

Work / Life

Top 10 Reasons To Identify Your Values

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NAVIGATOR

Living your life "in integrity" means that your words match your actions, which match your beliefs. When you are living your life in harmony with your values, you naturally have more energy. Clarifying what really matters to you, knowing what you stand for, will set you free to live life to its fullest potential.

1. If you don't know who you are, you can't be true to yourself.

Sounds obvious, but many of us go through life without taking the time to identify what truly matters to us.

2. It makes decisionmaking easier.

When faced with a decision, look at your choices in light of your values. How does each choice support you in living your values? If both support your values, which value does it support? And which of those values is more important to you? Makes it easy, doesn't it?

3. It helps you identify people, situations, and things that don't support those values.

Sometimes people, situations, or things don't make us comfortable. Very often, the negative emotions they evoke are caused by a value being threatened. Without understanding that, and without knowing which value they threaten, we use valuable energy defending or protecting ourselves. If you have a strong need to be true to yourself, look around. What situations evoke those feelings? In my experience, we only have a strong need to be true to ourselves when we're not being true to ourselves. The rest of the time, we just are.

4. It helps you identify people, situations, and things you do want in your life.

Being clear about what your values are allows you to proactively seek the people, situations, and things that support those values. That gives you the freedom to replace the items you identified in #3. It puts you in charge of your life.

5. It gives you an incredible sense of peace.

Clarifying your values and then living your life in harmony with those values provides you with an inner peace and tranquility that allows you to move confidently through life.

6. It allows you to stop reacting and start responding.

Whether we've identified our values or not, we always know when we're not being true to ourselves. This often creates a vague sense of uneasiness and we react defensively. When we are clear about what our values are, we respond to such events with clarity and we do it quickly!

7. It's a great yardstick for creating goals (and it's easier to achieve goals that are based on values).

When a goal is in harmony with your values, the natural energy around it provides a momentum that allows you to take the necessary action "without effort".

8. It allows you to get rid of goals that aren't really yours.

Take a close look at the goals that have been around for a long time. You may find that

they're really things you feel you "should" want. Let them go. The guilt associated with not working on these goals is wasting energy you could be using to achieve what you really want.

9. It allows you to be very clear about the standards you set for yourself.

Standards are behavior that we establish for ourselves. They are the expression of our values in everyday life.

10. It allows you to be very clear about the boundaries you need to establish for others' behavior.

Boundaries are what other people cannot do to or around you. The behavior that is least acceptable to you is that which violates your values. Clarity around your values allows establishing and enforcing boundaries to be painless. You're not trying to change people, you're just clear about the behavior that's acceptable around you.

(Source: (c) 2002, Louise Morganti Kaelin, Life Success Coach at <http://www.touchpointcoaching.com>)

WEB SITE PICKS

<http://www.howstuffworks.com>

Excellent site for anyone interested in discovering how things work. Especially good for parents.

"Be who you are and say what you feel because those who mind don't matter and those who matter don't mind."—Dr. Seuss

HUMOR

Painful Puns

1. A bicycle can't stand on its own because it is two-tired.
2. What's the definition of a will?
(It's a dead giveaway).
3. Time flies like an arrow. Fruit flies like a banana.
4. A backwards poet writes inverse.
5. Acupuncture is a jab well done.
6. She had a boyfriend with a wooden leg, but broke it off.
7. A chicken crossing the road is poultry in motion.
8. If you don't pay your exorcist you get repossessed.
9. With her marriage she got a new name and a dress.
10. Santa's helpers are subordinate clauses.
11. When a clock is hungry, it goes back four seconds.
12. The man who fell into an upholstery machine is fully recovered.
13. You feel stuck with your debt if you can't budget it.
14. Local Area Network in Australia: the LAN down under.

"The grass is not always greener on the other side of the fence. Fences have nothing to do with it. The grass is greenest where it is watered. When crossing over fences, carry water with you and tend the grass wherever you may be."

