

ASS-114

Human Values and Ethics

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B.Sc. (Hons.) Agriculture

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e-Reading Manual on
Human Values and Ethics

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FOREWORD

I am pleased to learn that the Department of Agricultural Extension is bringing out the e-reading manual of ASS 114: Human Values and Ethics for the students of B.Sc. (Hons.) Agriculture. The university has always been supportive for providing all sorts of help in facilitating the best teaching and learning environment. This e-reading manual will be helpful to improve students' understanding of the subject and easily accessible all the time. With this e-reading manual, the students will be able to develop their skills for better performance in academics and in the professional field as well.

I appreciate the tireless efforts of the faculty members of the Department of Agricultural Extension in developing and designing this manual. I am sure that this reading manual will be very useful to the students registered for the course of 'B.Sc. (Hons) Agriculture'. This manual will work as a ready reckoner for the students to help them in preparation of competitive examination for higher studies.

With best wishes,



(G.S. Panwar)

Dean

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PREFACE

Agricultural extension is a key to sustainable agricultural development. The global change in economic policies and advancement in technologies have brought a complete shift in extension approaches worldwide. It has introduced new trends such as market led extension, cyber extension and private extension to the discipline. In view of this, ICAR nominated the 5th Dean's Committee to suggest relevant modification and changes in the course curricula of all disciplines at UG level.

This e-reading manual on ASS 114: Human Values and Ethics is designed as per the revised curricula of B.Sc. (Hons.) Horticulture programme recommended by the 5th Dean's Committee of ICAR. The new chapters were added as per the revision and incorporated in such a way that made it easily understandable to the students to make it more clear and attractive. Pictures, graphs, figures, etc. are used at appropriate places. This manual is a combined effort of all the faculty members of the Department of Agricultural Extension, for which I am thankful for my teammates.

On behalf of authors and as a Head, Department of Agricultural Extension, I acknowledge with thanks to Dr. N.P. Singh, Hon'ble Vice Chancellor, BUAT, Banda and Dr. G.S. Panwar, Dean, College of Agriculture, BUAT, Banda for encouraging us to bring out this e-reading manual.

With best wishes,



(B.P. Mishra)

Head

Department of Agricultural Extension

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Human values are the features that guide people to take into account the human element when one interacts with other human. These human values have the effect of bonding, comforting, reassuring and procuring serenity. Human values are the basis for any practical life within society. In simple term, human values are described as universal and are shared by all human beings, whatever their religion, their nationality, their culture, and their personal history. By nature, they persuade consideration for others.

Meaning of Value

The term ‘value’ comes from the Latin word ‘valere’ which means ‘to be of worth’. Whereas, the concise Oxford Dictionary defines the term ‘value’ as the ‘worth, desirability or utility of a thing’. Values are defined as something which are desirable and worthy of esteem for their own sake. According to R.K. Mukherjee (1965), “Values are socially approved desires and goals that are internalized through the process of conditioning (training), learning or socialization and that become subjective (personal) preferences, standards, and aspirations”.

As already stated, that the term ‘value’ stands for ‘worth’. However, still more perfectly, it may be said that the term ‘value’ stands for ‘intrinsic worth’. Whatever is actually liked, prized, esteemed, desired, approved or enjoyed by any one, is valuable. Values can also be defined as those things that are valued by someone. In other words, values are what is considered important by an individual or an organization. Examples include courage, honesty, freedom, innovation etc. An interdependent, accepted or consistent set of value is called Value-System.

Values are the guiding principles of our lives. These are essential for positive human behaviour and actions in our daily lives. These are formed on the basis of interests, choices, needs, desires and preferences.

Need for Values

We encounter several circumstances every day which test our patience, our character and peace of mind. We have to make tough decisions each day. What guide us in these circumstances are our values. Our values serve as markers to tell if life is heading in the right direction. When our actions and words are aligned with our values, life feels good and we feel content, confident and satisfied. But when our behaviours don’t match-up with our values, we sense an uneasiness that grows inside us. This uncomfortable feeling tells us that not all is good right now. We feel out-of-sorts. These feelings can be a source of anxiety and unhappiness. We need value in our lives to:

- Guide us in the right path.
- Learn the importance of certainty, goodness and beauty.
- Give direction to life and bring joy.
- Learn satisfaction towards life.
- Attain peace in life.
- Develop character.

- Preserve our culture and heritage.
- Bring changes in behaviour towards positive thoughts.
- Promote the peace and harmony in the society.

Basic Human Values

Basic human values refer to those values which are at the core of being human. The values which are considered basic inherent values in humans include truth, honesty, loyalty, love, peace, etc. because they bring out the fundamental goodness of human beings and society at large. Further, since these values are unifying in nature and cut across individual's social, cultural, religious and sectarian interests; they are also considered universal, timeless and eternal applying to all human beings. The most important human values are:

