

James Hennison

ALL ABOUT
WOOD
WORKING

Essential guide book
for basic and advance techniques
plans and projects



All About Woodworking

***Essential Guide Book For Basic And Advance
Techniques, Plans And Projects***

Introduction

I want to thank you and congratulate you for downloading the book, “All about Woodworking: Essential guide book for basic and advance techniques, plans and projects”.

This book contains simple advance techniques, plans and projects. You will learn:

- What you need to prepare in order to get started, as well as the kinds of tools you need to work on more advanced projects
- A range of techniques ranging from the basic to those required for advanced projects
- A variety of design plans and projects you can make by yourself

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Chapter 1 Wood Working 101

Woodworking is a highly artistic, though quite technical, activity. To some, woodworking is just a hobby or passion. However some individuals make a living, a career, or a business out of it. What you end up with may depend on what you intend to achieve when you take on woodworking projects. The quality and the level of intricacy of your woodworking project also determine the value of what you were able to create.

At the heart of woodworking is *transformation*. You take pieces or blocks of wood and make something out of it- a décor, a useful object, a miniature replica, or even shelter. There are endless creations that can be produced through woodworking, but all of them take the same level of skill, patience, creativity, and perseverance during the work. If you would like to start woodworking, or to deepen your knowledge of advanced techniques, this book will be of help to you.

Here you will find a number of projects that would require basic skills up to more advanced knowledge. This book will also be a good guide if you know absolutely nothing about woodworking and would like to familiarize yourself with it. Beginner-friendly yet challenging, this book stands up to its title: an essential guide to woodworking.

Before we take on different challenges, let's review the essentials of woodworking.

The art of woodworking

It takes patience and practice to master woodworking. Needless to say, you have to have great attention to detail and accuracy. Woodworking projects rely on perfect measurements and the accurate undertaking of steps and procedures. In woodworking, it is rare that the artist approximates measurements and forsakes calculations. In the projects that you will encounter in this book, you would need a lot of patience and accuracy if you intend to successfully produce the project item.

Woodworking can be both a humble attempt to a grand one. Humble projects are usually for hobbyists (though you can make money from humble woodworking projects, depending on the quality) and woodworking enthusiasts. More grand and expensive projects are involved in home-building and interior design. If you would like to earn a name in the industry or make cash out of woodworking, then you should embark on these projects that take more time and skill to finish.

Do I have to have innate woodworking skills?

So long as you can follow directions correctly, make accurate measurements, and have creativity in your blood, you can become a successful woodworker.

Although there is such thing as a “woodworker’s hands” and “woodworker’s sensibility”, the lack of previous artistic experience should not hinder you.

Woodworking can be perfected and learned over time. All you need is to be patient and to be dedicated to your work.

What do I need in order to start woodworking?

Woodworking is a craft, an art, and a trade. Besides quality wood, there are certain tools and materials that you would need to get started. A “woodworker’s bench” usually contains the following:

- Hammers
- Tape measure (or other measuring materials)
- Utility knives (or cutters with retractable blades)
- Moisture meter (to determine the quality of the wood and the longevity of the project)
- Chisels of a variety of sizes (for cleaning out joints and saw cuts)
- Levels (to check horizontality and verticality)
- Screwdrivers (of different varieties)
- Nail sets
- Sliding bevel (to measure angles)
- Layout squares (to mark square cuts)

- Block plane (to flatten pieces of wood, add curves, or square the work)
- Calipers
- Clamps (for 45 to 90-degree joints and to reach long stretches)
- Hand saw
- Feather boards (for achieving quality, smooth cuts; to push the wood past the cutting edge)

Organizational and storage equipment are also used by woodworkers (those who have shops). For advanced, bigger projects, tools such as the following may be needed:

- Bench grinder
- Circular saw
- Vacuum cleaner
- Power drills
- Sabre saw
- Palm sander
- Table saw
- Miter gauge

- Miter saw
- Woodworking router
- Band saw
- Radial arm saw
- Drill press
- Surface planer
- Jointer

Before you start working on any woodworking project, make sure that you prepare all the necessary tools! Remember, woodworking is not just about working with wood using your hands. The ability to manipulate the above-listed tools is also an essential in woodworking. Without using the proper tools, it will be impossible for you to transform pieces of wood into an awe-inspiring woodworking project.

How can I build my own woodworking space?

You don't need an entire warehouse or pre-designed shop before you can start working. You can even start a woodworking space in your room!

You would need a *portable table saw* as one of the first power tools in your workspace. Gather all the kinds of saw that you can procure and store them in your workspace. *Work stands* will also be beneficial as you do your projects. And of course, you need to secure quality *lumber* and *raw materials* for your woodworking projects. Make sure that you have cleaning and vacuuming materials to keep your work clean and organized. A good woodworker always keeps the working space de-cluttered.

When you have the space, the tools, and the raw material that you need, you can now start woodworking!

Chapter 2 Woodworking Techniques And Projects For Beginners

Are you working on your very first woodworking project? This chapter will teach you the easiest wood working projects and plans. Do not be nervous about the end-product of your work. Just enjoy the process and follow the directions carefully.

Basic Woodworking Skills

Before you follow the instructions and follow the sample projects in this chapter, let's brush up on basic woodworking techniques.

Cutting

Cutting wood is one of the basic techniques and procedures in woodworking. The success and the quality of your projects depend on this. To cut evenly, make sure that you first have a very sharp saw or any cutting material. This will ease up your cutting process and keep sure that you cut according to your measurements.

Drilling

Drilling is needed so you can secure pieces of wood using screws and hinges. A good driller will easily help you cut the holes that you need. Always remember to hold the drill perpendicular to the surface. You wouldn't want screws that do not fit into the surface or accidentally making holes to the other

side of the wood, unless specified in the directions. Be keen about the angle of your drill.

Gluing

Some parts of the project could not be nailed together. Sometimes, you would need to glue parts together in order to adjoin them. When gluing, always make sure that the parts are polished and fit well. Poorly fitting parts will not be held tightly by the glue. You would use clamps to press two pieces together and make sure that the hold of the glue stays firm.

Projects for beginners

Chopping wooden board and serving tray

This easy woodworking project will add efficiency to your kitchen. This would take you only a day to finish and cost you little on materials.



Image credits ©familyhandyman.com

Tools and materials:

- Miter saw
- Drill
- Tape measure
- Forstner drill bits

- Jigsaw
- Orbital sander
- Three 20-in. x 3-1/2-in. maple boards
- Two pieces of walnut strips with measurements of 23 1/2" x 1/2" x 3/4"
(for the handle strips)
- Two pieces of dowels with diameter measuring 5" x 1/2" (for the handles)
- Four pieces of dowels with diameter measuring 3/4" x 3/4" (for the feet)

Directions:

1. Mark the curves for your chopping board. To do this, drill 1/2" holes centered at around 3/4" in from the ends of your walnut strips (handle strips). Adjoin all five boards by clamping them together. Mark the arcs on both ends of the boards.
2. To assemble the pieces, you should first unclamp the boards. Using a

hand saw; saw the arcs on each board. Use the orbital sander to smoothen the surface. Use wood glue to assemble the parts. Set aside the dowel handles and do not glue them to the assembly.

3. Finish your project by unclamping and sanding both sides. Drill a 1/4" deep hole with a 1/4" diameter at each of the underside corner. Adjoin the feet and dowel handles using glue. Take a butcher's block oil and wipe it on the surface. You can now use your chopping board in the kitchen!

Birdhouse

This woodworking project is a perfect additional to your front yard. A lovely birdhouse will have you looking out as birds as they play and take refuge in this easy, beginner-level woodwork.



Image credits: © instructables.com

Materials and tools:

- A 1" x 8" cedar board; measure it at 8 feet long.
- 1" hole saw
- Bar clamps

- Screwdriver
- Waterproof wood glue
- 1-1/4" galvanized screws
- 1/2" pipe flange
- Short screws
- 1/2" galvanized pipe

Directions:

1. Cut your cedar board according to the sizes listed below. Each piece will be a part of the birdhouse. Take note of the description of each wooden piece; mark them.

There should be a total of seven pieces:

4" x 3" (two pieces for the sides of the bird house)

5" x 3" (one piece for the floor)

4"x7" (one piece for the right roof)

5"x7" (one piece for the left roof)

5" x 8" (two pieces for the front and back)

2. Create an angled-roof shape for the birdhouse by cutting the front and back pieces. Draw a straight line right down the center. Make a cut at 45 degrees toward the sides. You would create something similar to a pentagon after this (but with right angles at each of the bottom sides). Drill an inch in the front, distanced $\frac{2}{3}$ from the floor. This will determine the entry hole of your bird house.
3. Assemble the pieces. The floor should be placed, rough side facing up on a flat surface. Assemble the front and back together with the sides. The rough parts should be facing in. Use glue to adjoin the pieces together. Clamp the parts and allow them to dry.
4. Screw a pipe flange into the bottom. Use shorter screws for this. This will help you clean the birdhouse. A butt joint would be used to attach the roof pieces. Screw them at an angle of 90 degrees. The roof should be at the center of the house. Attach the roof to the front and back Use using pilot holes and screws.

Enjoy your finished bird house!

A shoe organizer



Image credits (c)familyhandyman.com

This project is very simple to make but is highly useful and functional. It would also add a woodwork “feel” to your room when you use it! Secure the project materials and follow the directions to get your shoes organized in no time.

Tools and Materials:

- Clamps
- Tape measure
- Cordless drill
- Miter saw
- 4-in-1 screwdriver
- Level
- Countersink drill bit
- 1 x 4 plywood
- 5/8”in. dowels
- 1 x 3 plywood
- 1-5/8-in. screws
- 3-in screws for attaching to wall (you may also use toggle bolts)
- Wood glue

Directions:

1. Cut and drill holes for the dowel support. Take the clamp and attach the 1x3 support to a piece of scrap wood. This will prevent the wood from splintering.
2. Screw the pieces together to the 1x4 plywood. Make sure that the 1x4s fit the size of your shoes and the space for the organizer. Keep in mind that the average shoe measures 10" wide.
3. You may nail or glue the dowels into the holes for the dowel support. However, leave 2" or more of wood extending at the end, beyond the supports. You will use this to hold sandals or slippers.

Chapter 3 Intermediate-Level Woodworking Projects

Intermediate projects require more time, skill, and precision in comparison to the previous projects. They are usually more intricate than the basic ones. This chapter will teach you intermediate-level projects that can be used around the house or outdoors: crates and boxes of various sizes.

Intermediate Woodworking Skills

Before you start working on the project, here are intermediate techniques that you would need to apply:

Sanding

This is done so that the parts have a nice, smooth finish. Sanding is not just about rubbing sandpaper or a sanding sponge to the surface. You need to exert the right pressure in order to even out the edges and surfaces, not the other way around. Make sure that you also evenly cover the surface of the wood that you are sanding.

Hammering

Instead of using a brad nailer, you can hammer the nails and assemble the parts. Hammering should be done with care and ease. Be careful when you drive the nails using a hammer. You may use a nail set in order to sink the heads of the nails just below the surface of the wood. Be careful about

hammering the nails too deeply into the wood. You may cause breakage of the wood and this will not look good if the nails are sunk too deep into the lumber.

Intermediate project - Room divider with easy to-move-screen

This project will help you make partitions in the house and hide clutter when you need to. This will also transform any space into a more private one (if you need to concentrate, for example).



Image credits ©familyhandyman.com

Tools and materials:

- Bar clamps
- Tape measure
- Belt sander

- Miter saw
- Dust mask
- Jigsaw
- One-handed bar clamps
- Framing square
- Sanding block
- Table saw
- Utility knife
- Wood glue
- Butt hinges – 3 x 3-in.
- Wipe-on polyurethane
- Stain
- Wallpaper
- Primer

- Wallpaper paste

Cutting list:

A (6 pcs) 1 1/16" x 3 1/2" x 72" stiles

B (3 pcs) 1 1/16" 5 1/2" x 18" top rails

C (3 pcs) 1 1/16" x 8 1/2" x 18" bottom rails

D (3 pcs) 1/4" x 13 3/8" x 56" plywood panels

E (6 pcs) 1/4" x 1 1/2" x 5 1/2" tenon

F (6 pcs) 1/4" x 1 1/2" x 3 1/2" tenon

G (6 pcs) 1/4" x 3/4" x 1 3/4" fillets

H (6 pcs) 1/4" x 3/4" x 2 1/4" fillets

J (6 pcs) 1/4" x 3/4" x 3 1/4" fillets

K (6 pcs) 7/16" x 3/4" x 14' muntin bars

Directions:

1. Cut trenches in the rails (B and C) and styles (A). Make use of an adjustable dado blade for this. To do this, carefully mark one side of

each of the parts. Keep in mind that the marks should be facing away from the fence. By doing this, the trenches will become perfect matches (this is still true even the cut is not exactly at the center). Take a featherboard that will hold the board very tight to the fence. You must secure outfeed support.

2. Mortise the rails. You should build a carriage that will ride along the fence. This will hold the rails upright. You would need to reposition the fence in this step.
3. Mark an arch by drilling a pencil hole. This should be positioned near one end of the stick. Nail the other end of the piece to a wood strap. Draw an arch across the cut, lower rail, and sand the arch to make it smooth.
4. Make the panels. First you would have to put wallpaper on the panels. Cut the plywood according to the appropriate size and put primer on both sides. Trim the excess off the wallpaper.



Divider detail

Image credits by ©familyhandyman.com

5. You can now assemble the dividers. Put the pieces together by gluing both rails to one stile. You may insert the panel after this. Add another stile, but make sure that the entire assembly is clamped together and all square.

Chapter 4 Advanced Woodworking plans



Image credits © familyhandyman.com

This last chapter will tackle advanced working plans that will challenge your woodworking skills. The project in this chapter is quite ambitious: a *garage workbench*. Nevertheless, this project is indeed workable so long as you follow the directions. The steps can be complicated and would take a lot of work and precision to follow, but the end result or the products of this project are worth the hard work and perseverance.

Advanced Woodworking Skills

Before you begin, here are the important advanced techniques that you should learn in this project:

Predrilling

Predrilling is done before you actually install the screws or nails for adjoining the parts. Make sure that you follow this step before hammering or installing screws. Predrilling will make sure that you are fastening the parts with the strongest bond possible.

Gluing and adjoining

You are advised to apply wood glue to the surface before adjoining the pieces with nails. This will make sure that your pieces are tightly bound. Since you are constructing a workbench, it has to be able to carry the weight of your materials. To avoid the parts from breaking, you should fasten them using both glue and nails.

Finishing

This project requires a good finish in order to look good. For the first layer, use a primer that is formulated for raw wood. Enamel paint is the choice for durability. Painting the bottom of the workbench will also prevent the wicking of moisture up into the raw wood.

Advanced woodworking project - Building a garage workbench

This workbench, when done, will truly bring out the woodworker in you. The design of this project includes an expanding top that you can fold out for maximizing your working area. It has assembled drawers and shelf. This project can be built during an entire day. The complexity of this project is just simple, so it is definitely worth a try if you want to produce an advanced woodworking project.

Tools and materials:

- Tape measure
- A circular saw
- Drill
- Jigsaw
- Ruler
- Framing Square
- Speed Square

- Wood glue
- Wood filler
- 120-grit sandpaper

Cutting list

A (2 pcs) 60" x 15 3/4" bench tops

B (2 pcs) 34" x 15 3/4" sides

C (2 pcs) 55 1/2" x 15 3/4" bottom and shelf

D (1 pc) 13 1/4" x 15 2/4" drawer divider

E (1 pc) 57" x 32 7/8" x 1/4" back

F (4 pcs) 55 1/2" x 1 1/2" x 1/4" back

G (4 pcs) 12 3/4" x 1 1/2" x 3 1/2" front/back of frames

H (2 pcs) 30 1/2" x 1 1/2" x 3 1/2" support arms

J (1 pc) 55 1/4" x 1 1/2" x 3 1/2" bench top brace

K (8 pcs) 15" x 3/4" x 7/8" drawer guides

L (4 pcs) 15" x 27 1/4" x 1/4" drawer bottoms

M (8 pcs) 27 1/4" x 3/4" x 5 1/2" drawer front/back

N (8 pcs) 13 1/2" x 3/4" x 5 1/2" drawer sides

P (4 pcs) 27 1/4" x 6 1/2" plywood drawer fronts

Q screen mold cut to fit



Image credits © familyhandyman.com

Plan for the workbench.

Directions:

1. Assemble the bottom frames (F and G) by using two 3-inch screws.

These screws should adjoin the two ends together. You may predrill the screw holes by using a 1/8-inch bit. Fasten the plywood bottom and top (A and C) and adjoin them to the frames. Use a 5/8 screw for this

purpose. You may countersink the screws and fill them with wood filler.

For a tighter and stronger fit, you can use wood glue in addition to the screws.

2. Attach the sides. Lay the top of the bench and take the side parts (B).

Attach them using 1 5/8" screws. Flip the top and the sides upside-down. Set the piece on the flattest surface on your work area. Attach the bottom using 1 5/8" screws. Find the face of the wood with the fewest flaws. Position this towards the front.

3. The next step is to fasten the shelf together with the drawer divider. Cut two scraps of wood measuring 2x4s. This should be to the the same height of your drawer divider (D). Use the divider on one of the sides and the scraps of wood on the other. They should serve as guides so you can achieve your shelf's proper height. Predrill 1/8" holes through the plywood and into the shelf. Do these before you install the four 1 5/8" screws on both the bottom and the top.

4. Attach the back and build the drawers. Use a framing square to make

sure that everything is at the right angle. Predrill holes and fasten the back € using 1 1/4” screws.

5. Build drawer guides (K) using 1x6s wood scraps. Align the wood scraps (ripped down to 1/8”) and align this such that your drawers will rest on the bigger side. Take a chunk of plywood (ripped to 5 7/8 “) and use this as a spacer so you can achieve the proper height of the drawer guides. Screw the guides using screws. Remember to use glue before screwing.
6. Install the folding top by flipping the bench upside down. Push the folding top (A) lightly. Use screws to connect the hinge and the bench top. You should do this so that they would not poke through the wood.
7. Mark a half circle on an end of the arms (H). Make a 45 degree angle cut on the other. Predrill a 1/4” hole for the pivot screw. Drill through the arm all the way into the bench.
8. Install the lag screws on both sides of the arms. Make sure that they swing back and forth freely.

9. Fasten the brace and molding. Glue and clamp the bench top brace board (J) before screwing. Install the molding.

10. Finish your workbench using a primer and enamel paint. You can install this working bench in your garage and even use them as a bench for more wood working.

Conclusion

Thank you again for downloading this book!

I hope this book was able to help you to make your own woodworks.

Finally, if you enjoyed this book, then I'd like to ask you for a favor, would you be kind enough to leave a review for this book on Amazon? It'd be greatly appreciated!

Thank you and good luck!

BONUS CONTENT

T iny H ouse L iving

***Amazing Tips and Small Space Ideas to
Utilize Your Space, Organize, and De-
Clutter!***

Introduction

I want to thank you and congratulate you for downloading the book, “*Tiny House Living*”.

This book contains proven steps and strategies on how to keep a small house organized, clutter-free, and comfortable.

This book teaches you how to maximize the limited area that you have to work with at home. There are helpful tips to get you started in designing and decorating a small living space. This book also gives you practical ideas on how you can maximize a small bathroom, kitchen, or bedroom area. There are also tips on how you can create an illusion of depth for a small area without compromising your and your family’s comfort.

Thanks again for downloading this book, I hope you enjoy it!

T iny H ouse L iving

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Chapter 1 – Storage Tips

Just because you have a tiny house doesn't that you can't live large. If you lack closet storage space or you are trying to organize and maximize your small house, the first step is to build. In this chapter, there are projects and tips on how you can create additional storage for your home without compromising the small space you have to work with.

Maximize those Closets

Use all the nooks and crannies of the closets that you have in the house. Invest in a storage system – add in plastic containers, wire racks, shelves, or partitions to keep closets organized. Aside from minimizing the clutter, it makes it easier to find stuff, unlike when things are just kept away in drawers that are not well-organized.

Use Vertical Dividers

There are a lot of benefits to vertical dividers; they save you and/or free you a lot of space to utilize, they are easy to use, and you can even find pull-out types. Vertical dividers make it easier to store casserole trays, cake/baking pans, and serving dishes. They are easy to retrieve, too. If you still have extra slots, you can store cookbooks and/or your favorite food magazines. These are great space savers.

Utilize the Area under the Stairs

The space under the stairs in a tiny house gives you a lot of possibilities. Let your imagination fly and create unique storage areas. You can build in cupboards, drawers, and shelves to keep living room clutter out of the way. If you are into buying print books, you can utilize that space under the stairs and turn it into a book shelf or create a study area where you can have a small table built or put the phone there. Another excellent idea is to build and hide an entire bathroom or a home office.

Your options are endless if you let your imagination fly. You can do just about anything with it.

Create a Mudroom Bench

If you have a tiny house, chances are you don't have a space for a hallway from the main door or even a closet to put away some utility items, umbrellas, or coats/raincoats. If it's raining outside, you can't afford to have messy and rain-soaked raincoats and umbrellas staining your best rug and ruining your hardwood floor. Why not build a stopping area just by the door where you can leave them? You may have flip-top bench storage built- complete with coat hooks and open top shelf. Guests can hang their coats or bags when they come for a visit. This space would be versatile; kids can even play and spend time there.

Stack them Below

Utilize the space under a corner table or a home office desk. You can put

several baskets, small boxes, or bins where you can keep books and other stuff that you don't want lying around the house. Remember the table mentioned under the stairs? You can utilize that space for this purpose as well, so you can get additional storage space.

Go Minimalist with Your Living Room Furniture

Usually, a tiny house doesn't have the defined spaces for a living room provision and the kitchen and dining areas. There may be the separate bedrooms and bathroom but there is an open space for the living room and the kitchen. You can purchase (or custom-build) a smaller set of sofa and center table. Make sure that you have the measurements of the area with you when you go out to shop for home accessories. Have built-in shelves made that will serve as partitions between the kitchen/dining area and the living room area. The less furniture you have, the more organized the area will look.

Less is more. You don't need too many pieces of furniture and decorations because they can use up too much space.

Read more about how you can maximize the other areas in the succeeding chapters.

Build Over-door or Over-window Shelves

Depending on what might work, you can build shelves where you can stash away the clutter from your living room. You may even utilize it as storage for the items that you don't use every day or turn it into an "exhibit" area for the toys that are rarely used by your kids. These shelves may hold baskets or other essential items like plates and bowls that are only used on special occasions.

Add Zen to a Work Den

There are smaller homes that still feature a den, an attic, or spare rooms. Any of these three can be converted into a home office or a small study. To maximize the space, you can build vertical shelves. Monochromatic-themed rooms look elegant, clean, and clutter-free. The room can have a calming

effect so that it is easier and lighter to work.

Versatile Ottoman Chairs

The Ottoman brand became popular because of their products' innovative and practical designs. An ottoman chair can serve a lot of purposes – it can provide extra seating, a coffee table, or a foot rest. The company has also come up with newer designs besides the basic round or square types. New versions that have under-lid storage can serve as storage for blankets and or books.

You can also have the upholstery customized to fit your home décor. The storage chairs come with varying height and style that will complement your existing furniture. Their units are stain resistant so if you have pets and small children, this is an ideal choice.

Chapter 2 – Utilize Every Space, Every Area

Maximizing every nook and cranny of a tiny home can be a challenge. The idea is to make the house look bigger than the usual and make it appear homey, practical, and with ample elbow room.

Decorating a small home may be a challenge but it can be done. Here are tiny home decorating tips that you can use in your own home:

Create Focal Walls

The first impulse for a small space is to keep it clean and sleek to give an idea of space but here's an alternative choice: go bold with your design instead. You may have a corner area printed with bold color colors or use graphic wallpaper to liven up that corner area. Your focal wall can b anywhere you choose. Perhaps you have an entry zone near the door where you usually read the mails or probably you have a small dining table place near a corner window.

Paint a bold color or add an eye-catching element, like wallpaper, an artwork, or even a unique chair design. While there are no clear indications where a room ends and where it begins in a tiny home, you can still create the feeling of being alone with the décor you are going to use.

Mount Mirrors for Depth

Putting up a mirror to create an illusion of space is probably one of the oldest decorating tricks. A mirror can act as extra windows in your area and it can amplify the space. A position would be the entryway or anywhere where it can reflect an artwork or a nice view.

Some decorators would also suggest filling an entire wall with mirrors and then adding mirrored furniture to create an illusion of another room that is just not in full view. Putting colorful flowers and candles in strategic positions where the mirrors will reflect them make great décor alternatives.

If you don't want to put up giant mirrors, you may still create the same illusion by hanging a cluster of smaller mirrors. They don't have to be in the same size or they don't need to have matching designs, but you can create themes, such as all have rectangular shapes or round shapes or they can all have wood frames. The designs should be up to your taste and preference.

Lighten Up the Area

Don't think that if you have a smaller house you can't put decorations. You may opt to use clear objects because they take up little visual space so your small area won't look cramped. You may add a crystal chandelier; make sure the size is appropriate for the room. You can also use glass-top table with matching Lucite chairs, and then add in a mirror, and you end up brightening the area, thus, giving an illusion of a bigger room.

