



The Self- improvement Handbook

The Self-improvement Handbook

“The Art and Science of Success in One Simple But Powerful Life-Changing Guide!”

Legal Notice

The Publisher has strived to be as accurate and complete as possible in the creation of this report, notwithstanding the fact that she does not warrant or represent at any time that the contents within are accurate due to the rapidly changing nature of the Internet.

The Publisher will not be responsible for any losses or damages of any kind incurred by the reader whether directly or indirectly arising from the use of the information found in this report.

This report is not intended for use as a source of legal, business, accounting or financial advice. All readers are advised to seek services of competent professionals in legal, business, accounting, and finance field.

No guarantees of success and/or income are made. Reader assumes responsibility for use of information contained herein. The author reserves the right to make changes without notice. The Publisher assumes no responsibility or liability whatsoever on the behalf of the reader of this report.

Table of Contents

Self-improvement & Success – Hand in Hand	5
The Importance of Improving Yourself	6
Building Your Self-Esteem	8
Motivation: The Heart of Self-Improvement	9
Unlocking Your Self Improvement Power	12
Crash Course 7-Day Program to Self-Improvement	14
10 Inspirational Self-Improvement Quotes	16

The Self- improvement Handbook

Self-improvement & Success – Hand in Hand

Everything that happens to us can be used as a lesson. Instead of crying over past heartaches, embarrassment and failures treat them as your teachers and they will become your tools in both self-improvement and success.

Have you watched Patch Adams? It's a great film that will help you improve yourself. Hunter "Patch" Adams is a medical student who failed to make it through the board exams. After months of suffering from depression he decided to seek medical attention and voluntarily admitted himself to a psychiatric ward.

His months of stay in the hospital led him to meeting different kinds of people with various mental health problems but Patch found ways of treating his own ailment and finally realised he has to get back on track. He woke up one morning realising that after all the failure and pains he has gone through, he still wanted to become a doctor. Patch has a positive attitude that brought him self-improvement and success. He didn't only improve himself, but also the life of the people around him. Did he succeed? Of course he did!!.

So, when does self-improvement become synonymous with success? Where do we start? Take these tips:

- **Stop thinking and feeling as if you're a failure, because you're not.** There's no such thing as failure, only feedback. How can others accept you if YOU can't accept YOU?
- **When you see beautiful models on TV, think more on self-improvement, not self pitying.** Self-acceptance is not just about having nice slender legs, or great abs. Concentrate on inner beauty.
- **When people feel so down and low about themselves, help them move up.** Don't go down with them. They'll pull you down further and both of you will end up feeling inferior.
- **The world is a large room for lessons, not mistakes.** Don't feel stupid and doomed forever just because you failed on a science quiz. There's always a next time. Make room for self-improvement.

-
- **Take things one at a time.** Rome wasn't built in a day and self-improvement is a one day at a time process.
 - **Self-improvement results in inner stability, personality development and SUCCESS.** It comes from self-confidence, self appreciation and self-esteem.
 - **Set meaningful and achievable goals.** Self-improvement doesn't turn you into an exact replica of Cameron Diaz or Ralph Fiennes. It results in an improved YOU.
 - **Little things mean BIG to other people.** Sometimes, we don't realise that the little things that we do like a pat on the back, saying "hi" or "hello", greeting someone "good day" or telling Mr. Smith something like "hey, I love your tie!" are simple things that mean so much to other people. When we're being appreciative about beautiful things around us and other people, we also become beautiful to them.

We should always remember that there's no such thing as 'over night success'. It's always a wonderful feeling to hold on to the things that you already have now, realising that those are just one of the things you once wished for. A very nice quote says that, "*When the student is ready, the teacher will appear.*" We are all here to learn our lessons. Our parents, school teachers, friends, colleagues, neighbours... they are our teachers. When we open our doors for self-improvement, we increase our chances to head to the road of success.