- 1. Co-operation:** It is the process of working together to the same end. It is undeniably one of the most vital assets one can have when working through a problem. Having the opinions and voice of another person will not only draw out a discussion of the topic, but also lead you to a well-rounded solution.
- 2. Caring:** Often seen as displaying kindness and concern for others. The true importance of this value comes from the work or practice of looking after those unable to care for themselves. Caring for others both physically and spiritually is a vitally important value to have; people will always rely on someone else for help at one point or another, but we often fail to realize how much of a difference caring for another person can make.
- 3. Honesty:** Honesty is also vital human values. An honest person is often straight, upright, sincere and fair and being an honest person brings more reward to the soul than the damage a lie could do.
- 4. Love:** The presence of love in human life, the love they have for their families, friends, their faith and for themselves is important source of energy to lead smooth life.
- 5. Respect:** Respect is a feeling of deep admiration (have a high regard for) for someone or something elicited (obtain, bring forth) by their abilities, qualities, or achievements. The essence to this is that when you want to be treated with respect, you will treat others with respect; its one of those rare instances that in obtaining this feeling you will better the way the world views you.
- 6. Commitment:** Commitment shows loyalty and it can show bravery and tenacity as well. A commitment is a promise made and an expectation we have created. Honoring our commitments can make the difference between achieving what's most important to us or feeling disappointed and defeated.
- 7. Patience:** Patience is a value which can also improve productivity because it creates a better state of mind, a clearer state of mind, for better decision making.
- 8. Tolerance:** There are people who make us angry and we just can't seem to see eye-to-eye with on an issue. Rather than showing contempt, tolerance is a better alternative. It shows respects, patience and courtesy – all important values in their own right, too.

9. **Appreciation:** Taking a brief moment to say, “thank you,” or acknowledging the exceptional job the restaurant server did when waiting on you is not only encouraging for the beneficiary to hear; it fills your soul with more appreciation too.
10. **Compassion:** We are all part of this thing called the human condition. No doubt we have different skin colors, religious preferences and political points-of-view, but at the end of the day, we still need to take care of one another.
11. **Faith:** It is complete trust or confidence in someone or something, not only living with invisible means of support but knowing that there is an ocean, because there is a river. Certain things in life require a bit of faith because the world isn’t black and white, sometimes you need a little bit of unknown to accomplish things you never thought you could.
12. **Beauty:** the true meaning of beauty is being in balance and harmony with nature. The importance of this Human Value is clear when you think about the things that bring meaning into your life such as family and friends, these things become beautiful in a greater sense. Finding things that have personal meaning in your life and allowing them to fill you with emotion is one of the most important values.
13. **Trust:** Trust can be interpreted in many ways, but ultimately it comes down to reliability and truth.
14. **Integrity:** The quality of being honest and having strong moral principles can be seen as a non-willingness to change or to adapt to a new way of thinking.
15. **Wisdom:** Wisdom is something that is the most important human value in many ways; under-appreciated in its importance, in its value, in our lives and in its true meaning. Wisdom is the quality of having experience and good judgment and the resulting soundness of that action or decision.

Sources of Values

A significant portion of the values we hold is established in our early years from parents, teachers, friends, and others. There are so many sources from which we can acquire different values. Sources of values are;

1. **Family:** Family is a great source of values. A child learns his first value from his family.
2. **Friends and peers:** Friends and peers play a vital role in achieving values.
3. **Community or society:** As a part of society, a person learns values from society or different groups of the society.
4. **School:** As a learner, school and teachers also play a very important role in introducing values.
5. **Media:** Media such as – Print media, Electronic media also play the role of increasing values in the mind of people.
6. **Relatives:** Relative also helps to create values in the minds of people.
7. **Organization:** Different organizations and institutions also play a vital role in creating value.
8. **Religion:** Religion is one of the important sources of values.

Intrinsic and Extrinsic Values

The term intrinsic means “in itself” or “for its own sake”. Intrinsic values are those values which have an eternal property without any reference to any end. For example, *happiness or peace or joy or truth* is an intrinsic value. Extrinsic values are those whose property or value depends on how much it generates the intrinsic values. Having a family is an extrinsic value because its value depends on how much happiness or joy it creates.

Types of Values

Two types of values are;

1. Terminal Values.
2. Instrumental Values.

Terminal Values: These are values that we think are most important or most desirable. These refer to desirable end states of existence, the goals a person would like to achieve during his or her lifetime. They include happiness, self-respect, recognition, inner harmony, leading a prosperous life, and professional excellence.

Instrumental Values: Instrumental values deal with views on acceptable modes of conductor means of achieving the terminal values. These include being honest, sincere, ethical, and being ambitious. These values are more focused on personality traits and character.

Terminal Values are most desirable to humans and Instrumental values are views of how human desires should be achieved.

Individuals are not born with an ability to understand the aspects of human behaviour. As individuals mature, their physical, emotional, and cognitive abilities develop and so does their ability to deal with ethical issues. Humans acquire their ethical abilities through teaching and habituation by their families and communities to think, feel and behave in appropriate ways. Ethics plays a critical role in shaping the individuals behaviours within a society. Since the beginning of human civilization, man have tried to hold human conduct in check to preserve the peace of society. Ethics act as a self-governing system to keep human self-interest and the good of society at equilibrium because the eyes of the law are not always available (Duska, 2012).

Definition of Ethics

The term ethics is derived from the Greek word ‘ethos’ which can mean custom, habit, character or disposition. Ethics primarily exists in interaction of individual and society. Through the interaction with human, ethics can help to people to build trust and intimate relationship in society. Hence, individuals in the society will expect others to behave ethically and do not hurt others for personal benefit. As a backbone to the society, ethics play an incredibly important role to the society because it arises from the conscience or a sense to determine right and wrong. It is concerned with what is good for individuals and society. At its simplest, ethics is a system of moral principles. Pettifor (1996) defined ethics as rightness and wrongness of human behaviour. Other than that, Bart (2011) defined ethics as moral principles and rules of conduct to judge human behaviour.

