

LIFE

365

**A YEAR'S SUPPLY OF
WISDOM, TIPS & ADVICE
FOR EVERYONE**

THEJENDRA B.S.

LIFE 365

LIFE 365

LIFE 365

**A Year's Supply of Wisdom, Tips and Advice for
Everyone**

THEJENDRA B.S

ABOUT THE AUTHOR

Thejendra B.S is a technical manager from Bangalore, India. He also writes books and articles on technology, self improvement, business humor and other assorted topics. Two of his technical books are also published in the United Kingdom. He is married, has two kids and lives in Bangalore, India.

- **Disaster Recovery & Business Continuity** – *A Quick Guide for Small Organizations and Busy Executives.*
- **Practical IT Service Management** – *A Concise Guide for Busy Executives*
- **Corporate Wardrobe** – *The Cotton Business Humor Collection*
- **Corporate Wardrobe** – *The Woollen Business Humor Collection*

He can be contacted on thejendra@yahoo.com

Visit www.thejendra.com for his books and articles.

PREFACE

LIFE 365 is a knowledge journey through an immense collection of short advice on a range of topics like business, self-help, management, leadership, workplace, motivational, inspirational, spirituality, safety, common sense, reality checks, etc. This book contains nearly 600 concise and riveting insights that are easy to burn into your memory and also have the power to change your life. Everyone is different and unique in their level of knowledge, experience and life circumstances, and it is your perception that determines the way you see this world. What is success to one is a nightmare to another. What works for you will not work for someone else. Many a time a short piercing sentence or a chance remark can have a terrific impact on you than a long sermon, and maybe completely change your life from that moment onwards. This book tries to achieve that change. Each insight in this book can be a breath of fresh air or may sound like rubbish right now, but six months later you may reverse your thinking. So depending on your current state of mind some advice might mean absolutely nothing, some may sound ordinary and some may blow you away. But all insights are not for everyone and cannot be used everywhere. They may be useful to different people in different situations. Remember, a gun, a pen or an icy stare can achieve the same results for different people in different situations. As you read through this book you may find something that can make you think, "*Hey, I can definitely try this tip in my life or pass it to someone I know.*" As the insights are extremely diverse this book is not organized into specific chapters or headings, nor is it a book of quotations. Hence you can be read from beginning to end, or open any page to sip a valuable insight. The ideas in this book have been derived from hundreds of sources and several personal experiences. So everyone can learn something from this

LIFE 365

book and is worth reading again and again. Like tiny homeopathic medicines this book can definitely make you better equipped to handle life's ups and downs year after year.

Copyright © Thejendra BS, All Rights Reserved

Disclaimer: *Although this manuscript has been prepared with utmost care, neither the author, publisher, seller, editor or any other party associated with this book can accept any liability for any direct or indirect damages caused by following the advice given here. Any reference to any persons or businesses, whether living or dead, existing or defunct, is purely unintentional.*

Happy Reading

1. A young graduate once asked a famous mentor how she managed such a successful career. The mentor said it was due to "*Good decisions*". The grad next asked, "*But how can I learn to make good decisions?*" The mentor paused for a moment and replied, "*Through experience!*" For this grad again asked "*But how do I gain experience?*" Her mentor smiled and said, "*Through bad decisions!*"
2. Silence is golden. Highly efficient machines are usually noiseless. Harness the power of silence by learning to sit still and meditate calmly. Except while sleeping most people don't spend even half an hour in total silence and tranquillity per month. Enjoy the power of silence for at least fifteen minutes a day. To be a peak performer you need to always have a quiet, clear mind and that can be achieved only through silence.
3. Don't worry about the future. Do your best today and take steps to prevent that worry from becoming real in the future. What you do (or don't do) today will decide how much you will worry in the future. Periodically remember what Mr. Dale Carnegie said, "*Your job is not to see what lies dimly in the distance, but to do what lies clearly at hand.*"
4. Cultivate a powerful sense of humor and learn to laugh at yourself. Being always serious is not the way to live or lead your life. Read joke books, watch funny movies, TV shows and cartoons

regularly. Make a conscious effort to be humorous throughout the day. Humor is beneficial for your health, diffuses tension in difficult circumstances and creates an excellent atmosphere around you. Laughter and humor also triggers many beneficial chemicals within the body that can keep you healthy.