The Importance of Improving Yourself

Sometimes, when all our doubts, fears and insecurities wrap ourselves up, we always come up with the idea of "*I wish I was somebody else.*" More often than not, we think and believe that someone or rather, most people are better than us - when in reality, the fact is, **most people are just as scared as us.**

You may spot a totally eye-catching girl sitting by herself at a party, casually sipping on a glass of wine. You think to yourself, "she looks so calm and confident." But if you could read her mind, you would see a bunch of clouds of thoughts and you might just be amazed that she's thinking "are people talking about why I am seated here alone?... Why don't guys find me attractive? ...I

don't like my ankles, they look too skinny... I wish I was as intelligent as my best friend."

We look at a young business entrepreneur and say "*Wooh... what else could he ask for?*" He stares at himself at the mirror and murmur to himself, "I hate my big eyes... I wonder why my friends won't talk to me... I hope Mum and Dad work things out."

Isn't it funny? We look at other people, envy them for looking so outrageously perfect and wish we could trade places with them, while they look at us and think of the same thing. We are insecure of other people who themselves are insecure of us. We suffer from low self-esteem, lack of self-confidence and lose hope in self-improvement because we are enveloped in quiet desperation.

One key to self-improvement is to LISTEN and TALK to a trusted friend. Find someone who you find comfort in opening up with even the most gentle topics you want to discuss. Ask questions like "do you think I am ill-mannered?", "Do I always sound so argumentative?", "Do I talk too loud?". In this way, the other person will obviously know that you are interested in the process of self-improvement. Lend her your ears for comments and criticisms and don't give her answers like "Don't exaggerate! That's just the way I am!" Open up your mind and heart as well. And in return, you may want to help your friend with constructive criticism that will also help her improve her self.

One of Whitney Houston's songs says "*Learning to love yourself is the greatest love of all.*" **True enough!** In order to love others, you must love yourself too. Remember, you cannot give what you do not have.

Stop thinking of yourselves as second-rate beings. Forget the repetitive thought of "If only I was richer... if only I was thinner" and so on. Accepting your true self is the first step to self-improvement. We need to stop comparing ourselves to others only to find out at the end that we've got 10 more reasons to envy them.

We all have our insecurities. Nobody is perfect. We always wish we had better things, better features, better body parts, etc. But life need not to be perfect for people to be happy about themselves.

Self-improvement and loving yourself is not a matter of shouting to the whole world that you are perfect and you are the best. It's the virtue of acceptance and contentment. When we begin to improve ourselves, we then begin to feel contented and happy.

Building Your Self-Esteem

So how do you stay calm, composed and maintain self-esteem in a tough environment? Here are some tips you may to consider as a starter guide to self-improvement.

Imagine yourself as a Dart Board. Everything and everyone else around you may become darts at one point or another. These darts will destroy your self-esteem and pull you down in ways you won't even remember. Don't let them destroy you, or get the best of you. So which darts should you avoid?

Dart #1 : Negative Work Environment

Beware of “dog eat dog” theory where everyone else is fighting just to get ahead. This is where non-appreciative people usually thrive. No one will appreciate your contributions even if you miss lunch and dinner, and stay up late. Most of the time you get to work too much without getting help from people concerned. Stay out of this, it will ruin your self-esteem. Competition is at stake anywhere. Be healthy enough to compete, but in a healthy competition that is.

Dart #2: Other People's Behaviour

Gossipmongers, whiners, backstabbers, snipers, controllers, naggers, complainers, exploders, patronisers, ... all these kinds of people suck the life out of other people, they are bad for your self-esteem and don't encourage anyone to improve themselves, stay well away from anyone like this.

Dart #3: Changing Environment

Changes challenge our flexibility, adaptability and alter the way we think. Changes will make life difficult for awhile, it may cause stress but it will help us find ways to improve our selves. Change will be there forever, you need to adapt to it.

Dart #4: Past Experience

It's okay to cry and say "ouch!" when we experience pain. But don't let pain transform itself into fear. It might grab you by the tail and swing you around but treat each failure and mistake as a lesson.

Dart #5: Negative World View

Look at what you're looking at. Don't wrap yourself up with all the negativities of the world. In building self-esteem, we must learn how to make the best out of worst situations.