—Robert Fulgham, American Writer, Minister, Working Cowboy

THOUGHT DU JOUR

Getting Rid of Disappointment

A great many people are disappointed because of unrealistic expectations. Walking up to a department store's fabric counter, an attractive young woman said, "I want to buy this material for a new dress. How much does it cost?"

"Only one kiss per yard," replied the smirking male clerk.

Not to be taken back by the harassment, the woman said, "That's fine! I'll take ten yards."

With expectation and anticipation written all over his face, the clerk hurriedly measured out and wrapped the cloth, then held it out teasingly, leaning forward to receive his "payment." The woman snapped up the package and pointed to a little old man standing beside her. "Grandpa will pay the bill," she smiled.

The clerk, no doubt, was disappointed. But in the course of living, many people are

disappointed when others do not live up (or down, in this case) to their expectations. In order to be happy, some expectations must be dropped. These three particular unrealistic and unhealthy expectations are some of the main culprits:

1. Do not expect appreciation. When others say, "Thank you," or in any way show their gratitude, be happy. It is a gift!
2. Do not expect others to make you happy. They simply cannot do that. Make yourself happy and share your joy with others.
3. Do not expect not to be let down. At times, people will simply not come through for you in the way you need. Forgive them and move on.

Get rid of these three unrealistic expectations and you can begin to expect more.

(Source: Steve Goodier's "Prescription for Peace")

INSPIRATION

PLEASE HEAR WHAT I'M NOT SAYING

Don't be fooled by me.
Don't be fooled by the face I wear,
for I wear a mask.
I wear a thousand masks.
Masks that I'm afraid to take off,
and none of them are me.
Pretending is an art that's second
nature to me,
but don't be fooled,
for God's sake don't be fooled.
I give you the impression I'm secure,
within as well without,
that confidence is my name and
coolness my game,
that the water's calm and I'm in command, and
that I need no one,
but don't believe me.
Please.

My surface may seem smooth,
but my surface is my mask,
my ever-varying and ever-concealing mask.
Beneath dwells the real me in confusion,
in fear, in aloneness.
But I hide this.
I don't want anyone to know it.
That's why I frantically create a
mask to hide behind,
a nonchalant, sophisticated façade,
to help me pretend,
to shield me from the glance that knows.
But such a glance is precisely my salvation.
My only salvation.
And I know it.
That is if it's followed by acceptance,
if it's followed by love.
It's the only thing that can liberate
me, from myself,
from the barriers I so painstakingly erect.
It's the only thing that will assure
me of what I can't assure myself,
that I'm really worth something.
But I don't tell you this.
I don't dare.
I'm afraid to.

I'm afraid your glance will not be followed
by acceptance and love.

I'm afraid you'll think less of me,
that you'll laugh,
and your laugh would kill me.
I'm afraid that deep down I'm nothing,
that I'm no good,
and that you'll see this and reject me.
So I play my game,
my desperate pretending game,
with a façade of assurance without,
and a trembling child within.
And so begins that parade of masks.
And my life becomes a front.

I idly chatter to you in the suave
tones of surface talk.
I tell you everything that's really nothing,
and nothing of what's everything,
of what's crying within me.
So when I'm going through my routine,
do not be fooled by what I'm saying.
Please listen carefully and try to hear
what I'm not saying,
what I'd like to be able to say,
what for survival I need to say,
but, what I can't say.

I dislike hiding.
Honestly.

I dislike the superficial game I'm
playing, the superficial phony game.
I'd really like to be genuine
and spontaneous, and me,
but you've got to help me.

You've got to hold out your hand,
even when that's the last thing I
seem to want, or need.

Only you can wipe away from my eyes
the blank stare of the breathing dead.
Only you can call me into aliveness.
Each time you're kind, and gentle,
and encouraging,
each time you try to understand,
because you really care,
my heart begins to grow wings,
very small wings, very feeble wings,
but wings.

With your sensitivity and sympathy,
and your power of understanding,
you breathe life into me.
I want you to know that.
I want you to know how
important you are to me,
how you can be a creator.
You alone can break down the wall
behind which I tremble,
you alone can remove my mask,
you alone can release me
from my shadow-world of panic
and uncertainty,
from my lonely prison.
So do not pass me by.
Please do not pass me by.
It will not be easy for you.