Swing-arm Sconces Free Up Some Space

If you cannot afford to include a side table for your living room, swing-arm sconces would be your best choice. You don't need a table for it, so that's a free space to work on. You can liven up a bare corner in your living room by installing swing-arm sconces. Most lighting shops offer these types of special lighting, so you can just ask a salesperson for assistance when you make your choices.

Open the Area Up

When you have a smaller area, expect to have smaller areas to work with. If you are scheduling your renovation soon, consider dividing the walls and replacing the partitions with interior glass doors. If you are only renting out the place, there's only so much that you can, so you may ask your landlord if you can take out a few doors in order to increase the natural flow of things and give the room some light.

Keep Every Area Clean and Clutter Free

Even if you have a big area to work around, you need to keep your house clean and clutter free. Smaller spaces tend to look and feel cramped but if you keep all the rooms clean and orderly, and if you make sure the clutter has all been stacked out, it can make a lot of difference.

Use a Single Color Palette

When your home is small and there is too much going on in the design, no matter how clutter-free all the areas may be or how clean it can become, the house will still look cramped. Improve on the appearance of the house by using a single color palette because that will help pull everything together. It will also make the space look more expansive. You can use two kinds of color and work with them.

Create Different Zones

If you live in a studio-type apartment and you don't have the luxury of having separate rooms, you can create "zones". Think about the things that you need

to create a space for, like a place to sleep, to relax, to eat, or to cook. Then you establish separate areas for each of these activities.

You can create “rooms” with multiple seating areas, or you can use a curtained bed, or maybe build a window seat. You can also place a small table and chair, positioning is important if you want to create a bigger house illusion.

Use Multipurpose Furniture

Look for a table that can be used as a desk and dining table. Use deep sofas that can double as guest beds. You may also opt to just have a sofa-bed custom made, and you can ask the maker to add drawers under. Murphy beds would also be a great idea. For more free space, purchase folding chairs and collapsible tables. Remember that you don’t need too many pieces if you have a smaller space to work with. The key is to choose furniture and decorative elements that offer maximum functionality without taking too much space.

Chapter 3 – Maximizing the Rooms: Kitchen and Bathroom

Considering all the other rooms or areas in the house, the kitchen and the bathroom tend to have the most number of accessories which can make them look cluttered. The tips in this chapter will help you maximize these two areas so you can create an illusion of depth and more space without compromising each of the room's functionality.

Kitchen Area

Smart Kitchen Storage

Open storage shelves are more appealing than regular kitchen cupboards. If you want to separate the kitchen from the dining area but still have an open and airy space, this is a great idea. A small wall divider with floor-to-ceiling shelf partitions can turn a small kitchen area into two separate rooms. These

open shelves are perfect for storing and showcasing your favorite glassware and china pieces.

Don't Compromise an Open Floor Plan

Instead of a divider with floor-to-ceiling shelf partition, you may opt for a half-wall divider to separate a small kitchen from the dining area. This doesn't eat up the area and instead gives the illusion of a larger, combined space. This may also serve as a built-in storage and an occasional bar.

Do not compromise the area's open floor plan because you can make any area functional with more elbow room if you use the right accessories and build appropriate fixtures.

Use Hanging Racks

For items that you use every day, like pots and pans, you can use a hanging rack instead of putting them away inside the cabinets. Install a floating shelf

for items in jars, like spices and condiments. It makes it easier to do inventories when these items are out in the open instead of kept inside drawers and cabinets because you can replenish at once and/or you avoid spoilage. This organization idea keeps things in their places instead of just looking cluttered around countertops.

Keep Trash Out of Sight

If your space still allows, you can build a pullout system for your trash can in the kitchen. Utilize the space below the sink and build a pullout drawer.

Build an Island

If your kitchen has enough space for an island, then you can have one built. It can give you additional work space and an extra place to eat. If you live alone, you can eat here and do away with buying a dining table. If you have occasional visitors, you can purchase collapsible tables and chairs so you can just take them out each time you have company.

You can build drawers and cabinets under the island for additional storage.

Utilize the Corners

The corner spaces are often neglected and left unused. Think of a lazy Susan type of cabinet design where you can keep baking dishes or pans and pots.

You can make it uncomplicated and just build corner drawers for additional storage spaces for kitchen supplies, making them easily accessible.

How about a built-in storage cabinets and drawers? You can use upper compartments for displaying kitchen accessories or the drawers can house your microwave and over. The cabinets at the bottom allow you to further de-clutter your countertops.

Have a dilemma because of small kitchen area? Rethink your kitchen design.

It doesn't have to be placed in a traditional position. The corner space and

build a sink and add in a countertop that can double as food prep area and dining area.

If you have plans for the sink, then utilize the corner for your stove and add a shelf on top so you can use it as storage for cooking items.

Consider Purchasing Smaller Kitchen Appliances and Accessories

It's hard to move in an overcrowded kitchen, especially if you have a smaller area to work in. When you have a smaller kitchen, opt for a smaller stove, smaller dishwasher, and smaller refrigerator, etc.

The Bathroom

Use Pastel Colors

Refrain from using strong colored-paint. Instead, use pastel colors because

they give an illusion of a bigger space. You can use strong colors for bathroom accessories, decorations, and towels.

Use a Glass Door

Ditch the shower curtain and use clear glass door instead. It opens up the shower area so it becomes a part of the whole bathroom. This trick makes the room appear bigger.

Use Indirect Lighting

If there is no natural light coming in the bathroom, you may use recessed lighting. This type of lighting is unobtrusive. You can position it anywhere you prefer and have it focused on any task area.

Provide Natural Light to the Bathroom

If you can have a window installed, it is the best way to let natural light enter the area. You can use window treatments that can be partially opened. You may add in curtains so you can just easily roll the up.

Tubular skylights are also a good alternative to let the sun inside the room.

Maximize the Wall Space

One of the challenges of smaller spaces is having limited floor square footage. The ideal solution is to maximize the wall space. Install “floating” toilet fixtures and “floating” cabinets and drawers. Choose a unique material like bamboo for the door and/or cabinets. Use ocean blue colored tiles to open up the space a little. Stylized lighting can also do the trick.

Space Savers

Recessed shelving is a popular style for small bathrooms; since it gives you wall storage without infringing the square footage of the room. If you have

open shelves, arrange the items neatly to avoid looking cluttered.

If you can't use recessed shelving, you may purchase an open shelf metal rack where you can place the toiletries and other bathroom items.

Do you have the standard horizontal shelving below your window? This is an ideal space to use to ensure that your compact bathroom doesn't look cluttered.

Chapter 4 – De-Clutter the Bedroom

Sometimes the bedroom can be the most cluttered and disorganized areas of the home since no visitor would go inside or take a peek of what's in there. People often put away stuff in there and when you keep doing that, soon the bedroom will be full of things that do not even belong there.

This chapter offers tips on how you can improve the appearance and maximize your small bedroom area.

Don't Forget the Drawers

It is important that every piece of bedroom fixture has drawers or some kind of storage space. When you shop for furniture, choose functional items over adorable ones. Buy a nightstand with drawers. Look not for chunky and chic beds but instead look for units with drawers. You may also have your bed custom built so you can incorporate additional storage.

Consider a Day Bed

If you are one of those people who works from home and work in the bedroom because there is no extra room for office space, purchase day bed instead of a big bed that can take the entire bedroom space.

You may purchase a small table (with drawers, of course) instead of a nightstand so you can use it for your laptop. Choose one that you can use comfortably while you sit on your day bed (or sofa bed).

Maximize the Wall Space

If your room is enough for a bed and a dresser only, maximize the wall space with “floating” shelves and cabinets. Most small apartments or houses have built-in closets for the bedrooms so you can apply the tips mentioned in the first chapter so you can have enough storage space for your closet.

If you want to put in a few decorations, you may hang a fancy mirror and decorative hooks that you can also use to hang bags and coats.

If you need to display a few items on the open shelves, take out only the ones that you use often and keep the others neatly in boxes and trays that you can place under.

You may not even have to get a table for your laptop or computer because you can have a floating computer table built on the wall. You can use the space under to organize boxes and trays for your trinkets and other office items. This is ideal for people who work from home.

Use Bunk Beds for the Kids' Room

If you don't have extra rooms in the house, rely on the classic bunk beds – they don't take up too much space and they keep an open floor area where the kids can play.

Hide Items that are Rarely Used

The spaces under the beds and sofas are great storage areas. If you choose beds with drawers, you can keep the linens and beddings there. They are also ideal to keep away your kids' toys. If you don't have built-in drawers underneath, you can purchase plastic storage boxes with covers so it is easier to see what's inside without the need to open each box.

Set Up a Home Office in Your Closet

Yes, you read it right—it is recommended that you set up your home office inside a closet because this can give you a lot of storage space. You can have built-in shelves there to keep your laptop and office items. When the closet door is closed, you still create a seating space.

Make Every Furniture and Accessory Piece Count

When you have a small house, and this tip can be applied for all the other

areas, choose furnishings and decorative items that are multi-functional. Do not buy items that will only take square footage space without actually doing anything for you. Choose a sofa bed, or use two smaller round center tables instead of a big coffee table that take up too much space, or choose side tables and nightstands with functional drawers.

You can still do a lot of things with your tiny house. All you need to do is to keep your imagination and creativity going and you will never go wrong.

Conclusion

Thank you again for downloading this book!

I hope this book was able to help you to maximize all the areas of your tiny house.

The next step is to put the things that you have learned into practice. Don't forget to share your newfound knowledge with your family and friends.

Finally, if you enjoyed this book, then I'd like to ask you for a favor, would you be kind enough to leave a review for this book on Amazon? It'd be greatly appreciated!

[Click here to leave a review for this book on Amazon!](#)

Thank you and good luck!

Consulting Interviews Guaranteed

*How to land a job with PwC, Deloitte, EY,
KPMG, McKinsey, and other major consulting
firms*

Introduction

I want to thank you and congratulate you for buying my book. This publication contains proven steps and strategies on the first step in how forging a successful consulting career; getting an interview at a big consultancy firm.

The recommendations in this book quite simply work! I have been sharing these in my personal coaching sessions with those that I mentor at Cass Business School (City University London), and some of my clients at consulting engagements who have a burning passion to enter into the world of consulting. I can't say I have a 100% success rate, but it's overwhelmingly successful, with hundreds of people either ending up at great consulting firms or at the very least landing an interview.

So, I have decided to document what I teach in these coaching sessions in a book and share it with a wider audience. If you have the dedication, then there is nothing stopping you from succeeding with these firms.

The step-by-step recommendations in this book are extremely effective. They not only worked for me at the beginning of my consulting career, but also many other people

whom I have encountered over the past 10 years of my consulting career. So I have absolutely no doubt that this is an extremely effective programme. But the only way to get good results is by truly committing to it.

In my decade-long consulting career, I have had the opportunity to work with McKinsey, BCG, Deloitte, Strategy& (Formerly Booz) in my joint projects for years, and full-time at PwC for over 4 years in Strategy Consulting. I am very familiar with these firms, the way that they work, their deliverables, niche areas, expertise, training, and also recruitment methods.

In addition, I am not just a consultant, but also Manager in Strategy consulting, a very difficult consulting domain in which to be successful. I can confidently state that I am an outstanding consultant, managing 3 to 5 projects in parallel at any given time with a team of 3 to 8 involved with each project. Thus, I am confident in my analysis and the recommendations I provide in this book. Please read on with an open mind and feel free to challenge my analysis and recommendations which I will present here. I am not here to teach you consulting. Each firm has its own methodology of how they approach consultancy, i.e.; PwC has a methodology that it calls “transform”, and I’m sure I’d be sued to death if I even remotely shared anything of it publicly here!

To set your expectations clearly from the beginning, if you follow the approach as set out in this book, you will significantly increase your chances of getting a placement or at least a shot in the big consultancy firms. That's all most people are looking for; a foot in the door. Frankly, that's all you need. There are many great resources written about how to crack the case studies or interviews. That's not what I will be focusing on here. Let's get the interview first, then you can worry about how to pass it.

So sit back and let me take you through everything you need to know about landing an interview with a hiring manager. Thanks again for buying my book, I hope you enjoy it!

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Chapter 1 - Understanding Consultancies and the Interview Selection Process

For some reason, people invest too much of their valuable time and effort into studying for interviews that they may never have. Also, it is important to understand that some of the interviews that they believed that they had, were merely an illusion; firms interviewed them, but had almost no intention of hiring.

To make my point absolutely clear, consultants get promoted roughly every two years, sometimes in exceptional cases it can happen annually. So when there are available positions in senior roles they are almost always filled internally. Any position you apply for has to be up at highest level of Assistant Manager, unless you come from another consulting firm or you are really good at what you do in your domain and considered as a Subject Matter Expert.

When there is a role available even though it will certainly be filled internally, it is advertised and the recruitment staff interview some of those candidates even though they know none of them will be hired. It's unfortunately a no-win situation for most candidates. This is why I earlier said that some interviews candidates think they had are merely an

illusion.

There are, of course, exceptions to this, such as MBA campus recruitment. These applications actually have a slightly higher chance than average of being successful. But your chances of being hired are still insignificant, unless you are from INSEAD and applying to Strategy& (former Booz), HBS and applying to McK, or those business schools who are listed with top consulting firms. To put it simply, such positions are in very limited supply, and no Business School will be able to fast-track you. Therefore, you don't need to spend your precious time on cracking case studies until you are actually scheduled for an interview. You can worry about this later.

Consultancy Core Skills

Another misconception in the industry is that you already need to be an excellent consultant to get a job at consulting. That's also far from the truth. Consulting at its core is three things combined: problem solving ability with a solid methodology, excellent communication skills with outstanding speaking and writing skills, and dedication to success. If you possess that latter two, employers will be willing to teach you the first one.

Problem solving essentially involves following the methodology of the employer

you work with. At its core, identifying the actual root cause of the problem, separating this from the symptoms, identifying and evaluating the alternatives, ranking the potential solutions, picking the best alternative, and developing KPIs to measure the success can be considered a sound enough methodology.

You need a new approach to the entire job hunting business. The methods you have used so far evidently haven't worked, as you have ended up having to read my book. Good for you! This will not be a book that comes from an academic who has probably never had any consulting experience, but somehow has the audacity to actually teach it. This happened to me at my business school. I was taught strategy consulting from an academic, and later I found out that numerous things he told me were completely outdated and mostly irrelevant.

The Odds Against You

There are over 1,000 regular job applications per day to consulting in PwC MENA which is where I work as a Manager in Strategy consulting. Can you guess how many get invited for interviews with a hiring manager? Pretty much zero! Yes, you heard me right. Not even 1 person out of 1,000 applicants per day get a chance to be interviewed. When I

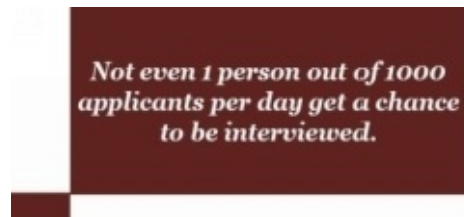
found out about this it shocked me. I found it almost unethical. I discovered this after a series of calls from our regional partner asking for us to refer candidates. The first time I heard, I thought to myself, “Okay, since we are good consultants he probably thinks that people we are acquainted with are also good, and thus he trusts us to submit resumes”. Then, I heard it again and again, and I realized that all the partners in the firm were constantly on the look out for talent.

I started questioning this process, and came across the HR partner in the office, and asked her how many applicants were received daily. Her answer was “hundreds, if not a 1,000 per day”.

Now this is seriously messed up. There is a broken link somewhere. How is it possible that on one hand we are craving for good talent, burning out existing consultants due to a lack of talent, and on the other there is a sincere desire to hire people and thousands of applications which are going to waste? Something somewhat unethical was going on, or the hiring processes were massively ineffective.

What I decided to do next was discuss the issue with my friends at other consultancy firms. To my surprise, it was no different. The same problem existed there. Over 350,000 applications per year, and only a few make it into these organizations. The

vast majority, in fact over 99.99%, simply don't get a look in.



At this point, I will want you not be the person who reads endless times books published by academics who have never been there teaching you how to do things. These often involve Myers Briggs-type character analysis, deal with consulting tools that are vastly outdated, and which tell you how to approach a problem without ever having actually encountered serious corporate problems in real-life. In this book, I will speak as if I am your mentor, and document the entire process in the same tone. The title of the book is its modus operandi. I am here to help you get a job at a major consulting company, or at least almost guarantee an interview, not teach you how to do consulting, or format your resume (although I provide very good advice on that front as well!).

Chapter 2 - The Image of the Consultant and the Reality

I am sure you have already encountered a management consultant with a \$1,000 suit, striding around the airport with his fancy laptop bag with a swagger that indicates that he has just finished creating the earth and is on a very important mission to create a new planet. He is evidently extremely busy and constantly on call with his subordinates, and perpetually uses sophisticated words such as; proliferate, enablers, drivers...

Well, although I have been in management consulting for the past decade, and my career flourishes from year to year, I was lucky enough to segregate myself from people like these and use any opportunity I have had to ensure that no-one is promoted with this attitude. If you ask what these people actually do, they will most probably state that they solve the most important problems of corporates and governments. The reality is that consultants do so many different things.

In 2014 alone, I delivered over 32 projects, with 3 to 5 projects in parallel at any given time. I have done everything from strategy benchmark assessments for a regional Ministry, to a PMO set up for a large corporate, alongside a vision analysis for another corporate, to a strategy implementation.

Of course, I solved many problems along the way, seeking the most tangible value-adds for short, medium, and long-term benefits, maximizing returns. Thus, when somebody asks what I do, the words “solving the most important problems for the greatest companies in the world” is far from what I normally divulge.

Ultimately, we do basically everything that management personnel in a large company does. The only difference is that my job and team keeps on changing every 4 weeks to 6 months. When I get engaged with a client, I am never expected to get onboard and miraculously solve a problem that they couldn't sort out on their own. This is never the case, contrary to what some consultancy firm employees may assert.

Identifying a Joint Solution

Your client is your biggest asset in enabling you to identify a solution jointly. No MBA degree will give you enough experience or expertise to come into a field and tell your client what to do. We develop solutions together with clients. Most of the time, large companies do not have a diligent or logical approach towards a particular situation or they are too close to the picture. That's what we are good at. That is our job. Our thought processes are so highly trained that we can guide a team towards a solution. Ultimately,

you aid people not direct them.

That's why PwC and Deloitte are the largest professional services firms in the world. They work with clients to solve problems with their approach, research capabilities, and past experience.

The Wide Knowledge Base

Perhaps another quality that I need to mention at this point which is really important in consulting is high intellectual capacity and a wide knowledge base. I am sure you have heard of the saying "knowing a mile wide, but an inch deep". That should be your entire ethos. You need to know and understand many things, but not necessarily to a deep level. Just know that they exist, what they do, and why they are important. Then when you need to have a deep understanding of a particular subject, you can easily research it.

This approach helps you to connect dots more easily. For example, a solution to one of the recent problems we encountered for a client ended up being a form of bio-chemistry technology that I had previously read about. As soon as it occurred to me that this may potentially address the issue, I immediately engaged the subject matter experts

within the firm and developed the perfect solution. Had I not read about it in an article a couple of years ago, we would have had an extremely difficult time in connecting the dots, as no other team member, including the client, had any idea that bio-chemistry could be even remotely close to what we needed.

Some problems are not solved with 7S, 5P, or whatever digit-letter combo consulting tool. You just need to know things. My intention in this book is again not to dive into the nuts and bolts of consulting. I am only mentioning things that you can leverage for your interviews.

The Life of a Consultant

I also tried my best not to get into the topic of whether consulting is for you. But I can't resist mentioning that travelling is not as fun as you may think! After years of repetition, hotel rooms become dungeons. If you are in your twenties, it is not difficult to find the motivation you need to keep going and pushing, but once you hit your thirties (I am 34), things become really difficult. You are probably married, perhaps with kids. Your priorities in life change dramatically; you simply want to spend more time with your wife and kids.

However, the irony is that nice employers will keep sending you all over the world so that you don't have the opportunity to enjoy all of the perks that come with nice compensation. Worst of all is that there is no end to it. Everyone works very hard. Juniors to prove themselves, seniors to get a shot at being a partner. A director can stay as a director for decades without ever becoming a partner. Even if you become a partner, your workload and travel frequency doesn't really diminish. You can't say that "once I am a partner, I won't be travelling that much". That is simply not the case. Partners work as hard as anyone, if not harder. They are extremely driven, only to add more value to clients...a million dollar profit share also helps!

However, there is a positive flip side to this coin as well. I love consulting. As a character, I am easily bored at work. If it's a project which lasts for more than three months then I itch for a change. I can't imagine myself working for the same company in the same function, even with a different seniority, for more than two years. That would be the ultimate torture for me. I am sure I couldn't survive. My motivation would disintegrate, and I would either get fired or resign for another role in a different company, only to find myself in the same situation again after two years. That's just one of the great perks of being a consultant.

Another perk that I highly value is when we occasionally do “good work”. One of my recent clients was a regional ministry of a country in the Middle East. We created incredible programs that benefited hundreds of thousands of needy people. With the benefit of hindsight, I am proud to say that I was of one of the five people who developed that program, implemented it on behalf of our clients, and successfully rolled it out to beneficiaries. We touched the lives of hundreds of thousands of people. We made it possible because we came up with efficient models to ensure that it was financially sustainable to allocate such funds. Not many people can say that they have touched the lives of others in such a way. Those beneficiaries have no idea who we are, but we helped them massively. They don’t need to know. I know. And, that’s more than enough.

Of course, not all of our client engagements are like that. We may also end up delivering work for some evil investment bank that will acquire a poor SME to break it into pieces, fire everyone without any compensation, and sell the IP rights. It is what it is.

Also, remember the prestige that comes with the job. Everybody looks up to consultants, especially to the ones that work at big firms. Working for a big consultancy firm is like getting a job insurance for life. Once you are a consultant at a big firm in a good position, you will most likely never be unemployed again. It’s usually just a matter

of picking the best offer.

Take a quick look at the LinkedIn profiles of ex-consultants and you will garner this impression yourself very quickly. Never having to worry about being unemployed ever again, even if the greatest recession episode 2 plays out; who wouldn't want that kind of insurance? If your consultancy dreams work out, then you will find yourself very much at the top of the food chain. You may find a lesser paying job, but you will always be the preferred candidate, at least on resume.

Thus, the advantages of becoming a consultant are pretty obvious and profound. But how do you go about getting your foot in the door?

The Folly of Applications

I hope you understand that I am using a pen name in this book as I am divulging information that may potentially irritate some of the partners in the firm. I still love my career at consulting with PwC and have no intention to leave anytime soon. Using a pen name allows me to be “less political” in my language and share my true thoughts and observations as if I am speaking to you, instead of worrying about my career or potential lawsuits. However, if you have a desire to meet or contact me, please do so. At the end of

this book, I will provide my e-mail address. I urge you to get in touch, shoot your questions to me, and I will be happy to respond at my earliest convenience!

I felt obliged to share insider information with people such as yourself so that you don't spend your most valuable asset, time, on going through website, job portals and crafting special CVs without hearing anything back. Analyzing a CV properly (looking for related experience, separating the good ones from the irrelevant ones, identifying BS) takes about 10 minutes. There are 480 minutes of work available per day. So, that means 1 person can analyze up to 48 CVs per day and it would take about 20 people to sort out only the initial resumes every day. Here is another interesting question for you. Can you guess how many recruitment personnel work at a regional HQ of PwC? The answer is a whopping number of four! Thus, it's mathematically impossible to actually read all the CVs submitted even in one day. I can hear you saying "there is computer software for this purpose which will sift through CVs based on certain keywords". Unfortunately, I can assure you that we don't rely on that sort of software, and I know for a fact that most other big consulting firm doesn't either.

Here below is the shocking truth; this is the number of recruitment personnel for offices with around 100 to 600 consultants:

Company	Number of Dedicated Recruitment Personnel
PwC	4
Deloitte	6
EY	3
KPMG	3
McKinsey	5
Strategy& (Formerly Booz)	4

Now you know for a fact that if you apply only at company portals that the most likely outcome is that you will never hear from the hiring manager. You may however get a call from a very junior HR analyst calling you for a “prescreening”, which means you may actually have a 1% chance of an interview afterwards. And that will be entirely decided by how hard that junior employee pushes your resume to the senior HR Manager, who will then have the opportunity to speak with the hiring partner. The odds are definitely stacked against you.

So in this book, I will talk about how you can increase your chances from near zero to about 20% to 50% depending on your communication skills and dedication. 50% chance for an interview with one of world’s top consulting companies is one heck of a

good chance!