5. Control anger. As far as possible don't blow your top. Don't raise your voice. Just negotiate calmly. You may be slowly killing yourself every time you get angry. Ask is it worth putting your health in jeopardy for exploding at every trivial thing? Recognize its warning signs so that you can intervene before you blow up. Take a deep breath, count twenty and relax as soon as you realize you are about to get angry.
6. If you are honest, generous and kind people may cheat you, and many will. Good nature will always be exploited by many cheap people. But don't let that stop you from continuing to be honest, generous and kind. Just be a bit more careful next time.
7. Wealth is not money alone. Don't measure people's success by their bank balance, the flashy cars they drive or the plush mansions they live in. There are many other kinds of wealth like knowledge, wisdom, peace, family, health and so on that people can own and treasure.

8. Failure is a learning tool. Thomas Edison failed a thousand times before he invented the light bulb. Success is achieved by those who are willing to take risk and lose. Real winners in life know how to tolerate failure and the agony it creates.
9. People always have difficulty choosing a gift for someone. But it need not be difficult. Just choose books as gifts, especially the ones that help people in what they are doing. It is a gift that one can open again and again.
10. While leading a team if you know something then teach others. If you don't know, then learn. There is a lot of difference between knowing the name of something and knowing something. Real knowledge, like everything else of value, cannot be obtained easily by being a spectator. You must roll up your sleeves and dirty your hands to gain knowledge.
11. When you join a new organization talk less. The less you talk when you start a new job, the better you learn about the organization, how it works, your new colleagues and how they work together. The early days should be for listening and observing while giving away as little as possible. After all, you still don't know who's who, and what snake pits exist. Less talk is always a savvy technique to protect yourself at work. It's useful not only when you start a new job, but also on a daily basis.

12. It has been said, "*If you want to make God laugh, tell him your plans.*" Many a time nothing works the way you want. Your best laid plans keep going up in flames again and again. So when God does not allow you to succeed through your planned efforts, you have to simply give up trying for sometime. After all if he keeps fouling up your plans again and again, then it now His headache to take care of you.
13. Avoid business jargon and complicated words. Learn to express your ideas and thoughts in a clear, easy to understand language. Too many businessmen think jargon is fashionable, but don't realize they don't make sense to anyone, including themselves.
14. Do not fall into the trap of converting time into money, though time is indeed money to an extent. If you do this you will lose peace of mind as people who get being paid by the hour start thinking they are losing money even in their spare time. If you start converting every minute to money it is a sure way to spoil your personal and leisure time.
15. Don't be unduly bothered about somebody's first impressions, their ignorance, body language, physical appearance, their lack of skills, etc. Never make a permanent judgement based on a first impression. It takes time to understand a person's strengths and limitations. Learn to read their eyes. Each pair has a story to tell, a joy to share and a grief to hide.

16. No one can insult or hurt you without your permission. When someone insults you deliberately, follow the method Buddha used to handle it. Once an angry man insulted the Buddha. The Buddha simply asked the man if people ever visited him in his home. Surprised at the change of topic, the man answered yes. The Buddha then asked if his visitors ever brought gifts. When the man replied yes again, the Buddha asked what would happen if he refused to accept the gifts? Who would the gifts belong to then? The man said that, of course, they would still belong to those who brought them. The Buddha then calmly and, I imagine, kindly said, *“In the same way, since I do not accept your insults, they remain with you.”*
17. Spy on your kids to ensure they don't get into bad company and habits. Limit the number of friends they cultivate. Kids and teenagers can often behave like angels at home, but act like criminals behind your back. If necessary blackmail them benevolently into leading a good life. Verify what they say and do. However, the disciplining and controlling techniques you should use must be based on their age.
18. When you take charge as a manager (or even as a CEO) do not immediately undo everything that your predecessor used to do. Too many managers do this mistake of trying to change everything overnight and make new rules. If you do this a lot of people will view this as some clumsy attempt on

your part to discredit, insult or blacken the name of your predecessor, especially if he or she was popular.

19. Do not be under the impression that professional management theories actually work in all organizations. It is highly unlikely that you can use the advice of most popular management books in many organizations. Imagine attempting to use theories like "*First break all the rules*", "*Fire that lazy nephew*" or "*Demand that salary hike you deserve*" if you are working in a family run business.
20. Sometimes it's just not the right time to work. Take it easy when you are tired, bored or not feeling well. It is not necessary to prove to everyone (or yourself) that you can always be busy, productive and enterprising every minute and every hour. Take some time to go outside, read a book, listen to music or just sit down without doing anything.
21. Hug your kids frequently and say you are proud of them for no specific reason.
22. In reality everything that a businessman does usually hover around two personal factors and that is greed and fear. It is *greed for making money* and the *fear of losing that money* that sustains any business. For example, when they say, "*If we don't take care of our employees we will lose all our money*," it is fear driving this statement. And when they say, "*If we take good care of employees we*

can make a lot of money," it is greed that is driving this statement.

