

7 LIFE SKILLS

A Manual of Life Empowerment & Fulfilment

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Preface

7 Life Skills offers an opportunity to transform and empower human life. It carries fundamentals and time-tested techniques of fulfilment & Joy. Humanity at large has been deprived from the basics and fundamentals of life for a very long time.

To impart the missing, this book offers an opportunity to look beyond conditioning and belief system. It demands nothing but offers everything. Learn from a new perspective and with open mind.

Introduction

7 Life Skills is a manual of Empowerment & Fulfilment of Life. It comprises 7 modules of learning & development viz. Health, Wealth, Relationship, Communication, Productivity & Joyfulness.

For easy understanding and application these modules are further classified into 28 Sutras and 70 plus methods. This is for everyone starting from School Student to a Senior Citizen!

The core objective of writing this book is to impart holistic education in the most simplified manner. Readers may experience the following benefits in their life viz. Clarity, Confidence, Creativity, Positivity, Prosperity, Ease, Peace, & Fulfilment.

This book is a collation of lifelong learnings & experiences of the author.

How to use this book

- ☐ Read it like a child, an open, curious and flexible mind who is ready to explore & experiment
- ☐ It's for every human being starting from School Student to a Senior Citizen
- ☐ Experiment with the content and see how it works in your life
- ☐ Share your learnings and experiences with others, yours would multiply

A New Beginning

We firmly believe that despite various hardships & challenges of life, there is a high possibility of betterment, empowerment and transformation in the experiences of human beings. We aim to provide holistic view of life to give clarity, confidence, creativity, positive, ease, peace, prosperity and fulfilment in life. For any good to happen, we need to have flexibility and openness to explore, experiment, & implement new perspective of life.

An Invitation

We are pleased to invite you to part of a journey of empowerment, transformation and fulfilment. We invite you to come and experience a new SELF within. We wish you become part of our mission in making this world a better place to live.

Program Methodology

I. Sutra based Learning Model (What, Why & How)

1. What is the Sutra?
2. Why it is important?
3. How it can be implemented?

II. What does the program avoid?

1. Reference to any saint, guru, God, religion, scripture etc.
2. Reference to any saying, custom, culture, believe system etc.
3. Reference to any author, book, study etc.

III. What does the program cover?

1. Innovation & Research
2. Experience & Experiment
3. Holistic Approach

Content Outline:

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- Sutra 3. Viability
- Sutra 4. Plan B

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Sutra 2. Let Go

Sutra 3. Minimalism

Sutra 4. Balance

About Life Skills Academy - LSA

Life Skills Academy is a venture of Devalya Education Private Limited, founded and run by a team of professionals and educationist. The core objective of the LSA is to empower humanity at large covering all sections and segments of society through its book and Life Skills Program.

The book is available in digital and print format. The program is also available in online and offline modes to individuals and in groups. In addition, LSA is developing Life Coaches to meet the growing requirements of the program.

LSA is in the process of building up physical Life Skills Centre at multiple locations across India. The first physical Centre have been established in Gurugram, Haryana.

The Life Skills Program Team

The Life Skills Program is designed & developed by a team comprising educationists, professionals, coaches, trainers and subject matter experts carrying rich and diversified experiences of life.

The program is delivered by a Life Coach, trained & certified in the methodology developed by the LSA.

The Life Coach is committed to deliver an outstanding experience among participants to accomplish the desired results.

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MODULE 1- CAREER

An Introduction:

Career is one of the most important aspects of our Life. This gives the foundation at which life flourishes. The preparation of the Career starts from our childhood, the search of a good school starts, there after the stream selection, course selection, college selection, Job Search, Entrepreneurship as so on. The journey continues even after the retirement from work as new work avenues are searched to keep engaged.

People at large, commonly understand career means good education which essentially turns out as a qualification from an institution and leads towards a financially well-off either with a good and secure job or thriving business.

However, the concept of Career could create a possibility of exploring huge & unique potential of a human being. Hunt for a good career may lead to touching the new dimension of success and happiness for the person and society at large.

However, as we think about career, stress gets accumulated. It brings fear and anxiety. It gives a feeling that if something is not achieved then the life would become a waste and a reason of misery.

Career, if taken into the right perspective is an opportunity to experiment and experience the beauty, potential and possibility of a human being. We have come up few Sutras or ways to discover what holds the best in us so that an empowered life can be lived by each one of us.

Here we are pleased to share few Sutras those would help us in identifying the best in you so that we can align the best career path for a greater success.

Four Sutras of Career

No.	Sutras	Key Elements
# 1	Knowing Self	Knowing Strengths, Weak areas, Interest, Likes, Dislikes, Comforts, Fears, dreams etc.
# 2	Environment	Circumstances, Limitations, Advantages, Family, Society, Influences, needs, expectations etc.
# 3	Viability	Assessment of what is realistic, Collect Information viz. Data, Statistics, Feedback, Risks & Returns
# 4	Plan B	Alternative Options & back up plans

SUTRA 1- Knowing Self

It is about your personality, which has come along with you and was built over time due to the environment around you. It means finding your Strengths, Comfort zones, Weaknesses, Interests, Likings, Skills, thoughts, views, belief systems, thinking patterns, fears, responses to various situations and happenings, needs, desires ambitions etc.

Let's understand with examples:

Strengths & Comfort zones could mean - Hard working, fast learner, creative, logical, action-oriented, physically strong, emotionally balanced, mentally strong, can handle tough situations, can handle pressure, researcher, can lead a team, good communication, Loves travelling, talkative, High observation, good in technology, can work long hours, high on confidence, calm, can handle tough people, Proactive, Supportive, Caring, perseverance, joyful, energetic, cheerful etc.

Weaknesses could mean being lazy, Slow, poor in time management, having weak presentation skills, or being unable to express oneself well. They could also mean being physically, mentally, or emotionally weak, taking time in decision-making, being confused, getting easily impressed by people and circumstances, being unable to say no, being submissive, hesitant, etc.

Interests, Likings, and skills could include Enjoying sports, cooking, singing, going out, food, watching movies, gazettes, social media, arts and crafts, dance, playing musical instruments, gardening, yoga, meditation, reading books, fiction, writing, poetry, IT skills, technical skills, calculations, fashion, media, social activities, politics, upskilling, exploration, interaction with new people, experimental etc.

Thoughts, views, Belief Systems & Thinking Patterns, fears, responses to various situations and happening could mean- Experiences, Responses, and reactions about various things happening around eg. Social structure, Religious practices, spirituality, social customs, caste

system, reservation, poverty, environment, crime, personal performances, painful experiences with people, malpractices in society, financial & other limitations, tough situations & people around us etc.