Dart #6: Determination Theory

The way you are and your behavioural traits are said to be a mix of your inherited traits, your upbringing, and your environmental surroundings such as your spouse, the economy or your circle of friends. You have your own identity. If your father is a failure, it doesn't mean you have to be a failure too. Learn from other people's experience, so you'll never have to encounter the same mistakes.

Sometimes, you may wonder if some people are born leaders or positive thinkers. NO. **Being positive, and staying positive is a choice.** Building self-esteem and drawing lines for self-improvement is a choice, not a talent.

Building self-esteem will eventually lead to self-improvement if we start to become responsible for who we are, what we have and what we do. It's like a flame that should gradually spread like a brush fire from inside and out. When we develop self-esteem, we take control of our mission, values and discipline. Self-esteem brings about self-improvement, true assessment, and determination. So how do you start putting up the building blocks of self-esteem? Be positive. Be contented and happy. Be appreciative. Never miss an opportunity to compliment. A positive way of living will help you build self-esteem, your starter guide to self-improvement.

Motivation: The Heart of Self-Improvement

Pain may sometimes be the reason that people change. Getting bad grades may make us realise that we need to study. Debts remind us of our inability to look for

a source of income. Being humiliated gives us the 'push' to speak up and fight for ourselves to save face from the next embarrassment. It may be a bitter experience, a friend's tragic story, a great movie, or an inspiring book that will help us get up and get just the right amount of motivation we need in order to improve ourselves.

With the countless negativities that the world brings about, how do we keep motivated? Try these A to Z tips!

- A. **Actively avoid** negative people, things and places. Eleanor Roosevelt once said, "the future belongs to those who believe in the beauty of their dreams."
- B. **Believe** in yourself. Self belief is absolutely vital to stay motivated.
- C. **Creative** thinking will help you to look at things from a different point of view. Generating new ideas are always a good motivational boost.
- D. **Drive and determination** are key factors in motivation. Don't give in and don't give up.
- E. **Enjoy** yourself, have fun, motivation is much easier when people are happy.
- F. **Family and Friends** are important, don't lose sight of them, they are the first people we want to share our success with and they pick us up when we are down.
- G. **Goal** setting is a great way to increase motivation and to track success. Sometimes it's easy to forget how far we have come.
- H. **Hang** on to those dreams, when things get tough remember why you're doing things.
- I. **Internal** dialogue is something that everyone should be aware of. Is that little voice inside your head telling you "you can't do it so don't bother trying"? If it is, ignore it!! In the words of Henry Ford, "If you think you can do a thing or think you can't do a thing, you're right"

-
- J. **Jealousy** has no part in success. Use other peoples achievements to motivate you and to inspire your own success.
- K. **Keep** trying no matter how hard life may seem. When a person is motivated, eventually the way forward will become clear.
- L. **Learn** what motivates you. If you're not motivated to achieve the goal that you've got in mind maybe it's the wrong goal. Check that you're going in the direction that YOU want to go in not the direction that you think you SHOULD go in.
- M. **Make** things happen, take action, don't just think about it!
- N. **Never** give up (unless of course "L" above has made you think that you are going in the wrong direction!) This is a bit of a recurring theme but.....
"Most people give up just when they're about to achieve success. They quit on the one yard line. They give up at the last minute of the game one foot from a winning touchdown" - Ross Perot
- O. **Observe** what is going on around you and be flexible. The most successful people are the most flexible people and obviously motivation is much easier to maintain if you are successful.
- P. **Procrastination** is bad, (apparently it's also the thief of time and opportunity's assassin) Decide what you are going to do, when you are going to do it then..... DO IT!!.
- Q. **Quitters** never win. And winners never quit. So, choose your fate - are you going to be a quitter or a winner?
- R. **Remind** yourself regularly about why you need to stay motivated. If you need to stay motivated to lose weight for a special occasion leave the invitation where you will see it regularly or put a picture of your dream dress on the fridge.