Ethics, simply, may be defined as moral principles that govern a person's behaviour or the conducting of an activity. Ethics, also called moral philosophy, the discipline concerned with what is morally good and bad, right and wrong. Thus, the field of ethics involves systematizing, defending, and recommending concepts of right and wrong behaviour.

Difference between Morals and Ethics

The terms *ethics* and *morality* are closely related. Historically, the term ‘ethics’ comes from Greek *ethos* which means the customs, habits and mores of people. ‘Morality’ is derived from Latin *mos, moris* which denotes basically the same; it was introduced by Cicero as an equivalent to the Greek *ethos*. For the sake of clarity, as a standard definition that morality means the customs, the special dos and don'ts that are shared and widely accepted as standard in a society or group of people. Ethics on the other hand is the philosophical reflection upon these rules and ways of living together, the customs and habits of individuals, groups or mankind as such. Put simply, morals are the customs established by group of individuals whereas ethics defines the character of an individual. The major differences between Morals and Ethics are as under:

1. Morals deal with what is ‘right or wrong’. Ethics deals with what is ‘good or evil’.

2. Morals are general guidelines framed by the society . Conversely, ethics are a response to a particular situation.
3. The term morals is derived from a Greek word ‘mos’ which refers to custom and the customs are determined by group of individuals or some authority. On the other hand, ethics is originated from Greek word ‘ethos’ which refers to character and character is an attribute.
4. Morals are dictated by society, culture or religion while ethics are chosen by the person himself which governs his life.
5. Morals are concerned with principles of right and wrong. On the contrary, ethics stresses on right and wrong conduct.
6. As morals are framed and designed by the group, there is no option to think and choose; the individual can either accept or reject. Conversely, the people are free to think and choose the principles of his life in ethics.
7. Morals may vary from society to society and culture to culture. Ethics remains same regardless of any culture, religion or society.

Importance of Ethics

Ethics play important role in moulding one’s behaviour to identify what is right and wrong to do in a society. Ethics acts as a guiding force to dictate an individual’s sense of right and wrong. Ethics is important because of the following:

1. **Satisfying basic human needs:** Being fair, honest and ethical is one the basic human needs. Everyone desires to be such himself and to live in society that is fair and ethical in its practices.
2. **Creating credibility:** An individual that is believed to posses moral values is respected in the society even by those who may have moral values.
3. **Improving decision making:** A man’s destiny is the sum total of all the decisions that he/she takes in course of his life. Decisions are driven by values.
4. **Securing the Society:** Often ethics succeeds law in safeguarding the society. The law machinery is often found acting as a mute spectator, unable to save the society and the environment.
5. **Create a harmonious and conforming environment:** Ethics tries to create a sense of right and wrong in the society and often when the law fails, it is the ethics that may stop harming the society or environment.

Determinants of Ethics

Primarily ethics is affected by various factors. It is for this reason we do not have uniform or completely similar standards across the globe. These factors exert influences to varying degrees on humans which ultimately get reflected in the ethics. Again, ethical procedures vary across geographic boundaries. The factors are as below:

1. **Religion:** It is one of the oldest foundations of ethical standards. Religion wields varying influences across various sects of people. It is believed that ethics is a manifestation of the divine and so it draws a line between the good and the bad in the society. Depending upon the degree of religious influence we have

different sects of people; we have sects, those who are referred to as orthodox or fundamentalists and those who are called as moderates.

2. **Culture:** Culture is a pattern of behaviours and values that are transferred from one generation to another, those that are considered as ideal or within the acceptable limits. It is the culture that predominantly determines what is wrong and what is right. It is the culture that defines certain behaviour as acceptable and others as unacceptable.
3. **Law:** Laws are procedures and code of conduct that are laid down by the legal system of the state. They are meant to guide human behaviour within the social fabric.
4. **Personal values and morals:** An individual's values and morals also influence his or her ethical standards. A key variable which affects the ethical behaviour is "locus of control". An individual with an internal locus of control believes that he/she can control the events in his/her life. An individual with an external locus of control believes that fate or luck or other people affect his life.
5. **Family influences:** Individuals start to form ethical standards as children in response to their perception of their parent's behaviour and are likely to adopt high ethical standards if they see that their family members adhere to high ethical standard.
6. **Peer influences:** Peers are colleagues who are always around us in conducting our daily work. The behaviours and attitudes of peers influence an individual's decisions in their life. They play an important role in ethical decision making.
7. **Life experiences:** Individual's life experiences analyze key ethical concepts such as "right", "wrong," and "permissible." It lets us explore possible sources of moral obligation such as God, human reason, or the desire to be happy. It seeks to establish principles of right behaviour that may serve as action guides for individuals and groups.

Ethical Principles

Philosophers Tom Beauchamp and Jim Childress (2012) proposed four key principles: respect for autonomy, beneficence (the obligation to do good), nonmaleficence (the duty not to harm), and justice. Others, in bioethics, have suggested additional derivative principles, including veracity (the obligation to tell the truth), fidelity (the duty to keep promises), and avoidance of killing (Veatch *et al.*, 2010). The basic principles of ethics are as:

1. **Respect for Persons/Autonomy** - Acknowledge a person's right to make choices, to hold views, and to take actions based on personal values and beliefs
2. **Justice** - Treat others equitably, distribute benefits/burdens fairly.
3. **Nonmaleficence (do no harm)** - Obligation not to inflict harm intentionally.
4. **Beneficence (do good)** - Provide benefits to persons and contribute to their welfare. Refers to an action done for the benefit of others.
5. **Fidelity** - The principle of fidelity broadly requires that we act in ways that are loyal. This includes keeping our promises, doing what is expected of us, performing our duties and being trustworthy.