Needs, Desires, Ambitions could mean- At different stage of life and with exposure, knowledge and experiences our needs, desires and ambitions changes. Basic requirements of survival are generally termed as needs. Comforts, Dreams and Wishes come under desires and ambitions.

Methods of Knowing Self

Method 1- Take Feedback

Taking Feedback from people around us is very authentic, critical and vital to understanding our personality traits. These people could be our parents, family members, siblings, friends, neighbors, relatives, teachers, social connects etc.

Method 2- Self Observation

Knowing self is an art and science both. At every moment something going on in our thinking and actions. We may start noting it down to understand our strengths, likes, dislikes etc.

At different occasions, how we have responded, what we communicated, how we experienced and what conclusions. we have drawn etc. talk a lot about our personality traits.

With practice, we can start getting deeper into it by observing the source from where it is coming and accordingly, we can get to know ourselves much deeper

Method 3- Results, Outcomes & Comparisons (Mathematical calculations)

Numbers speak louder than words. For example, if someone is scoring low marks in a particular subject consistently, it indicates something.

The same way our health report, our marksheet, the outcome of an event, data and financial figures etc. are good indicators for assessment

SUTRA II- Environment

Environment means our circumstances and people around us. Our personality is largely affected by two forces, first is our internal self which comes along with our birth and another is our Environment which is outside of us but influences our personality in many ways.

We can find many of our thoughts, believes, experiences, responses have been nurtured by our environment.

Who we are today is largely because of our environment which means our family, friends, society, custom, culture, practices, circumstances, limitations, influences, needs, ambitions, thoughts etc.

The most interesting part is the understanding our environment helps us in managing or reversing many of our negative personality traits.

Who we have become today is because of various practices and influences outside of us. Knowing

the source of it is a good beginning towards resolving it.

Let's understand each of the aspects of Environment:

Family: It comprises our parents, grandparents, uncles and aunts, siblings, cousins, relatives, close family associates. These are the people who takes the first entry in our life and remains with us for a very long period.

Our early years are largely spent with them hence their influence on us is also very high.

Their thoughts, actions, practices, customs either create acceptance or rejections within us and it happens unknowingly and goes very deep inside.

Friends: Our friends may or may not come early in life. Few comes by default because of our neighborhood, education, social circle etc. At a later stage of life, we start choosing our friends based on our personality and requirements.

Our friends either validate who we are or give us a new perspective to look at life around us.

They are the great influences hence choosing them wisely is very important.

Society, Customs, Culture & Influences: It comprises our neighbors, school, teachers, people we interact & live around, our role models & influencers, events and activities we participate on a regular basis, the practices and rituals we follow.

Traditions of our family and of places we live in etc. These builds our thoughts, opinions, believes which gets build over a period of time.

Circumstances, Limitations, Advantages: Our surroundings, the place we live, financial background, support system, awareness, knowledge available, capabilities, restrictions, benefits available, support system etc. influences us in building our realities

Influences, Needs and Ambitions: Our role models, people we like and connect with, basic struggles of life, facilities available, our dreams, desires, wishes etc. pushes us to think and work in a certain way

Methods of knowing the Environment

Method 1- Identify the pattern and source of thinking, behavior and action; It means identify the similar responses, base and reason of what we think, behave and act in a given circumstance.

For example, if we see someone is shouting on a person, we relate to it our similar past life experiences and respond accordingly.

The same way if someone fails, we relate it to our failure. If we see someone struggling with health, finances, relationship or career, if we have similar experiences, we get connected accordingly and starts behaving based on our conclusions. we have drawn earlier.

Once we identify these patterns, we may act to complete that pain and suffering inside and then can create a new beginning based on neutral state.

Method 2- Our present reflects our past: Look at who we are today is because of our past. Identify the major personality character of today and connect back with the past stories.

We would get to know the major components of our personality by looking at our present.

SUTRA III- Viability

Viability is a tool used to do the realistic assessment of the subject matter. It determines the possibility of happening in reality.

This helps us in deciding whether it's worth making efforts on an idea, concept dream or on a project.

Viability is generally done before initiating the efforts to determine few aspects viz. Financial Viability, Competition, Associated Risks, Probability of Success, Cost Benefit Analysis, Practical etc. The basis of viability is information.

Information drives the world. This is one of the foundations at which decisions are taken.

Having the right data at the right time demands great efforts and discipline. We live in a world which is full of information even more than required. The excess of it demands validation.

In addition, we need to do proper analysis to reach to the right conclusion.

The limitation of data or the excess of it, both results into confusion, wastage, disappointment and failures.

Collection of relevant information within a time frame demands awareness, authentic source, and practice.

Various aspects of Information

Facts, Data & Statistics: The information coming from the facts, data and statistics is real and is based on the events already got completed. However, the analysis of this information may vary.

At the same time forecasting based on this information may be subject to probability.

It requires hard work to collect these information as it comes from various sources and requires consistent efforts to bring multiple information together to reach out to some conclusion.

Feedback, Reviews & References: This is a smart work. It uses the experience and intelligence of others. However, we need to

collect a reasonable size of information as limited feedbacks and reviews & references may not be close to the reality.

This comes under the category of macro view and uses as a tool to validate the existing facts & data.

Let's understand various aspects of Viability:

Financial Viability: Finance is considered as life line and is very critical to survive and sustain. Though future is unpredictable, however the probability and potential of finance should be the foremost criteria to take a decision.

Competition & Probability: For a successful career probability of happening is very important. Going for Civil Services means a high competition with a very little probability.

Hence, there has to be a realistic assessment.

Risk & Rewards: A right assessment of Risk and Rewards would help in deciding the plan B

Best fit to the personality: Our Career Path should be aligned with our personality. A realistic

assessment of strengths, weakness, likes, dislikes etc. should be done before initiating a career path

Methods of knowing Viability

#Method 1- Self, Family & Friends Assessment:

It is wise to consult with family, friends, teachers and social connects to understand what would work best in a given situation.

#Method 2- Consultation with Experts: It's smart to consult with experts of different domains. This would be more accurate and practical.

#Method 3- Event & People Centric: We are mostly surrounding by people and events. These are the easiest and authentic sources.

It requires time to identify the right sources and accumulate the information.

However, the authenticity of the data is very high. The most prominent sources are family, friends, social connects, magazines, newspapers, events etc.

#Method 4- Technology Centric: Multiple sources are available to collect the information in the shortest time frame. Social media, google, you tube, documentaries, AI based tools are the easiest ways to get the required information.

SUTRA IV- Plan B

Plan B in today's time, the uncertainty is very high. We put our best efforts on our dream career. However, there are chances that due to various reasons which could be internal or external forces we may not be able to accomplish what we dream for.

