

Lecture: 10 (A)

TWELVE KEYS TO HAPPINESS AND SUCCESS

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1. DEVELOP A CLEAR-CUT AIM

First, you must form a correct conception of how you wish to develop and perfect yourself. You must cultivate a clear-cut idea of what you want to become. This will give you a definite and clear-cut aim in life. Without such an aim, your life cannot move forward powerfully and progressively. You will be pulled in different directions and your mind will be distracted and much energy will be wasted. You can avoid all of these if you have a well-defined aim or a set of a few definite objectives. Then there is no confusion in your way. You know what you wish to attain and in which direction to proceed. Therefore, you also understand what is right and what is wrong, what is desirable and what is undesirable, what is to be accepted and what is to be rejected in moving towards your aim of life. Such definiteness gives you great inner strength. It develops will-power. It makes you a positive personality. There will be no more negative trends in your life.

2. DRAW UP A WISE PROGRAMME

The second important thing is to draw for yourself a wise programme of life to help you to develop along the desired lines and to gradually attain the aim of life. Such a programme will provide a plan of action in meeting with all problems that face the young student, the growing youth, to deal with all situations that arise in your life, to meet and overcome temptations with firm mind and to surmount obstacles with boldness and self-confidence. The power to do this exists within you already in its latent state. It has to be unfolded and activated. A proper understanding of your own mind, its behaviour and habits, and the law that governs the inner activity of the mind become very, very helpful in living this wonderful and interesting period of your life.

3. GUARD YOUR HEALTH

Now we come to the factors upon which depends the proper working out of your programme of life. Health is the key factor. Without health you can do nothing and also can succeed neither in studies, nor in character-building, nor in sports and social activities, nor in home-life. Health is a matter of careful living. It is got not only from things you eat and drink, but it is also obtained from your wise and careful avoiding of

such things that are not good for your health. Eat for your health. Eat for your strength and not for your taste. Eat to live and to serve. Do not live to eat. Eat simple food. Go to bed early and get up early. Acquire healthy habits. Do regular exercise daily. Be moderate in eating and drinking. Chew your food thoroughly. Do not overeat. Do not eat without hunger. Avoid things that do not agree with you.

4. CONSERVE YOUR ENERGY

Then you must conserve your energy. Never waste your energy in useless pursuits. Too much talking and gossiping, aimless wandering, habit of worrying, losing your temper frequently—all these drain away your energy. Give up, all habits that are likely to have an adverse effect on health. Smoking and illegal drugs are a curse upon students. Be established in perfect Brahmacharya (purity). Abstain from sexual activity. Preserve health, conserve energy, develop physical and mental strength and thus lay the foundation of a successful life.

5. VALUE CHARACTER

Value character more than anything else on the earth. Be perfectly truthful. Do not, let your speech be vulgar or rude. Speech must be clean, polite, and joy-giving. Cast away egoism, pride and selfishness. These three form the blemish upon human character. They arise out of

ignorance and greed. Ignorance makes you proud and egoistic. Greed makes you selfish. They

lead to dishonour and unhappiness and failure in life. By leading a simple life and having a cheerful disposition under all circumstances, you can overcome selfishness and egoism. Your life and conduct must be the cause of happiness in other people.

6. ADOPT VIRTUES

Adopt certain virtues and principles and stick to them in all your activities of life. Never leave these principles. Never move away from virtue. These principles will be your true friends and helpers. They will assure your progress and ultimately grant you supreme happiness and success. Periodically make certain simple resolutions to practice those virtues. Maintain a personal diary wherein you make a careful note of your day-to-day conduct, speech, and behaviour. This will reveal to you how far you are advancing and show you your mistakes and where you must correct yourself. Such a diary will be your friend. It will reveal your weakness and teach you humility.

7. PRAY TO GOD

Pray to God and ask Him for inner strength and guidance. God's Divine Name has immense power. Repeat His Name always and remember him under all situations. Remember God constantly with love in your heart. Have absolute faith in your inseparable relationship with Him. Cultivate constant remembrance of God by seeing His invisible presence in and through all things in this universe around you. God is not some remote reality far away from you. But God is here and now. He is all pervading Reality, the ever present Divine Spirit pervading this entire universe. And also He is your innermost self. He is closer to you than your very breath. Never forget this. Even when you are engaged in your daily activity, begin to feel the presence of God.