6. **Veracity** - The principle of veracity, or truth telling, requires that one be honest in their interactions with others.
7. **Avoidance of killing** - Avoidance of killing is a moral consideration that arises in health care controversies involving the notions that human life is sacred or that killing is morally wrong.

Subject Areas of Ethics

Philosophers today usually divide ethical theories into three general subject areas: metaethics, normative ethics, and applied ethics.

1. **Metaethics:** Metaethics is the study of the origin and meaning of ethical concepts. It covers issues from moral semantics to moral epistemology. Two issues, though, are prominent: (1) *metaphysical* issues concerning whether morality exists independently of humans, and (2) *psychological* issues concerning the underlying mental basis of our moral judgments and conduct.
2. **Normative Ethics:** Normative ethics involves arriving at moral standards that regulate right and wrong conduct. In a sense, it is a search for an ideal litmus test of proper behaviour.
3. **Applied Ethics:** Applied ethics refers to the practical application of moral considerations. It is ethics with respect to real-world actions and their moral considerations in the areas of private and public life, the professions, health, technology, law, and leadership.

Approaches to Ethics

The different dimensions to study the ethics help in arriving at ethical decisions during complex situation. These varied approaches to ethics look into the question of how ethical action is determined during a particular situation. Human beings are confronted with situations wherein their decisions about actions may lead to opposed and perhaps equally unwelcome alternatives. Following Reddy and Ajmera (2015), the approaches to ethics are as discussed below:

1. **Utilitarian approach:** Utilitarian approach deals with consequences tries to increase the good and reduce the harm that is done (Reddy and Ajmera, 2015). The utilitarian approach chooses the actions that will produce the greatest benefits and the least harm. The ethical action is the one that provides the greatest good for the greatest number.
3. **The right approach:** The Rights Approach focuses on respect for human dignity. People have dignity based on their capability to choose freely what they will do with their lives and they have fundamental moral right to have these choices respected.
4. **Fairness or justice approach:** The Fairness Approach focuses on the fair and equitable distribution of good and harm, and/or the social benefits and social costs, across the spectrum of society. It starts with the principle that all equals should be treated similarly, and those who are unequal due to relevant

differences, should be treated differently in a manner that is fair and proportionate to, or commensurate with, their difference.

5. **Common goods approach:** This approach to ethics assumes a society comprising individuals whose own good is inextricably linked to the good of community.
7. **Virtue approach:** This is very primitive approach to ethics in which ethical actions ought to be consistent with certain ideal virtues that provide for the full development of our humanity. The virtual approach to ethics assumes that there are certain ideals toward which we should strive which offer overall development of humans.

Components of Ethics

Key components of ethics are described below:

1. **Honesty:** Honesty is a facet of moral character that connotes positive and virtuous attributes such as integrity, truthfulness, straightforwardness, including straightforwardness of conduct, along with the absence of lying, cheating, theft, etc. Honesty also involves being trustworthy, loyal, fair, and sincere.
2. **Integrity:** Integrity is the practice of being honest and showing a consistent and uncompromising adherence to strong moral and ethical principles and values. In ethics, integrity is regarded as the honesty and truthfulness or accuracy of one's actions.
3. **Transparency:** Transparency is operating in such a way that it is easy for others to see what actions are performed. Transparency implies openness, communication, and accountability.
4. **Accountability:** In ethics, accountability is answerability, blameworthiness, liability, and the expectation of account-giving. Accountability is the acknowledgment and assumption of responsibility for actions, products, decisions, and policies within the scope of the role or position and encompassing the obligation to report, explain and be answerable for resulting consequences.
5. **Confidentiality:** Confidentiality involves a set of rules or a promise usually executed through confidentiality agreements that limits access or places restrictions on certain types of information.
6. **Objectivity:** objectivity may refer to fairness, disinterestedness, factuality, and nonpartisanship, but most often encompasses all of these qualities.
7. **Respect:** Respect, also called esteem, is a positive feeling or action shown towards someone or something considered important, or held in high esteem or regard. It conveys a sense of admiration for good or valuable qualities. And it is also the process of honoring someone by exhibiting care, concern, or consideration for their needs or feelings.
8. **Obedience to the law:** Law is a system of rules that are created and enforced through social or governmental institutions to regulate behaviour. Law is a system that regulates and ensures that individuals or a community adhere to the will of the state.
9. **Loyalty:** Loyalty, in general use, is a devotion and faithfulness to a nation, cause, philosophy, country, group, or person.

A vision is the mental picture of the future one desire. It is a picture of excellence, something that the person, team or organization wants to create in its best possible future. It is viewed as a mental picture of a compelling future situation (Papulova, 2014). It originates from creative imagination, the act or power of perceiving imaginative mental images, sort of foresightedness (Joachim, 2010). A vision is not a vague wish or dream or hope. It's a picture of the real results of real efforts. It comes from the future and informs and energizes the present. A vision inspires action. A powerful vision pulls in ideas, people and other resources. It creates the energy and will to make change happen. It inspires individuals and organizations to commit, to persist and to give their best. A vision is a practical guide for creating plans, setting goals and objectives, making decisions, and coordinating and evaluating the work on any project, large or small. Vision in this understanding should be developed based on ideas about future dominant factors and their impacts that will create an environment different from the environment in the past or present.