Hence having an alternative career option is called plan B.

We may call it back up plan which is available. There could be more than one options as well. All comes under plan B.

It's a preparation for the worst and can be applied in normal life or in special situations as well. Electricity back plan in the form of inverter.

More than one income sources, alternative travel options, alternative payment options, replacement of human resource etc.

Methods of creating Plan B

#Method 1- It should be part of the first blueprint: This needs to be built along with plan A. If we are thinking to prepare for Civil Services, at the same time we should plan what if it is not accomplished.

This releases the pressure of result and probability of success is increased as we are more relaxed now.

#Method 2- It should be the second best: It should be aligned with the personality and should be close to the first one as preparing for all together another option should not take much time.

It should either use the benefits of plan A or should be a quick start. Also create more than one options within plan B.

Conclusions: The Best Career Path is a long journey. It starts with right education, gets build with skills, grows with employment and later move on to entrepreneurship and gets completed with by becoming investor.

To ensure that the entire journey remains successful and joyful, we need to understand and apply all aspects and sutras of Career in our life.

MODULE-2: HEALTH

An Introduction:

Health is paramount to our existence. Most of the people relate health to physical fitness only. The concept of Health is very comprehensive and reflects the report card of our whole life.

Holistic Health reflects our Physical wellbeing, Mental Wellbeing, Emotional Wellbeing and Spiritual Wellbeing.

The idea of health starts with the understanding its meaning and importance. Health is wealth is not just a concept but a reality of Life. It does not come automatically.

It needs to be built and maintained over a period of time. Let's look at how we can imbibe the concept and make it a reality for all of us using baby steps.

Sutras of Holistic Health

No.	Sutra	Key Elements
# 1	Physical Health	Align with 5 elements of nature, Healthy Habits, Healthy Food and Physical Fitness
# 2	Mental Health	Academic Learnings, Exposures, Skills and Creativity
# 3	Emotional Health	Gratitude, Forgiveness, Compassion and Service
# 4	Spiritual Health	Acceptance, Unloading, Balance and Moment by Moment

SUTRA 1- Physical Health

Physical Health means our body and its major functions are working efficiently. Key parameters of a good physical health is decent level & functioning of breath, body joints, digestive system, diet, Deep sleep, Memory, Physical Movements, Immunity, essential nutrition in the body etc.

Methods to Stay Physically Healthy:

Method 1- Align with Nature: Connect with 5 elements of Nature viz. Earth, Water, Fire, Air and Space.

- ☐ ***Earth Element:*** Allow the body to touch earth. Walk bare foot on earth. Eat food while sitting on earth etc.
- ☐ ***Water Element:*** Drink sufficient water per day; Take Bath Daily; Face wash multiple times a day; Wash legs before going to sleep etc.
- ☐ ***Fire Element:*** Fire is represented by sun, hence expose your body to sun light in sun light, eat warm food, eat meal before sunset

for easy digestion, don't drink water just after meal so that body gets sufficient fire to digest food, do not eat or drink cold things frequently etc.

- **Air:** It represents oxygen the body. Take deep breath either by prana yoga or walking, jogging or running.
- **Space:** Sky represents Space. Go out in the open space, look at sky, stars, moon etc.

Method 2: Healthy Habits: Stay away from addictions and toxication of all kinds exp. Mobile, social media, alcohol, drugs, late night dinner & sleep etc.

Method 3: Healthy Food: Take fresh food, avoid preservatives, meal should have raw food, salads etc. Take sufficient time to consume meal, eat slow and follow diet full of nutrition. Avoid supplements

Method 4: Physical Fitness: Physical exercise daily. Do stretching, walking, running, breathing, swimming, sports etc.

SUTRA II- Mental Health

Mental Health represents our thoughts, information, knowledge, Logic and Creativity. Mental Health means a balanced and rational mind. It means a mind which is logical, Analytical and practical.

A mind which can handle pressure. A mind which can remain calm and compose in difficult situations.

A mind which stays focused on the actions and create new ways to accomplish desired results.

Methods to Stay Mentally Healthy

*Method 1: Learning:* It covers academic education plus studying multiple areas of interest and of importance. Make a habit to stay updated on what is happening in the world in multiple areas like politics, sports, business, economy, innovation etc.

*Method 2: Exposure:* Go out and meet people. Visit places of national importance, Travel and visit cities, places and cultures.

Method 3: Skills: Learn multiple skills in different areas viz. Finance, IT, Sales, Project Management, People Management, Communication, Leadership etc.

Method 4: Creativity: Research and experiment with new ideas and concepts.

SUTRA III- Financial Health

Emotional Health represents our feelings and experiences. Emotional health means that our moods, feelings, expressions should be balanced and work accordingly to the need of the time. Fear, anxiety, negative thoughts, jealousy, anger, frustration, disappointments, quick reactions, sadness are examples of poor emotional health.

Positivity, smile, enthusiasm, courage, team work, forgiveness, compassion, love, care, empathy, gratitude etc. are examples of good emotional health.

Methods to Stay Emotionally Healthy

Method 1: Gratitude: Acknowledge what all is available and support us in life. Also acknowledge the contribution of family, people, society etc. in our life

Method 2: Forgiveness: Release pain and bad experiences caused by people in our life.

Method 3: Compassion: Care and connect is what humans look for. This brings highest rewards in life. Invest time on people by being available to them

Method 4: Service: Contribute and give back to people around us, society and large by helping and supporting them as per the capacity and comfort

SUTRA IV- Spiritual Health

Spiritual Health represents ease, peace, and fulfilment in Life. Who we are inside is reflected by our spiritual health. It is the source of our thinking pattern, believe system, our ability to respond to various situations and impacts of life.

It reflects in our behavior and dealings. It is not about what rituals you follow or which spiritual practice you do. It is not also about your contribution towards charity and your time and devotion towards any particular teaching.

It is about purity of your thoughts, words and action. It is about what you feel inside when something is not happening as per your expectations. It is about your detachment from the people and outcomes. It is about how long you can have patience, perseverance and peace.

It is about how long you can pursue what you think is worth doing. It is not about who you are outside, it is about who you are inside.

Methods to Stay Spiritually Healthy

Method 1: Acceptance: Accept situations, results and people in your life as they are. Don't try to change people. Once we realize that our efforts alone are not sufficient and story line of life also matters than acceptance becomes easy.

Method 2: Unloading: Let go all your pain, sufferings, memories of past, present and future caused by anything. This can happen when we start releasing our attachments, fear, greed, needs, ambitions, etc.

Our expectations drive us crazy. Unload your worries and sufferings on the destiny and do whatever best is possible in your control

Method 3: Balance: Do not be extremist in any area of life be it studies, money, health, relationships, success, spirituality etc.