A long conviction of worthlessness
builds strong walls.

The nearer you approach me,
the blinder I may strike back.
It's irrational, but despite what the books
say about men, I am irrational.
I fight against the very thing that I cry out for.
But I am told that love is stronger
than strong walls,

and in this lies my hope.

My only hope.

Please try to beat down those walls,
with firm hands,
but gentle hands,
for a child is very sensitive.

Who am I, you wonder.

I am someone you know very well,
For I am every man you meet and,
I am every woman you meet.

---Author Unknown

"If you hear a different drummer, take a chance. The road you choose to travel means the difference in the dance."—Daniel Morgan

HEALTHY MIND AND BODY

Self-Talk for Health

Even though there are 24 hours in a day, I don't believe that all time is created equal. I am convinced that what happens to us during both the first and last 10 minutes of each day is inordinately important. An athlete would not dream of starting a physical activity without first stretching and warming up. Similarly, we need to psychologically stretch and warm up each morning before starting our day. Following is the psychological warm-up that I use every morning.

Wake-Up Stretch

Set your alarm clock for five minutes before you actually need to get out of bed. Or, better, eliminate the need for alarm clocks by learning to auto-suggest a wake-up time when you go to bed at night. In any case, it is important to wake up gently, without feeling rushed. Before you get out of bed, ask (and answer) these three questions:

What do I have to be thankful for?

What do I have to look forward to today?

What can I do today to move me closer to my goals?

If you wake up in the morning and ask a question like "Oh God, another day: why me, Lord?" the supercomputer will spend the rest of the day validating those questions. But the opposite is also possible. If you ask questions like, "What do I have to look forward to today?" the supercomputer will make every attempt to validate that question. So the choice is really yours: you can either program your supercomputer with garbage, or program it with empowering thoughts and questions.

Morning Pep-Talk/Mirror-Talk

This technique is simple, yet so very powerful, that if you try it for even one week, I bet you will see results. Within the first 15 minutes each morning, put yourself in front of a mirror. Your morning Pep-Talk should be very brief (10–15 seconds), should have some humor in it, and should be positive. You should also

make certain that you establish unbroken eye contact with yourself in the mirror.

A sample morning Pep-Talk might go something like this: "Good morning, you good-looking devil! This is going to be a fabulous day, and I'm going to make the most of it! I am really looking forward to _____ today. I'll be unbeatable!"

Another idea is to use a water-soluble pen to write an inspirational or motivational word, sentence, or short quote on your mirror. This kind of "mirror-talk" is a surprisingly powerful method to program your super-computer in a positive way. (Source: Patrick Ryan's "Five Steps to Personal Power")

WORDS OF WISDOM

The Seven Cs of Success

1. **Clarity.** Eighty percent of success comes from being clear on who you are and what you believe in.
2. **Competence.** You can't climb to the next rung on the ladder until you are excellent at what you do now.
3. **Constraints.** Eighty percent of all obstacles to success come from within. Find out what is constraining in you or your organization and deal with it.
4. **Concentration.** The ability to focus on one thing single-mindedly and see it through until it's done takes more character than anything else.
5. **Creativity.** Flood your life with ideas from many sources. Creativity needs to be exercised, like a muscle; if you don't use it, you'll lose it.
6. **Courage.** Most in demand and least in supply, courage is the willingness to do the things you know are right.
7. **Continuous learning.** Read at the very least one book a week on business to keep you miles ahead of the competition. And just as you eat and bathe, organize your time so that you spend 30 minutes a day exploring e-mail, sending messages, and going through Web sites, because it's like exercise; it's the only way you can keep on top of technology. If you get away from it, you'll lose your edge. (Source: Brian Tracy, authority on the development of human potential and personal effectiveness. <http://www.briantracy.com>)

"The only limitation in your life is the limitation of your own thinking."—James A. Ray

FACTS OF LIFE

Back in Time—to 1902!