-
- S. **Start** now, don't wait for the perfect time, realise that NOW is the perfect time.
- T. **Take** control of your life. Discipline or self control go hand in hand with motivation. Both are key factors in self-improvement.
- U. **Understand** that some days are harder than others to stay motivated, if you have a day when you don't manage to do whatever you set out to do don't be hard on yourself just start afresh the next day but DON'T GIVE UP.
- V. **Visualize** your success, feel it, hear it, see it! You may even want to smell it or taste it but make the visualisation as vivid as possible
- W. **Want** it more than anything. Dreaming means believing. And self belief is at the foundation of motivation and self-improvement.
- X. **X**. Hmm, any suggestions apart from something cheesy about having the X Factor or going the "eXtra" mile?
- Y. **You** only have one life so make the most of it. When you're 90 are you going to look back and regret what you didn't do or look back and smile at everything you did do?
- ... and finally (sorry, I'm cheating a bit with this one)
- Z. **Zig Ziglar** once said "Your attitude, not your aptitude, will determine your altitude"

Unlocking Your Self Improvement Power

When we look at a certain object, a painting for example – we won't be able to appreciate what's in it, what is painted and what else goes with it if the painting is just an inch away from our face. But if we try to take it a little further, we'll have a clearer vision of the whole artwork.

We reach a point in our life when we are ready for change and a whole bunch of information that will help us unlock our self-improvement power. Until then, something can be staring us right under our nose but we don't see it. The only time we think of unlocking our self-improvement power is when everything got worst.

We learn our lessons when we experience pain. We finally see the warning signs and signals when things get rough and tough. When do we realise that we need to change diets? When none of our jeans and shirts would fit us. When do we stop eating chocolates? When all of our teeth have fallen off. When do we realise that we need to stop smoking? When our lungs have gone bad.

The only time most of us ever learn about unlocking our self-improvement power is when the whole world is crashing and falling apart. We think and feel this way because it is not easy to change. But change becomes more painful when we ignore it.

Change will happen, like it or hate it. At one point or another, we are all going to experience different turning points in our life – and we are all going to eventually unlock our self-improvement power not because the world says so, not because our friends are nagging us, but because we realised it's for our own good.

Happy people don't just accept change, they embrace it. Now, you don't have to feel a tremendous heat before realising the need for self-improvement. Unlocking your self-improvement power means unlocking yourself up in the cage of thought that "it's just the way I am". It is such a poor excuse for people who fear and resist change. Most of us program our minds like computers.

Jen repeatedly tells everyone that she doesn't have the guts to be around groups of people. She heard her Mum, her Dad, her sister, her teacher tell the same things about her to other people. Over the years, that is what Jen believes. She believes it's her story. And what happens? Every time a great crowd would troop over their house, in school, and in the community – she tends to step back, shy away and lock herself up in a room. Jen didn't only believed in her story, she lived it.

Self-improvement may not be everybody's favourite word, but if we look at things in a different point of view, we might have greater chances of enjoying the whole process instead of counting the days until we are fully improved. Three sessions in a week at the gym would result to a healthier life, reading books will shape up a more profound knowledge, going out with friends and peers will help you take a

step back from work and unwind. And just when you are enjoying the whole process of unlocking your self-improvement power, you'll realise that you're beginning to become happy.

Now for the...

Crash Course 7-Day Program to Self-Improvement

I seem to lost count on how many times I've read and heard of celebrity marriages failing almost left and right. Not that I care (and personally I don't), it seems strange that we often see movie and TV stars as flawless people, living the fairytale life of riches and glamour. I suppose we all have to stop sticking our heads in the clouds and face reality.

There are many ways to lose your sense of self-esteem despite of how trivial it could get. But whatever happens, we should all try not to lose our own sense of self.

So what does it take to be a cut above the rest? Here are some of the things you can think and improve on that should be enough for a week.

Day 1: Know your purpose.

Are you wandering through life with little direction - hoping that you'll find happiness, health and prosperity? Identify your life purpose or mission statement and you will have your own unique compass that will lead you to your truth north every time.