Follow the middle path to create balance in all aspects of life. Don't take life too seriously. Have fun with it as much as possible.

Method 4: Moment by Moment: Start observing and enjoying every moment. Live in Present and experience that present is the only thing we have and its right here and bearable.

conclusions.: Holistic Health is a possibility and a choice both, however it requires patience and perseverance.

MODULE-3: WEALTH

An Introduction:

Wealth gives us everything be it survival, comfort, luxury or various pleasures of life. It has many dimensions.

Money being the core necessity is considered the most powerful tool. However, family, society, knowledge, wisdom, respect, good relations, ease and peace in life are other important aspects of wealth.

Holistic wealth covers everything that brings ease, peace and fulfillment in life.

Four Sutras of Wealth:

No	Sutras	Key Elements
# 1	Financial Wellbeing	Multi Sources, Minimalism, Auto Generation and Risk Management
# 2	Family Wellbeing	Invest Time, Financial Literacy, Team work and Acknowledgement
# 3	Social Wellbeing	Invest in Society, Resource Optimization, Value Creation and Balance
# 4	Personal Wellbeing	Delegation, Flexibility, Build System, Invest in Future

SUTRA 1- Financial Wellbeing

Money is the first and the core aspect of wealth. It is irreplaceable and carry significant weight in human life.

However, people fail to understand that alone money can't bring fulfillment. Also, they do not measure how much is money they want or sufficient for their living and dreams.

Just working tirelessly without any financial goal is a costly affair to the overall success of a human being

Methods of Financial Wellbeing

Method 1: Multi Sources: Income generation from multiple sources is a good strategy in today's time. One could be a major source whereas others may be minor but in long run more inflow of money means more investment opportunities. The financial freedom would come early in life.

Method 2: Minimalism: We should spend wisely. Over spending is a habit and most of the time it comes from social pressure.

Do cost benefit analysis when you plan to spend big amount.

Method 3: Auto Generation: Passive Income creates wealth faster and easier. The early we start investing, the higher our passive income would become.

It saves us from various unwanted efforts. To become wealthy your money should earn more than you.

Method 4: Risk Management: Becoming rich may take time but becoming poor can happen anytime.

Spending on new ventures, giving money on credit to wrong people, investments without proper due diligence, spending more than earnings are short cuts to become poor.

Always be careful when cash outflow happens.

Many a times emotions drive us rather than rational thinking. So don't be impulsive or greedy or don't overlook the possible risks associated with money.

Take assistance from financial experts on a regular basis to protect your money.

SUTRA II- Family Wellbeing

Family is a great asset. It stands by you throughout your life. It may judge you, get disappointed with you, may criticize you but would support you in phases of your life.

This is one of the biggest parameters of your wealth.

Methods of Family Wellbeing

Method 1: Invest Time: Family is a great asset and savior in all times. Spend time with them, acknowledge them for their contribution. Invest on their wellbeing. Take care of their needs and dreams.

Method 2: Financial Literacy: Financial literacy is a learning which either people offer to their loved ones or it is learned with bitter experiences.

Create an environment in the family where they respect money and understand the value of money. When entire family is having the same

understanding, the overspending or leakage of money could be avoided.

Method 3: Team Work: Wealth gets created with the support system. Family is the biggest source of support.

Engage them early in the wealth creation. Take their feedback, views and opinions. Involve them in matters related to finance. With this they would also feel part of the wealth creation

Method 4: Acknowledgement: Most of the family gets ignored for their contribution. this is also a practice like any other to appreciate them, recognize them, reward them at multiple occasions so that they stay engaged and motivated to create wealth together.

They care of their needs, dreams and choices, it comes with great returns.

SUTRA III- Social Wellbeing

Social Wellbeing: Good people around us is a virtue. This does not happen automatically. We need to work towards building a community of people having diversified interest areas and strengths. The more we are aligned with everything around us, the richer we become. Though, it takes time and efforts but it is worth investing.

Though it's a slow process but contributes immensely in a longer run. Having a good social circle reflects the quality and depth of your wealth. It gives us knowledge, wisdom and experience.

Methods of Social Wellbeing

Method 1: Invest in Society: A person is known not for his own accomplishments but for what has been his contribution to society. Society could be your friends, relatives, neighbors, colleagues, employees, social organizations,

people in your environment etc. Society demands your time, attention, support.

However, in return it gives back everything you need in life. Take care of people in your life.

Method 2: Resource Optimization: Society carries huge unexplored resources. Create an environment where everyone participates and contributes. Group success is sustainable for a long period. People Management plays an important role in mobilizing other resources.

Inter connection and inter dependency create magic in social wellbeing.

Method 3: Value Creation: Any solution, work or impact should be future oriented, long lasting and should solve multiple problems of the present times.

There should have higher value addition and self-sustainable. Contribute in such a way that future is also secured.

Method 4: Balance: Create a balance in everything you do. Be it socializing, charity, service or anything else. Excess of anything brings damage.

Be wise in knowing the limits. Not every problem of the society can be solved by a person or a group or with limited resources. Hence keep balance in creating social impacts.

SUTRA IV- Personal Welling

Personal wellbeing cover Ease, Peace and Fulfilment in life. Having a life with ease, peace and fulfilment is the ultimate criteria of being wealthy.

We may have comforts and luxury of life but no peace inside then it is a failure of life. Every person must work towards having these inner qualities of life to become wealthy in real terms

Methods of Personal Wellbeing

Method 1: Delegation: The smartest is the one who create leaders. Don't take everything on your shoulder. Create your replacement in all major aspects. Most of the activities and work can be done by others.

What holds is either the fear of losing, distrust or inability to delegate. Learn this skill and apply gradually. It takes time and some initial pain but gives lot of relief and space to do better and more valuable things

Method 2: Flexibility: Most of the people get rigid with their thoughts, experiences and action as they progress. Continue to have a student and a learner within you so that the changes happening around and the demands of the future can be addressed promptly.

Method 3: Build System: Machine can do wonders but it needs to be deployed by humans at the right time and place. System means the

conceptualized and connect all the interdependencies into a logic by utilizing technology. It not only ensures better control but gives sustainable growth

Method 4: Invest in Future: Work in today to create a better future. When we can reasonably understand the requirements of the future, we would have least surprises in life. It saves us from disappointments.

So, invest your time, energy and resources to build a future of your choice.

Conclusions: Holistic Wealth is a possibility; however, it requires right mindset and team work!

MODULE – 4: RELATIONSHIP

An Introduction:

Relationship reflects relation or connects we have either with self or others. As a human being we are all the time interacting and building views and experiences about people, events, circumstances, situations, results etc.