The year is 1902, 100 years ago . . . what a difference a century makes. Here are the U.S. statistics for 1902.

The average life expectancy in the U.S. was 47.

Only 14 percent of the homes in the U.S. had a bathtub.

Only 8 percent of the homes had a telephone.

A 3-minute call from Denver to New York City cost \$11.

There were only 8,000 cars in the U.S. and only 144 miles of paved road.

The maximum speed limit in most cities was 10 miles per hour.

Alabama, Mississippi, Iowa, and Tennessee were each more heavily populated than California. With a mere 1.4 million residents, California was only the 21st most populous state in the Union.

The tallest structure in the world was the Eiffel Tower.

The average wage in the U.S. was 22 cents an hour.

The average U.S. worker made between \$200 and \$400 per year. A competent accountant could expect to earn \$2,000 per year; a dentist, \$2,500 per year; a veterinarian, between \$1,500 and \$4,000 per year; and a mechanical engineer, about \$5,000 per year.

More than 95 percent of all births in the U.S. took place at home.

Ninety percent of all U.S. physicians had no college education. Instead, they attended medical schools, many of which were condemned in the press and by the Government as "substandard."

Sugar cost 4 cents a pound. Eggs were 14 cents a dozen. Coffee cost 15 cents a pound.

Most women only washed their hair once a month and used borax or egg yolks for shampoo.

The five leading causes of death in the U.S. were:

1. Pneumonia and influenza
2. Tuberculosis
3. Diarrhea
4. Heart disease
5. Stroke

Canada passed a law prohibiting poor people from entering the country for any reason.

The American flag had 45 stars. Arizona, Oklahoma, New Mexico, Hawaii, and Alaska hadn't been admitted to the Union yet.

The population of Las Vegas, NV, was 30.

Crossword puzzles, canned beer, and iced tea hadn't been invented.

There was no Mother's Day or Father's Day.

One in 10 U.S. adults couldn't read or write.

Only 6 percent of all Americans had graduated from high school.

Marijuana, heroin, and morphine were all available over the counter at corner drug-

stores. According to one pharmacist, "Heroin clears the complexion, gives buoyancy to the mind, regulates the stomach and the bowels, and is, in fact, a perfect guardian of health."

Eighteen percent of households in the U.S. had at least one full-time servant or domestic.

There were only about 230 reported murders in the entire U.S.

Well, here we are in 2002. Wonder what it will be like 100 years from now.

TIME MANAGEMENT

The Top 10 Ways To Make Time Your Ally

How many times have we told ourselves "I'm just too busy right now" or "I simply don't have the time"? This is one of the most successful scams we pull on ourselves. It's so successful because we buy into the truth of it automatically, without questioning the logic, reasoning, or beliefs behind it. Time does not have to be our enemy.

We can make it our ally by prioritizing our needs and desires, getting clear about our vision and focus, and ignoring the plethora of distractions that come our way. What's really true is that we all have the same 24 hours in a day. The following are some suggestions for making the most of them.

1. Get clear on what's most important to you.

Have a definite vision for yourself of what you want your life to look like 6 months from now, a year from now, 5 years from now, and so on. What actions do you need to start taking now in order to make this happen?

2. Prioritize your activities.

List the things you'd really like to accomplish this month and then rank them in order of urgency, importance, or both. Make sure the tasks and activities that are most important to you are at the top of the list.

3. Break the big tasks into smaller, more manageable ones.

We can start to feel overwhelmed by the larger goals or tasks we set for ourselves—the ones that seem so big we don't know where to start. So we usually just don't start them at all. Instead, break these things into small, bite-size chunks that you know you can manage. Then start to tackle each one individually. Set yourself up for success by starting small.

4. Set aside definite, uninterrupted blocks of time to accomplish these things.

Move things from your "To Do" list to your calendar. If you don't block out specific times and days for these activities, chances are they'll remain on your list as a source of frustration, annoyance, and stress. Take them out of your head and off your list and plan to make them a part of your day.