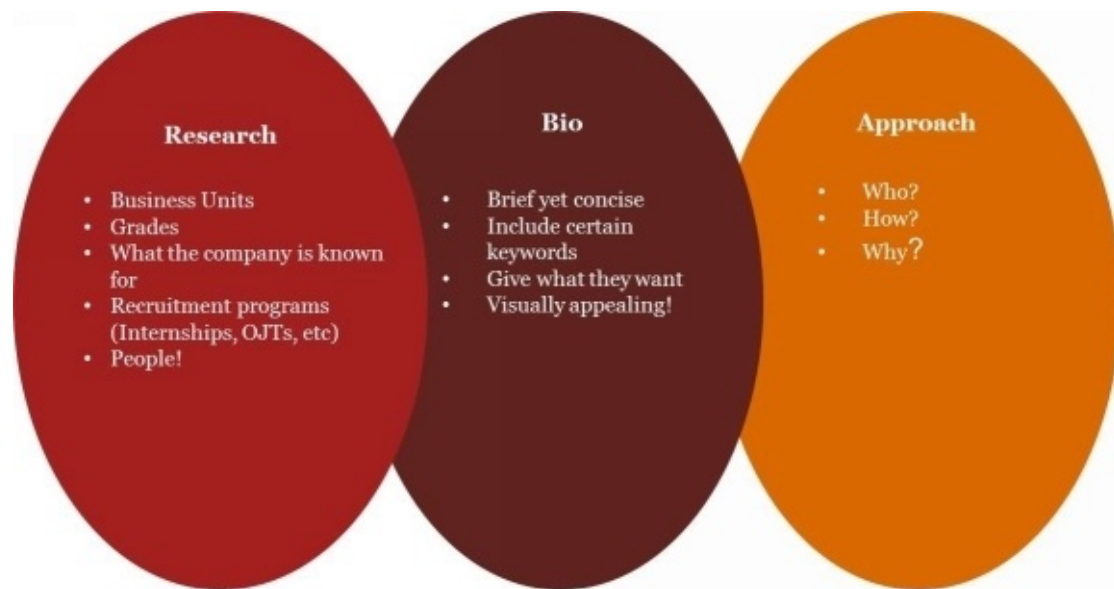
Chapter 3 - Understanding Consultancy Firms and Preparing Yourself to Meet Their Needs

When applying for a consultancy, there are generally two scenarios in which you can successfully apply:

1. You are about to graduate from your undergrad degree, or from a business school
 - 1.1. You are from a school that the consulting companies have identified as resource centers, i.e.; INSEAD for Strategy&, HBS for McK and BCG, etc.
 - 1.2. You are from a school that has no ties with consulting firms.
2. You are an experienced hire, meaning you are probably an expert in a certain field.

The recommendations in this book will most likely add great value to both of these categories, either as an experienced hire or a recent graduate. But if you are already lucky enough to be studying at a resource center school, then you are ahead of all other applicants. You have a direct channel to introduce yourself to the firm, especially if you have a good GPA.

Let's jump to my high-level recommended approach. We will discuss these in more detail as we continue.



1. Research

1.1. Pick the Line of Service that has most consulting positions: Every company has different departments, business units, teams, divisions, subdivisions, and grade levels. In my ten year consulting experience, I have yet to see two consultancy firms that have identical structures. This section will be tremendously important in your research. You will need to identify the business units that are under consulting for each firm, look at the supply of positions in those domains and then make your selection based on that. It's also important to take a look at their Line of Service as well. Sometimes there may be two lines of service for consulting industry. For example, PwC Consulting line of service has a

business unit called Strategy consulting but also the firm has a separate Line of Service for Strategy& that also delivers consulting engagements. You only have a few shots at making a proper introduction of yourself to the firm. You don't want to miss that shot by applying to a domain in which only PhDs are accepted with very limited supply of positions, unless of course you actually have a PhD and are considered to be the renowned individual in your domain.

Below is a graph showing you an overview of consulting by line of service/business units for the U.K. consultancy market;



This is an incredibly important graph. So if you apply for Healthcare, Biotech, Retail, Services and Energy consulting the odds are that you will have quite a hard time unless you are really the crème de la crème in your expertise. The sheer number of available spots just don't exist. The jobs available in consulting for Technology, Strategy, and Operational Improvement alone are higher than the next eleven lines of services combined. Although this data is for the UK consultancy market, this pattern will be

repeated across multiple other regions.

The beauty of this data is that you most likely have a business background already, with a mix of technology. This will mean that you can pretty much choose most of the above fields as areas of expertise, or indeed lines of service. This will particularly apply if you are a recent graduate, and you will receive any training needed from these firms anyway. So if you choose the right domain for your application and back it up with the appropriate resume, you will significantly increase your chances as there will be more supply. I can



*The jobs available in consulting
for Technology, Strategy, and
Operational Improvement alone
are higher than the next 11 lines
of services combined*

hear you saying that there is also high competition. Trust me...the lesser the supply the higher the requirements are for candidates, and there are significantly less opportunities for only “good” candidates. So make sure you target the Business Unit and Line of Service that are suitable to your skillsets with the largest supply of positions available. By applying to Technology Consulting instead of Retail you are increasing your chances by 10 fold!

1.2. Identify the Business Units in each firm

Now I am going to need you to create an Excel list with business units per company to which you will later submit applications. This will be of tremendous help once we start making the applications. It's critical that you understand what business units exist in each firm.

Do you already see what we are getting at? You need to choose a business line from each company you want to work at. While making the selection, you need to look at their consulting position supply. The more the merrier. Later on when we approach people, you need to be able to say why you want that particular business unit. By taking this approach, you will actually reach the very company that requires staff in the very department that you're targeting, not an application that goes straight to the junk box of recruiters.



1.3. Understand the Area of expertise for each firm

Each consulting company specializes, or is at least known as an expert, in one particular field. Their area of expertise at a first glance may look as if it overlaps, but in reality they are all known for one thing to be perfect at carrying out. This will help you later on during the development of your resume as well as guessing the supply of roles.

For example, if you have a very high technology background then PwC may not be the perfect employer for you. We don't get as many technology projects as Deloitte. Or if you are a niche strategy formulator, you should look at strategy firms like McKinsey, Strategy& (a PwC Subsidiary now), Monitor (a Deloitte Subsidiary), or boutique firms like Roland Berger. So, it's important to highlight the elements in your resume that cater to what the company actually needs. And the need fundamentally comes from the projects they win and deliver. As EY, KPMG, rarely get jobs in strategy formulation and execution, there is no need for them to hire staff heavily for those units. Thus, they look for talent with skillsets suitable for the projects they win. The chart below will help you understand what these companies really specialize in, hence what delivers most of their revenues, and where they recruit the most people in their respective specialty domains. In simple terms, they hire most people in the domains they win most projects. Making an application for a supply chain strategy role in PwC may not get you anywhere as much as applying to the

same role in Accenture.

We know which lines of services employ most consultants, and which firms specialize in which niche, and hence potentially employs the most consultants. Simply by knowing and understanding these two inputs, we have already increased our chances dramatically.

Company	Known for
PwC	Strategy Execution, Implementation, PMO, Process improvement
Deloitte	Technology deployment, IT transformation
EY	Performance improvement, company transformation
KPMG	Financial advisory, Risk advisory
McKinsey	Strategy Development (With 2014, started its strategy execution arm as well)
Strategy& (Formerly Booz, subsidiary of PwC)	Strategy Development

While we're on the topic, I'd also urge you to read more about the firm you are applying to if you want to sustain. You need to understand what separates one from another. McKinsey has been able to create a very strong name amongst the MBAs. You need to carefully think whether it's a company for you. I have worked with McK consultants for years on joint projects. I cannot tell you how many times they have approached me and

my team members for a job. Not because of the tough working conditions or long hours either. The kind of job McK offers is very similar in nature. You may be looking at different companies and sectors, but most of the time it is a strategy development. Essentially, you will be following a similar methodology which applies to most situations, for pretty much all industries. Based on my observations, it gets boring for many consultants very quickly and incredibly tiring, leading to burn-outs. A typical strategy development engagement lasts anywhere between three and eight weeks (depending on the scope). That means you will be jumping from client to client every month doing pretty much the same thing.

After some time, this will get really tiring and you will crave for long-term client engagements which companies like McK, Roland Berger, and BCG rarely win. Long-term engagements are mostly with companies like PwC and Deloitte Consulting, who are known to be implementers.

So what will generally happen is that McK comes in, develops the strategy and hands it over to PwC to implement. Implementation can take anything from a one month to a year or even longer. By this process, you maximize the stability and lessons learned, get to know people and your client, enjoy working with your team that have just mobilized for

the project, and still short enough of an engagement to always keep you motivated.

McK, BCG, and Roland Berger are all great firms, but they are in a field that can get very challenging for the consultant. Not because of the job nature alone, but rather the time you are forced to spend on each client. McKinsey also has a very high turnover rate compared to other firms. Once again, these are all great firms. But you just need to make sure it is for you. One McK consultant recently told me that in order to survive at the firm, you need to be a sprinter running a marathon with 10 seconds breaks every 10 hours. I know I can't do that! I need a good rest after every sprint. Or I can run a marathon with no rest. But not both!

At PwC Consulting, we work very hard as well but it's rare we work until 9, 10 pm and at weekends. Usually, the work is over for us after 6 pm, we start planning for the next day and sometimes just wait for the client to leave. This usually translates to a 7pm finish at the latest. Here is the difference, though during the day, we make sure that we work very hard and smart and eliminate all forms of procrastination and time-wasting. Since we are incredibly efficient at what we do, our nine hour work day is normally a 90 hour work week for teams in other non-consulting firms.

1.3. Prepare the list of people who work in field you chose

Luckily, for you, today everyone is accessible. There is this tremendous tool available to everyone, called; LinkedIn. It's such an incredible website that gives you access to whomever you want to reach. Again, I can hear you saying "I have done it before, and nobody responds". Of course they won't, that is because you are not approaching LinkedIn correctly. You are not showing them any 'opportunity'. We will cover that later in our methods section. But for now, all you need to do is, again go back to your sweet old Excel file, and make a template something similar to below.

Firm	Department	Business Unit	Grade	Name	Surname	LinkedIn account
PwC	Consulting	Government	Partner	XXX	XXX	XXXXX
	Consulting	Government	Director	XXX	XXX	XXXXX
	Consulting	Government	Manager	XXX	XXX	XXXXX
		Strategy	Partner	XXX	XXX	XXXXX
		Strategy	Director	XXX	XXX	XXXXX
		Strategy	Manager	XXX	XXX	XXXXX
		PMO	Partner	XXX	XXX	XXXXX
		PMO	Director	XXX	XXX	XXXXX
		PMO	Manager	XXX	XXX	XXXXX
Deloitte	Consulting	Technology	Partner	XXX	XXX	XXXXX
	Consulting	Technology	Director	XXX	XXX	XXXXX
	Consulting	Technology	Manager	XXX	XXX	XXXXX
		Process Improvement	Partner	XXX	XXX	XXXXX
		Process Improvement	Director	XXX	XXX	XXXXX
		Process Improvement	Manager	XXX	XXX	XXXXX
		Strategy	Partner	XXX	XXX	XXXXX
		Strategy	Director	XXX	XXX	XXXXX
		Strategy	Manager	XXX	XXX	XXXXX

All you need is to spend an hour to list the names of all the people, with their LinkedIn accounts, in the departments you will later apply to. It's fairly simple. Please fight the urge

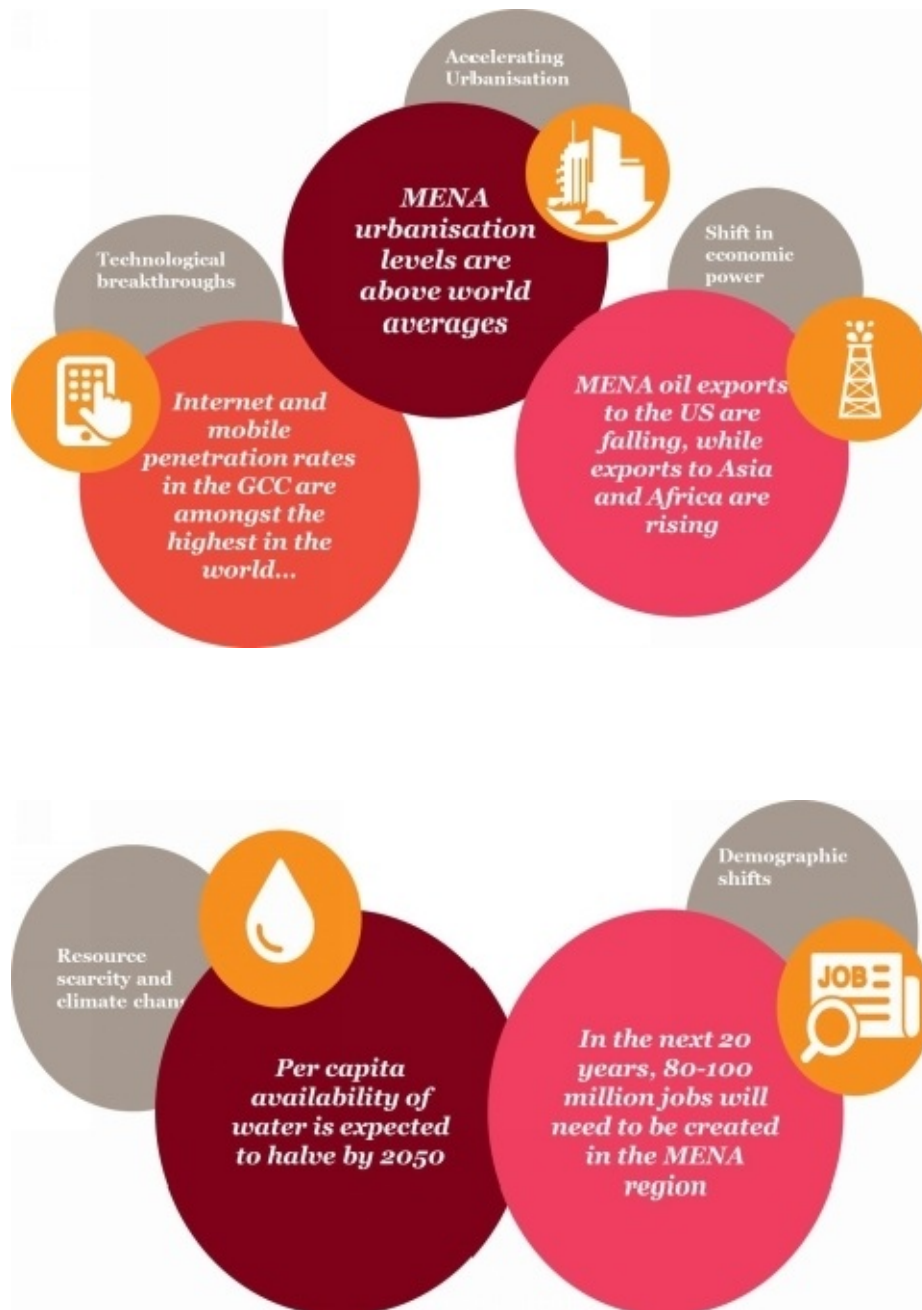
to send messages to them at this stage. We will cover how to do that in due course.

So we have now made the first stage of the application process, the next step is to set up your bio.

in social activities and sports is great, this is extraneous information at this stage. Consultancies would rather hear about this in person. Well written one page biography is all you need, along with a well-crafted LinkedIn resume. It will soon become clear why LinkedIn is important for our approach.

While preparing your profile, I'd like to urge you to look at some of the megatrends as well. Consultants are constantly on the look out for talent that has exposure in emerging megatrends. Since most consultants have been doing their jobs for a long time, they sometimes rely on newcomers to have experience in this area. If you can highlight some of them in your resume, this will amount to an extra 5% credit for you. The graphs here are just quick snapshots of emerging megatrends. But if you break each one down you will find out which skillsets are related to each, for example:

- Sustainability Reporting in accordance with Global Reporting Initiative,
- Controls, compliance, governance
- Maturity assessment for project management methodologies



It is important that you do not rush this step. Take your time composing every single sentence that you write. This is only a one-page bio or a short LinkedIn profile so please spend a sufficient amount of time to make sure that you mostly comply with the following structure;

You have accomplished Y, following the approach of X, measured by Z. This structure will not fit for every single sentence, but you should utilise it as often as possible. Once

you finish your one-page bio, you can now start preparing your professional LinkedIn profile.

There are many resources available regarding how to prepare a LinkedIn profile and what to focus on. So I would prefer to steer clear of that. The list of resources are too long, so I would prefer not to attempt to link to, or reference, some here. I am sure you will find excellent resources; they are certainly easily available.

However, the important thing that I will mention is that you must take the following steps:

Small details in resume preparation matter. If the perfect resume is rated at 100 points, you can get 15 points from formatting alone. It's crucial in order to attract consultancies for you to present information in a visually appealing way. I have to admit, there is more than one occasion where the content of a presentation that I have delivered to a client wasn't up to my usual standards, but the visual aspects were so good that the client left the presentation extremely impressed. So make sure your bio and LinkedIn profile is as good looking as it can be.

You can get another 5 points from use of excellent language, 20 points from impactful experiences conveyed beautifully. Perhaps another 20 from either former employers or business schools that furnishes you with more credibility and reputation. These are of

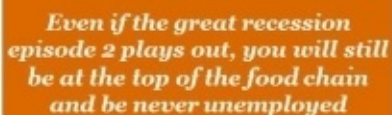
course very qualitative. It's a numbers game at the end of the day. Just try collecting points from here and there, and your bio will serve its purpose when you finally reach out to the people you listed above. Don't do it yet, though. Next we will look at whom you need to approach.

Chapter 5 - Approaching Consultancies

Now this is probably the most critical segment of this book. We will discuss who and how to approach for a job application in order to get an interview

HR Myths

You will first need to forget about applying on the company website, or approaching HR elsewhere. Contrary to what you may believe, HR is not the complete recruiting arm of these firms. It's not that they don't do recruitment, but it's not their priority to process online applications, even though they post job ads. I know, I know...they do however go through every single CV in great detail if it's referred by an insider, especially if that insider is a manager and above the level of consultant.



*Even if the great recession
episode 2 plays out, you will still
be at the top of the food chain
and be never unemployed*

Contrary to what their title suggests, they are not in the firm to “recruit”. They are employed to keep a master database of the candidates with certain skillsets, arrange interviews with hiring managers, and sometimes conduct HR orientation

internally. That's about it. So they are not really your key stakeholder. Never be rude to them, of course, but they are just simply not your target audience. Approaching a recruiter on LinkedIn, or networking events won't get you very far.

A typical recruiter, no matter how senior their grade is, has very limited information about consulting, or the type of skillsets that are in play, other than a bunch of books that they may have read about psychology, which most of the time doesn't apply to consulting. They are experts at categorizing people as Pink character, Y Character and whatever other methods they may subscribe to, but clueless about the skillsets needed for a benchmark study, strategy framework development, project implementation, process improvement, and all the other hardcore skillsets that we will actually need in order to succeed.

This would not be highly worrying to me if they could actually get the other 50% right by effectively evaluating the soft skillsets. However, even that is very much a grey area. The type of characters we need for consulting don't really exist elsewhere in corporates. Therefore, the books written about those soft skills may not necessarily always apply.

The Over-Ambitious Mistake

Another danger of recruiters and HR getting heavily engaged in recruitment and

orientation is that they over-estimate the importance of being ambitious and extremely driven. In reality, a great consultant offers everything in moderation. Over-ambitious people tend to step on the toes of others, become arrogant, and close their ears to the clients' input. That's a career killer.

We are not looking for lions, super leaders who always take the initiative, never stop talking, apparently in a perpetual battle to take leadership in meetings. I am sure you have heard of many people like this. Let me tell you the outcome of a situation similar to this that I observed very closely in my career. They are so driven and brainwashed that they forget to actually listen to, and work together with the client. They think they are experts and have to know the best, even better than the person who has done that job for decades. 80% of the time they make fools out of themselves. When it gets out of hand, clients ask them to leave the meeting room, and then send stinky emails to the engagement partner. Your client is not stupid. The very fact that they are paying millions of dollars for a couple of months work means they are smart enough to look for value, and how to measure the outcome. This particular occurrence is a very common problem with one consulting firm that I can't name on this occasion, so it is certainly something of which you should be aware.

Initiating the Job

You need to look at how the job need is initiated. This is illustrated below:



Because HR is almost never prepared to give resumes that meet the needs of the partner, this step is usually extremely lengthy and most of the time position is again filled by referral.

Step 3 and 4 is the time when the partner is most vulnerable. He needs to staff the team as quickly as possible as the project start date nears. That's the time that referrals from his own team members are immediately interviewed and hired in a span of one to two weeks. That's when you will need to make sure that your resume is in their hands.

Partners in big consulting firms are extremely busy professionals. They are constantly working to win new projects, review the deliverables of on-going projects, team staffing, budget work, and future planning. The odds are that if you get in touch with them they won't even read your message. The people you are going to need to approach are Managers or Directors. These people will be more approachable and have a few minutes

to actually meet with you. It's all about how you approach them, though.

LinkedIn InMails

Assuming that you have already created your one-page bio and an impeccable LinkedIn profile, you can now go ahead and purchase your "InMails". If you are not familiar with this, it is LinkedIn's messaging service that enables you to send an email to anyone without the need to be connected to them. The good thing about this service is that you can also track whether and when they opened and read your message. If you don't get a response back within a certain time, LinkedIn will actually credit back your account. It is also very important to note here that please do not ever send a connection request. This will only harm your chances. When you approach through InMail, they actually know that you paid to deliver that message across, and that you really want it. The least they will do is respond with a negative. But chances are that they will fully read what you wrote and possibly give you a shot.

Step 3 and 4 is the time when the partner is most vulnerable. He needs to staff the team as quickly as possible as the project start date nears.

You can now revisit the list of people you created per

company and per division. You will send an introductory email to only one person in your chosen business unit per company. So, if you are applying to four, you can send four emails to four people you find most approachable in those business units. You should allow up to three days for them to respond after you see the “read” status from LinkedIn. If they don’t then do not change the business unit, but change the person that you contact within the same business unit. You should repeat this process until you get a favourable outcome. The important thing, however, is the message you convey and what motivators exist for the person you contact to meet you or speak with you on the phone. Let’s look at these motivations broadly:

Referral Bonus	• Almost all consulting firms have a referral bonus that pays anywhere between USD 1,000 to USD 3,000 depending on the position and company. A referrer can make up to USD 3,000 just by entertaining your request, meeting with you and sending a simple e-mail to his/her partner. That will be the easiest money he/she makes if you get the job. I referred over 10 people so far and 4 of them have been successfully employed. All I did was sending out a simple e-mail. That was it.
Opportunity to work with someone who is motivated and loyal	• It's easy to guess that someone you refer into the organization will stay loyal to you. You need to understand that world of consulting can sometimes turn into tug of war. There is always competition not between firms but also between consultants. It's always good to know that you will have another soldier in the battle if you need to. In addition, it's always great to know that this new hire will work extra hard for you to make sure you don't regret your decision, of referring him allowing the manager to deliver quality work for the client.
Threat of someone getting in to the firm that he/she didn't help	• The opposite of the above scenario is that you don't respond to the e-mails or phone calls of the candidate who is approaching you and he/she actually ends up in the firm hating you from day one. Imagine what an awkward situation it will be. "Hey John Doe, do you remember me? I am the guy that you didn't even bother to respond to at Linked In. Now, we are colleagues." Never pleasant.
Opportunity to feel important	• The final motivator is very simple and can be tied to our very basic psychological need; being appreciated and looked up to. You say a few words that what an amazing professional he must be to be working at such a prestigious company, he will immediately raise the white flag and welcome you with a sentence "tell me more".

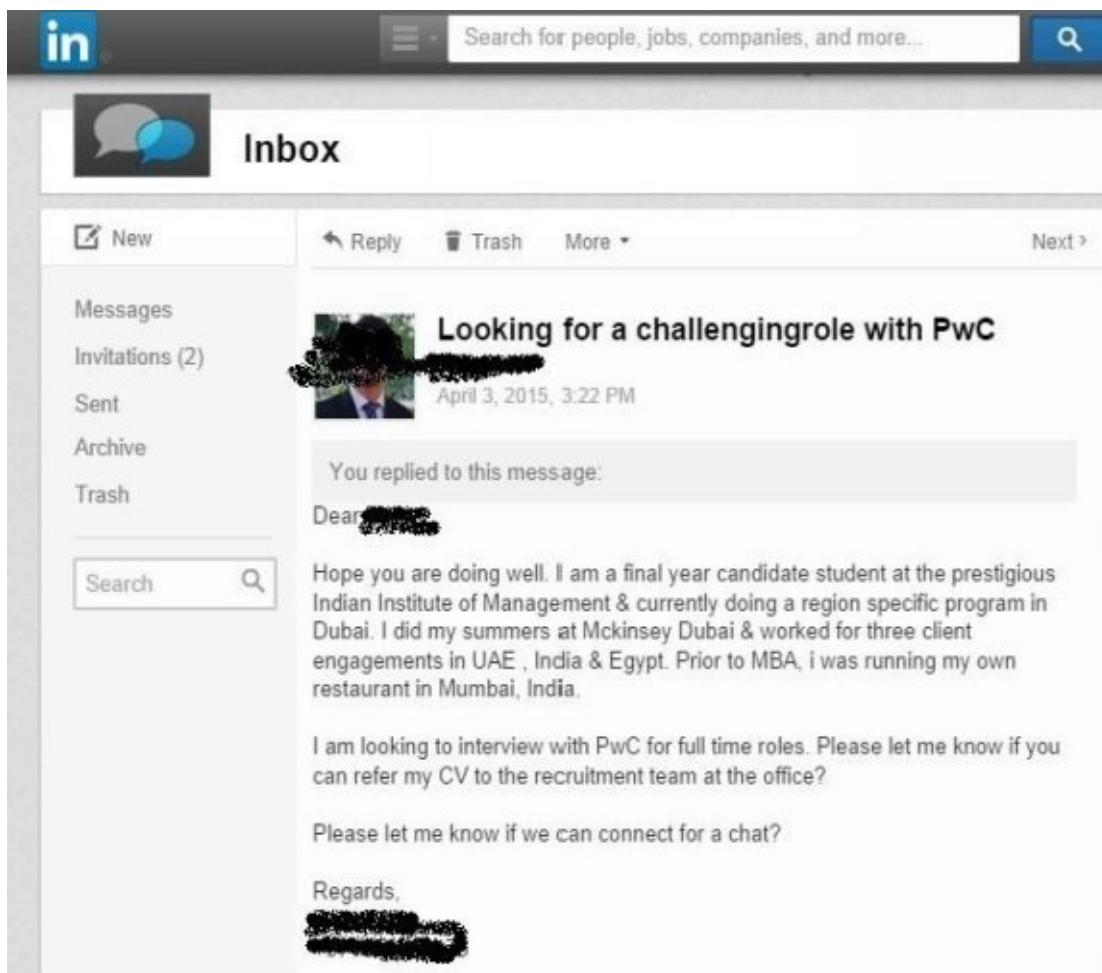
Somehow people who don't work for major consulting / tech / investment firms think that these companies are so advanced that their processes are no longer driven by humans. Instead, it is expected that computers, process maps, and other automated procedures govern everything that goes in these firms, which includes recruitment as well. The reality is very different. It's all about humans. The quality work they do, the problems they encounter, the jealousy, over-competitiveness, burn-outs; these are all human related. So is the recruitment. If your resume contributes 50% towards your success, the other 50% comes from your character.