23. Management is doing THINGS RIGHT. Leadership is doing the RIGHT THINGS.
24. The same success formula will rarely work twice. When joining a new organization don't try to immediately recreate the organization you left behind. Success in your previous job does not mean that you will automatically be successful in your next job. Often the temptation to try to clone a business model, management style or a project style that you've had success previously is great. But each organization is different in its change acceptance habits, internal politics and will reject ideas from newcomers even though they may improve performance. And no matter how well you know your stuff, there can be clashes with a new organization's norms and values, unless you have the power to bulldoze everything of the past.
25. A revolutionary technology is not the answer to every problem or need. Once a country's astronauts wanted a pen that could write upside down while they were floating in space. So their scientists spent tons of money and manufactured a fancy pen that could write in any position. Later the astronauts met some astronauts from another country, showed them their fancy pen and asked how they handle this problem. The other space guys said they used a pencil.

26. Cultivate the habit of reading something positive and inspirational everyday. Read as many self help, business, management, history and general knowledge books as possible. Read the lives of the world's leaders and learn from their habits, inspirations and philosophies. Readers are leaders. Constantly seek knowledge and information. The more you know, the less you fear.
27. Don't abruptly quit a steady paying job to chase a passion or a hobby without an alternate source of income. A passion for something is not necessarily a viable and sound business option. And not every passion can generate a sustained income for years and years. The job you like to do may not necessarily feed you and your dependants on a sustained basis.
28. Slow down in life. Do not be a speed addict in everything. People foolishly think that everything has to be fast. But there is more to life than increasing the speed of everything.
29. Don't let technology ruin your life. Today many people are always online even on the road answering every email in an instant, chatting continuously on their mobiles, sending messages, etc. Use technology with moderation and be aware of getting addicted to email, messaging, chat, music devices, mobile phones, etc. Technology may give you efficiency & productivity, but at the same time overuse will ruin your health, family life and relationships.

30. Learn to reject the high price of endless growth to lead a rich and simple life. Don't be too passionate about relentless growth in your career. Draw your boundaries. This does not mean you don't do your work well or take your responsibilities lightly. It just means you don't want to grow in a way others do. A very senior executive earning truckloads of money in a reputed airline company once said, "*I have no peace and no family time. I travel almost 300 days a year. Every time I go home my kids have grown taller and look different.*" Ask yourself if you would like to become such an executive.
31. Cultivate the joy of charity. Teach your kids to share with the downtrodden. You can always share a portion of what you have. Never send a beggar away empty handed. A few coins or a note can make a difference between life and death for someone.
32. A college student once challenged a senior citizen sitting next to him, saying it was impossible for their generation to understand his world. "You grew up in a different world," the student said loud enough for the whole crowd to hear. "*Today we have television, jet planes, space travel, man has walked on the moon, our spaceships have visited Mars, we even have nuclear energy, electric and hydrogen cars, computers with light-speed processing, and, uh...*" Taking advantage of a pause in the student's litany, the senior citizen said, "*You're right. We didn't have those things when we were young... so*

we invented them, you little twit! What are you doing for the next generation???"

33. When glory comes do not forget your passion. Glory can come and glory can go. But you need to keep your passion alive.
34. Do not collect truckloads of data to arrive at a decision. A reasonable amount of data and points of view is sufficient. People think the more data they have the better they will be able to decide. But it only leads to confusion and exhaustion. Throughout history, the smartest decisions have been based on less information and not more.
35. There are countless theories and tons of studies on what customers want. And all those theories can be summarized in one easy sentence – *“All customers want the very best products at the absolute lowest price (or free) with lots of free value addition.”*
36. It is not a sin or embarrassing to be an ordinary person. It is not mandatory to become a great sports star, a film star or someone great and popular at something. As an ordinary person you have the unique power and freedom to enjoy your life more peacefully than a famous personality.
37. Don't underestimate yourself. Don't underestimate others. Everyone is an expert at something. And everyone has faults different than what you have.

Even a child can sometimes give an astounding piece of advice.