Benefits of Vision

Visualization is one of the most important techniques available to all for achieving great success in life. Some of the benefits of effective visions include:

- Vision provides direction and helps the person prepare for the future.
- Vision provides guidance for decision making.
- Vision helps set priorities and guides planning.
- Vision provides purpose and a source of inspiration.
- Vision reflects person's core values and beliefs.
- Vision brings change and hope for the future.
- Vision makes dreams clear.
- Vision creates better intention.
- Vision makes people more creative.
- Vision makes people more productive.
- Vision increases chances of success.
- Vision unleashes inner potential of people.
- Vision makes people more determined and focused.
- Vision boosts self-confidence.

Characteristics of an Effective Vision

The following characteristics will help in developing a meaningful and compelling vision.

- 1. Future Focused:** Vision describes the desired future. It sets the context for action. A vision makes clear the person's direction.
- 2. Directional:** An effective vision provides direction and makes clear where the individual is going. This means that a vision needs to be specific enough to shape

decision making and appropriately broad to allow innovative strategies for realizing the vision.

3. Clear: An effective vision provides guidance for decision making and independent action. This requires the vision to be clearly articulated and easily understood. The vision must clarify focus, direction and constraints, to ensure that scarce resources are focused on the most strategic initiatives. Vision that is clear enables effective allocation of scarce resources.

4. Relevant: An effective vision connects what has happened in the past to the desired future this gives the vision credibility.

5. Purpose-Driven: An effective vision provides a larger sense of purpose for the people. That purpose must be more meaningful than getting bigger or beating the competition. Vision connects people to a meaningful purpose, allowing them to feel that they are part of something bigger than themselves.

6. Values Based: They influence the behaviour and attitude of people.

7. Challenging: An effective vision challenges us. A vision is a goal that should challenge us, stretch us and set a high standard for the people. Effective visions represent a future that is beyond what is possible today or what we think possible tomorrow. It is the highest level goal that unites and challenges a person.

8. Unique: An effective vision reflects what's unique. Vision must make clear the activities that an individual will and will not pursue, the capabilities to be developed and the position he will occupy.

9. Vivid: An effective vision provides a vivid mental image of what person will be like in the future. Well crafted visions describe the future in a way that is easy to imagine and to picture in the mind's eye.

10. Inspiring: An effective vision engages and inspires people to commit to a cause. Vision appeals to the hearts and minds of people.

Creating Vision for Life

Following Carpenter *et al.*, (2012), a five-step process of creating vision is being discussed below:

Step 1: Identify Past Successes - Spend some time identifying four or five examples where you have had personal success in recent years. These successes could be at work, in your community, or at home. Write them down.

Step 2: Identify Core Values - Develop a list of attributes that you believe identify who you are and what your priorities are. The list can be as long as you need. Once your list is complete, narrow values to five or six most important values. Finally, choose the one value that is most important to you.

Step 3: Identify Contributions. Make a list of the ways you could make a difference. In an ideal situation, how could you contribute best to:

- the world in general
- your family
- your employer or future employers

- your friends
- your community

Step 4: Identify Goals - Spend some time thinking about your priorities in life and the goals you have for yourself. Make a list of your personal goals, perhaps in the short term (up to three years) and the long term (beyond three years).

Step 5: Write Vision Statements - On the basis of the first four steps and a better understanding of yourself, begin writing your personal vision statements.

The most highly successful people did not attain greatness by luck. They knew what they believed and where they wanted to go. They were men with solid values and defined goals, as well as a clear vision and sense of mission. They know what their purpose is and what they want to achieve. When striving toward any goal, it's important to find ways to remind yourself why that goal is so important to you so you can stay focused. Developing a sense of mission pave a way toward success in life.

Mission

Mission is an important goal or purpose that is accompanied by strong conviction. Mission is simple statements that clarify what you are all about and what you want to do in life. Mission needs to include enthusiasms for life. Mission enables us to fulfill our purpose. One can identify his mission by understanding his purpose.

Mission Statement

A Mission statements is a formal summary of the aims and values of a company, organization, or individual. A mission statement describes fundamental purpose. It guides the planning and implementation of vision. It's a description that encompasses objectives, long-term goals, and guiding philosophy. In a corporate environment, a mission statement is a description of what an organization wants to accomplish in business.

Personal mission statement is brief explanations of what one wants to achieve in his life. It is a declaration of an individual's purpose and path in life, emphasizing what is truly important to him or her. It lays out core values, expectations, pledge to other people, and measurement of success. One can use a personal mission statement to outline his goals, find actionable ways to apply his skills and set specific tasks that help one reach his goals. It is also possible to have multiple personal mission statements that each focus on a different element of personal or professional development. Each statement should complement the others and provide a well-rounded development strategy. A personal mission statement helps an individual identify values, commit to goals, and puts on a path to success (Cydcor.com, 2017). Covey (1989) argued that individuals should have mission statements because having a mission statement helps focus what you want your character to be and what you want to contribute to society. In Covey's mind, writing a mission statement may be the most critical activity in taking control of one's own life.