We live in a world of inter dependency hence understanding the science of relationship is critical for our survival and growth. The quality and type of relationship means good, bad, positive, negative, neutral etc. builds our views, thoughts, experiences, feelings and actions ongoingly throughout our life.

What we perceive becomes our reality and creates the foundation of relationship. To have a healthy, prosperous and fruitful experiences of life we need to decode the science of relationship. The deeper we understand it, the better outcomes we can achieve.

Once we understand the basics, we can have pleasant and fulfilling relations with self, people, environment, outcomes and results of our life.

Four Sutra of Relationship

No	Sutras	Key Elements
# 1	Acknowledge	Understand, appreciate, recognize the contribution of various relationships in life including people and happenings of our life
# 2	Interpretation	Every action, result, communication and circumstance carry multiple and diversified conclusion, perspective or truth. Choose the one which is empowering
# 3	Compassion	Treat and serve self and others around you with compassion. Accept people, results and circumstances
# 4	Service	Service is a great virtue. It gives us meaning of life and fills us with fulfilment

SUTRA I- Acknowledge

Acknowledge means recognizing the contribution of various resources in our life. It could be family, friends, neighbors, relatives, society, culture, teachers, circumstances, results, outcomes, environment etc.

What appears to us as a fact or reality may change if we change our perspective. A difficult situation, a bitter experience could turn out to be a blessing rather than a suffering. Everything in life is in relative term not in absolute term. It's the way we look at it decides our response.

So, acknowledge the contribution of people around you in your life. Acknowledge them for their support, presence and contribution. Also don't blame them for any bad outcomes or suffering in your life. At the same time don't be harsh on self.

Be kind and acknowledge self also. Outcomes, circumstances and results are not the cause of suffering. Many a times they make us strong and better with time. Acknowledge these also.

Methods of Acknowledgement

Method 1: Acknowledge People with Words:

Appreciate and recognize people around you with kind words and expressions for their direct or indirect contribution in your life.

We may appreciate them for their qualities, contribution and for their uniqueness also.

Method 2: Acknowledge People with Action:

Acknowledge people around you by honoring them, recognizing them, gifting them, assisting them, by listening them, by being with them.

Use multiple and creative ways to give them experience that their presence matter to in your life

Method 3: Acknowledge everything with Thoughts: Everything starts with thoughts and feelings. Realize the importance of various things in your life.

Appreciate anything and everything as all experiences of life have made us better in long run.

Expand your horizon and acknowledge situations, circumstances, events, results and happenings of your life and feel good about it.

Method 4: Acknowledge Yourself: Appreciate and feel good about who you are. Recognize and be at peace with your strengths, uniqueness, your failures, good and bad experiences, limitations, blunders, mistakes, disappointments etc.

Your existence means a lot to many. Connect with yourself and feel good about you.

SUTRA II- Interpretation

We live in a world full of events. Every event gives us an experience or conclusion. From the same event, everyone draws their own conclusions. or versions based on their own understanding and personality.

These conclusions. become our version of truth. So, for the same happening, we come across multiple conclusions. and truths. Our thoughts,

actions and experiences are based on these falsely made truths we create on a daily basis.

The ultimate truth is that none of the truth is real as these got created out of our own perspective. Most of these perspectives, conclusions. or truths generally are negative.

It means we have a flexibility or choice to create a new version, a new truth which is empowering and inspiring.

Then why not start practicing creating a new interpretation which keeps us moving and builds good relations with everything around us.

This may save us from miseries in our relationships. Let's create an interpretation which would make our relationships better and healthier.

Methods of Interpretation

Method 1: Observe & analyze by being Neutral: Be in a state of neutrality. Observe and analyze by going beyond your own perspective and conclusions. Look closely at multiple versions and truth. Do not judge.

Get the realization that all the versions are biased based on each other personality trait. This is happening all the time.

With practice we would get clarity and conviction that everything is biased and conditional.

Method 2: Create the most empowering one: Once we realize that all conclusions., views and interpretations are just creations of mind, it becomes easy to look at the most empowering and motivating interpretation.

Knowing is half done and choosing makes it complete. When we start choosing empowering interpretations everything around us become positive and creative.

It impacts our relationship with everything around us constructive, healthier and happier

SUTRA III- Compassion

Compassion means being soft, lenient, forgiving and let go. It's a state of your feeling which comes from your personality. However, it can be built over a period of time with knowledge, understanding, wisdom, experiences of life.

It releases us from various pain and suffering coming because of relationships with people, events, results etc.

It gives us relief, ease and peace in life. When nothing works, it creates wonders. Compassion reflects humanity which means forgiveness and let go.

Methods of Compassion

Method 1: Time & Patience: Forgiveness and let go does not happen naturally, however with time and patience bad experiences and pains gets faded and it becomes easy to move on gracefully.

So, one of the approaches it delays your response to pain and suffering so that it comes easy to handle it better with calmness and easiness which are another form of compassion

Method 2: Understanding & Wisdom: When we got to know deeper about people, outcomes and impacts, we understand that it is natural to have pain and suffering. Understanding about various personalities, limitations and outcomes free us from our own thoughts and experiences.

Right understanding gives us wisdom to choose either pain or peace. When we get this wisdom, compassion become natural and easy option

Method 3: Practice: It is not very natural to have compassion. However, with practice we can make it part of our personality. Start with small steps and repeat it on multiple situations. You would find, having compassion is a great choice to save not only ourself but everything around us.

SUTRA- IV- Service

Service is a great virtue. It makes us feel good, better and acceptable. When we understand it rightly, It means to contribute back directly or indirectly. It's a duty and responsibility. It helps us in building good relations with everything around us.

It's like giving a return gift for what we have got from people, environment, nature etc. It is a very practical, doable and brings fulfilment in our life and relationships

Methods of Serving

Method 1: Physical Contribution: Serving your environment with your physical presence. Give your time & attention. Physical contribution plays a significant role in strengthen relations around you.

Method 2: Financial Contribution: At times, our environment expects finances in the form of money, goods, food etc. This is the easiest service we can offer to build healthy relations.

Method 3 Resource Contribution: There are many ways to serve. Some of the most prominent ways are offering your resources viz. Guidance, sharing connects, moral support, assisting using indirect and creative ways.

Conclusion and Takeaways: Relationship is the foundation of our existence. The quality of our living is largely decided by our experiences.

Try to have healthy and happier relationships so that our stay on earth is comfortable, meaningful and joyful.

MODULE-5: COMMUNICATION

An Introduction:

Communication means sharing or exchange of message to self or others. It could be verbal and non- verbal. The sharing or exchange could be of information, data, feelings, experience etc.