This may seem tricky at first when you see yourself to be in a tight or even dead end. But there's always that little loophole to turn things around and you can make a big difference to yourself.

Day 2: Know your values.

What do you value most? Make a list of your top 5 values. Some examples are security, freedom, family, spiritual development, learning. As you set your goals for the next 12 months - check your goals against your values. If the goal doesn't align with any of your top five values - you may want to reconsider it or revise it.

The number shouldn't discourage you, instead it should motivate you to do more than you can ever dreamed of.

Day 3: Know your needs.

Unmet needs can keep you from living authentically. Take care of yourself. Do you have a need to be acknowledged, to be right, to be in control, to be loved? There are so many people who lived their lives without realising their dreams and most of them end up being stressed or even depressed for that matter. List your top four needs and get them met before it's too late!

Day 4: Know your passions.

You know who you are and what you truly enjoy in life. Obstacles like doubt and lack of enthusiasm will only hinder you, but will not derail your chance to become the person you ought to be. Express yourself and honour the people who have inspired you to become the very person you wanted to be.

Day 5: Live from the inside out.

Increase your awareness of your inner wisdom by regularly reflecting in silence. Commune with nature. Breathe deeply to quiet your distracted mind. For most people it's hard to even find the peace and quiet we want even in our own home. In my case I often just sit in a dimly lit room and play some classical music. There's sound, yes, but music does soothe the savage beast.

Day 6: Honour your strengths.

What are your positive traits? What special talents do you have? List three - if you get stuck, ask those closest to you to help identify these. Are you imaginative, witty, good with your hands? Find ways to express your authentic self through your strengths. You can increase your self-confidence when you can share what you know to others.

Day 7: Serve others.

When you live authentically, you may find that you develop an interconnected sense of being. When you are true to who you are, living your purpose and giving of your talents to the world around you, you give back in service what you came to share with others -your spirit - your essence. The rewards for sharing your gift

with those close to you is indeed rewarding, much more if it were to be the eyes of a stranger who can appreciate what you have done to them.

Self-improvement is indeed one type of work that is worth it. It shouldn't always be within the confines of an office building, or maybe in the four corners of your own room. The difference lies within ourselves and how much we want to change for the better.

As the book is coming to an end, I'd like to share with you some 10 of my favourite quotes on improving yourself. Hope you find them useful!

10 Inspirational Self-Improvement Quotes

1. "Be more concerned with your character than with your reputation. Your character is what you really are while your reputation is merely what others think you are." - Dale Carnegie
2. Do not wait; the time will never be 'just right.' Start where you stand, and work with whatever tools you may have at your command, and better tools will be found as you go along." - Napoleon Hill
3. "What lies behind us and what lies before us are tiny matters compared to what lies within us." - Ralph Waldo Emerson
4. "Some men see things as they are and say, "Why?" I dream of things that never were and say, "Why not?" - George Bernard Shaw
5. "A small trouble is like a pebble. Hold it too close to your eye and it fills the whole world and puts everything out of focus. Hold it at a proper distance and it can be examined and properly classified. Throw it at your feet and it can be seen in its true setting, just one more tiny bump on the pathway of life." - Celia Luce

-
6. "Though no one can go back and make a brand new start, anyone can start from now and make a brand new ending." - Carl Bard
 7. "I'm not telling you it is going to be easy - I'm telling you it's going to be worth it" - Art Williams
 8. Attitude "There is little difference in people, but that little difference makes a big difference. The little difference is attitude. The big difference is whether it is positive or negative." - W. Clement Stone
 9. "Nothing on earth can stop the man with the right mental attitude from achieving his goal; nothing on earth can help the man with the wrong mental attitude." - Thomas Jefferson
 10. "Man often becomes what he believes himself to be. If I keep on saying to myself that I cannot do a certain thing, it is possible that I may end by really becoming incapable of doing it. On the contrary, if I have the belief that I can do it, I shall surely acquire the capacity to do it even if I may not have it at the beginning." - Gandhi