Can companies get along with you? Will you follow their lead? Will you challenge people enough? Are you smart? Can you solve problems? Can you commit to working long hours when needed? Will you step up without being asked? Trust me, these are incredibly important elements of any application and character, and you can give hints of these in your approach with LinkedIn Inmail or at a short discussion in a networking event, and then seal it in the interview.

Nobody has the perfect bio/resume. But if you have one that is good enough and then possess the other soft skills required, then you do have a good shot.

Chapter 6 - What to do and What Not to do

I will now share with you some of the ridiculous referral requests I have received over the past few months alone, and then we can analyze them together, identify the lessons learned, then craft the perfect e-mail eventually. Sounds good? Read on...



Let me quickly share with you why I didn't refer this candidate;

1. There is an error in the subject line; "challenging role".

2. Use of “&”, did my “summers”

3. It’s not Mckinsey but it’s McKinsey. The least you can do is to spell your former employer’s name correctly.

4. Not “i” but “I”.

5. “Prior to MBA, I was running my own restaurant in Mumbai, India” Good for you!

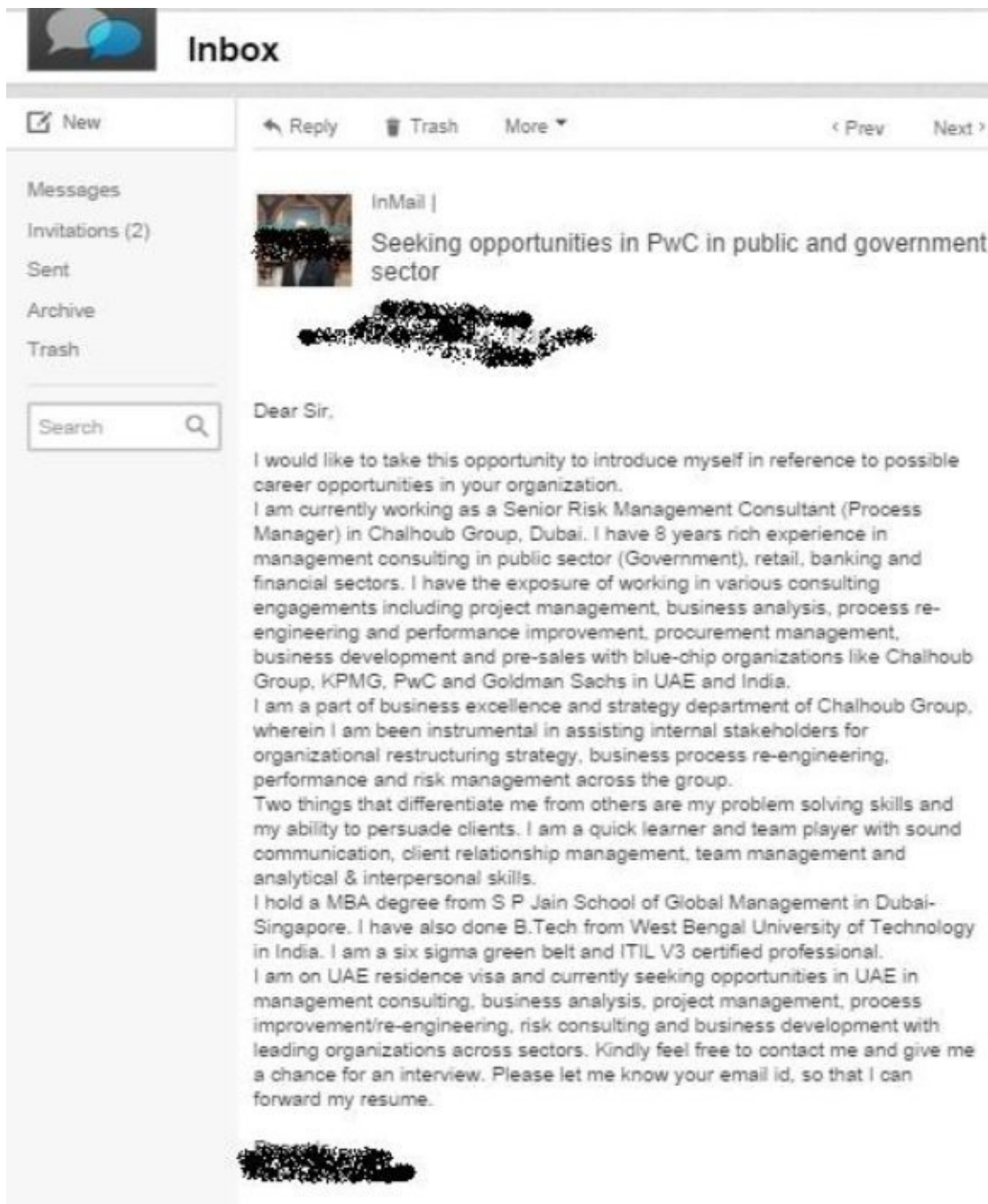
If you haven’t noticed, 1) This is not India, 2) We are not in the restaurant business at PwC. So what is relevant in that message that gives you credibility? Answer... nothing!

6. “I am looking to interview with PwC for full time roles”. Of course you are. And we feel honored you chose us, sir!

7. “Please let me know if we can connect for a chat?” Why would I do that? Oh, sorry, because you are looking to interview with PwC... Silly me. Let’s chat then bro!

I am sharing these because, I actually find it unethical for people to just blurt out a message with no prior thinking, planning, or even minor research. These kinds of e-mails will not get you anywhere.

How about another example? It’s fun, isn’t it?



Let's start!

1. I am not a sir. I am a 34 year old young man! I actually have a name, but since you are copying and pasting this message to everyone, you didn't bother to make that small change. Calling me a sir was the easiest choice.
2. So, let's look at the career fields you are looking to get into once more;

“management consulting, business analysis, project management, process improvement and re-engineering, risk consulting, business development with leading organizations across sectors”. Can you perhaps be more specific and at least show the courtesy of mentioning the company name you are applying to?

3. The worst of all is that when I checked the LinkedIn profile of this candidate, I wasn't able to see any of the employer names he mentioned in his e-mail.

Now, let's look at some of the things a good e-mail should possess;

1. Human touch. You need to make me think that you crafted this e-mail for me. You actually took the time to personalize the email, mention my name, business unit, and company name. You can perhaps look at my LinkedIn profile and then throw out some complements, or at least indicate how you hope to follow a similar career path by taking certain steps.

2. Do your research first. As we covered in this book extensively, it is of vital importance to determine which business unit you are targeting, to identify the people or LinkedIn in that unit, to develop your profile accordingly with keywords specific to that field...and only then can you actually approach someone. Because the first thing they will do is to check your LinkedIn profile for relevant experience.

3. Don't ask for them to refer you. Ask for an opportunity to discuss consulting as a career for you, and share your desire to benefit from their vast experience and guidance. Trust me...this will work. This should be considered an absolutely essential point. Make them feel important! Make them feel as if they are someone whom you really look up to. Make them feel that you would die for a 30 minute discussion with them. Make them feel that speaking to them would be a life-altering experience! Just pamper their ego. But...don't go too far, don't be excessive and sycophantic. The tone of your message should clearly show that you are self-confident, assertive, and open to learn from the best.

4. Make sure you stick to a maximum of five to 10 sentences. I guarantee you that they will look at your LinkedIn profile. Think of it as a phishing tool. You want them to be interested enough to look at your profile, you don't want to copy your profile into the e-mail. If they are interested, they will get back to you and agree to have a cup of coffee or a 10 minute phone discussion.

5. Don't send InMail to members of the same business unit. We are trying to create trust here, so your trust will be damaged if you send an InMail to multiple people and they find out about it at their lunch break. These people are very well connected

through the business world and use LinkedIn very heavily to keep in touch with their formal clients. Therefore if you don't get a response in 2 days this is almost certainly because they are not interested. So don't pester people unnecessarily, this will damage your application.

6. Follow up your initial application. The reason why you follow up is because you want to make them acutely aware that it was not an InMail sent out of the blue. You want to indicate that you genuinely want to learn from them and highly value their opinion. No-one will want to take the risk of referring someone that they don't know. So you are merely asking for a cup of coffee at their convenience, maybe during their lunch break, possibly a pint of beer after work, joining them in their sports activities, or inviting them to a networking event that you happen to know about which is also potentially beneficial to their line of business. In short, keep it relatively informal at this stage.

7. If you still receive no response after two days, then move on to the next person in the same business unit. Repeat this until you exhaust all your resources or get a positive response and then move to the next business unit. You can follow this process for all the consulting firms you apply to in parallel. It will work!

Now, let's look at an example,

Hi Jane,

My name is John Doe. I'm a young, enthusiastic MBA grad from xxx who just moved to xxx. I've been following your LinkedIn posts for a while now, and was wondering if you could spare 10 minutes of your time for me where I can perhaps have the opportunity to learn from your experience in consulting? I would also love to hear about how you made the transition from xxx to xxx as a fresh graduate, and any advice you may have regarding consulting in xxx business unit. I am very excited to learn from the best. If you have some time in the next couple of weeks I'd love to invite you for a cup of coffee anytime at your convenience!

Thanks in advance,

John

That is the sort of tone and length you are looking for. Short, snappy, to the point, and not at all presumptuous. It sets up the possibility of an informal meeting, and makes it clear that you value the opinion of the person you have contacted. This approach ticks all the boxes, and is ultimately gold dust.

Networking

In my experience, most of my mentees have landed interviews by simply following the above approach; research the industry and business units for application, research the people who currently work in those fields, create a LinkedIn bio, approach through LinkedIn InMail, and finish with a phone call or a cup of coffee/pint of beer. However, there is nothing stopping you from exploring the other high result producing method that is networking. Networking is definitely one of the greatest tools you have to introduce yourself to consultants. Once you make a good impression to managers and above grades, that's all you need to get your foot in the door. It's just that short impression of 5 to 10 minutes. Forget about case studies, lengthy essay preparations, and all other formalities.

Here are some key points for effective networking;

- Don't be too eager. Wait for the opportunity to present itself.
- Don't speak too much, listen more.
- Ask questions; but not to prove that you are smart or attempting to beat the consultant with your intellectual capacity, but to actually learn about the industry, the way they work, and the challenges they face.

- Don't sell your background to them. There is nothing to pitch here. They will ask you if they are interested. Just act normal, smart, intellectual...ultimately, be yourself.

- You need to make a good impression right there and seal it with action. They probably won't respond to you once you send them an e-mail afterwards, that's if you are even lucky enough to get his business card.

- Show them an opportunity, or at least make sure they benefit from the conversation.

For example, I was recently at a networking event at Cass Business School and was speaking with the current students about Greece's economic turmoil and about the Prime Minister Tsipras. There was a gentleman in the group who taught me something I didn't know, it was about a potential credit deal he was pursuing with Russia, and was citing the outcome of Tsipras' meeting with Putin. I was impressed and I remember the name of that gentleman just for the sheer reason that he taught me something that I wanted to know.

- I don't think there is a universal preference for junior consultants to be introvert or extrovert. At least, I haven't come across anything related to it. But looking at the junior consultants, analysts, I realize that the vast majority of them are introverts with good communication skills. I haven't seen many extroverts at junior positions. But the

funny thing is, most managers and partners are extroverts. I don't know if the introverts convert to extroverts as they progress in their careers or the extroverts get to be promoted higher. This is just my observation. I am not telling you to act like an introvert if you are applying for a junior position and act like an extrovert if you are applying for a senior position. But I am certainly not saying not to either. Just sharing an observation.

You also need to remember that each interaction with the firm can either lend you credit or make you lose credit. Make sure you are prepared fully. You don't want to burn bridges. There was a time when I was so irritated by the lack of professionalism of another consultant who had applied to PwC Consulting that I personally took the liberty to block his application. He was sharing very confidential information about his previous clients with his current firm with me, a competitor of that firm. This is a big no-no in consulting. If we employed that guy, we would have no guarantee he wouldn't do the same. And I am sure he did it for the 'right reasons'; purely to keep me happy and give me some insider information that can potentially help with my work. But there are always professional boundaries. You may talk about your manager, your firm and your policies, but you do not divulge critical information about your client; especially if it's a publicly traded one then

it's even a criminal offense!

If you are participating in an event where a consultant is making a presentation, ask something publicly! Make sure your question is smart, and that you are genuinely trying to learn the answer. Don't try to beat the consultant or ask a question that puts him in a difficult position in front of an audience.

Once the event is over, go back to the presenter and ask a follow-up question. This is by far the easiest way to make an impression that lasts a long time. He will remember you... just make sure that you are asking questions that it is for the right reasons!

To ensure success, you can prepare in advance. You already know in advance the topic and the presenter. Just go to your best friend Google and research about the topic, find something that has happened recently, and important enough to discuss this publicly. Nothing beats preparation. Then, when the time comes, ask your smart question and make sure it was not answered in his presentation. It would be a career killer if he starts his answer by: "As I mentioned earlier in my presentation..." Oopps!

You can even ask professional questions related to his successes provided that you researched him/her well enough to know the details. I have said this many times, but once again consultants love to think they are the best of the management world, and nothing

beats talking about your successes publicly in front of an audience. Give them the opportunity to do this!

Follow up Email

Finally, I know every book you read tells you to send that good old thank you email the very next day. Well, it's not that simple actually. A thank you letter that you send gives nothing to the other person other than a meaningless bunch of words haphazardly put together, which are then sent across to his office. If the subject line is "Thank you", he probably won't even read it unless you made a quite considerable impression.

My suggestion is that you add value. Why not throw in a key statistic that you found about the topic you were discussing a day earlier? Why not actually pay for that resource if it's a paid one which shows your commitment? Why not gift a book about that topic through Amazon? Find something that adds value. That's the kind of thank you letter that will leave a long lasting impression!

Conclusion

Everything about this book has been about finding relatively unconventional methods to get that first step. So take your time to make sure that you truly give them something they need. There is no rush. You don't have to send that email first thing in the morning. You can send it later in the week. I am sure the person in question has good enough of a memory to remember you even after a month. If they haven't shared their business card, then as I covered earlier, go purchase a LinkedIn In Mail and reach out to them through this platform.

Thanks for reading my book. Now you need to go out there and get it done.

The recommendations in this will only work if you are truly committed to it. You need to make sure you take one step at a time. Your failure to get that interview will be mine so if you are confused about any of the recommendations or need further advise, why don't you shoot me an email with your questions, or just to say hi at landinginterviews@yahoo.com.

I'd love to hear from you! If my time permits, I can also conduct mock interviews if you actually landed interviews following my methods. I am here to help and your success is the greatest satisfaction I can get out of writing this book. I am obviously not looking to

get rich by this book priced at USD 2.99 so let me at least get the satisfaction of helping people.

Leadership is Overrated

*Leadership is not what you need to excel in
your career*

Introduction

I want to thank you and congratulate you for downloading the book, “ *Leadership is overrated* ” .

This book contains proven steps and strategies on how to go beyond the clich é s of having to be a good leader in order to excel in your profession or career.

Leadership may now be an outdated measuring stick on how to climb up the corporate ladder. Recently, big companies are not satisfied with a person ’ s leadership skills anymore. This book would discuss why this is so and the ways on how to go beyond this restriction

Thanks again for downloading this book, I hope you enjoy it!

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Chapter 1 - Think outside the box

What exactly do we mean when we say ‘ leadership is overrated ’ ? It means that having good leadership skills no longer gives you a golden ticket to succeed in your chosen profession or career. Recent studies have shown that corporations these days, view leadership as something unnecessary and would want less of it in their work place. This is because while leadership is something that everyone puts in his/her list of career aspirations, not everyone can be a leader.

Leadership has now become one of the most overrated management concepts in the business world. This is because leadership focuses on a person as an icon – a person who would lead and stir their subordinates into the right path. But as we said, not everyone can be a leader. People are born with different capabilities and talents. And trying to fit them into a mold called ‘ leader ’ limits their growth for something more. Sometimes, this kind of categorization is counter-productive. This is because instead of honing individual characters based on the strengths of their abilities, they are molded to become individuals who shall fall under a standardized classification.

Not all individuals can be leaders because not everyone has that gift. So what hope

is there for the normal office worker to succeed when at the beginning of his career he is already at a disadvantage? Leadership skills entail charisma and a vast understanding of people in general among others. Leaders have the capability to read people and have the capacity to understand each and every character in the office. But what happens to the rest of the employees who do not possess such traits? By focusing on leadership, we take for granted other aspects of career growth that are actually as important. We fail to realize that leading is not the only thing that makes a person competent in the work place.

To illustrate, we have office worker A (OWA) and officer worker B (OWB). Both have just recently applied to a well-known telecommunications company and have started to work this week. OWA is aggressive and has the ability to command a room should he choose to do so. He wants to get things done at the soonest possible time regardless of the methods to accomplish it. He is a hard worker and is charismatic. He is easily noticed because he stands out as a person amongst his colleagues. He is your typical leader.

OWB, on the other hand, is shy and quiet on most days. He finds talking in front of a number of people daunting. He is also more likely to be found cooped up in his office going through the paper work. But OWB, in his own quiet way, gets the job done in the most efficient way. It may not be the fastest but his work takes into account all possible

factors that would affect his output. He listens and researches. He may not be in the limelight but his work gets commendations for a job well done on a monthly basis.

Based on the type of persons OWA and OWB is, who do you think will be most likely promoted to a supervisory position and/or given a raise in the shortest amount of time? More likely would it be OWA for he possesses the typical characteristics of a person sought out to be a leader. But what would happen to OWB? Is OWB a below-par or your average employee just because he can't be a leader? Is OWB forever left at a disadvantage even if he has other promising skills outside leadership? This is what we mean that by focusing of leadership, we forget that there is more to the work force than just leaders that can get the job done just as fine.

Chapter 2-The restrictions of a pedestal

Why is leadership limited? Because it puts a person in a place where he must be what people expect him to be. They look up to him for decisions and his word is law. But, he is no longer capable of making decisions concerning himself because the employees look up to him as a standard of what they aspire to be. He can no longer focus on his personal growth for he must make decisions for the benefit of the work force he is leading. A leader is no longer just a person – he becomes an icon; a symbol of the company. He is the face that people associate with when they talk about the company. But if that is so, what makes it limited?

It is limited because a leader can no longer focus on his personal growth. He becomes limited to his job description and becomes enslaved to it. He is limited because he must wait until his subordinates report to him. He can no longer be hands-on on the job because that is no longer his work. As such, he strongly relies on reports given to him. Since he delegates all the work, he must oversee everything. By doing so, he no longer has experience on the things that is happening in the ranks and how his employees are all doing. He no longer sees details but only the general picture of it all. All he sees now are

vague numbers and performance reports. It is limited because his point of view no longer helps him look into the specifics of each and every department. He no longer hears other suggestions on how to improve because he must show the answer instead. He bears the burden of leading. This is why he is limited.

Let us look at it this way. Imagine big giant steps that employees would like to climb. A step up indicates an employee has earned it based on the merits of his work. At the bottom of the steps, you meet all kinds of people. You talk to them and ask them on their opinions, criticisms and suggestions. You learn the ropes and the details of your work. You finish the work and get the job done together. Eventually, those who have showed more promise go up to the next step. Only those who are chosen have this privilege, the rest remain where they are.

In the next step, people are fewer but your interactions are still the same. Although your job is a little bit different; you are still at the point where you can gain opinions, criticisms and suggestions from your colleagues. You learn details but not as much as before since one of your jobs is to oversee. You again finish the work and get the job done. You have again showed promise and you are asked to take a step up in the steps once again.

The more steps you take, the fewer people are at the same level as you. At one point, you will reach a step where you no longer have anyone with you. So who do you ask for opinions, criticisms, and suggestions? Are you still in the position to know the details of what goes on in the work place? If so, how detailed was it compared to when you had started climbing up the stairs? This is why leadership is restricting – you are placed on a pedestal where you no longer have constructive interactions. Because of this restriction, personal growth becomes hindered. By putting premier on leaders, we forget that we are one and the same employees of the company. It just so happens that they have a different job description and a higher pay.

Chapter 3 - To go beyond the norm

So what should we list in our career aspirations if not leadership? Instead of focusing on this alone, we must instead invest our attention and resources on finding other ways on how to improve the work force. There are researches that suggest that there are other qualities and attributes that bring about success in a career aside from leadership. So why must we limit ourselves on archaic standards that dictate that a person's competence is measured by how good of a leader he is?

Companies spend so much time and resources in order to train and develop their employees in management to be efficient in leadership. But what of those who do not fall under the category of leader? It seems discriminatory on the part of other employees to give premier only on leaders. What about the others who can excel on other things? Must they forever remain stagnant in their positions without consideration of what else they can do?

There is a new view in business that is starting to rise. It is not only about leadership development anymore but it is also about followership. This view gives an emphasis on the importance of those in the lower levels of the corporate ladder. There are

researches that suggest that there is a general lack of interest, hence understanding, on the role of subordinates in the leadership equation. By not considering this, they forget that the work force 's foundation relies on the work made by their ' followers ' or the rank-and-file employees. If your foundation is weak, a company cannot stand strong no matter how great the person leading them is.

In this new study, they have used the term ' followership '. Followership has been described as many things. But the bottom line is that followership is intimately connected with leadership. If organizations or companies ignore this fact where leaders are mutually reliant to their subordinates, it is to their own peril. As we mentioned earlier, the foundation lies in the followers. And in order to be a good leader, he must need good followers.

We can imagine that the corporation or organization is a house. There are different things you must consider in order to build a stable and beautiful one. You will consider the design, its size and its aesthetic in general. These are the things that you will notice first for they are an indication of a good house. These are your leaders. They are the first foot forward your company shows to the outside world so it is one of the things you give great importance to.

But think about the house ' s foundation. Think about its walls and flooring. Think also of the house ' s electric wiring and indoor plumbing. These are the smaller departments of the company. These are the employees who are not leaders and are not noticed at the onset (or at all) once the company is introduced. As you can see, they play an important role in the stability of the house. A good foundation indicates a strong building. A good electric wiring assures and guarantees the house ' s safety from fire and other similar risks. A good indoor plumbing signifies efficiency and convenience. If one of these fails, would it still make a good house? If the foundation of the house is weak or its electric wiring and indoor plumbing is poor – is it still a good house? The answer is no. This is the importance of also putting resources into followership. This is the importance of a company ' s rank-and-file employees.

Chapter 4 - Team player not team leader

We are now aware of the importance of followership. So in a career 's success, leadership is not the sole indication for it. In an ideal world, followers should be able to be their own leaders. This, however, is not the case. This is because individuals have different characters and capabilities. With organizational standards of performance for followers, this creates distance between leaders and followers. This forces them to follow hierarchical structures that exist in terms of power, title, and control. To lump them up in a one-dimensional standard hinders growth in other areas where the individual thrives even when he can ' t be a leader.

This is where the importance of a team player instead of a team leader comes in. In a related study to followership, it says that a ' leader ' who is more involved is more likely to be more productive. He contributes more to the management of the followers or the rank-and-file employees. These leaders recognize that they do not exist in a vacuum and are not on top of a pedestal away from their followers. They recognize that success comes also because of a conscious and interactive contribution of followers. The leaders who allow followers to be more involved will have their people exercise more initiative and

more effort in their job. As such, it leads to more productivity hence furthering the goals of the company or the organization.