We do communicate throughout the day ongoingly. The message could be positive or negative. It may feel us cry or laugh.

It has many dimensions, colors, and meaning. It could keep us moving or break down. It could mean a punishment or a reward.

Message is a great weapon or a tool to make or break a person, environment, situation, result or impact. It can trigger a single or series of responses and consequences.

Message decides our past, present and future. It has a great power to destroy or empower a human, relation, society, nation and the world.

When the message is used for construction and empowerment, the life becomes a bliss.

It has the potential to bring greater success, prosperity, ease, peace and fulfilment in our life.

Let's learn the art of communication for building a better world for all of us.

Four Sutras of Communication

No.	Sutras	Key Elements
# 1	Silence	Bringing thoughts, feelings and emotions on rest.
# 2	Listening	Going beyond words, expression, acts and results
# 3	Content	The best possible thoughts, words and action.
# 4	Expression	Delivering the desired intent

SUTRA I- Silence

Silence: The general understanding about silence is when there is no physical noise. However, in true sense it means in addition to the physical noise, there is silence at mental and emotional levels as well.

Which means there are no thoughts and feelings in mind and emotions be it positive, negative, analytical etc.

Practically, we cannot have this silent state throughout the day as humans are not designed to achieve this.

However, with practice we can accomplish it for a shorter duration at multiple times during a day.

Silence gives us greater understanding and makes us ready for most appropriate response. In addition, it brings peace, calmness and clarity.

For effective communication, silence is the foundation. As most of time we are either thinking, analyzing, recalling, listening or responding and all these are barriers in understanding the subject matter and results into weaker or inappropriate responses. The more silence we achieve, the better communication we can have.

Methods to build Silence

Method 1: Physical Silence: Ensure that no physical disturbances are around when important communication is happening. It affects the quality of listening, understanding and response

Method 2: Mental Silence: When we are thinking or doing analysis, we are not ready to listen. Our minds keep feeding past memories, views and judgements when any interaction happens.

We can divert or keep the thinking on hold for a short while so that silence in the mind can be created.

Method 3: Emotional Silence: Our feelings and emotions are become barrier in communication. We practice we can put a break on our feelings and experiences for a short period.

Some of the tools are forgiveness, Compassion, move on, unloading painful experiences etc. One of the best methods is give command to our emotions to start afresh without any prejudice or past. Initial it looks difficult but with practice, we can start directing our emotions to stay in peace.

SUTRA II- Listening

Listening is not what has been said but the intention. Going beyond words and action requires skills and practice. Most of the time only words or expressions are picked to conclude and understand the message. This brings pain and suffering in life. Listening requires patience, understanding and bigger context.

Methods to build Listening

Method 1: Identify Conditioning: We carry certain views, believe system, opinions for everything around us. We look at things from a colored glass hence we listen what we believe in that conditioning.

Observe it and try to keep it aside so that we can get to know the real intent

Method 2: Delayed Response: Most of the time the response is already ready or quick before someone completes the sharing.

Delay the response so that we get time to really get to the depth of what has got communicated and the intention

Method 3: Why is more important: What has been said may not be that important than understanding why it has been said.

This change would open up a new gateway of understanding.

SUTRA III- Content

Communication is all about message. Every message has a purpose. The purpose is to convey the intent. What words or content we use is critical as most of the people get stuck with the content not the intent.

Hence what content we are using while passing on the message is very important. Choose your content or words considering the personality, understanding, background of the recipient.

Methods to choose the right Content

*Method 1: Clarity of Purpose:* The objective of communication should be clear so that the most appropriate content can be selected.

Most of the time the purpose or intent is not very clear. It creates confusion and results into wrong messaging

Method 2: Environment & Situation: The content also depends on the circumstance, environment and situation under which it has to be delivered. We need to choose the most appropriate content while communicating.

Method 3: Recipient or audience: The personality, background, understanding, culture etc. of the audience also decides the content to achieve the desired outcome

SUTRA IV- Expression

Expression reflects how we convey our message. It means modes, verbal, non-verbal, hard, soft, crisp etc. There are numerous ways to convey.

The best way depends on what fits the best in the given circumstances. The wrong expression may spoil the whole purpose. One presentation or expression does not suit to all situations.

Hence expression is an art and requires deeper understanding of various factors related to the recipient side.

Methods of Effective Expressions

Method 1: Choose the right Mode: Some messages work better in physical presence either with words or writing. Some are conveyed with visuals or gestures. Right mode makes the message more effective.

Method 2: Alignment of Words & Visuals: What we say and reflect through body movements, tone, behavior should be aligned so that the credibility of the message is conveyed.

Method 3: Authenticity with Data and facts: When messages carry facts, examples and right data, the impact is higher.

Conclusions: Communication is powerful. It may make or break everything around you. Learn this art at the earliest to empower and transform life.

MODULE-6: PRODUCTIVITY

An Introduction:

Productivity means performance. It reflects by optimum utilization of available resources. We do have multiple resources viz. Time, Money, Health, Relationship, Goodwill, Social Connects, People, Technology, Knowledge, Skills etc. Resources are limited in nature with respect to quantity and quality at a given point of time.

With right approach when we utilize them to the best of our abilities, we get greater output and success.

Productivity is an important and general concept. It can be applied to an individual, group, organization, project, objective etc.

Everyone wants to avoid wastage and achieve highest results but don't know how to accomplish it.

In this module we would discuss key focus areas and methods to accomplish productivity.

Four Sutras of Productivity

No	Sutras	Key Elements
# 1	Context	Finding the core objective, purpose, drive, motivation, push, attraction of taking up any work or action
# 2	Skills	Learn, De learn and Re- learn practical aspects of everything which we study, do or supposed to perform
# 3	Perseverance	Consistency, Determination, Commitment, Multiple Efforts, Practice and Patience
# 4	Experiments	Research, Innovation, Flexibility to think and try new ways in various areas of our life

SUTRA I- Context

Context means identifying the purpose, objective or why of doing anything. It could also mean the motivation, compulsion or the drive to take up any action.

There could be a weak context or a strong context depending or a moderate one. The weak context could mean that you are initiating something either for some immediate gains or something which has influenced your mind and thoughts.

In this case, there are high chances of dropping or changing that context in between when hardships are faced.

However, when we have a moderate context, we fight reasonably well to achieve it but keep the alternatives ready.

When it comes to strong context, we do not give up easily. We fight and take maximum risks to accomplish it.

Which one is better is a question. There is no straight answer. Depending upon what you are taking it up would decide which one is better.

For self- improvement, learning, skilling, education, career etc. having a strong context is powerful. For small gains and attractions having weak context is good.