Benefits of Having a Personal Mission Statement

There are many benefits to creating a mission statement to help you reach your goals (Cydcor.com, 2017):

- 1. Defines who you are and what you want:** For some people, this can be the hardest step of all. Writing your mission statement forces you to dig deep and really think about what matters most to you.

2. Prioritizes for the big picture: We all may hope to achieve a variety of things, but a personal mission statement can help you put those things in perspective and decide which are most important.

3. Builds confidence: Having a mission statement can help you feel more confident, because you know that everything you're doing is getting you closer to a goal that truly matters to you.

4. Creates focus: Many successful people write their mission statements down and look at them every morning before they start their day. Try it to stay focused on your goal, helping you go through your day with purpose and drive.

5. Keeps you motivated: A personal mission statement can act as a reminder that, eventually, all your hard work will pay off. Reflecting on the end goal can help you put in that extra effort daily and give you the endurance you need to overcome any roadblocks that come your way.

6. Simplifies decision-making: When faced with a choice between two opportunities, choose the one that helps you get closer to your goal.

7. Helps you stay on track: A personal mission statement is a great way to spot your own weaknesses or areas that need improvement, because as a concrete statement of your values, it will be obvious when your own actions fall short of the standards you have set

8. Holds you accountable: Having a personal statement and reflecting on it regularly is a great way to make sure you are continuously taking actions to reach your goals.

Steps of Write a Personal Mission Statement

Scott (2020) suggested following eight-step process of Write a Personal Mission Statement.

Step 1: Look at other people's lives: Think about someone you admire and the qualities they possess that lead to your admiration. Write down any characteristics of this person that you hold in high regard, whether that has to do with their character, their achievements, or just their personality.

Step 2: Determine your ideal self: Think about the person that you want to be in all of the areas of your life. Your ideal self should be a reflection of your core values and desired purpose. Think about yourself as being a friend, a spouse, an employee, a leader, and any other roles you consider yourself to live in.

The value you create + who you're creating it for + the expected outcome = Personal Mission Statement

This may be time-consuming, but it will help you clarify your objectives and remind you of your capabilities.

Step 3: What do you want your legacy to be?: Make a list of all of your roles, and write down how you would want to be remembered in each of them. How do you want to be remembered as a parent, a friend, or an employee?

For example, you may want your family to say, “He was an honest man who was generous and inspiring to others, and a respected member of our community.”

It might feel uncomfortable to do this, but you don't need to share what you write with anyone else. Doing this exercise will help you concisely describe how you want others to see you.

Step 4: Find your purpose: Write down your physical, mental, emotional, and spiritual purposes. Consider the principal ways you want to express yourself in these four basic areas. Look at yourself as being the CEO in each of these parts of your life.

For example, when considering your emotional life, your purpose may be to learn to cope with your feelings and find the silver lining in any losses that come your way. If this is the case, you have to find resources that will help you meet this goal.

Step 5: Define your abilities: What are your natural talents? Your mission statement should highlight your aptitudes and strengths because these are the things that give you joy and energy. When we spend time doing things that we do well and enjoy, we give our lives meaning and enthusiasm.

Make a list of all your talents, no matter how small or insignificant they may seem. Then pick out the skills that you enjoy doing the most and focus on these. What do you want your legacy to be? How do you want to be remembered as a parent, a friend, or an employee?

Step 6: Define your specific goals: Considering what you have come up with so far, what are your SMART goals? SMART goals are goals that are specific, measurable, achievable, relevant, and time-bound. The advantage of SMART goals is that they are simple to understand, and it is easy to tell when they are complete. These goals should encompass the outcomes that you want to achieve in your life.

Step 7: Draft your mission statement: Keep your mission statement simple and concise. It can range from a few sentences to a few paragraphs. You can start with a long statement and then narrow it down if that makes it easier.

You want to end up with a statement that will guide you in your daily actions, decisions, and long-term goals. Write in a positive tone, focusing on what you want instead of what you don't want.

Step 8: Refine it: Take some time to alter your mission statement until you feel really comfortable with it. You want it to be a good representation of your core values and life's purpose.

A goal is an idea of the future or desired result that a person or a group of people envision, plan and commit to achieve (Locke, and Gary, 1990). Goals are the first step towards planning for the future, and play a fundamental role in the development of skills in various facets of life, from work to relationships and everything in between. People endeavour to reach goals within a finite time by setting deadlines. In the words of Pablo Picasso: *Our goals can only be reached through a vehicle of a plan, in which we must fervently believe, and upon which we must vigorously act. There is no other route to success.* Understanding the importance of goals and the techniques involved in setting achievable goals paves the way for success.

Characteristics of Goal

Certain characteristics of a goal help define the goal and determine an individual's motivation to achieve that goal. The characteristics of a goal make it possible to determine what motivates people to achieve a goal, and, along with other personal characteristics, may predict goal achievement (Deckers, 2018).