Leaders who are more empathetic, approachable and authentic are more likely to be followed by his subordinates. So a leader who does not seem trustworthy or real, his followers have the tendency to doubt him. This is because while a subordinate is tasked to obey his superior, human emotion and interaction still dictate how the relationship is going to thrive. If a follower is not comfortable in approaching his leader, how would he be able to have a good working relationship with him? Fear and doubt are not factors that are supposed to be included in this interaction. For these limit a person in taking more initiative. With fear and doubt, a person 's tendency is to merely rely on orders.

But if the relationship is grounded on mutual respect and openness, a follower is most likely to put trust in his leader. With that trust comes a more comfortable interaction between the leader and the follower; where the leader is able to successfully encourage his followers towards productivity and where the followers are more likely to bring forth issues to their boss and their suggestions on how to work on it. It now becomes a fruitful interaction between the parties instead of a one-way conversation from leader to follower.

To illustrate further the importance of being a team player instead of a team leader,

let us think about two circles of friends passing a ball. There are two circles. One circle is where everyone is at the same space, forming a perfect circle. It is not hard to pass the ball around for everyone is placed in a space where catching and throwing it to the next player is comfortable. But in the other circle, there is one player who is separated by a box. To be able to give this player the ball, one must throw it upwards and shoot it towards an opening at the top of the box. There is no assurance that it will fall inside the hole. But the person inside the box is free to throw the ball from the side where there is enough space for his arms and the ball to pass through.

The second circle is where a team leader limits himself to be just that – a leader. He is separating himself from his followers because he believes that this is how the organization or corporation must work. But he fails to see that by doing so, he limits himself and his interaction with his subordinates. Instead of having a smooth professional relationship with his followers, it is hindered by his cling to his title, position and control. The first circle is a team player. He may be the leader but he understands that the circle cannot be successful not unless he also takes one for the team. He understands the importance of being able to interact and converse with his subordinates. For in this interaction, it provides not only greater initiative from the followers but also self-

improvement of the leader because of the different perspectives he gets from his followers.

Chapter 5 - Initiative; not leadership

Leadership has its benefits. But, the general view of giving great emphasis on it is what becomes harmful to an organization or a corporation. We have already discussed the restrictions and detrimental effects this brings about to the interactions between the leader and the follower in the work force. Hence, the companies or organizations that recognize the importance of followership in the management of its rank-and-file employees will bring alignment and harmony on both leaders and followers in the organizational structure.

As leaders recognize and understand the significance of engaging followers in the strategic planning process – they are making the followers understand better what they are working towards to. It makes them understand their goal more clearly. And because of this, it makes it easier for the leaders to know what is needed in order to push the company ' s goals forward. The alignment being talked about in this chapter is more about initiative rather than leadership. It is about having to show the followers what they need to see. And it is make sure that they know what they need to know about how their leaders would help them in accomplishing their goals in their careers better.

This is not just leadership. This is leadership by example. This is initiative. Once a smooth interaction between the leader and the follower is established, we can assume that things would thrive from there. A follower is more likely to respond better to a leader who shows him how things are done. By having a leadership by example, a follower can put his full trust on the leader for he knows the capabilities of the leader. And while the leader stirs the follower into the right way of accomplishing his tasks, the leader would also be able to learn different point-of-views and perspectives on how to approach tasks from his followers. It becomes a symbiotic relationship where each and every one gives and takes.

Another concept on the rise now is servant leadership. While this may sound like an oxymoron, this concept merely emphasizes what is simply called shared leadership or authentic leadership. This kind of leadership is no different from leadership by example. It just provides another kind of approach or perspective. Servant leadership suggests that leaders should learn to serve the people they are leading first. In this experience, it allows the leader to learn how his followers move and act around an issue or a problem that they will face in their work. Since it states that a leader should serve first, this concept replaces the traditional leadership model of position and control. Servant leadership focuses on the need for development of the followers and this makes them more committed to the success

of the company or organization.

Chapter 6 - Being three steps ahead of the game

To recap, let us enumerate the things we have learned about why leadership is overrated.

1. It is overrated because more and more companies no longer see it as something useful.

Because more companies would like more people who are working instead of people who are leading. Leadership is not necessarily a bad thing. But in the business point of view nowadays, leaders have the tendency to be limited in their positions and expect others to work and report to them instead. This kind of relationship is no longer helpful to the organizational structure of a company. It is no longer helpful for it does not create a good interaction between leaders and followers. It does not increase productivity and it makes an unfair distinction between employees who are capable of being leaders and those who are not.

2. It is limited because a leader's position makes it so. A leader's job description does not allow him to have a regular interaction with his subordinates. He is enslaved to his title for all he can do is to rely on the reports given to him regularly by his followers. He has power and control but his vantage point towards a particular problem is limited. It is

limited in such a way that all the things he knows concerning the issues at hand are merely information relayed to him by his subordinates. Because of this limitation, it also limits the personal growth of a leader for he no longer has the capacity to make well-informed decisions. He does not see other perspectives. And because of this, his room for improvement is also limited.

3. It is only focused on the leader and not the rest of the employees. By giving premium attention on the leader, the rest of the employees who make up the work force are taken for granted. By doing this, it does not create a good foundation in the company where its rank-and-file employees are feeling left out.

4. It does not create opportunity for initiative in the work force. Given the traditional view of leadership, it provides a limitation on both the leader and the follower. That is why there is no or seldom development for initiative and productivity. Without initiative, the followers are not given an incentive to think outside the box. It limits their room for improvement. As such, there is no productivity.

Given these factors that make leadership an overrated concept when it comes to succeeding in one's career or profession, what then should we do? A leader must then go beyond the limits of what traditional leadership expects him to be. This means that a

leader should now focus on changes he can make on himself and his followers for the betterment of their professional relationship. A leader must be able to make predictions and foresee events that would either be helpful or harmful in the organizational structure. This is why a leader needs to be three steps ahead of the game. Because in order to succeed; leadership is not the only reason anymore to guarantee it. A leader, like in a game of chess, must also be able to adopt, serve and make calculated risks.

Conclusion

Thank you again for downloading this book!

I hope this book was able to help you to go beyond the limits of traditional leadership.

The next step is to adopt and to learn more about how to improve on being a leader and/or a follower. In career development, there is no limitation; only room for improvement always.

Finally, if you enjoyed this book, then I ' d like to ask you for a favor, would you be kind enough to leave a review for this book on Amazon? It ' d be greatly appreciated!

Thank you and good luck!

How to Succeed in Any Sport!

***Step-by-Step Instructions on How to be Very
Successful in Any Sport with Real- Life Stories***

How to Succeed in Any Sport!

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Introduction

I want to thank you and congratulate you for downloading the book, “*How to Succeed in Any Sport! Step-by-Step Instruction on How To Be Very Successful in Any Sport with Real-Life Stories.*”

This book contains proven steps and strategies on how to be successful in the sport of your choice.

This e-book is a guide and a source of motivation for sports enthusiasts who aim to follow in the footsteps of their favorite athletes and secure a clearer path into the world of sports, where only the strong and the determined survive. The aim of this book is to show that the world’s greatest athletes were also once like you: dreamers. They persevered to achieve their goals and perhaps also based their decisions on those who came or were ahead of them.

The path to achieve success in sports is too difficult that some may consider it too far-fetched or even outright impossible, which is the reason you are reading this e-book.

Once again, many thanks for downloading this book and I hope you enjoy it as much as I did producing it!

Chapter 1: The Bittersweet World of Sports

The all-time record for the most points accumulated by a basketball player still belongs to the one and the only legend, Michael Jordan. Not even the man considered his “second coming” — Kobe Bryant — or the Cavalier who is now considered at par with MJ’s clutch play performance ability — LeBron James — can touch that record. The young dreamer from a high school in Wilmington, North Carolina is, and still unarguably is, the best basketball player to have ever lived. Yet, not everything was a smooth ride for the young Michael Jordan. Perhaps the most telling story about his humble beginnings was the time he was cut from his high school basketball team by the head coach.

It was during his teenage years when Michael Jordan and a close friend were asked to try to qualify for the university varsity team. Everyone in the camp was awed when the young MJ exhibited his speed and skill, yet the one that should have been impressed the most failed to see likewise. The head coach contemplated the possibility that Jordan would not reach the minimum height requirement; thus, he had Jordan play in the university junior team group for a year in order to “get more training time.”

Fast-forward to when the list of names of the university team was posted: MJ did not meet the 190-centimeter mark and was not fortunate enough to be included in the list.

He stared at the alphabetically arranged list and kept rereading the list on the letter J, hoping that his coach had mistakenly left his name out or that he only overlooked by mistake. But it was no mistake. That moment left an indelible mark on the young Michael's life and from here began the journey of the man who would later be known as "His Airness."

Professional basketball is not the only sport with similar success stories. You probably know Babe Ruth, quite possibly the greatest major league baseball player of all time, because of the impressive home run record of 714 during his career. But this home run record which broke boundaries will always come with 1,330 strikeouts, a record Ruth held for decades. Manny Pacquiao, one of the greatest boxers and considerably the most humble of them all, was a poor jack-of-all-trades in an impoverished rural province in the Philippines. He took on low-paying boxing gigs in his hometown until he caught an unexpected break and was relegated to the bigger leagues. It was not far too long until he was knocking down the likes of Ricky Hatton, Oscar Dela Hoya, and Erik Morales, and even went toe-to-toe with the best fighters of this generation. His highly lucrative slugfest with Pretty Boy Floyd Mayweather, although it ended in a controversial fashion, suggests that Pacquiao's name will be permanently etched in the annals of sports history.

The world of sports is brimming with success stories of so many athletes who came from scratch and ended up triumphant. Amidst that fact, this very world is also the same iffy world that is home to the forlorn. Perhaps one prominent example is the fateful fall from grace of the once undisputed world heavyweight boxing champion James “Buster” Douglas. Sports enthusiasts will always remember Buster’s unforeseen knockout of then-champion Mike Tyson, who was considered the world’s greatest boxer at the time due to his sheer dominance in the heavyweight division. During the fight, Douglas threw the series of hooks and jabs that knocked out Tyson in the 10th round, marking the latter’s first ever professional boxing defeat. Doors were opened for Douglas after the victory and many considered him as the “next big thing,” only to retire a few months later after his only title defense, and loss, against Evander Holyfield. Nothing was ever heard from Douglas and he was all but forgotten in one of the most highly documented falls from grace in sports history.

Perhaps the one thing that Douglas’ fate emphasizes is that the tumultuous world of sports surely is the most unpredictable. Well-trained and conditioned athletes bust their behinds for a chance to grab the proverbial “brass ring” in sports, but only those who have the real potential ultimately succeed and go on to be remembered for eternity. Some may

say that destiny controls the wheel and determines the end of an athlete's fate and winning streak. One may never know for sure. But look at it from a different perspective: It is not destiny but the athlete himself who controls his own fate. It is the athlete who grabs destiny itself and shows that he can defy the odds.

Yet, given the bittersweet nature and ambiguity of this world of physical supremacy, how can a simple dreamer become the most successful? How can he be like Michael Jordan, Manny Pacquiao, or Babe Ruth? How can he remain relevant and not end up having the same fate as Buster Douglas? How can you become successful in the sport of your choice? Well, you are about to find out in the new few pages, so do read on.

Chapter 2: The Athlete and The Sport

Many people believe that the world's famous athletes are born for the sport. This is quite an arguable claim. Tennis legend Roger Federer did not have the innate talent in the racquet sport of his choosing; he first began by discovering and honing his capabilities in the said sport.

Excelling in sports requires a special drive. Such drive is something that must be capitalized on by someone who wants to succeed in the world of sports. It starts with the realization of your potentials and what you are capable of doing. It is in this stage wherein you dig in deep to determine your strengths and downsides. These questions then surface: Is basketball your A-game? Are you more into holding rackets and hitting balls? Or are you into the more physical and combative ones?

Yes, hundreds of sports exist. From those that require only two participants to those that range up to a dozen or more either in teams or as individuals, it will be easy to determine which sport you like or are capable of playing. Various things may also affect your preference, from the type of shows you watch on TV, or the things your friends talk about most of the time, or even the stuff that you anticipate because they appeal to your senses. This step in realizing your sporty side is the easiest part, given that you know what

you want from the beginning and you only have to analyze the pros and cons of engaging in it.

The sport defines the athlete and not the other way around. Contemplate on this example: Where was OJ Simpson now after his successful run as a pro football player? Considerably, he amassed a lot of notoriety and infamy for himself following the murder of his wife and his subsequent offenses that he is to be remembered as a felon more than a former Pro Bowl MVP. “The Juice” Orenthal James Simpson is currently behind cell bars but the sport which he was initially known for remains and is better than ever. The athletes may come and go, but the sport will always move along. It may be a stern statement, but it is reality.

Although it may not be technically considered as a true sport, professional wrestling will always go hand-in-hand with Hulk Hogan. Years after Hogan finally threw in the towel, wrestling is still alive and is emerging as the most recognizable entertainment-laden sport. The analogy could simply be that Hulk Hogan is to pro wrestling and pro wrestling is to sports entertainment.

Simply put, the success of an athlete depends on the sport he is engaged in because it is the determiner of the overall effectiveness of the person as an athlete. So the message

here is that an athlete, a sports enthusiast, or even a simple aspirant should have the genuine skill in the sport of his choosing, because the sport will be the sole judge of the success of the athlete.

Chapter 3: The Mindset and The Motivation

The previous chapters contained the gist of determining which sport is right for you. The previous chapters also included the struggles accompanying the task ahead. This chapter will expound and explain the best ways possible to ensure success in sports.

Focus on the mindset and set a positive attitude.

One of the key words of the previous chapter is realization. As attitude plays an essential role in setting your mindset, one always has to realize that attitude is a choice. The mood you bring into the game reflects the choices you make. You may build a reputation as a cocky athlete or as a humble one. Always remember that the attitude you bring comes from your own volition and how you craft your attitude is voluntary. Since attitude is a choice, choose the attitude that is predominantly positive. View the sport of your choosing as an opportunity to compete against others and learn from their own successes and mishaps. Learning from others will also make you realize that no athlete in the world is perfect; thus, it is best to pursue excellence rather than perfection.

German professional table tennis player Timo Boll once said, “I think I have improved from what I was last year. If you have to compete against the best, you have to always have that little extra and keep it up there.” This exemplary mindset is what Boll

adapts every time he holds the pingpong paddle.

Losing is one event that may deconstruct the foundations of positivity. Setting your mindset that losing will always be a part of life makes it an easier reality to digest and accept. Always remember, the acceptance of a loss starts the construction of a win.

Know your motivation.

It is easy to get motivated but it is hard to pick your motivational triggers. Motivation is the driving force that makes your adrenalin gush and your mind to do wonders.

Setting your goals is the start the motivation process. Ask yourself these questions: “Am I aiming for success?” “Do I want to be the best?” The aim of being successful in the world of sports does not go together with mediocrity. A mediocre athlete mostly ends up being a benchwarmer, a substitute for the injured, a mainstay on the undercard, or a free agent. No athlete who knows he is capable would want to warm the bench forever and watch the other capable athletes get all the spotlight and attention. This will be demotivating and can altogether tarnish the athlete’s concentration and interest to push through. Choosing to be mediocre is never an option; thus a persevering athlete should make sure to stay away from it. Simply put: Choose to be great.

York University sport scientist Dr. Joe Baker considers intrinsic motivation as the innate form of motivation in an athlete. He calls it as the “currency of athletic performance.” According to Baker, if a child does not have it (motivation), not only is it very hard to instill it, but the athlete will also never have the drive, grit, and mental fortitude to train and play hard enough. He attributes to parents the task of instilling motivation in their aspiring athlete child at an early age. “I see many parents who are the ones leading the charge when it comes to going to training, doing extra work on the side, and finding opportunities for the athlete to challenge himself and get out of his comfort zone,” Baker says.

Success is always the number one motivation of a starting athlete. It was the goal of every prominent sportsman in mainstream sports. Michael Phelps improved his cardio to become one of the best swimmers ever. David Beckham and Cristiano Ronaldo both worked on their foot speed to become the best in that aspect. And even Jeremy Lin strived from being an underdog to being a great player and rocketed his way into the spotlight.

Wanting success is not only the sole motivating factor in a starting athlete’s life. There will always be motivation from people, the best people whom you can consider your driving force. Family and loved ones take the number one spot among all of those

people. They possess that genuine motivational ability to keep you in your A game and maintain the balance you need to stay focused.

Friends are also effective in doing the task — those true friends, to say the least. Usually, a person builds his or her circle of friends based on their connection, and if the love for sports is what connects you with your friends, let them share their experiences, especially the successful ones, for you to be able to set a trail to follow. In the end, aside from the fun, that is what friends are for, isn't it?

You may have your family and friends as your top motivators but you should not forget to look up to those who have really made it big in the industry. Idolizing the bests in the sport also compels you to be like them and adopt their ways. These highly successful athletes paved the way out of the darkest times to attain their status. They endured tears, sweat, and blood in order to become the best at what they do. They had to make sacrifices and experienced being in crossroads where there was only one choice possible. No athlete attained excellence without going through painful periods and sleepless nights. The road is difficult and filled with almost insurmountable odds, but keeping the motivation will do the rest. As motivational speaker Zig Ziglar aptly put it, “You don't have to be great to start, but you have to start to be great.”

Chapter 4: Improving People Management

Deal effectively with people.

People tend to brand someone who seems to refuse to give his end of the bargain as difficult. According to an article by the Harvard Program on Negotiation, negotiation scholars clarified that only a few people are so-called “difficult.” Furthermore, Harvard added, “There are times when each of us has motivations that others have trouble identifying. Before you walk away from the table, or, even worse, make a concession that you know won’t be reciprocated, consider spending some time exploring the possible motivations behind your counterpart’s obstinacy.” To summarize the point, a person’s attitude is based on the different motivations they hold on to in their daily dealings. People with the same motivation often attract, while those with contrasting opinions engage in conflict in order to defend their stand. This is where it becomes difficult to deal with people.

It bears emphasis that not all rivalries in sports have an accompanying bad blood between the competitors. For example, the rivalry of bodybuilders Arnold Schwarzenegger and Sergio Oliva is a documented battle for physical supremacy where the fans of each Herculean man proclaim their idols to be the best ever. Most fans did not

know that personally, Oliva and Schwarzenegger developed a deep respect for each other, and such respect remain even years after Oliva's death. One secret for this probably was the absence of pride and ego. The world of sports is a literal race to the top where everyone wants to be ahead of the others by any means — just like in a jungle where wild beasts savagely defend their supremacy. Sports feature the literal survival of the fittest, and not everyone is to be trusted.

To achieve success in sports, you should learn the art of handling people. Along the way, you will meet so many critics and detractors, those whose intentions are to literally pull you down and erase your mark in the industry. You may come and go but these naysayers will remain, which is why it is best to be able to handle the pressure they hurl. These could be in the form of your fans, your counterpart's fans, or the media. In fact, mainstream media is a contributing factor to the success of the most prominent athletes today. They can either make your name fragrant or foul: one wrong approach with the people behind them and it will be hard to redeem yourself. As the media is ambiguous and unpredictable, you should harness your people skills to your advantage. Maintain a personality that is appealing and always respect the people around you.

The most effective way to succeed in dealing with people is to refrain from being

too sensitive. There will be destructive criticism and bad-mouthing that can get to your nerves just enough to affect your sleep, but this is all part of the journey. As previously mentioned, retain your humility and face them all with positivity.

Don't stop improving your skills.

You are in the world of sports because you believe you have what it takes. People in that world accept you in it because they see your potential and skill. When you are good, the good things will surely come. They will shower you with praises and make you feel that you can conquer everything.

However, reaching that milestone in your journey does not mean you should stop learning. The world of sports is fickle — it changes every time. As an athlete, you should not stop improving your skills or at least including something new in your arsenal for the future. A bodybuilder will not stop hitting the gym although he has already attained his dream body, because the moment he deviates from his routine is the time his built physique starts to become undone. A runner will not stop improving his cardiovascular training after he wins the big one because from the time he does is when his stamina starts to deplete. Working for improvement is a daily endeavor, and this is the mentality that the most successful athletes harbor and nurture with utmost care.

Chapter 5: Respect The Game — and The Sport

The moment Lance Armstrong started using performance enhancers was the time he started disrespected cycling altogether. He cheated his way to seven Tour de France victories and even admitted that the “mythic, perfect story” was nothing but a “big lie.” Everything Armstrong established all faded to naught after the revelation, and he was hardly remembered as the best cyclist ever.

Tom Brady was suspended for four games after it was discovered that the employees of the New England Patriots deflated footballs and that the NFL quarterback was said to have been aware of these schemes. Nothing good turned out from these deceitful acts. An athlete is always expected to play by the rules and respect proper protocol. No sportsman — or any person for that matter — has ever lived his life filled with falsehoods and ended up really happy.

When pros begin employing cheating mechanisms, they are only making a fool of themselves. The excess of zeal to become the best only contributes nothing but negativity to the sport they are in. The time you cheat is also the time you disrespect the fans of the sport. It gives the wrong impression that deceit and/or the use of drugs for improvement and victory are acceptable to the point that they are only in conformity with the present

norm. It is very much similar to taking an exam at school. You may exert effort in employing the best cheating mechanisms or that you simply just have those agile eyes with the photographic memory of a machine, but you still cannot cheat on or deny the fact that you did not exert enough effort to genuinely know what you are taking the test for.

It is an unwritten rule that an athlete should respect his sport. People tend to be critical of everything that even the tiniest thing is deemed to be interpreted as something enormous. It is important to maintain a good reputation in the world of sports because there is a need to not just please but also to respect the fans and the people behind the industry.

And remember, not respecting the sport will tell that you do not respect yourself as an athlete as well.

Chapter 6: Success Starts Now!

The best thing to remember is to never be afraid of trying out a sport. There is a better chance that if you are having difficulty with the sport of your choosing, you might be better at another. Floyd Mayweather may have tried and proven that he is a decent dancer, but the fact remains that he excels in boxing and is one of the most lucrative fighters around.

It starts with the skill that will take you forward and never letting anything hinder your goal of excelling in it. Many aspiring athletes cite poverty and inferiority as reasons why their talents are shelved. In many Third World countries, the best athletes are often overlooked by their government — and this is especially true for those competing internationally. Some, because of the discouraging lack of appreciation, tend to quit on the sport and lose interest altogether.

An athlete should remember that setbacks are not reasons enough to extinguish their passion for the sport. Hilary Clinton was quoted as saying, “You know, everybody has setbacks in their life, and everybody falls short of whatever goals they might set for themselves. That’s part of living and coming to terms with who you are as a person.” The government may have reasons why it fails to aid their athletes at times, but the athletic

ability of the person stays. All he or she can do is capitalize on the opportunity and enhance his or her prowess amidst the setbacks and hindrances.

Always remember, no matter who gives the advice or how credible he or she is, the one who can decide for you is you alone. In the end, the degree of success in any sport of your choosing depends on YOU. You choose the path you will take and the mentality you will adopt. You have to bear in mind the five aforementioned steps and transform them into actions. Your favorite athlete also had his or her humble beginnings at first, so do not be discouraged when things do not go your way initially. As a parting thought, chew on this quote by Rocky Balboa from the *Rocky* film series:

“Every champion was once a contender who refused to give up!”

Conclusion

Thank you again for downloading this book!

I hope this book was able to help you dream big and achieve success as an athlete and a sports enthusiast.

The next step begins with you from now on! As you stride toward success, let this book be your constant cheerleader and source of inspiration and motivation to be the best athlete that you can. And remember: Strive for excellence, not perfection.

Finally, if you enjoyed this book, then I'd like to ask you for a favor, would you be kind enough to leave a review for this book on Amazon? It'd be greatly appreciated!

[Click here to leave a review for this book on Amazon!](#)

Thank you and good luck!

ABOUT THE AUTHOR:

James is an American author, journalist, and life coach. She is passionate about trying to live a healthy and happy life. She also mentors and coaches people of all ages in different areas (including business, goal setting, self esteem, parenting and dating). Wright now shares his knowledge through kindle e-books.

How to Deal with Stress?

The Cause and Keys to managing stress, achieving work life balance, and eliminating causes of stress

Introduction

I want to thank you and congratulate you for downloading the book, *“How to deal with stress? The Cause and Keys to managing stress, achieving work life balance, and eliminating causes of stress.”*

This book contains steps and strategies on how to manage your stress.

By reading *“How to deal with stress? The Cause and Keys to managing stress, achieving work life balance, and eliminating causes of stress.”* you will learn:

- The most common cause of stress.
- Keys to managing the stress.
- Foods to eat and avoid, different exercise
- Other stress management techniques

Thanks again for downloading this book, I hope you enjoy it!

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Take a walk.

Practice creative visualization.

Get a massage.

Get physical.

Hug your loved ones.

Play with your pet.

Do a DIY project.

Keep a journal.

Read inspirational stories.

Conclusion

Chapter 1: Causes of Stress

Stress is simply a state of emotional and mental strain resulting from very demanding or adverse circumstances.

In this age when people have to work to the point of extreme exhaustion, it is no surprise why stress is an inevitable part of our life.

Stress is your body's way of responding to demanding situations. It is caused by both good and bad experiences. A reasonable amount of stress is good for you because it keeps you on your toes and it motivates you. But, too much stress is not good for you, and it can be dangerous for your health.

There are many causes of stress, including:

Threat

A perceived physical, financial, and social threat can cause stress.