In general, it is wise to keep moderate context with plan B.

As most of the outcomes are not in our hand and circumstances drives our life, hence keeping moderate context is good as it gives firm action plan with flexibility of making change.

Why having a Context is important:

Planning & Initiation: When we know why we are anything, the clarity comes in planning and actions. Also, it brings smoothness in execution.

Consistency & Perseverance: Starting is easy but doing it consistently for a longer period requires clarity of purpose and motivation to continue. When context is strong the perseverance is natural.

We keep working towards things which matters to us. The more we are charged with the purpose the more energy, focus and continuity remain in actions.

Flexibility & Adoptability to Change: We start many things with a cause, but in the process of doing it we encounter various challenges which could be internal or external.

At times situation demands us to look for alternative options. If we know the purpose, we may any time revised the route or the methodology.

In addition, if we get to know that it is not worth chasing or doing anything we should keep our options open to come back and align with the change

Methods to Build Context

Method 1- Identify the Source: Its always important the source of creating the context. It requires some study, introspection, going back to identify what is the real source which has created the purpose or objective or context.

Many a times, when we get to the bottom of it, we encounter either encouraging or discouraging facts and data. These create a strong back to re write our purpose.

Method 2: Capacity Mapping: Doing the reality check is always good. Whatever we pick as a context, it should be realistic and measurable. It should match we the capabilities and strengths. Starting with a strong analysis help us in creating right benchmark.

Method 3- Risk & Rewards: Every action requires time, energy, resources and many more things. Cost benefit analysis helps us creating the right context. It should be done at the early stage to avoid wastage of multiple resources

Method 4- Build Moderate or Strong Context:

Identifying the moderate or strong context gives us boost to work for a longer period with consistency and focus.

Context which is weak generally gets dropped easily as we encounter difficulties. Find the context which is powerful, transformative, collaborative.

It should be big enough to incorporate others. Create multiple contexts and some of them should be larger than life itself.

Conclusion and Takeaways: If we don't know why we are doing something, then how we would achieve it.

Without setting up the context we can neither plan nor can accomplish. Hence setting up the context is more important than accomplishment.

SUTRA II- Skills

Skills reflects practical understanding of a given subject. We carry multiple skills to execute our daily routine eg. Driving, socializing, cooking, problem solving etc.

However continuous upgradation and enhancement of skills are important to remain productive and efficient specially at work place.

Some of the common skills which everyone should have at work or otherwise are as follows:

Time Management, Health Management, Project Management, Communication, Presentation, IT, Technical, Finance, Sales & Marketing, Team Work, Negotiation & Dispute resolution, Leadership, Basic Etiquettes, Soft Skills etc.

Skills are generally learned in a shorter period as compared to acquiring formal degrees.

These enhance interest, confidence and motivation in the subject and results into higher performance.

Why Skills are important:

Practical Learning: Doing things in reality is the real purpose of learning. Just like driving, swimming, cooking etc.

Deeper Understanding: Skills give us in more confidence, quality, speed and deeper understanding of the subject matter

Less time to understand and execute: Skills are generally learned in a shorter time and can be implemented during the learning process. Its easy, fast and impactful

How to Enhance Skills

Method 1- Identify the Skills: It is always important which all skills to be learned. As there are hundreds of skills but not all needs to be learned by everyone.

Based on the requirement of present and future, a list of essential skills need to be prepared and act accordingly.

Some of the skills are acquired in a unstructured way like observation, travelling, listening, reading, watching, experimenting etc. whereas some are to be learned in a structured way like classroom environment.

Some of the common and essential skills are communication, basic IT & Finance, marketing, Health management, Emotion handling, negotiation, stress management, people management, dispute resolution, time management, presentation, Staying positive and happy etc.

Method 2: Right source of learning: Every skill is learned in a different way. Some has to be at home like cooking where as some from outside like driving.

Some skills need to be learned online using you tube and few from experts in offline modes like painting

Method 3: Continuous upgradation: Learning skills is a continuous process and a life learning activity. It requires flexibility and adoptability. It

requires continuous de learning and re learning.
Keep identifying new areas and new ways of learning

Method 4: Monitor the Benefits: Every good thing requires motivation and encouragement. The biggest factor is when we realize the benefits and impact of skills in our career and life

Conclusion and Takeaways: Learning without practical application has almost zero value. Skills create magic in life and make it worthy for self and others. Keep adding skills into your life

SUTRA III- Perseverance

Perseverance means continuous efforts for a longer period to accomplish something. It reflects consistency, determination, commitment with heart and soul to achieve the desired results.

It is an attitude which is an important aspect of a personality.

We can develop it in various activities of our life. Over a period, it becomes a habit not to give up anything easily.

To accomplish bigger dreams in life this quality is critical as success may not come in first attempt.

It requires multiple attempts and patience as future holds certain factors beyond our control and creating a plan to fight for a longer period requires perseverance.

Why Perseverance:

Readiness takes time: We learn with mistakes and with failures. No one wish to fail, but it comes because we are not completely ready in our preparation and performance. Perseverance gives us chance to get ready, prepare well, minimize mistakes and attempt again.

Multiple Factors: Success depends on multiple factors beyond our control. Our own efforts are not sufficient.

Hence when desired results are not achieved, we need to re attempt and fight again. It has been witnessed that many a times we accomplish by making multiple efforts and with patience.

Hence perseverance plays an important role in achieving bigger goals

How to build Perseverance

#Method 1- Start Small: It is an attitude and skill both. Start building it with small tasks. People have tendency to give up easily on most of the things.

So, whatever we take up, try to do it for longer period despite hardships and difficulties.

This would build our attitude of not giving up easily even if it is not rewarding

Method 2: Plan well and Monitor: When we create plan before taking up anything, we can always monitor what went wrong.

The monitoring and analysis provide us clarity about the reasons of failure.

So, the decision to fight again become easy and natural as we now understand what all needs to be corrected

Method 3- Manage Fear: Fear cannot be eliminated but it can be managed. Fear can be managed by keeping the hope and faith alive within self. It requires practice.

#Method 4- Positive Environment: We do what our environment force us to do. Surround yourself with positive people and success stories.

Conclusion and Takeaways: Perseverance is a personality trait and skill both. It can be developed by anyone to accomplish great success in life.

SUTRA IV- Experiments

At most of the occasions in our life we want to play safe. We choose things based on our experiences, taste and preference.

Trying new things has inherent risk of getting wrong. Experiments is an important aspect where we take risk be adopting new ways.

It may cause losses in terms of money, time and other resources. However, the fact is all discoveries and innovations in the world is because someone took the risk to go beyond the standard path.