- **Importance** is determined by a goal's attractiveness, intensity, relevance, priority, and sign. Importance can range from high to low.
- **Difficulty** is determined by general estimates of probability of achieving the goal.
- **Specificity** is determined if the goal is qualitative and ranges from being vaguely to precisely stated. Typically, a higher-level goal is more vague than a lower level subgoal; for example, wanting to have a successful career is more vague than wanting to obtain a master's degree.
- **Temporal range** is determined by the range from proximal (immediate) to distal (delayed) and the duration of the goal.
- **Level of consciousness** refers to a person's cognitive awareness of a goal. Awareness is typically greater for proximal goals than distal goals.
- **Complexity** of a goal is determined by how many subgoals are necessary to achieve the goal and how one goal connects to another. For example, graduating college could be considered a complex goal because it has many subgoals, such as making good grades, and is connected to other goals, such as gaining meaningful employment.

Key Principles of Goal Setting

Initial theoretical statements regarding goal setting were made to determine how levels of intended achievement related to the actual levels of achievement (Locke, 1990). The goal-setting framework developed further provision that when an individual has specific goals to meet, their performance is more pronounced than in the absence of specifics. That is, setting clearly defined goals leads to better performance.

Based on theory of goal setting and task performance Locke and Latham (1990) suggested five key principles for successful goal achievement.

- 1. Commitment:** Commitment refers to the degree to which an individual is attached to the goal and their determination to reach it – even when faced with obstacles. According to Locke and Latham (1990), goal performance is strongest when people are committed, and even more so when said goals are difficult. Given the commitment to a goal, if an individual discovers their performance is below that which is required, they are likely to increase their effort or change their strategy in order to attain it (Latham and Locke, 2006).
- 2. Clarity:** Specific goals put you on a direct course. When a goal is vague, it has limited motivational value. Research by Arvey, Dewhirst and Boling (1976) indicated that goal clarity was positively related to overall motivation and satisfaction in the workplace.

Set clear, precise and unambiguous goals that are implicit and can be measured. When a goal is clear in your mind, you have an improved understanding of the task at hand. You know exactly what is required and the resulting success is a further source of motivation.

- 3. Challenging:** Goals must be challenging yet attainable. Challenging goals can improve performance through increased self-satisfaction, and the motivation to find suitable strategies to push our skills to the limit (Locke and Latham, 1990). Conversely, goals that are not within our ability level will not be achieved, leading to feelings of dissatisfaction and frustration.
- 4. Task Complexity:** Miner (2005) suggested that overly complex tasks introduce demands that may mute goal-setting effects. Overly complex goals that lie out of our skill level may become overwhelming and negatively impact morale, productivity, and motivation.
- 5. Feedback:** Goal setting is more effective in the presence of immediate feedback (Erez, 1977). Feedback, including internal feedback, helps to determine the degree to which a goal is being met and how you are progressing.

Unambiguous feedback ensures that action can be taken if necessary. If performance falls below the standard required to achieve a goal, feedback allows us to reflect upon our ability and set new, more attainable, goals. When such feedback is delayed, we cannot evaluate the effectiveness of our strategies promptly, leading to a potential reduction in the rate of progress (Zimmerman, 2008).

Goal Setting

Edwin A. Locke and Gary P. Latham, the fathers of goal-setting theory, provided a comprehensive review of the core findings of the goal-setting theory and summarized that specific, difficult goals lead to higher performance than either easy goals or instructions to "do your best", as long as feedback about progress is provided, the person is committed to the goal, and the person has the ability and knowledge to perform the task (Stajkovic, 2006). According to Locke and Latham, goals affect performance in the following ways (Locke, 2002):

1. Goals direct attention and effort toward goal-relevant activities,

2. Difficult goals lead to greater effort,
3. Goals increase persistence, with difficult goals prolonging effort, and
4. Goals indirectly lead to arousal, and to discovery and use of task-relevant knowledge and strategies.

A positive relationship between goals and performance depends on several factors. First, the goal must be considered important and the individual must be committed. Participative goal setting can help increase performance, but participation itself does not directly improve performance (Locke, 2002). Self-efficacy also enhances goal commitment. For goals to be effective, people need feedback that details their progress in relation to their goal (Locke *et al.*, 2002).

Some coaches recommend establishing specific, measurable, achievable, relevant, and time-bounded (SMART) objectives, but not all researchers agree that these SMART criteria are necessary (Grant, 2012). The SMART framework does not include goal difficulty as a criterion; in the goal-setting theory of Locke and Latham, it is recommended to choose goals within the 90th percentile of difficulty, based on the average prior performance of those that have performed the task (Locke *et al.*, 2002).

Goals can be long-term, intermediate, or short-term. The primary difference is the time required to achieve them. Short-term goals expect to be finished in a relatively short period of time, long-term goals in a long period of time, and intermediate in a medium period of time.

Skills Required for Successful Goal Setting

Houston (2020) suggested some essential skills required for successful goal setting and achievement. These skills can be learned and developed through practice.

- 1. Planning:** The old adage ‘fail to plan, plan to fail’ is applicable to successful goal achievement. Low-quality planning negatively affects performance in relation to goals (Smith, Locke and Barry, 1990). Planning and organizational skills are integral to the goal achievement process. Through proper planning, we can prioritize and maintain focus on the task at hand, while avoiding extraneous distractions that can draw us away from the end goal.
- 2. Self-Motivation:** Without the desire to achieve, our attempts at goal setting are doomed to fail. Motivation to achieve a goal encourages us to develop new techniques and skills in order to succeed (Locke, 2001). In more challenging circumstances, the motivation to keep going is a powerful contributor to goal attainment.
- 3. Time Management:** Time management is a useful skill across many facets of life including goal setting. While setting goals are commonly considered to be a specific time management behaviour (Macan, Shahani, Dipboye, and Phillips, 1990), time management is also required in order to successfully accomplish a goal. If we do not properly consider the timescale required to attain a goal, we will inevitably fail.