Fear

Fear over an imagined outcome is also a common cause of stress.

Cognitive Dissonance

Cognitive dissonance is when you experience a gap between what you do and what you think. For example, if you think that you are a nice person and you do something that causes distress to someone else, you will experience cognitive dissonance and this will lead to stress.

Uncertainty

If you experience financial or relationship uncertainty, you will experience stress.

Life problems .

The following life problems are common causes of stress:

- Death of a family member, spouse, or a friend
- Pregnancy
- Injury
- Chronic diseases such as cancer
- Being a victim of crimes like mugging, sexual molestation, and burglary
- Sexual problems like lack of libido and erectile dysfunction
- Argument with family, co-workers, friends, boss, and spouse
- Lack of sleep
- New work hours

- Drug Abuse
- Self-Harm
- Alcoholism
- Financial problems
- Debts

Work-related causes

According to the Health and Safety executive in the United Kingdom, there are 6 key stress factors at work:

- The overwhelming demands of the job
- Strained relationship with coworkers, both superiors and subordinates
- Lack of understanding of your work role and responsibility
- Lack of support from your colleagues, especially your superiors
- Lack of explanation and consultation over several workplace changes
- Lack of control over your work

Other stress causes at work include:

- High staff turnover
- Uncomfortable workplace

- Lack of clarity of responsibilities and role
- Bullying
- Poor communication between colleagues
- One-off incidents
- Lack of training
- Long work hours
- Technological change
- Uncomfortable workplace
- Mundane and boring work
- Dissatisfaction with the pay
- Dissatisfaction with non-monetary benefits

Life-changing Benefits

Many people think that only adverse situations cause stress. But, the truth is, good, life-changing situations cause stress, too. The following life-changing events are common causes of stress:

- Wedding
- Graduation

- Buying a house
- Investing a huge amount in stocks
- Promotion
- New job
- Moving to another house or another city
- Giving birth
- Raising a new family

Internal stress causes

Your attitude and outlook can cause stress, too. Here are the common internal causes of stress:

- ***Chronic worry*** – If you are sweating about the small stuff, you will most likely experience stress and anxiety.
- ***Pessimism*** – Pessimism and negative self-talk can often lead to stress. If you are telling yourself that you are fat, stupid, and not good enough, you will surely get stressed.
- ***Lack of flexibility*** – If you are thinking in black and white, then you will mostly have a hard time dealing with difficult times in your life in a healthy

way.

- ***Perfectionism*** – If you want everything to be perfect, you are setting yourself up for failure. Perfectionism will lead to stress and anxiety. So, it is better to accept that your best is good enough.

Self-Defeating Behaviors

The following self-defeating behaviors can also cause stress:

- ***Rehashing stressful circumstances*** – Thinking about stressful situations constantly will lead to stress. It can also relive the stress that you felt you have already experienced in the past.
- ***Worst case scenario mindset*** – If you always expect the worst to happen, you will definitely feel stressed.
- ***Procrastination*** – Procrastination will not get you anywhere. If you are constantly putting off important things, then you will most likely get stressed.
- ***Lurking and Oversharing on Social Networking Sites*** – If you are lurking in social networking sites like Facebook, you will be unhappy with your life because you are constantly comparing yourself to other people. This causes

stress because you are grading your self-esteem and self-worth based on the things that you see on other people and not on your own benchmarks for happiness and success.

- ***Clutter in your office or home*** – Having a messy office or home will make it hard for you to look for stuff. This decreases your productivity and this will lead to stress. So, if you want to keep stress at bay, you have to keep your things organized. You also need to keep your personal and professional space neat and clean.

To decrease stress, you have to identify the exact cause of your stress. This way, it will be easier for you to fight stress and control it before it controls your life.

Chapter 2: Symptoms and Effects of Stress

To fight stress, it is important to look out for the early symptoms of stress. Here are some of the common symptoms of stress:

- Constant worrying
- Depression or chronic unhappiness
- Racing thoughts
- Inability to concentrate
- Poor judgment
- Memory problems
- Pessimism
- Overwhelming feeling
- Moodiness
- Agitation
- Irritability
- Isolation and loneliness
- Loss of sex drive

- Nausea
- Aches and pains
- Constipation
- Frequent colds
- Alcohol abuse
- Inability to relax
- Eating more or eating less
- Sleeping too little or sleeping too much
- Procrastination
- Nervous habits
- Cold and sweaty hands
- Cold and sweaty feet
- Rashes
- Goose bumps
- Difficulty in breathing
- Ringing and buzzing sounds
- Tremors

- Muscle spasms
- Neck ache
- Heartburn
- Crying spells
- Rapid or mumbled speech
- Panic attacks
- Disorientation
- Confusion
- Suspiciousness
- Obsessive thoughts
- Nervous habits
- Defensiveness
- Frequent blushing and sweating
- Flatulence
- Dry mouth
- Indecisiveness
- Impulsive buying

- Excessive gambling

Stress also has dangerous effects on the body, including:

- Increased risk of developing type 2 Diabetes
- Digestive problems
- Sleep problems
- Weight problems
- Depression and anxiety
- Skin conditions such as eczema
- Immune system problems
- Infertility
- High blood pressure

Stress can wreak havoc in your life, so it is important to discover the warning signs as early as you can. This way, you will get to deal with your stress before it is too late. In the following chapters, you will discover the powerful and natural ways to ease stress.

Chapter 3: Eat Food that Fight Stress

They say that you are what you eat. You can actually fight your stress by changing your diet. It is best to avoid the food that trigger and worsen stress. It is also best to load up your diet with these delicious stress-busting food items:

1. *Sweet Potatoes*

These amazing super foods will give you a sufficient amount of carbs without causing a spike in your sugar level. Sweet potatoes are sweet and tasty and there are around 200 ways to prepare them!

2. *Vegetable Curry*

Having a bowl of spicy vegetable curry. The molecules in chili peppers release the endorphins and calm you down when you are feeling down and stressed. The spinach contained in vegetable curry eases the tension and the curcumin shields the brain from stress.

3. *Guacamole*

Avocado is one of the healthiest superfoods. It is rich in potassium and monosaturated

fat that helps lower blood pressure. It also increases the serotonin level.

4. *Wine*

Wine is a depressant. But wine contains antioxidants and flavonoids that may help you manage stress.

5. *Kale chips*

Kale chips have great ingredients in kale, olive oil, and salt. Studies show that a certain amount of olive oil can increase the serotonin level in the brain. Kale also has a significant amount of antioxidants.

6. *Yogurt and Berries*

Greek yogurt is filled with calcium and energizing protein. Berries are sweet and filled with stress-busting antioxidants. Berries are also filled with vitamin C.

7. *Soy milk*

Soy milk is filled with folate that may boost the serotonin levels in your brain. If you add banana to your soy milk, you will also get a dose of potassium. It lowers the blood pressure.

8. *Seeds and nuts*

When you are stressed, you can eat a combination of different nuts and seeds like pumpkin seeds, almonds, cashews, and walnuts. These seeds and nuts are packed with antioxidants, fiber, and unsaturated fatty acids that help lower blood pressure. These super foods reduce stress and depression as well.

9. *Green tea*

Green tea is filled with L-theanine that will make you feel more calm and cool even if you are under pressure.

10. *Oranges*

Oranges are rich in Vitamin C which is known to reduce stress and anxiety. If you have a long work day ahead, eat a lot of oranges to help protect you from stress. Vitamin C reduces the production of the stress hormone called cortisol.

11. *Chamomile tea*

If you are stressed out after a long day at work, it is best to chill with a cup of cold chamomile tea. It helps relax your body and it also helps promote sleep.

12. *Turkey*

Turkey contains tryptophan, which boosts the production of serotonin. It helps you

feel calm and it helps you sleep better.

13. *Grass-fed Beef*

Grass-fed beef contains omega 6 and omega 3 that will help reduce the inflammation in the body. It can help reduce stress, anxiety, and depression.

14. *Salmon*

Salmon contains omega 3 that is great in battling stress. It helps increase your endorphin levels and it helps promote positive moods.

15. *Lentils*

Lentils are great comfort food. They are hearty and warm. Lentils also contain folate that helps produce the feel good “neurotransmitters” called dopamine and serotonin.

16. *Oysters*

Oysters are great aphrodisiacs. But, they are great for stress management, too. Oysters are rich in zinc that helps fight depression and keeps stress at bay.

Foods that you should avoid when you are stressed:

1. *Candies and Sweets*

People who are stressed will most likely eat more sweets. But, sugar increases the production of your stress hormones called cortisol.

2. *Alcohol*

A glass of beer may make you feel calm but, the truth is, you it stimulates the production of cortisol.

3. *Coffee Drinks*

A cup of coffee can increase your stress level. It makes you feel agitated.

4. *Junk foods*

Highly processed foods such as potato chips and Doritos are high in additives, sodium, and fat. These foods have no nutritional value and they can increase your stress levels.

5. *French fries*

French fries are high in carbohydrate and fat content that can instantly increase your energy, but can increase your stress levels as well.

6. *Gum*

Gum is not harmless. It can cause bloating and it makes you feel more irritated.

To manage your stress, you have to eat right. Choose to eat the foods that will help you

reduce stress and avoid those that worsen it.

Chapter 4: Exercise

When you are stressed out, the last thing that you want to do is exercise. But, exercise is necessary, especially if you are stressed out. According to many studies, exercise works as well as many anti-depressants and anti-anxiety drugs. It produces endorphins and it keeps you feeling happy and elated even when faced with stressful and difficult situations. Exercise actually fuels your brain's stress busters.

Here are the best exercises that you should try when you are stressed out:

1. Running

Running is one of the best exercises for stress relief. It gives you the “runner's high”.

2. Yoga

Yoga is known for its stress-relieving powers. It involves several moving and stationary poses that strengthen your body and provides excellent relaxation. If your goal is stress relief and not weight loss, it is best not to try the strenuous types of yoga like Power Yoga and Bikram Yoga. Try beginner's yoga or Hatha yoga.

3. Tai Chi

Tai Chi is a series of flowing and self-paced movements. It also involves a few breathing techniques that will help calm and relax your mind and your body. This exercise is great for stress relief. It also eases the conditions of several medical conditions like arthritis and heart failure.

4. Pilates

Pilates is a series of mat exercises and controlled movements. It was named after its creator Joseph Pilates. It is designed to strengthen your body and increase your flexibility. It also increases endurance. Pilates also tones your body and it helps you feel good.

5. Kickboxing

Kickboxing is one of the powerful ways to reduce stress. This rigorous exercise will improve your flexibility, balance, and coordination.

6. Team sports

Playing team sports like tennis, basketball, and volleyball is a great way to relieve stress. It is a great bonding activity for your friends and family, too. It also helps you push yourself harder and it helps you stay competitive.

7. *Biking*

Biking is a great activity and it is a great exercise, too. It helps strengthen your muscles and you get to breathe fresh air.

8. *Other Martial Arts*

Martial arts such as Muay Thai, Capoeira, Karate, Judo, and Krav Maga help ease tension, relieve stress and develop self-discipline.

Exercise is good for your health. It keeps your body fit and it makes you feel good. So you have to make time for exercise. To reap the maximum stress-busting benefits of exercise, you have to do it at least 30 minutes regularly.

Chapter 5: Aromatherapy for Stress Relief

Aromatherapy is one of the most effective ways to ease several medical conditions including stress and anxiety. The following essential oils will help you reduce stress and anxiety:

Lavender

Lavender is known as the universal oil. It has a powerful, calming, soothing, and sweet scent. It can be used as a stress reliever. You can also use it as an anti-septic on burns, cuts, stings, and bug bites.

Rose

This is a very versatile essential oil that is often more costly than other essential oils. One ounce of rose essential oil requires around sixty thousand roses! Rose oil is a great stress reliever. It also eases anxiety and depression. It can be used to treat menopausal symptoms and eczema.

Vanilla

Vanilla has a mesmerizing scent. It soothes you and it stimulates mental clarity and

relaxation. It also has therapeutic effects. This essential oil can reduce stress and it reduces the cravings for sweets.

Chamomile

Chamomile calms the nerves and it promotes digestive health. It helps you relax when faced with difficult problems. It also addresses stress, mental anxiety, hostility, and paranoia.

Frankincense

Frankincense has a warm, comforting, and exotic aroma. It is often used as a stress reliever. It also rejuvenates the cells and it repairs the scar tissues. It also eases several respiratory conditions like cough, asthma, and bronchitis.

Bergamot

Bergamot has calming effects. It has great stress relieving properties. It enhances your mood and it has a lively, sweet, and fruity, and citrusy scent. It blends well with lemon, lavender, palmarosa, and ylang ylang.

Cedarwood

Cedarwood or *cedrus atlantica* is great for stress relief. It is a spiritual essential oil and it

stimulates the brain's limbic region which controls your emotions. This essential oil has a soft, warm, and woody scent. It also blends well with sage, rosemary, eucalyptus, juniper, and floral essential oils.

Geranium

Geranium or Pelargonium Graveolens is an essential oil that helps relieve stress. It also helps release negative memories and it helps promote your creativity. This has a citrus-rosy scent that is both fresh and soothing.

Jasmine

Jasmine or Jasminum officinale is a powerful and stimulating aroma that has the ability to uplift your spirit. It promotes optimism and confidence. It also helps alleviate stress and depression. This scent blends well with helichrysum, mandarin, lemongrass, orange, rose, sandalwood, palmarosa, and spearmint.

Marjoram

Marjoram is known as the herb of happiness. This essential oil is great for stress relief. It also eases migraine and other forms of headaches. It has a spicy and green scent. It also blends well with cedarwood, chamomile, lavender, cypress, nutmeg, and ylang ylang.

Neroli

Neroli or citrus aurantium bigaradia has a great citrusy, floral, and sweet scent. It has a calm and relaxing effect. It promotes hopefulness, confidence, sensuality, and peace. This essential oil blends well with sandalwood, cedarwood, lemon, and geranium.

Sandalwood

Sandalwood is considered as sacred oil. It relaxes your mind and it balances your immune system. This has a minty and fruity scent that blends well with cypress, lemon, frankincense, patchouli, ylang ylang, and spruce.

Valerian

Valerian or valeriana officinalis improves the quality of your sleep. This essential oil reduces anxiety and stress.

Ylang ylang

Ylang ylang or cananga odourata is stimulating and it has a calming effect. This essential oil is also an aphrodisiac. You can use this scent for stress relief because it stimulates circulation and it lowers your blood pressure. This sweet, floral, and tropical scent can be used in cardamom, anise, bergamot, marjoram, sandalwood, and lemon.

Essential oil helps calm your mind and body. It also keeps you balanced and it is an effective way to fight stress, depression, and anxiety.

Chapter 6: Other Stress Management Techniques

Aside from exercise, diet changes, and aromatherapy, here are the other stress management techniques that you should try:

Listen to music

Music has great benefits. It calms the body and mind. If you are stressed out after a long day at work, it is best to listen to upbeat music. Listening to upbeat music will help reduce stress.

Rest

It is important to avoid working to the point of extreme exhaustion. You have to listen to your body and rest when you are tired.

Get organized.

To effectively manage your stress, you have to get organized. Keep your work space and personal space clean. Give away all the things that you do not need anymore.

Manage your finances well.

To avoid stress, you have to manage your finances well. Avoid borrowing money from

other people and even from the bank. It is also best to save at least 10% of your monthly income.

Kiss your partner!

Kissing actually lowers the production of cortisol. Besides, having a happy, loving and positive relationship is an important key in reducing anxiety and stress.

Laugh

Laughter is the best medicine. So, if you are feeling stressed, watch funny clips on YouTube or exchange a funny joke with your friends.

Sleep

Sleep is important. If you are constantly tired and stressed out, it is best to get 7 to 8 hours of sleep at night. Spray some room mist to help you sleep better. Also avoid drinking caffeine at least 5 hours before bedtime.

Try self hypnosis

Self-hypnosis is an effective way to relieve stress. You can find many self-hypnosis scripts on YouTube.

Apply progressive relaxation techniques

Try progressive relaxation when you are stressed out. Try to relax every part of your body. Start with your fingers, then your toes, your lower arm, then your upper arm, back, chest, abdominals, and legs. Tense and then relax these muscle groups. This activity will also relax your mind.

Practice meditation

Meditation has many benefits including stress release. It is mental silence and it can help relax the mind. To reap the maximum benefits of meditation, you have to practice it regularly.

Sit in a comfortable position and make sure that there are no distractions.

Close your eyes and then start taking deep breaths.

Focus on your breath. Silently say “inhaling” as you inhale and say “exhaling” as you exhale.

When a distracting thought enters your mind, acknowledge the thought silently and then bring your focus back to your breath.

Do this for at least five minutes.

Say a silent prayer of gratitude and then open your eyes.

Pray or join a religious community

If you are stressed out or going through a hard time in your life, it is best to pray regularly. Prayers bring a strong sense of hope and it helps you feel good. It is also best to create a strong support group by joining a religious community. Studies show that college students who are associated with a religious group are less stressed than those who have no religious affiliation.

Take a walk.

If you are stressed out at work today, go out and take a walk around the block. This will help you keep things in perspective and it will help relax your mind.

Practice creative visualization.

Creative visualization can reduce stress and it can also ease anxiety and depression. All you need to do is close your eyes and imagine being in a peaceful and calm environment. Practicing this on a daily basis will help you manage your stress and anxiety effectively.

Get a massage.

Getting a massage is a great way to end your day. You can ask your partner or spouse

to massage your back or you can hire a professional massage therapist. You can also try various unique types of massages like chocolate massage or sea shell massage.

Get physical.

Sex can help ease anxiety and it can also help lower your blood pressure. This is one of the most pleasurable ways to manage your stress!

Hug your loved ones.

Are you feeling down and out? Are you feeling stressed by work and financial problems? Hug your loved ones! Hugging reduces the blood pressure and it helps manage stress.

Play with your pet.

If you are stressed out, get a dog. Playing with your pet will instantly make you feel good.

Do a DIY project.

One of the most effective ways to deal with stress is to try art therapy. Try to paint, draw, or make a brand new item using recycled material.

Keep a journal.

Writing your feelings in a journal will help you effectively manage your stress.

Writing has a meditative and reflective effect. You can also keep a gratitude journal and write down all the things that you are thankful for. This will remind you that despite all your problems, there are a lot of things that you should be thankful for.

Read inspirational stories.

If you are stressed out, it is best to read inspirational stories. These stories will remind you that no matter how difficult your situation right now, everything is temporary. A lot of people have succeeded even if they went through various trials and difficulties.

Managing stress is not that difficult. You just have to be committed.

Conclusion

Thank you again for downloading this book!

I hope this book was able to help you to deal with stress.

The next step is take the initiative. Don't forget to share your newfound knowledge with your family and friends.

Finally, if you enjoyed this book, then I'd like to ask you for a favor, would you be kind enough to leave a review for this book on Amazon? It ' d be greatly appreciated!

Thank you and good luck!

Procrastination

***Scientifically Proven Ways to Beat
Procrastination and Get Stuff Done!***

Procrastination

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Introduction

I want to thank you and congratulate you for downloading the book, *“Procrastination: Scientifically Proven Ways to Beat Procrastination and Get Stuff Done!”*

Deadlines are everywhere. You might have an upcoming report that’s due next week, an exam next month, or a business proposal that must be sent within the day. At first, you might feel that you aren’t in a hurry. You continue on with whatever you do and place those seemingly insignificant deadlines at the back of your mind. Eventually, hours before the dreaded deadlines, you realize that you haven’t done your work. You then start to panic, cram everything you can think of, and hope to reach the deadline. On a good day, you may manage to beat the clock and pass work with the risk of it being mediocre. However, you may also end up missing the deadline and being reprimanded for it.

Procrastination is an annoying habit most people want to break out of.

They may have the right intentions, but they aren't able to execute these. Hence, they end up panicking and cramming. Aside from giving unnecessary stress, procrastination can create subpar output. Hence, it is important to avoid procrastinating. This book contains proven steps and strategies on how to apply strategic steps to beat procrastination. Understanding how you can change your mindset and create strategies to avoid cramming is necessary for you to succeed.

Thanks again for downloading this book, I hope you enjoy it!

Chapter 1: The Mind of the Procrastinator

You may have procrastinated at least once in your life. Maybe you were busy partying the night before you had to turn in an important paper. Or maybe you were too lazy to work on the report scheduled two weeks ago. Whatever the reason is, you would admit that procrastinating can be terrifyingly stressful.

What is procrastination?

When you are given a new task, you might not find it to be urgent. In effect, you may have a tendency to disregard it and focus on other activities instead. Without realizing it, you may eventually be shocked that the deadline of that seemingly insignificant task is nearing. Suddenly, that small problem magnifies into a serious issue. This situation perfectly describes procrastination. Procrastination happens when one leaves less urgent tasks to focus on more urgent ones or other activities he deems worthwhile. In putting off the task, one begins to panic when its deadline nears.

Why do people procrastinate?

It's obvious that procrastinating doesn't usually give a pleasurable feeling. However, studies have shown that a pleasure principle may be the driving force for crammers. In fact, as much as 20% of people are described as chronic procrastinators. Instead of focusing on a task, a crammer would do other activities. For one, he feels that the task is easy to accomplish. On the other hand, he may deny that he is procrastinating and justify that he is merely working on more important tasks. In effect, he would take the assignment for granted and possibly forget about it. In other cases, he may just find the work unappealing. With a multitude of distractions around him, the individual would just proceed to watch movies, listen to music, or surf the internet instead of working on something like his history paper. In focusing on tasks that are more bearable, he would find temporary gratification without realizing the dangers of leaving that "little" assignment behind.

Another possibility for someone's interest to procrastinate is that he finds it fun. He enjoys the thrill of trying to beat the deadline despite the dwindling hours before it. Instead of working weeks prior to the deadline, he chooses to

stay up during the wee hours before the submission period. For these people, procrastinating is a challenge they are willing to embrace.

Procrastination doesn't only revolve around individual activities. If the individual is in a group, he may feel that he doesn't need to work on the task. He becomes a "freeloader" who would rely on his peers to do his work. Even if they constantly nag him to contribute, he would just promise them to create output at another time. In depending on others to do his work, the crammer fails to see that his peers can wait for his contributions. In the end, he would have no choice but to cram his input to avoid creating further problems with his group mates.

The principles behind procrastination

Studies have shown three key factors that define procrastination. First, it must be counterproductive. In creating work minutes or hours before the deadline, the chances of errors and mediocrity rise. For one, you wouldn't be able to check your paper if you have to submit it in five minutes. Since your mind may be unfocused with the extreme anxiety and stress that cloud it, your spelling and grammar may end up being subpar. It isn't surprising then if the

crammer begins to realize his mistakes after he passes his work. As his hormones and emotions are on high, his objective and intellectual thinking may be significantly affected.

Second, procrastination is unnecessary. There was sufficient time for a deadline. The individual had time to finish the task days, weeks, or months before. However, because of poor management, he ended up cramming it. It isn't surprising then that the crammer begins to regret all the time he wasted when he begins his cramming period.

Third, procrastination involves a lot of delaying. Even if the crammer has free time to do his work, he chooses not to. Instead, he instills in his mind that he can finish his work at a later period. He then proceeds to other unnecessary activities. The cycle would continue until the deadline flashes before his eyes. That's when he goes on a procrastinating spree.

Effects of procrastinating

Procrastinating has mixed results. Depending on the ability and attitude of the crammer, these can either be good or bad. Generally, crammers produce mediocre work. They fail to check their input and submit these for the sake of

submitting on time. Hence, those who receive the work would notice its poor structure, flow-of-thought, grammar, and other vital components that should be thoroughly checked prior to submission. However, there are other people who are gifted with procrastinating. They may even produce quality papers or presentations even if they cram. Despite the existence of these exceptional individuals, procrastinating still serves as a big gamble. Within the brief period of time, many external events may occur. Sudden blackouts, emergencies, and other possibilities may be detrimental to the progress of the crammer. In effect, his stress levels would rise.

Stress would always be in the life of the procrastinator. He would also feel regret, anxiety, and crisis as he shoves everything he knows to finish the output. He knows that he could've done it earlier. Unfortunately, he chose to challenge time. In effect, it isn't shocking that such people can develop health and emotional problems. Their immune system would weaken if they sacrifice healthy living habits to finish their work. They may become sick and risk becoming less productive in future events. Moreover, they would also lower their self-esteem. They would negatively view themselves as hopeless, lazy,

and useless individuals who show poor self-control. In other cases, they may not be able to cope with the effects of their procrastination and end up performing worse. According to studies, chronic procrastination may also be indicators of more serious psychological disorders such as depression and anxiety disorders.

Aside from the personal level, the crammer's social ties would be affected. As people see what his work ethics are, they would disapprove and find him as an undesirable group mate. Such feelings would be worse if they were working with the procrastinator. In worse scenarios, the negative crammer stigma would stick to the procrastinator. Hence, others may stay clear from working with him and intend to choose other more reliable peers. This would lead to sub-problems and create a network of banes rooted in cramming.

For some reason, people still continue to procrastinate even if they have experienced its negative effects. However, they may also be the same people who want to escape this practice. If you are a regular procrastinator who wants to stop cramming, you should realize that overcoming this is possible. You

don't have to drastically change your lifestyle to avoid the habit. Just like other bad habits, procrastination can be kicked with the proper guidance and mindset.