5. Be realistic.

We all think we can accomplish more things more quickly than we actually can most of the time. Unexpected obstacles show up and throw us and our schedules for a loop. Consider realistically how much time you think a task will take. Then double it (seriously!). If you get the job done in less time than your new estimate, that's great—take a break and find some way to reward or congratulate yourself.

6. Be willing to eliminate.

Part of prioritizing means being willing to place the least important or urgent activities at the bottom of the list. Be willing to consider that these things may not get done today, this week, or ever. Are there any that you can give up completely without feeling you've compromised yourself or your standards? Ahhh . . . feels better, doesn't it?

7. Get help or support.

You don't have to do everything by yourself. Enlist the help of others to maximize your strengths and delegate your weaknesses. Find a colleague, a partner, a coach, or an assistant who can support you in doing what means most to you. And accept their help when offered. Don't think you can afford it? Think about bartering what you're good at or love to do with someone who excels in some of your weaker areas.

8. Be sure to include time for self-care and the unexpected.

All work and no play makes Jack (or Jill) very very dull. You can't operate at your best without taking time out to recharge your batteries. Include time in your schedule for breaks, relaxation, hobbies, interests, and people you want to connect with. And include time for the unexpected phone call or flat tire which might otherwise completely throw off your day.

9. Try the one-hour exercise.

For the tasks you continue to procrastinate about but really need/want to do, try this exercise: Set a timer for one hour and commit to doing that task for exactly that period of time. You will work uninterrupted for that time—no answering or making phone calls, getting snacks, checking the mail, etc. At the end of the hour you can choose to stop working on that task for the day. At this point, one of three things will happen—you'll have completed the task (congratulations!), you'll be so into it that you'll keep working until the task has been completed, or you'll see that you need to devote more time to it, but you'll now be an hour closer to its completion and will have a clearer idea of the time frame involved. With any of these results, you'll end up with a feeling of success and accomplishment.

10. Realize your stories about time are just that—stories.

If you continue to tell yourself "There just aren't enough hours in the day," "I never

have enough time for the things I need to do," "Time flies by faster and faster," you will continue to attract and be attracted to all sorts of evidence to support these beliefs. Consider that these stories may not be completely true—we just live our lives as though they are. More constructive and positive beliefs about time will produce more constructive and positive evidence. (Have you ever noticed that when you start to think about buying a particular model of car, suddenly you see many more of them on the road than you ever have before?) (Source: Copyright 2000, 2001, 2002 by Thomas J. Leonard)

FINANCES

Do Well While Doing Good

Instead of writing checks, use appreciated securities to fulfill year-end charitable obligations. Suppose you generally give \$1,000 to your alma mater. If you write a check, you're out \$1,000.

Instead, give away \$1,000 worth of stock that you bought for, say, \$400. Considering the \$600 unrealized gain and the \$120 tax obligation (at a 20-percent rate) you'd have if you sold, this stock is really worth only \$880 to you. Yet if you give it as a charitable contribution, you get the same tax deduction as you would by writing a \$1,000 check. The charity, in turn, can sell the stock for the full \$1,000 without owing any tax. It's not difficult to implement this strategy.

Call the charity and get its brokerage account number. Call your own broker or your mutual fund company and explain what you want to do, providing the account number. Follow up by fax or phone to confirm the transaction. (Source: Retirement & Financial Planning Report. Published by FEDweek)

SPECIAL INTEREST GROUPS

Do you wish that you had a place to share concerns, questions and information on a particular topic of interest? It might be related to a hobby such as digital photography, writing, or poetry; perhaps a concern about caring for elderly parents, weight loss, or eating more healthily; or a financial topic such as investments. If you are interested in participating in a Special Interest Group for one hour a month during lunch, please contact Evelin Saxinger at esaxinge@hq.nasa.gov with comments and ideas.

Questions/Comments to:

Evelin Saxinger, Work/Life Program Manager, esaxinge@hq.nasa.gov or 358-1311

An online version of this newsletter may be found at <http://www.hq.nasa.gov/office/codec/cc/navig-10.pdf>