In situations when we are not getting the desired results, experiments become essential. Experiments give us new experiences and surprises.

The outcome of experiments at times could be pleasant or may cost heavy, but still its worth being open if not all the time but at certain occasions.

It reflects flexibility of our personality and courage to go beyond old patterns. At times, these create magic.

We may try it on food, travelling to unknown places, meeting new people, visiting different cultures etc.

Why Experiments are important:

New Perspective: Experiments bring a new dimension and experience beyond our imagination and proves to be very valuable in the subject matter.

Release from the boredom: We get bored by doing the same things repeatedly. Our productivity and efficiency come down as there is nothing new and exciting. Experiments bring freshness in the environment

Risk brings Reward: With calculated risk in trying different things, we may end up getting extraordinary benefits. That is the reason organizations create a budget for research and innovation in critical areas of their businesses

Alignment with change: Our taste, preferences, needs are changes rapidly. The same applies to society, economy, product, market and so on.

To keep pace and stay relevant we need to have flexibility to a new alignment.

The openness comes when we are in the process of doing experiments on a regular basis.

Methods to build Experiments:

Method 1- Identify Less risk areas: Not all areas of life need to be experimented. We need to create a balance between risk and rewards.

Start with something which is risk free like travelling to new places, new food habits, meeting new people, visiting new cultures, going beyond taste and preferences etc.

As we get aligned, we start realizing its benefits

Method 2- Get ready for the future: When we realize where future is heading experiments become the necessity. Look around, observe, analyze and act accordingly to the needs of the future times.

Conclusion and Takeaways: Change is inevitable. The early we become flexible with our thoughts and actions, the more meaningful we would remain in future.

Doing experiments is not an option but a compulsion to stay relevant.

MODULE-7: JOYFULNESS

An Introduction:

Joyfulness is a state of inner experience. It means easy & Peace. It's a state of fulfilment. It reflects a relaxed state of mind and emotion.

In this state person starts staying in moments and observe it without any prejudices.

It's a state when person does not expect much from others, a state where attachments, aversions, desires and fears are less.

However, it does not mean that person stops working, rather the focus and presence is more. It's a state where outcomes and circumstances do not bother much.

This state does not come on its own, it requires efforts and understanding.

Four Sutras of Joyfulness

No	Sutras	Key Elements
# 1	Gratitude	Thankfulness for everything in our life
# 2	Let Go	Release the pressure, pain and sufferings, fear of past, present & future
# 3	Minimalism	Living with simplicity is a great source of fulfilment and Joy.
# 4	Balance	Middle path in key areas of life viz. Career, Money, Relationships, Ambitions, Attachments etc.

SUTRA I- Gratitude

Gratitude reflects a state where instead of making complains we compliment everything. In our thoughts, words and actions we are thankful for whatever we have got in life.

We thank people, circumstances, results, nature and everything around us for giving us so much.

Its state of mind which creates positive impact on emotions. We get filled with immense gratitude when we realize that our life, accomplishments and success is just not because of our own efforts.

It comes when we realize that we live in a world of inter-dependence not independence.

It is a state when we realize that who we are today is a cumulative effect of various factors.

With this understanding the gratitude and thankfulness come naturally.

Methods of building Gratitude

Method 1: Count your Blessings: List down all that you have. It could be achievements, success, strengths, family, friends, well- wishers, comfort, environment, support system etc.

Method 2: Count your Learnings and Exposures: List down all the good and bad phases of life and their outcomes in long run.

Method 3: Count your invisible support: List down the moments and events where support came from unknown and unidentified sources.

SUTRA II- Let Go

Let Go means release the pain and suffering of past. On a daily basis our bitter experiences get accumulated and stays with us for a very long time.

Unless we release these, we get uneasiness in our behavior and actions. Let go is a virtue.

It requires efforts and practice. Its not easy as our body mind character gets used to it. Let go gives us freedom. Our mind becomes positive and our emotions become stable.

Methods of doing Let Go

Method 1: Cost Benefit Analysis: In most of our decisions, we calculate benefits and cost before taking up anything. Whenever we become attached, ignorant or impulsive the chances of losses are more.

The same way, when we do the cost benefit analysis of holding pain and suffering, we realize that it creates no value, rather we are suffering

because we are not coming out of our sadness and painful memories.

So, it is wise to give up and let go so that a better future can be created with ease and peace.

Method 2: Larger Perspective: When we look at the cause of pain and suffering, we find that it is more personal and based on certain assumptions.

However, when we look at larger perspective, the cause of pain or suffering may disappear. Larger perspective gives a macro view of the situation and gives us holistic understanding.

SUTRA III- Minimalism

Minimalism: It means living with simplicity. The simplicity does not mean sacrifices your comforts, desires or dreams rather the objective is to avoid unwanted efforts, time and other resources on things which are of low or no value.

In today's time we do many things under social pressure and it brings burden and regret at the end.

Heavy spending on shopping, travelling, parties, marriages, hobbies are few examples of resource wastage. Spend only in proportion to the earnings. Avoid debts, loan trap.

Methods of building Minimalism:

Method 1: Spend from earnings only: Spend only from earnings. Avoid taking loans unless it is a medical or education requirement

Method 2: Find out economical ways: There are always ways to fulfil your desires, dreams and needs using economical ways. It requires some efforts but its worth doing it. It brings lot of satisfaction at the end

Method 3: Invest first, spend second: Make it a habit of investing rather than spending. Investment would make you free, spending would bind you with pain and suffering

SUTRA IV- Balance

Balance means don't do excessive in life. Try to stay close to center point in all aspects of life be it anything.

Our attachments, desires, ambition becomes the source of pain in longer run. Excess care or negligence both are cause of suffering.

Methods of Creating Balance

Method 1: Realistic: Being realistic means assessment- based efforts. Not living in dream world.

Method 2: Work Smart: Avoid unnecessary fatigue and efforts. Try to find out smart ways. Avoid confrontation as much as possible.

Method 3: Wide Coverage: It's an outlook of life from a large perspective. A specific moment, day or event may give a narrow view whereas when we look at larger canvas the meaning and importance changes.

For example, spending huge in a single day on marriage means the investment of the whole life is gone whereas this day alone does not deserve so much attention in a long period of living.

Conclusions: Joyfulness is a way of life. It can be achieved with efforts, patience and perseverance.

Let's Begin a New Life!

Thank You

Dear Reader, please accept my heartiest thanks for making time out to read this book.

I hope the content of the book might be of some value to you!

Please accept my warm wishes for a Healthy, Prosperous & Joyful Life ahead...

Warm Regards

CA Shiv Kumar Singhal

Disclaimer: This book is for educational purposes only and does not substitute for professional advice.