Chapter 2: All in the Mind

Fighting procrastination would be useless if you aren't convinced that procrastination should be avoided. Procrastination can be a sign of poor self-control. Hence, you have to clear your goals and intentions to create concrete steps to control your urges to procrastinate. In setting your mind, you would be able to direct your actions.

Mind matters

First of all, you have to accept that the “easy” task isn't as easy as you expected. Instead of claiming that you can do it eventually, you can think about how you can do it. Because procrastinating relies on your perceptions, you have to modify your thoughts to convince yourself to avoid cramming. For one, you can assess the difficulty of the task. Instead of claiming it to be easy or difficult, you can go further and question your line of thinking regarding the task. In reflecting, you would realize the true degree of difficulty it manifests. Hence, you would concretize your plans and judge how urgent it really is.

Knowing the difficulty of the task at hand isn't enough. You need to know the goals you want to achieve when you complete the tasks. Are you doing your paper to ace your class? Do you want to get a promotion by impressing your boss? All of these serve as motivators for you to exert more effort on that task. In treating your assignment seriously, you would see the potential benefits you can reap.

While realizing the pros of doing the task as soon as possible, you can also determine the cons that you would no longer worry about if you finish your task. You may be able to spend time with your family, watch a movie, or work on other activities if you finished your work faster. Motivators and goals are important driving forces for you to shrug off the feelings of lethargy and laziness.

If you are still concerned with other tasks, you have to take time to clear your mind. With all the activities, you may feel disoriented and have an inaccurate grasp of the difficulty of a certain assignment. You need to relax and focus on each task separately. For best results, you can avoid multitasking to provide your full focus for each activity. This would make your progress

faster.

Emotions that make or break you

Humans are full of emotion. These affect their actions, including those associated to cramming. For you to beat procrastination, you need to understand your emotions and fortify these from succumbing to cramming.

First of all, you shouldn't be discouraged from doing a certain task. You need to give your best. If you know the assignment is already hard, you have to break it down into smaller parts to see how you can tackle each hurdle. You shouldn't just sulk and wait for the procrastinating monster to consume you at 3 am. In believing in your capabilities, you can succeed without having to sacrifice your precious sleep.

Second, patience is a golden virtue you should apply. If you're expecting to finish a 10,000 essay in one hour, you have to reassess your goals. Being realistic is necessary to concretize your action steps. Hence, patience is important for you to follow your plans. In doing your work more slowly, you would save more time. Specifically, you would spend less work and energy for re-editing or creating better ideas since you have already established solid

material for your work.

Third, you have to swallow your pride. If you think a task is too easy, you may feel overconfident. Even if the deadline nears, you would still be unaffected and go on with other tasks. In the end, you would regret those emotions and resort to cramming. Don't fall into this trap. If you know that you are capable of performing the task well, then prove it. You know you have the potential for greatness. Why would you resort to producing work that is below your standards?

Fourth, you need to have fun. If you find the task to be burdensome, think of ways to make it more exciting. You have to maintain an open-mind in transforming boring tasks into worthwhile reads, presentations, and performances. If you find the task boring, your output may become boring. This would bore your target audience. In effect, you would receive boring results. Make sure to spice up your work. In changing your perspective to make it fun, you would be surprised at how fast your progress would be. Moreover, you would be amazed at the improvement of the quality of your task.

Chapter 3: Fighting Procrastination

Even if you are convinced that cramming shouldn't be done, you may forget this idea and revert to your previous attitude. Remember, the mind is the most powerful contributor to the cramming behavior. In effect, you have to guide yourself to remembering your tasks to avoid procrastinating. These methods don't have to be expensive or extraordinary. In fact, these are simple yet effective ways to instill into your mind the work that must be done.

Calendars are your friends

Most crammers end up cramming because they forget about the deadlines. In your case, you need to constantly remain aware of these deadlines before they disappear inside your subconscious mind. Once your boss, professor, or superior declares a deadline, write it down immediately. For best results, you can keep your own calendar in your planner, cell phone, laptop, or other device. What's important is that you always see these dates.

Set schedules

Now that you are constantly bombarded by those marks that show the deadlines, you may wonder what to do next. Well, you can begin scheduling the activities you can do to work on the task. Since there's usually a reasonable amount of time given for a deadline, you can create little plans for each day in between. In effect, you wouldn't have to dedicate long periods of time to that task. Instead, you can spend several minutes every day to do it. By doing little steps, you would successfully overcome the requirement without having to stuff all the work within the last few hours before the deadline.

For better efficiency, you can set your own mini deadlines. These would be strategically placed throughout your calendar before the big deadline. Hence, you can organize your tasks and focus on these specific areas before proceeding to the next chunk of activities. In increasing your focus, you would find it easier to fulfill the tasks at hand. If successful, you may even finish these earlier than expected. This would be a big bonus for you to finish your assignment ahead of your planned schedule and final deadline.

Take some time off

You will also need to allot rest days within your time frame. Although you

can be a workaholic, rest is necessary for your mind and body to recharge. It is important to avoid becoming burned out during the course of your assignments. Spending some time off to watch a movie, listen to music, or hang out with friends can help you relax and freshen up from the demanding work you have. Of course, you need to practice excellent self control to avoid abusing these times of freedom. You can set a timer, alarm, or other forms of signs that would remind you if your resting period is over.

Organize your items

Having a clean workspace is important to organize your mind and prepare to work. If you have papers to read, place them in an orderly file instead of leaving them as a pile on your table. Physical clutter can cause your mind to be cluttered too. If you leave your assignments under a pile of papers, you may forget about these tasks. In creating an environment conducive to work, you would promote a positive attitude towards work and be more encouraged to do the tasks at hand.

Putting Pressure

You can also try telling other people your goals of finishing your

assignment. Because of your public declaration, you would feel more pressured to finish your work because other people expect you to keep your promise. Hence, you would take your task more seriously finish it quickly. However, this technique may be harmful to you as it can raise your stress levels and cause you to be more anxious. If ever you do choose to place added pressure, make sure you can handle it.

Ask for Help

You don't always have to bear the burden of your work alone. You can look for suggestions, tips, and strategies from other people. Aside from giving you easier ways to address your tasks, they would help you improve the quality of your work. Hence, you would be able to see your work in the perspective of other people. Through additional input, you would be guided with your tasks and produce better output.

Stay Awake

There may be times when you feel that your work can be boring. As a consequence, you may feel sleepy and possibly doze off. If ever you do fall asleep, you would lose precious time. Hence, you need to keep yourself

awake. Try to prepare coffee or light snacks for your work period. You can set several minutes to stretch and exercise. If you really feel tired, you can take a light nap and return to your work afterwards. Whatever happens, you have to remain interested in what you do.

Chapter 4: Fighting Distractions

Even if you have prepared for the tasks at hand, there will always be distractions that may cause you to deviate from your goals. If you succumb to even just a few seconds to these obstacles, you may end up being engulfed into the trap of wasting hours for unnecessary activities. Hence, you can either face these and show your perfect self-control, or find ways to minimize these annoying hindrances.

Isolation can be good

Being surrounded by noisy people and environments can cause difficulty when you are studying for a Math test or preparing for a sales report. Hence, you can avoid these areas and look for quiet places like libraries and study halls. If possible, your home can also be an excellent place to do work as you would enjoy privacy and personal space. If you do live with other people, you can ask them to be quieter for you to work. If they don't follow your request, just find another temporary area to work in.

Hide those gadgets

Television sets, cell phones, and other electronic devices can be distracting. The time you spend using these gadgets may stretch into minutes and even hours. Hence, you can try to find areas without these distractions. If you need to use your phone or laptop, you have to practice self-control and avoid the unnecessary practice of going visiting social media sites or playing games. For best results, you can restrict your access to these applications for you to concentrate on your work.

Clocks and Music can be distractive

If you have a clock, you may become too pressured during your working time. In effect, you may end up becoming counterproductive. To avoid repeatedly glancing at the clock, you can just set an alarm that will ring after 30 minutes or an hour. Thus, you can minimize your distractions and focus solely on your work.

On the other hand, music can also distract you from doing work. Depending on the type of music you're listening to, these may emit vibrations that may alter your flow of thought and make it harder for you to focus. Although some

people can work with music, it is best to refrain from exposing yourself to this especially if these have lyrics. You might just end up listening and singing to the lyrics instead of memorizing valuable terms. However, perhaps an exception to music would be classical music. Studies have shown that this type of music can stimulate brain activity.

Learn to say no

While working, your friends may visit to invite you to a party. Other times, your mom might insist you to go with her to shop for clothes. All these activities can be fun, but they would consume a large amount of your time. Thus, you can learn to politely decline their offers. You can be honest and explain why you aren't free for that certain time. Moreover, you can tell them that you would be delighted to go once you're done with your work.

In the end, what can be classified as a distraction depends on your attitude. You need to analyze your behavior and see what can disturb you during your working periods. It's possible that you may work more efficiently in noisy areas or if you're surrounded with potential distractions. In these cases, you just have to refer to your original mindset and determine what would be

detrimental or beneficial to your case.

Conclusion

Thank you again for downloading this book!

I hope this book was able to help you to find ways to stop procrastinating and succeed in doing your work.

Procrastination is indeed a problem experienced by millions worldwide. It can be annoying, but it isn't inevitable. With the proper mindset, strategies, and tips, you can combat procrastination and proceed to do your tasks effectively. In effect, you would produce better work without having to endure immense stress.

The next step is to follow the advice provided in this book to witness a significant improvement in your productivity (as well as have enough free time without having to rush to meet deadlines).

Finally, if you enjoyed this book, then I'd like to ask you for a favor, would you be kind enough to leave a review for this book on Amazon? It'd be greatly appreciated!

Click [here](#) to leave a review for this book on Amazon!

Thank you and good luck!

ABOUT THE AUTHOR:

James is an Australian Author, psychologist, and life coach. He believes in getting to the route of the problem rather than using over the counter drugs and medications to help ease only the symptoms and has done about ten years of research in natural medicine and holistic healing. He also mentors and coaches people of all ages in different areas (including business, goal setting, self esteem and dating). Clive now shares his knowledge through kindle e-books.

You Got Him:

**Ultimate guide to know the Secrets of Mr. Right
one and marry him for a lifetime**

Introduction

I want to thank you and congratulate you for downloading the book, *“You Got Him: Ultimate Guide to Know the Secrets of Mr. Right One and Marry Him for a Lifetime.”*

This book contains proven steps and strategies how to know the secrets of Mr. Right one and marry him for a lifetime. It is possible for you to find the perfect man who can be your partner for the rest of your life. You deserve to have a happy and loving life, you do not need to settle for something less than that. When you believe that, you will be better prepared when the right man appears in your life. Through this book, you will learn how to activate the right search for the right man. You will learn techniques on what to do when a man is not asking you and how to choose the perfect man for you.

Thanks again for downloading this book, I hope you enjoy it!

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Chapter 1: Live Like You Plan to Marry

Before you go looking for Mr. Right, answer this question first: *do you plan to marry or are you simply hoping to?*

Hope is great because it can motivate us to pursue our dreams. It is what sustains us when we become frustrated and tired of waiting. However, you need to realize that hope alone is not enough to achieve your dream of marrying the right guy. The best way to start attracting the right man into your life is to start living like you are really planning to marry. You need to start believing that within the near future, you will meet the right man, build a strong relationship with him, and ultimately walk down the aisle to commit your life to him for the rest of your life.

When I tell you to start planning, what I mean is that you need to have the intention of getting married and start performing the things that are harmonious with what you expect to occur and staying away from things that you don't want to happen.

Living like you have plans of marrying means that you will deliberately resist the cultural traps that lead you to pursue hyper-independence, have unrealistic expectations, procrastinate and make a mess. Living like you have plans of marrying means that you will start working on becoming the best wife that you want to be. Do you want to serve

healthy meals in your home when you get married? Start learning new recipes of dishes you want to cook. Do you want to build a loving and comfortable home with your future husband? Start learning how to do it now. Do you have issues with giving up your independence? Learn to share your life with your family and friends. Are you buried in financial debts now? Start looking for ways to eliminate those debts so you can start your new family with a clean slate.

While waiting for the right man to come, use your time to improve yourself for the sake of your new life.

Chapter 2: Do Not Settle For Anything Less Than Love

According to Dr. Pamela Reeve, friendships typical have three levels: acquaintance, companion, and intimate friends. She further stated that a man and a woman could not sustain a friendship unless one or both have romantic expectations from the relationship. As such, Dr. Reeve suggests that a man and a woman should stay away from becoming intimate friends unless they do not wish to pursue courtship and marriage. In addition, she states that companions in general spend less than 2 hours together on a weekly basis. When a man signifies that he wishes to see a woman for more than 2 hours a week, but declares that they are simply friends, he is actually sending mixed messages to the woman.

Dr. Reeve further wrote that it is quite common for some people to want to selfishly take pleasure in the advantages of a relationship including the satisfaction of the attention that serves the ego, the relief from loneliness and the warmth without the associated commitment. One party can enjoy the one-sidedness of the relationship, while the other party ends up feeling defrauded and left with deep unfulfilled desires.

In our modern society, it is quite common to see many non-dating relationships that appear to belong into the “intimate friends” category. People can even opt to say

that they are in a “ complicated ” relationship in Facebook. More often than not, the woman pays the price of the complication emotionally. Do you want to know why? Well, when a man begins to invest his heart in the relationship, he can actually do something about it by deciding to make a move. If he is rejected by the woman, the friendship can either end or it changes drastically. On the other hand, a woman can cling on in this type of relationship for an indefinite time while hoping that the man will ultimately share her feelings. All along, while the woman is making herself available to the man as a “ friend ” , she hopes that the friendship will develop into something more.

This is why you must never make the assumption that the guy friend you are spending time with is in denial of God ’ s will that you should be together, or is thinking that you are the woman of his dreams, but the timing is not yet right, or he is simply too shy to make the first move.

Women love reading into every action of a man. I can say that is women ’ s relational weakness. However, the man is really doing a woman a disfavor when he allows her to remain as his “ buddy girl ” – a female friend who willingly offers the relational advantages without expecting any commitment. Matt Schmucker wrote in his article “ Physical Intimacy and the Single Man ” that a man deceives a woman when by

his actions or words, he implies the advantages of marriage to a girl he either does not intend to marry or if he does, has no way of ultimately realizing that he will marry her.

It is common to see single women and men disappointing each other. It is true that having an uncommitted intimate friendship may satisfy your urgent needs, but it can only result in heartaches and frustration. Worse than that, if you are ready for marriage, entering such a friendship will only waste your energy and time. When you find yourself stuck in a dead-end relationship, you should immediately take responsibility. You are accountable to be prudent with your own heart. If you find yourself yearning for a man who is interested in you, know that allowing yourself to indulge in those emotions is reckless. Don't watch too many chick flicks which make you desire romance to come about so desperately that you let yourself to have fantasies about a relationship that can never happen.

If you indulge in an intimate friendship with a man who is not interested in marrying you, you are basically consenting to a despicable mockup of love. In addition, when you spend all of your time with a man who does not plan to be your husband, you might not encounter that one man who might really be your "Mr. Right". Always remember that it is a bad idea to enter into a male-female relationship that lacks intent.

Chapter 3: When He is Not Asking You

Can you do something to push an intense connection you have with a man to something more serious? Can you make the first move so that you can be his girlfriend?

While it is true that you need to do whatever you can to meet potential husbands, it is not particularly ideal to assert yourself in the initiating and pursuing process of a relationship. You can think of your courtship as a well-executed dance where the man leads and the woman follows. Can you imagine trying to dance with a partner and both of you want to lead? You can say that both of you will end up stumbling and falling.

After you have met the man you would like to date, you need to have the patience to start exercising kindness. Focus on putting your best forward in your relationship to build a strong friendship while maintaining healthy boundaries. Your best bet in motivating a man to “make things official” is to withdraw from wanting to spend too much time with him. If the people around you think you are dating your male friend, chances are you are acting like you really are. But when you give the man too much access to your intimate friendship, affection and time without asking for any kind of commitment from his end, you are actually deleting all the motivations for him to be upfront with his intentions for you.

Keep in mind that the man is supposed to ask first. When you give him less attention, you can essentially build the conditions that will encourage him to act nobly towards you. If he does not, you basically save yourself from wasting your time with a man whose behaviors reveal that he does not have any intentions of progressing your relationship towards marriage.

In spite of all the reassurances a man may obtain from his family, friends, pastors, etc. to pursue you, if he has not done it yet, there is most probably a reason. One, he may really be shy. But there is also that alternative that he may not really be that into you. When you make the first move because you feel impatient, you can actually bring him to run the other way.

I know how frustrating it can be to think that you cannot do anything. Instead of wallowing in frustration and desperation, you can always choose to pray and continue living your life the best you could. Stop whining for something that you cannot YET have. Instead, commit to live your life to the fullest every day. When you do so, the man that you are interested in may see how contented you are with your own self. Eventually, he will realize your good qualities that may attract him to you. However, make sure that your actions are always genuine. Other people will eventually find out that your good

actions were only a façade.

Just keep in mind that even without action from your end it is possible for you to attract the man you like to like you back. But what is almost certain is that if you make the first move to bring your friendship to a romantic level, you can either frighten the man off or attract him in a manner that will only urge him to remain passive in your relationship.

Chapter 4: Choosing the Right Life Partner

Know what you are want in your life partner.

Some of the qualities that you can look for in a potential life partner include common goals, desire to raise children, ability to be confronted and challenged without becoming defensive, ability to forgive and be forgiven, similar culture and shared values.

Before you start looking for Mr. Right, you need to determine what you really want from a relationship. Try to think of what you wish to become in 25 years. What kind of person do you wish to become? Do you see yourself as a successful career woman? Are you willing to become a housewife? Can you live in a rural area or is living in the city a necessity for you? Do you want to have your own kids or you do not like children at all?

Know what really are important to you – the things that you believe are non-negotiable. It can help you in screening the men you want to date. Instead of wasting your time and energy with men who are not willing to accept your non-negotiable terms, you can focus on looking for a man who share your own values and dreams.

Rise above your past mistakes.

Even if your past relationships are all failures, do not think that it is impossible for you to find the perfect man for you. Stop thinking that you can only attract losers in your life. Keep in mind that you deserve a loving and fulfilling relationship with a man who will love and respect you and help you become the best person you can be.

If you are the one who has made the mistakes in your past relationships, also know that you can always change. We all commit mistakes but God is truly forgiving when we choose to repent and have the willingness to change our ways. Just start opening your heart to grace and know that you can be free of the shame and guilt that you feel now. Always keep in mind that you are loved and that God can forgive you.

Seek the support of your family and friends about the right man that you are looking for.

Be open to the tips that your family and friends can give you on finding the right man. But make sure that you do not take insult when they start telling you things that you do not want to hear. Keep an open mind as you listen to their feedback. Know that these people love you and has your best interest. When they tell you your weaknesses and the

things you can improve on, they only do so to help you become a better person. Focus on loving and improving yourself first. When you are ready, the right man will appear in your life.

Consider using the Internet and matchmaker services to find Mr. Right.

Whether it is safe or not to look for your potential life partner in the internet really depends on several factors. It is a misconception that personal ads and online dating is only for “dateless and desperate” people. Over the recent years, it has become common for people to utilize the Internet for matchmaking. There are a lot of couples who have successfully found their perfect life partner through the internet. But of course, there are also a lot of people who have encountered problems that can be as simple as being tricked or as can be serious as being murdered. If you decide to take this path, know that you will encounter a lot of people in the internet and you need to be cautious that like anywhere else, you will encounter all kinds of people. Make sure that you are always using your good judgment. Only deal with services that are of good reputation. You should definitely not agree to meet a man without proper protections like having a friend with you or nearby or meeting in a public place or telling family and friends where you plan to go

and with whom.

Search in areas where you can expect to find the man with the qualities that you value.

A caring and generous man can be found in a volunteer group or in your local soup kitchen. You can consider looking for a mentor, a teacher or a coach if you want a man who is good with children. You can join an outdoor group to find a man who enjoys nature and outdoor activities as much as you do. A running group is a good option to look for a man who shares your passion for learning. What I am really trying to say is that instead of looking for Mr. Right all over the place, you can limit your search by exploring places where your Mr. Right may be spending a lot of his time.

Do not look for a perfect man. Instead, look for a man who is perfect for you.

Stop thinking that the man who has all the qualities you are looking for exists. We are all humans and we have our own strengths and weaknesses. You, yourself, is definitely not Ms. Perfect. When you meet the man who has most of the qualities you are

looking for, give him some room to make mistakes. Try looking beyond physical beauty so you can see what makes a man truly special.

Conclusion

Thank you again for downloading this book!

I hope this book was able to help you to understand the process of finding the right man for you.

The next step is to apply the lessons you have just learned in your own life.

Finally, if you enjoyed this book, then I ' d like to ask you for a favor, would you be kind enough to leave a review for this book on Amazon? It ' d be greatly appreciated!

[Click here to leave a review for this book on Amazon!](#)

Thank you and good luck!

The Secret Code of Dating:

**Your guide to win the hearts of your dream,
Get what you want, grow healthy relationship
and more**

Introduction

I want to thank you and congratulate you for downloading the book, The Secret Code of Dating: Your guide to win the hearts of your dream, Get what you want, grow healthy relationship and more

This book contains proven steps and strategies how to win the hearts of your dream, get what you want- love, respect, commitment and everything involved in growing healthy relationship that last long.

This book likewise offers the author's quirky insights and some personal experiences on dating and relationships.

Thanks again for downloading this book, I hope you enjoy it!

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Chapter 1 - Dating and Relationship in a Nutshell

I have asked random people on their thoughts about dating and relationships, some were optimistic and some were blatantly downbeat about it. Here are some of their answers:

- “Dating is fun because you get to know the person.”
- “Dating, in general, is exciting but it really depends on the person you’re dating.”
- “Pretty scary”
- “Dating is taking you out of your comfort zone.”
- “I think that everyone should be able to date anyone they like. If it works out, then great. If not, learn and move on.”
- “It’s just a waste of time if done with the wrong person. So know what you want and stick to your standards. Don’t let loneliness fool you.”
- “Relationship has its ups and downs. You just have to know when to leave and when to stay.”
- “I have been with my boyfriend for 10 years now and I couldn’t

be any happier.”

- “It’s important for partners to treat each other as friends as much as lovers. Friendship is an important foundation for a long-term relationship.”
- “Never settle. Know your worth.”

Let’s be honest, those Romantic Comedy movies have led us to believe that dating and relationships are fun and easy – like those repetitive moments when the guy or the girl realizes that his/her soul mate has been in front of him or her the whole time. But we could all agree that dating and relationships are different when it comes to real life. Some would say that in the real world, dating can be scary, exhausting and sometimes even awkward. Yes, looking for the perfect clothes and choosing the right shoes can be exhausting sometimes. Yes, asking the same set of questions on first dates can really get boring. And yes, having the thought that the person you’re having dinner with now might actually be “the one” can even send chills down to your spine sometimes.

It really is terrifying to open yourself up to someone. And it is more

terrifying for someone who had put themselves on guard; those who built walls in order to protect themselves from unwanted pain. But sometimes it works and then, it's worth it.

I myself dated for one year to whom I've invested time, effort and emotions only to find out later on that we were not on the same page thus we had to part ways. It sucked and it hurt a lot. But did I regret that? Well, yes but only at first. I soon realized that in a way, dating him has helped me get through the hustle and bustle of daily life. I also had friends whom I had to comfort at 2 a.m. because things didn't work out well with their long-term partners. So, scared? Sure. I had that feeling. Most of us went through that. You go out with someone and you don't know what's going to happen next. You ask yourself questions: Is he the right one for me? Is he just going to break my heart? Is he going to make me happy? Are we even compatible? But if you are doing this, you have to relax, take deep breaths and stop torturing yourself. Dating can also be fun if you let yourself enjoy. You just have to remind yourself to take one step at a time and live for the moment. Do not over think and just let love happen to you.

As for the lucky ones who have already found, and have been found by, their significant others, the toughest challenge for them is to sustain a long-term relationship. Some would suggest that some of the essential factors for a lasting relationship are communication, respect, trust and honesty. Truth be told, sustaining a long term relationship is as equally hard as dating. But fret not because this book will give you strategies and step-by-step tips to win the hearts of your dreams and to get what you want. All you have to do is read on.

Chapter 2 - BEING WELL-GROOMED

People always say that in love, looks do not matter. That may be partly true but, also partly false. Let's get things straight, I'm one of those who strongly disbelieve in love at first sight – just the thought of seeing the words “love” and “sight” on a single phrase makes me cringe because that's just unfair. Albeit, I'm of the opinion that how you project yourself to others greatly impacts their impression of you. If you project yourself to be someone confident, it will show, and people will get the message.

Groom yourself. You don't need to put on several layers of make-up or wear that micro-mini skirt, or to head to that expensive stylist and have your hair done on a very unreasonable price. No, I am not asking you to do that. What I am simply telling you is to be presentable. You see, in the dating world, your physical appearance says a lot about you. This does not mean, however, that dating is easier and simpler when it comes to those naturally good-looking people and that the average ones are forever doomed. It does not work that way. What I'm trying to suggest is that, although first impressions lasts, the way you project yourself to other people is of paramount value.