8. REFLECT UPON IDEAL PERSONALITIES

Reflect upon the lives of ideal personalities. Draw strength and inspiration from their lives and teachings. Try to mould your life upon their pattern. Always have a great ideal before your mind. Think of it at all times—morning, noon, evening, and night. Develop it into the constant background of your thought. Then your mind will never be idle or vacant. This is important because right thinking is the key to noble living.

9. BE KIND

Out of your life there must flow out ceaseless love, kindness, and compassion. Never hurt anyone. Never hurt even the least one of God's creatures either by thought, word, or action. Even in dreams you should never think of harming or hurting any creature. This sublime principle of non-injury, harmlessness, is given a very great place in the eternal Vedic way of life. Be a centre of help, be a centre of benefit, be a centre of happiness and peace to all. Never injure, never hurt, never harm any living creature.

10. BE ABSOLUTELY TRUTHFUL

You must be rooted in absolute truthfulness. Even at the cost of your life, never utter falsehood. Never be dishonest in any of your dealings with anyone in this world. Be a person of integrity, of verity. Become established in truthfulness in thought, word, and deed. Truth is God. One who practices truthfulness rigidly will attain God. God is present in this human world as the sublime principle of truthfulness.

11. SERVE OTHERS

The vexing problems of this modern world, its clashes and conflicts, its greed and

exploitation, its hatred and hostilities, its mad craze for selfish acquisition will never cease or be relieved until and unless there is a change of outlook in man towards his neighbours and towards his life around him. Man makes life what it is. And life around man is but a reflection of what he is. The only rational and lasting solution to the afflictions that beset the organized society of civilized men is a reinstating of the spirit of selfless giving into its rightful place in your life. The more you give of yourself, the greater will be your conquest over sorrows and sufferings and your ascent into peace and bliss.

12. THINK NOBLY

As you think, so you will become, just as you reap what you sow. In the same way, you will ultimately experience and attain what you constantly think and feel. Your inner thoughts lead to outer action. Repeated actions grow into habits. Such habits become permanent qualities in your very nature. This nature goes to form your character. Your future and your destiny is the

direct result of your character. Understand this very well. Carefully bear this in your mind. Think and act with this knowledge. Your inner thoughts are the seeds of your ultimate destiny.

Safeguard your thoughts and feelings. Think nobly and virtuously. You will become a noble man or woman. You will attain greatness and make your life fruitful. More than all the books

that you read and study, more than all your lessons and examinations, more important than everything in life is the cultivation of virtue. This is the source of ultimate happiness. Become

good and great.

Lecture: 10 (B)

SENSITIVITY

High sensitivity is a trait that has been researched for over 30 years, and is found within 15% to 30% of the population. Managing a highly sensitive person (HSP) involves a learning curve, but is necessary if you want to take advantage of the assets, they have to offer your team and company. The author outlines four steps for managers to try: 1)

Shift your perspective and recognize that sensitivity is a natural variation in personality and not a flaw. 2) Provide clarity about the scope of their role, goals, and exactly what is expected of them. 3) Give them an opportunity to deliberate and formulate responses instead of being put on the spot. 4) Understand that the need for decompression is even more urgent for HSPs. By recognizing and valuing the contributions of highly sensitive team members, managers can create a more inclusive and supportive workplace culture that benefits everyone.

Ex:

Irene was the type of employee every manager dreamed of. Hardworking and dedicated, she excelled in her role as lead project manager. Her conscientious nature meant tasks were done on time and that every detail was accounted for. Her knack for spotting and navigating nuance was invaluable in the organization's matrixed environment. Many even joked that Irene was the "heartbeat" of the team – the one who everyone turned to for compassion, care, and moral support.

But at times, Irene's deep thinking and feeling nature got the better of her. Last-minute changes sent her into a tailspin and compromised her productivity. Irene shied away from confrontation and sometimes avoided giving necessary feedback to other colleagues, which blocked the team's results.

Irene is among the one in five people who is highly sensitive. High sensitivity, also referred to as sensory processing sensitivity, is a trait that's been researched for more than 30 years. It relates to having a more reactive nervous system, attuning to subtleties in the environment, and processing information more deeply.

