their advantage. The relationships in your life should feel balanced and fair, where you get as much as you give. This can prevent others from taking advantage of your loyal and supportive nature.

If you notice others are taking advantage of you, sit them down and explain how you are feeling. Address the issue, rather than ignoring it. Be honest and forthcoming about your feelings. It is then up to the person to change their behaviour and respond positively to your concerns.

3. Maintain your independence

Give yourself the chance to “do your own thing” here and there. Spend lots of time with friends and family, but also carve out time on your own. Avoid being too dependent on others, as this can start to burn you out and make you feel less self-confident.

For example, you may pick one day in the week where you do something on your own, without your significant other. Or you may break up your week, so you have time to socialize with friends and time to yourself.

4. Allow time for self-care

Maintain healthy boundaries with others by giving yourself time to focus on your needs. Have at least 1 hour of self-care a week where you do something you enjoy, such as painting, reading or working out. You can also do a calming activity like taking a bath, getting a massage or doing yoga.

Giving yourself time for self-care can help prevent you from burning out on being loyal and supportive for friends, family and partners all the time.

Guard this self-care time so you can always meet your emotional needs. Avoid readily giving it away.

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