You don't always have to look grand but be sure to look your best every time you step outside of your doorstep. Surprisingly, the unsurpassed way to look best is to feel that you are indeed at your best. Confidence plays a key role. Looks are nothing without confidence.

Every time you go out is a chance for you to meet someone. Maybe you'll meet him at the mall. Maybe you'll meet her in the library. Or maybe you'll meet her while you're walking your dog outside. The point is, you'll never know who you're going to meet so you always have to be prepared.

But if you think that your cute looks will get you off the hook, then you're getting the whole picture wrong. Improving yourself on a surface level is pretty shallow. You need to be ready and prepare yourself for whatever is in store for you. So aside from being well-groomed, you also have to be emotionally prepared.

Chapter 3 - PUTTING YOURSELF OUT THERE

Meeting new people is an important factor when it comes to dating. In order to meet someone, you really need to put yourself out there; be visible and be available. Nowadays, there are many ways to meet new people. However, do not make the mistake of meeting new people just for the sake of dating. The important thing is to remember that you're doing this to broaden the connection and to have a healthy social life.

Below are some ideas or ways for you to try in order to meet new friends:

- **Online Dating Sites/Apps**

Admit it; some of us have judged that one friend that told us the story on how he/she met this cute guy/girl in an online dating site. That's okay. You're not a bad person. It's just that before, people used to frown upon dating sites and apps. Now, however, the game has completely changed. Meeting people through online dating sites and apps has become socially acceptable. So if you want it done the easiest way, you can always resort to dating sites or download that latest dating app that everyone is using. But still, be careful.

- **Travel**

Travelling gives one an ideal opportunity to meet new friends so if you have enough money and courage, go pack your bags, book your flight and travel to that destination you have been eyeing on for months now. It doesn't have to be abroad, there is always so much to see and experience and so many people you can possibly meet in your own country.

- **Hit the gym**

Aside from working out to get in shape, the gym is also a nice place to meet new friends. You can join your gym's sports or other group classes such as yoga, cycling, zumba, and the likes. All you have to do is strike up a conversation with someone in the same class. Go talk about how the class got so challenging, or tiring for that matter. Also, do away with having your own world through your iPod. Connect

with people, smile and greet them without being creepy of course.

- **Volunteering**

Volunteering is one of the nicest ways to meet a ton of new people. Aside from being able to help others, it helps you connect with other people, build your self-esteem and you get to meet the good-hearted and passionate ones. I used to volunteer in an organization that gives books and toys to street children, and up until now, I'm still friends with my co-volunteers.

- **Through your friends or people you already know**

Meeting friends of friends is quite easier than meeting complete strangers simply because the ice is already broken. You will most probably have something in common and you can start talking about that. You can also throw a party and ask your friends to bring their own buddies. In that way, you will be able to meet and talk to a lot of new

folks.

- **Attend parties**

Whether it be organized by your school, friends, work – no one cares, just attend that party. More often than not, people who attend parties are the ones who are willing to mingle with each other and want to establish new connections.

- **Church**

Sure, church is a place of worship but it can also be an avenue for you to meet new folks. You can always talk about your religion, but only if you're up for it. If not, there are lots of other things you can talk about.

- **Book Clubs**

If you like books and you actually love reading them, joining a

book club is also an option for you. What other way to meet people who have the same passion for reading as you than joining a book club? You'll surely be surprised at the variety of people you will meet on book clubs.

- **Joining a Class**

Joining a class such as dance lessons, cooking and art classes is also one of the many ways that will enable you to meet people with whom you share the same interest.

The list can go on and on but basically the way you meet new people will depend on what interests you the most. You are not obliged to take that cooking class if you really don't want to. There are still several ways for you to meet new people, you just need to explore, exert a little extra effort and go out of your comfort zone. Nevertheless, you also have to prepare yourself for possible rejection because realistically speaking, not all persons are nice.

Chapter 4 - ACTUALLY DATE PEOPLE

Action speaks louder than words. Sure, you met new people. Even better than that, you met someone who's finally worth your time. But nothing will happen unless you actually go on a date with them.

Everything in life requires taking risks – be it the career path you choose, moving in to a new city, and love-related risks. It is inherent in human life. In dating, there are also several risks involved such as:

1) Approaching and talking to him or her – the possibility of him or her not smiling back or being dismissive so as to show you that he or she is not, in any way, interested makes you cringe.

2) Asking her out – the statistical probability of her saying yes is 50%, likewise her saying no.

3) Going on a date – he/she might not like you; it can turn out into a disaster; he/she might not find you interesting enough.

4) Saying bye after the first date – should you kiss her? Hug her? Shake hands? There are just so many ways that you don't know which one would be

the least awkward choice given the circumstances.

5) 2nd date – “are we still going to try this thing or what?”

6) I love you – Should you say it first? But what if he/she doesn't feel the same way? What if you're dropping the bomb too early?

With these risks and lots of other things to consider, who wouldn't be afraid? It makes you think that being and staying single might just be the better choice - the safer choice. But you have to take a leap and step out of your comfort zone. Otherwise, you will be forever stuck in that current state (which you wanted to escape in the first place) wondering what might have been. As the saying goes, “you get what you settle for.” Always bear in mind that taking risk may either result in success or failure but both are equally important and both make you equipped in life. It is also better to have actually done something chiefly because it's always a better story to tell rather than the ones full of “what if's”.

In any case, if he or she is worth your time maybe he or she is also worth the risk. All you have to do is muster every ounce of confidence that you have and take that chance. Here are some basic tips for you to ponder on

dating in general:

- **Confidence**

Confidence is the key. Really! Know that you are awesome and act like it. This will spare the both of you from having a terrible, awkward date that no one wants to look back to ever again. Men want ladies who know how to carry themselves and handle situations. The same goes for all the ladies out there.

- **Speak up**

There is nothing more boring than having a date who doesn't know how to engage in a conversation. Do not be afraid to speak your mind. Don't leave all the talking to your date but don't be the one who does all the talking either. Find the right balance. Make sure that your date feels that you're equally as interesting as he or she is.

- **Be Open Minded**

Being open minded is important especially during first dates. Do not expect too much from your date so as not to be frustrated afterwards.

Just try and enjoy the date as much as you can. Less expectation, less frustrations.

- **Do not talk about your exes on first dates**

This is a red flag. First dates are supposed to be short, sweet and fun. If you talk about your ex on your first date, you might be giving your date the wrong impression that you're still not over your ex. So just don't.

- **Don't talk about marriage on first dates**

Also a major red flag! When you go on a first date, you are not auditioning to be his/her future wife/husband. So cut your date some slack and just enjoy each other's company.

- **Do not be judgmental**

Give your date a chance and really try to get to know him or her. If you've heard some things about him or her, don't let it ruin the date. After all, the getting to know stage is supposed to be the most exciting part of dating.

- **Chill out**

So what if he didn't invite you for a 2nd date? And so what if you went out several times then suddenly you haven't heard from him again? Just relax and don't stress yourself out. Do not over think things. Move on and just let that person be. Just prepare yourself for your next adventure!

- **Acceptance**

If you've been dating for a while now and both of you are ready to take things to the next level, please don't be one of those people who have the "I-can-change-him" mentality. If you really like the person, you have to accept him. If you think that something needs a little changing, maybe it's time for you to re-evaluate things and to think about whether this is the right person for you.

- **Have your own identity intact**

Many people tend to lose their own identity while dating.

Maintaining your identity keeps you balanced and makes you a more desirable partner.

- **Never assume**

Dating for several months does not automatically equate with going steady or even exclusively dating. If you feel like you already need answers, ask if you must but do not assume anything. It's always best to communicate.

- **Never settle**

You have been alone and lonely for years and now you finally are dating someone. But do yourself a favor and do not settle for that one guy or girl whose available otherwise something bad is bound to happen in the end. Know your worth, know what you deserve and stick with it.

Chapter 5 - GOAL-SETTING

The first step to get what you want is to know what you want. Now that you're confident and dating, the next thing you should do is to set your goal. Goals, in general, make you focused and it allows you to take control of your life's direction. Goal-setting is a process which begins at a careful consideration of what you want to accomplish and ends with, well, attaining it. Basically, you have to ask yourself what you want to achieve and why you want to achieve it.

Surprisingly, the same thing works for dating and relationship. Ask yourself what you really want from this other person: do you want to go steady or just casually date? Do you want to finally settle down with this person? Is it not working out? Do you still want to meet other people? Or do you want to go exclusive? Whatever it is, you have to know for yourself and be sure of it. Evaluate. Ponder. Make time to really think about it because it is a crucial phase.

Dating and relationship are undoubtedly very complicated. This is true because it involves feelings, expectations, commitment, and a whole bunch of

other things that make it more intricate. A man can have his life all figured out but still doesn't know how to make the first move to that cute girl at the bar. A girl can be successful in her career but she just couldn't get why he won't text her back, what does he mean he's not ready? What does he mean he's not interested in dating right now? This jock appears to be so confident yet he couldn't talk to his crush. The girl who used to be so guarded now just seems to be too clingy over his new boyfriend. Those mind games and a lot more. You get the picture. Clearly, nature has its way of leveling the playing field. So, kudos nature! At least we know we're all in this together, right? Just admit it, there's nothing more comforting than knowing you're not alone in this kind of battle.

More often than not, those who are in the dating stage get more confused because he doesn't know what he wants for himself or from his partner. Equally confusing is the thought of not knowing what your partner wants from you. This will have you tossing, turning and eventually sleep-deprived for a couple of days until you have finally picked up the puzzle pieces and made something logical out of it. That is why you have to set the

goal – so as to prevent this horrible thing from happening to you.

Nevertheless, after knowing what you want, it is also important that you fully commit to it. Of course it's always better to communicate with the other person if what you're trying to do is figure out what's going on between the two of you or what should happen next. But remember to stick to your goals, never settle and trust your guts. Seriously, guts are God's gift to mankind! Do not put them to waste. Apparently, although "trust your guts" is an old and cliché advice, it is also scientifically sound.

Chapter 6 - GETTING SOMEONE TO COMMIT

Commitment makes a lot of people scared. Guys are usually the ones who fear commitment but girls are just as prone to being afraid to commit as men. To be honest, I myself went through that and have also been victimized by someone who's afraid to commit. So yes, I know how sad and painful it is to hear "Sorry, I'm still not ready for any commitment right now." Ouch. But commitment is such a really big responsibility that you can't really blame someone for being afraid of it. Thus, the common tendency, or you can even call it defense mechanism, of some people is to disassociate themselves from their emotions - it's the easiest way out. In this day and age, television shows, movies, and social media have constantly depicted the "no strings attached" trend as something more desirable rather than a steady and long-term relationship. Who wouldn't want that anyway? They get to do things that couples do (theoretically) without feelings. Ergo, the golden formula: no feelings equals to no pain. It's convenient. It's safe. But then people of this kind will realize that the happiness, if any, that such set-up gives them is only temporary and superficial. They'll get to the point where each hook up

becomes less interesting and they will feel disassociated from people. They will eventually feel discontented from these temporary fixes for after all love and belongingness still come third in Maslow's hierarchy of needs. So somehow, someday, they will eventually decide to commit.

More often than not, these people who have fear of commitment are not aware of such fact, so you have to know and be able to determine this for yourself. Here are some signs that your dating partner is actually not going, or is afraid, to commit:

- **A non-believer of labels**

The common excuse of people with commitment issues is that they allegedly don't believe in labels. They have dated a lot of people but have only been in serious relationship once or twice.

- **No I love you**

You've been waiting for quite some time now to hear this from him. But apparently, he is having a hard time admitting that he loves you. A guy who's ready to commit would not be afraid to say that he loves you. If he

really does, it will come naturally. Besides, if he's not afraid to commit, he won't hold back.

- **Forgets to call or text you frequently**

Simply put, someone who forgets to call you is not thinking about you. This may be one way of impliedly telling you that he/she does not want the feeling of being obligated to someone. If you're constantly being told "Sorry babe, I forgot to call you again," well, this serves as your heads up. You're welcome.

- **Dating others**

This clearly shows that he/she is not yet committing to you otherwise he/she won't be fooling around with other people. If a guy or girl wants to commit to a relationship, he/she will try to work things out with that one person. Do not allow yourself to be just an option.

- **Not meeting his/her friends or family**

Meeting the family and friends is a big step in dating. Your partner letting you meet his family is like telling you that he wants you in his life

on a long term basis. If you have been dating for years and you still haven't met any single family member or friend of your partner, you might want to reconsider your plans with him/her.

- **Always “too busy”**

A person who's serious and committed to you can never be “too busy”. You have to know when it's a legitimate reason and when it becomes just another cliché excuse. I mean, c'mon, can he at least be original?

These signs can help you rethink and reassess your plans about your future with your dating partner. However, you must also consider that sometimes commitment issues are deep-seated and that there are various reasons why a person is afraid to commit. First on the list is one's emotional background. A person's childhood and family background has a great impact over his emotional map. Psychologists even say that parents provide a nurturing environment for us. Ergo, we subconsciously learn the patterns of love and emotions through the actions of our parents and other issues in our early

family life. For instance, a boy who has been abandoned by his parents will most likely feel so guarded when during his adult life. He will feel the need to protect himself from possible abandonment thus he shuts out any feeling of intimacy from other person and will eventually have a hard time committing to any kind of relationship.

Trust issues are also one of the many reasons why a person has fear of commitment. Those who have trust issues have negative perspective on relationships. They tend to think that there is no need to invest time, emotions, effort since no relationship is permanent.

There is also the fear of losing independence. Sometimes people are so used to and surprisingly good at being alone. They tend to weigh and compare being committed from their current status. People with high degree of independence find it hard to commit because they usually don't like the feeling of being obligated to someone.

Further, fear of change is also one of the most typical reasons that can be associated to a man's fear of commitment. Commitment carries with it a lot of changes – your habits, your daily routine, the way you handle time, etc.

And changes bring anxiety to us in different levels. This is often caused by the fear of what's in store for you after making the big change. People who are afraid of changes would always worry that they would lose the security that they have already established in their lives. For some, the degree of anxiousness becomes very high that they would opt to live their already harmonious life rather than committing in a relationship. These are just some of the several reasons for fear of commitment that you need to recognize.

If you're still up for some challenge and you really want for that man or woman to commit to you, I've asked various people what will get them to commit, and here comes the narrowed down and summarized list of their answers:

1) Prioritize

I have discovered that men can't say no to a person who knows how to prioritize. And on the top of that priority list should always be you. Sometimes in the process of trying to get someone to commit, you try too hard. The next thing you know everything just seem so out of hand. So try to not lose track of your priorities.

2) Make yourself interesting

Be interesting. Make a mark. Do not lay everything on the table all at once. Make sure to leave him/her something to be curious about. Men like being challenged and most men also like the chase. So get your game face on and give them what they want. But just don't overdo it! On the other hand, ladies don't like to date men who have no personality. Sometimes ladies like the feeling of being drawn to mysterious men. Not the weird and creepy ones though.

3) Make his/her family and friends like you

Aside from connecting with your partner, you also have to connect with the people around him/her if you are trying to get him/her to commit to you. You have to make sure that people he loves likes you too. It's not enough that you please your partner, it's also equally important to please his/her family most especially if your partner is a family-oriented person. This will make your partner think that you are indeed a keeper.

4) Appreciate

Those little thank you and "good job" are essential too. No one wants to feel

that they are unappreciated or that their efforts are being put to waste. Compliment your partner. Do away with nagging. There is nothing more annoying than a person who keeps on nagging you over the same thing. If you feel like you need to tell him/her about something that is wrong, try your best to voice out your concern in such a manner that he/she will not feel that you're already overstepping on his/her life. The last thing you want is to drive him/her away from you.

5) Be honest

Be honest about your feelings and everything else. You won't get a person to commit if you are constantly lying. Even if the person commits at first, the relationship will be based on lies. Such foundation is too weak that the relationship will sooner or later collapse.

6) Let your partner be himself

Letting your partner be true to himself is also letting him be true to you. So really, it's a win-win situation. You have to accept him as who he is and you have to let him know that. Don't try to change him into something he's not just so he can meet your standards. If you are continuously trying to change that

person, he will eventually realize it and the next thing you know, you've given him the ticket to his way out.

There are still a lot of things that will get your partner to commit. The most important thing is to equip yourself with knowledge about your partner, and then you can proceed with planning based on such information. However, you have to make sure first that you are also ready to fully commit with that person before you get him/her to commit to you. Otherwise, so much time, emotions and effort will be wasted.

Chapter 7 - TIPS FOR A LONG LASTING & HAPPY RELATIONSHIP

Plato revealed, in his book *The Symposium*, that according to Greek Mythology humans used to be composed of four legs, four arms, and two heads but Zeus feared their power thus he split them into two separate parts and condemned them to spend their lives in search of their other halves. For some people who are lucky enough, the search is over. The challenge, however, shifted from searching to trying to make the relationship last.

Being in a relationship gives you a great feeling. Who would ever want to let go of that feeling? Nonetheless, people who are in a relationship and even those in long-term ones have the constant struggle of how to maintain a long lasting and happy relationship. While it is true that every relationship differs from the other, here are common and basic tips that I've gathered from happily married couples and partners who have been together for several years now. Though there is no single formula for a happy and lasting relationship, this list can serve as your guide.

1) Communication

This is probably a give-away. Everyone would agree that communication

plays a key role for a lasting relationship. It is important for partners to communicate their feelings and their concerns with each other. Communication, however, is not all speaking. Listening is just as important as speaking. Improve your listening skills because it also builds compassion. Sometimes, people just want to be heard.

2) Intimacy

Constant physical contact is also a common ingredient for people in long-term relationships. Being intimate does not mean having sex. You can show intimacy through other forms of physical contact – hugs, kiss on the forehead, touch her face, cuddle while watching your favorite television show.

3) Date Nights

Experts would suggest that date nights help long-term couples keep the romance alive. Nevertheless, if you do the same thing on date nights, you will not have the desired results. The purpose of date nights aside from bonding with your partner is to do new and exciting things with him/her. So if date night automatically means dinner at your favorite fine-dining restaurant, then you're doing it all wrong. It defeats the whole purpose of this God-given idea.

Reinvent your date nights. Go rock-climbing; go attend a salsa class – anything but the ordinary.

4) Support each other

You need to support each other whether it is emotional, financial or spiritual. This is most especially true for married couples but the same goes for those who have not yet tied the knot. You have to recognize that your partner is leaning on you for support. Make your partner feel that you always got each other's back.

5) Friendship

Couples who built their relationship based on friendship are more likely to have a successful and lasting relationship. Do to your partner what you do to your friends, i.e. share stories, listen to his problems, and give her an advice.

6) Keep your identity intact

The worst thing that can happen to someone who loves too much is to lose his own identity in the process. There's nothing wrong if you want to be with your partner most of the time but be sure to still have some time for yourself.

Quality time with yourself is just as important as quality time with your significant other. Keeping your individuality will help you maintain a good relationship with your partner since it's important to remain to be the same person your partner fell in love with in the first place. Be in love but do not be dependent. Those are two different things. You just always have to find the right balance.

7) Compromise

Disagreements which sometimes lead to fights are common phenomenon in a relationship. Don't worry, it's healthy. Just choose the right battles. At some point, though, disagreements will have to be resolved and the best way to do this is to compromise. Compromise shows your ability to be selfless. It likewise shows that you care about your partner and that you are willing to meet him halfway in order to resolve both of your concerns. Reality check, if you are in a relationship, no one is supposed to "winning" the fight. You always have to meet somewhere in the middle and when you do there are neither "winners" nor "losers". Otherwise, just stay single.

8) Spend time with your friends

Ladies, go grab a coffee with the rest of your girlfriends. Men, don't ditch game night with the guys. It's good that you feel that you have each other but still do not make the mistake of disconnecting with other people and cutting them out of your lives. Be in love but don't let your universe revolve around each other. Do not isolate yourselves from the rest of the world. Friends are there for a reason.

9) Forgive

One thing you should never forget is that your partner is not infallible, and so are you. Nobody's perfect. Hence, you have to recognize that your partner will make mistakes and you'll have to forgive him. Do not hold grudges. The same thing goes for you, be open-minded and accept the possibility that you might have done something wrong too. When that happens, accept it then ask forgiveness from your partner. But be sure to forgive yourself too. Mistakes are part of life but it does not define a person.

10) Trust

Trust is an important element for any healthy relationship. The existence of trust enables you to build and continue a healthy and harmonious relationship.

Do not snoop around. If something is bothering you, just ask your partner. If something seems to be fishy, your first instinct should be to communicate with your significant other rather than to spy around. Snooping around will not make any good for either of you. If you are doing this because you have been cheated on in the past, you have to recognize that your current partner does not have anything to do with it and that he doesn't deserve to be judged in the first place.

11) Grow together

Your life should always be geared towards self-improvement but be sure that no one gets left behind in the process. You have to grow together otherwise there will be a gap between the both of you which will later on become hard to fill.

12) Be their happy pill

Know what makes you and your partner happy and constantly do it. Joke around, remind each other of some funny thing from the past and then laugh together. Laughter can be likened to a mild exercise. It decreases blood pressure and stress hormones and boosts your immune system. Laughing your

hearts out together is a good bonding experience. Besides, humor is in fact sexy.

13) Appreciate

Appreciation is an essential factor for a lasting relationship but it is also equally important to be vocal about it. Express your appreciation. Show your significant other that you appreciate the little things. Ladies, if you like something that your man does, tell him. Men, if you think your partner is looking extra hot today, tell her. If you liked what she cooked for breakfast today, leave a note, say thanks and let her know that you liked it.

14) Do new things together

The last thing couples want is to be stuck in a boring relationship. When you and your significant other have been together a long time, the tendency is for things to become a routine. You wake up, say good morning to your partner, go to work, go home, have dinner with him/her, watch your favorite show on the television, talk for a while and then sleep. The next day, you do the exact same things – everything just seems to be a constant cycle. If this is how everyday works, then you're doing it wrong. Go find something

interesting to do and then do it together. Doing new things together helps for you two to not grow apart.

15) Love thyself first

To love thyself is to know one's self and to like it. It's impossible for someone to fully love another person without loving himself first. Loving yourself carries with it other positive traits like self-respect and being independent. Simply put, you cannot give what you do not have. So if you're a person who lacks love then you need some fixing. And no, don't even think about turning to your partner to do the fixing. Fix yourself. Love yourself. Only then can you can love your partner fully and unconditionally.

16) You don't complete each other

To say that you complete each other is just wrong on so many levels because, no, he/she does not complete you; you complete yourself. If you complete each other then what you're really saying is that you are two dependent beings. It's more fun and inspiring to love someone who already knows himself and doesn't need others to fill in the missing pieces. You don't need to complete each other; you just need to be better when you're together.

17) Every person loves differently

In order to sustain a long-lasting relationship, you need to be able to recognize and accept that every person has his own way of showing his love to his partner. This is why you shouldn't push your own ways to your significant other. Let him love you naturally and in his own epic ways.

Chapter 8 - BE IN LOVE, STAY IN LOVE

According to psychology, there are three stages of love, to wit: (1) Lust; (2) Attraction; and (3) Attachment. Obviously, lust is driven by both men's and women's sex hormones. Attraction, as they say, is the most exciting stage of love. It is when your brain produces adrenaline which activates your stress response, dopamine which stimulates desire and reward, and serotonin which makes you think about nothing else but that same person over and over again. Attachment is the last stage of love. It is when your brain produces oxytocin or the "love/hate hormone" and vasopressin. Couples who are on a long-term relationship fall under the third stage.

But while science has attempted to explain love, it still remains complicated and unexplainable. Einstein said that "If you can't explain it simply, you don't understand it well enough." Perhaps this is true. We can't explain love because we can't understand it, we can only feel it and experience it. True, you may have heard from your friends what it feels to be in love; you may have heard songs that explain love; read novels; watched movies - all about love. But you can never really know love unless and until you've experienced it yourself.

Love demands to be felt. And as F. Scott Fitzgerald said, “there are all kinds of love in this world but never the same love twice.” So while you enjoy hearing, reading and watching love stories, you can never really say you know what love is until cupid hits you with his bow and arrow.

Being in love is one of the best feelings in the world. It makes you wake up in the morning with a smile on your face; it makes you feel like you can conquer the world; it makes you want to finish your work early so you can see your partner again; it makes you feel inspired; it changes your perspective and it makes you feel things that you have never felt before.

Sure, sometimes love can be painful but in case you’re unaware, pain is part of love and love is part of life. Pain is temporary while love, on the other hand, is a constant decision. It’s okay to get hurt. It’s okay to cry. But when you’re in love, you should not focus on pain alone.

So be in love and stay in love. But be in love and stay in love for the right reasons and with the right person.

Conclusion

Thank you again for downloading this book!

I hope this book was able to help you to assess your current status, have the courage to take the risk, and supply you with basic knowledge and tips on dating and relationship.

The next step is for you to apply what you have read in your own real life. This book is just a guide; it is not self-executor. Nothing will happen if you won't do anything. So take the necessary actions to achieve the desired results.

Go get what you want. You deserve it.

Finally, if you enjoyed this book, then I'd like to ask you for a favor, would you be kind enough to leave a review for this book on Amazon? It'd be greatly appreciated!

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