Studies have shown that high sensitivity is linked to genetic differences in how the brain processes neurochemicals like serotonin, dopamine, norepinephrine. Researchers believe the trait evolved as a way to stay free from harm, since pausing and observing led to picking up on threats and opportunities that others missed.

In a business world dominated by automation, digitalization, and increasing incivility, the need for highly sensitive people has never been greater. In one survey, those who test highest for sensitivity are not only the most stressed, but they are also the best rated by managers. This highlights the fact that highly sensitive people — when managed correctly — can be among your workplace's greatest assets.

Yet the majority of managers not only lack awareness of the trait, but also lack tools to

properly supervise, nurture, and retain their sensitive leaders. Managing a highly sensitive person (HSP) involves a learning curve, but here is how to leverage what they have to offer your team and company.

See sensitivity as a strength, not a shortcoming

Neurodiversity (i.e., different mental processing styles such as high sensitivity) leads to better results. But too often, HSPs are seen as weak and categorized as fragile, overly emotional employees who need a lot of hand-holding. This outdated perspective ignores the unique strengths that HSPs bring to the workplace, such as creativity, problem-solving, and empathy.

To effectively lead and manage HSPs, managers need to shift their perspective and recognize that sensitivity is a natural variation in personality and not a flaw. Rather than viewing sensitivity as a weakness, consider the strengths your sensitive employees bring to the table and how they could be applied. For example:

HSPs are skilled at spotting patterns, reading between the lines, and picking up on subtle cues, which makes them well-suited to identify opportunities or risks that others miss. Because HSPs are attuned to others' emotions and needs, they can be savvy persuaders, influencers, and negotiators as well as experts at fostering teamwork and camaraderie. HSPs listen to multiple perspectives and find common ground, which can be invaluable during conflict resolution.

Prioritize clarity

Highly sensitive people are wired to look for danger. This vigilance was helpful in prehistoric days and can come in handy for identifying risks that threaten the team or business's safety and security. But it can cause excess stress and overthinking in the face of ambiguity.

It is no secret that today's leaders need to know how to operate in unprecedented uncertainty and flux. HSPs thrive when they have structure and clarity, which allows them to focus on their work and perform at their best. To help highly sensitive employees stay balanced, it's essential to provide clarity about the scope of their role, goals, and exactly what is expected of them. This could include:

Drafting a "me manual" — a guide to working with you as a leader, which includes preferences and expectations around communication, work style, and more

Creating a RACI chart, outlining who on the team is Responsible, Accountable, Consulted, and Informed on certain projects or decisions

Setting aside a one-on-one meeting each month to discuss professional development

Do not put them on the spot

Thinking before acting is a hallmark of high sensitivity. This can be a valuable asset in many situations, as it allows HSPs to consider different perspectives and potential outcomes before taking action.

You will get better ideas and performance out of your sensitive employees if they have an opportunity to deliberate on and formulate responses versus being put on the spot.

This could involve:

Sending agendas and thought-starters in advance of meetings

Allowing for asynchronous responses in writing

Providing a heads up when important decisions are coming down the pike so they can adjust and acclimate

Likewise, coach your sensitive employees to cope with challenges. Perhaps you rehearse difficult conversations so they feel prepared, or chat through how they might handle roadblocks so that they feel more in control.

Provide refuge from overstimulation

If the average person's brain takes in 100 pieces of information, the sensitive person's brain takes in 1,000. It is no wonder then why many HSPs experience overstimulation — difficulty concentrating, irritability, restlessness, fatigue, headaches, and more. If sensory overload sets in, an HSP may shut down or retreat altogether, which can have major consequences for your team and projects.

No one can work at an unsustainable pace, but the need for decompression is even more urgent for HSPs. Here are a few ways I've seen leaders and workplaces provide refuge:

Designate a "no meeting day" once a week and/or define "do not disturb" times

Allow for an audio-only option during certain meetings

Encourage sensory accommodations — like noise-canceling headphones and adjustable lighting — as well as periodic screen breaks

Finally, rely on your HSP employee's insights. HSPs' heightened awareness allows them to spot burnout and disengagement. For example, an HSP may notice when a

colleague seems more withdrawn or may pick up on changes in the tone or energy of team meetings. Don't dismiss their concerns — validate and take action before it's too late.

By recognizing and valuing the contributions of highly sensitive team members, managers can create a more inclusive and supportive workplace culture that benefits everyone.