38. Cultivate a wild imagination. Imagine who your great grand parents were 500 years ago, 1000 years ago and maybe 10,000 years ago. How did they live, what were their names, how did they look like, etc? Wouldn't it be great if you could somehow see each one of them?
39. The less clutter you have in your house and office, the better it will be. Do not buy things just because you can afford them or your friends have them. Give it a real thought whether you will really need it. When buying things you don't really need it is better to think that you "*won't afford it*" rather than you "*can afford it.*"
40. Have dreams and pursue them as long as possible. But don't put the rest of your life on hold while you're waiting for that great dream or wish to fulfil. Not all dreams come true. Be open to alternatives and options. It is wrong to reject the numerous options that may cross your path while you are chasing some dream. As fishermen say, "*Increase your chances of baiting more fish by having more hooks in the water.*"
41. Every child is different with its unique set of dreams and aspirations. As a parent, you should provide your child with all the building blocks necessary to develop its potential to the fullest. And that can be done by various things like buying the necessary

books, educational materials, coaching classes, insurance to safeguard its education, teaching life skills, etc.

42. What you spend years building someone could destroy overnight. Build anyway, but be wise and have some necessary disaster recovery insurance.
43. If you are kind, people may accuse you of selfish, ulterior motives. Be kind anyway.
44. Learn some self appreciation. Everyone needs encouragement in some form periodically to overcome guilt and self doubts. You need to give it to yourself periodically because nobody is going to give it to you periodically.
45. The first rule of customer satisfaction is to first give "*What they have asked for*" and not "*What you think they want.*" The second rule is to convince the customer there are better options than what he asked for.
46. A loud yawn is sometime the best way to puncture a bragger.
47. Just because you have an open door policy does not mean employees will walk in boldly and pour their woes out, reveal all problems and show you where all the skeletons are hidden. You need to use indirect and subtle methods to know what is wrong, where and why.

48. Don't become vulnerable to high-pressure sales tactics and enticing offers of telemarketers who sell insurance, real estate, penny stocks, etc., over the phone. No investment should be simply done over the phone without studying the necessary paperwork, references, understanding the fine print, etc.
49. Be aware of the kind of colleagues you have. Do they foul mouth people who are not around? Do they reveal things about the business that are confidential? If so, be aware that they will do the same to you when you are not around.
50. If you are a manager you must practice good people management, whether you like it or not. Good people management brings out the best in people. Otherwise, you end up bring out the beast in people.
51. Become an expert in estimation skills inside and outside the workplace. Poor estimation is one of the major factors in the breakdown of workplace relationships and the beginning of criticism and stress between managers, team members, companies, customers, IT staff and other departments. Bad estimation skills relating to costs, schedules, delivery, features, etc., are also the top reasons for most project failures. If a job requires a billion dollars and ten thousand people then boldly ask for a billion dollars and ten thousand people.

52. Be dismissive of racism. Learn to ignore verbal racism even if it is highly toxic. It is a powerful mental power you need to cultivate. The power to get perturbed when a cheap person is insulting you is simply great. It is not easy, but not impossible either.
53. If someone is angry with you first ask yourself, "*What did I do or could have done to make that person angry?*"
54. A woman once asked Thomas Edison to write a motto for her son. For this Edison wrote, "*Never look at the clock.*"
55. Be professional and careful about what you write in an email as it can be easily forwarded to many people. Never put anything in an email that you do not want to see in the next day's newspaper or the evening news.
56. Hope is a very sensitive thing like a soap bubble. It should be controlled in such a way that it does not devastate a person. Never burst anyone's hopes nor inflate it beyond what is possible.
57. Be careful working with toxic co-workers. Avoid negative people and negative information as they can sap your energy out. It can also make you toxic at home. Toxic behaviour is contagious. Like kids growing up in tough neighbourhoods you will also slowly become toxic and disrespectful about everything without realizing the change in your

behaviour. Hence as far as possible avoid, eliminate, ignore or stay away from such doomsday people.

58. Get a comprehensive medical check-up done once a year. It does not matter even if you are just twenty years old. It is better to discover medical problems that could be lurking underneath early.
59. God loves humor. When an atheist is telling everyone there is no god, it is He who is making him say that just to have some fun.
60. Learn to read the fine print in every advertisement, product and service you buy. Do not be impressed by the large print, which is just the advertisement gimmick. The fine print is what you need to become familiar as that tells the true terms and conditions of the sale.
61. It is easy to tell someone, "*It is okay to fail.*" But whether you can tell that when you actually fail is the acid test of your walk the talk.
62. Contrary to popular belief, politics is neither good nor bad. There's a good side and a bad side to politics. It all depends on how you play it and the motives behind playing it. Politics is a useful and powerful tool. It can be used for good just as easily it can be used for bad. Like a knife, it is how we choose to use it.