Additionally, the time we allocate to planning our goals directly impacts task performance – the more time spent on the planning stage, the more likely we are to succeed (Smith, Locke, and Barry, 1990).

- 4. Flexibility:** Inevitably, at some point, things aren't going to go as planned. Having the flexibility to adapt to barriers, the perseverance to sustain your efforts and to carry on in the face of adversity is essential to reaching your goal.
- 5. Self-regulation:** An individual needs to regulate and manage their own emotions in order to promote their own personal and social goals.
- 6. Commitment and Focus:** If we are not committed to our goals, goal setting will not work (Locke, 2001). It is imperative that goals are important and relevant on a personal level, and that we know we are capable of attaining, or at the very least making substantial progress towards, a goal.

Process of Accomplishing Goal of Life

Following Tracey L. Rogers (2020), process of accomplishing goal of life discussed below:

A. Setting Goals

- 1. Decide what you want:** Your first step is to determine what it is you want to achieve. This can be a big change or small one, but taking some time to think about what you hope to achieve is an important first step to success.
- 2. Define your terms:** Once you have a general sense of what you want, you need to start thinking about what these goals mean to you. One person's definition of a goal can be very different from another's. For example, if your goal is to be happier, you need to think about what happiness means to you. What does a happy life look like? What types of things will make you happy? This applies to less overreaching goals as well. If your goal is to learn to play guitar, what does that mean exactly to you? Will you be satisfied with knowing a few chords so people can sing along with you at parties? Or are you striving to be a classical concert guitarist? These are very different definitions of knowing how to play the guitar.
- 3. Ask why:** It's important to take a little time to think about why you are setting the goals you've chosen. If you think about your motivations, you may find that you end up wanting to revise your goals. For example, imagine your goal is to learn to play the guitar. You stop and think about why, and you realize that it's because you think people who play the guitar are popular at school. This doesn't really suggest dedication to the guitar. It might be a good reason to stop and ask yourself if there's another, easier way to get what you really want, which is more social than musical.
- 4. Determine if it's possible:** Last but not least, you need to decide if your goal is realistic. If your goal seems beyond the realm of possibility, it might be time to make a different goal.

B. Making a Plan

- 1. Brainstorm in writing:** Once you've set a general goal, you need to start getting more specific and making a plan to reach it. A great first step is to do some free-writing. Get some paper and write down some thoughts about the following topics:

- Your ideal future
- Qualities you admire in others
- Things that could be done better
- Things you want to learn more about
- Habits you want to improve.

This step is meant to help you fantasize and imagine many possibilities. After a few of these possibilities are out on paper, you can determine which ones are most important to you.

- 2. Get specific:** Once you've thought about some goals and brainstormed a bit, it's time to start getting more specific. Use your notes from the brainstorming session and your definitions from the previous section. Write down some specific things you would like to achieve or do.

 - A vague goal like, "I want to play better, so I will do my best," is not as effective as a goal like "I want to be able to play my favorite song in six months." Poorly defined end goals or vague "do-your-best" goals are not as effective as specific goals.
 - Move beyond general goals like "I want to become rich" and focus on specific achievements that will get results. Instead of "I want to become rich," your goal could be "I want to master investing in the stock market." Instead of "I want to play the guitar," your goal could be something like "I want to play lead guitar in a rock band."
 - It's a good idea to do some more writing here, trying to describe your goals in as much detail as possible.
- 3. Consider using the SMART method:** One way to specify and evaluate your goals is to use the SMART method. This is an approach to goal setting in which you refine your goals by assessing whether they are:

 - Specific
 - Measurable
 - Achievable
 - Relevant and
 - Time-bounded
- 4. Rank your goals:** Many people have several goals. In fact, in your free-writing, you may have discovered that you yourself are already hoping to achieve more than one goal. If this is the case, it's a good idea to try to rank them in order of importance.

 - Ranking your goals will help you focus on those that are the most meaningful to you.
 - For example, you might want to earn a PhD in astrophysics, learn to play classical guitar, read the complete works of Tolstoy, and run a marathon. Trying to do all of these things at once is probably not realistic. Deciding which goals are most important can help you plan for the long and short term.
 - Part of this process is assessing your level of commitment to each goal. A difficult or long-term goal that you aren't highly committed to is one you are

unlikely to achieve. If you only sort of want a PhD in astrophysics, you probably shouldn't make that a priority in life.

5. **Envision the impacts:** Spend some time thinking about how each of these goals will affect your life. This will help you determine the benefits of striving for each of your goals.
 - Thinking in these terms will also help you visualize the process of striving for these goals. This can help boost your motivation.
6. **Create subgoals:** Most goals are more achievable if broken down into smaller tasks. These smaller tasks are subgoals--little goals that add up to the main goal you hope to achieve.
 - For example, if you want to learn to play guitar, your first sub-goal might be to get a guitar. Your next might be to sign up for lessons. Next, you will want to learn the most basic chords and scales, and so on.
 - Creating a schedule for these subgoals can help you stay focused and keep you on track. In the example above, you might aim to have enough money to buy a guitar in three months. You might plan sign up for lessons a week after that, learn the basic chords in another two months, and so forth.
7. **Identify obstacles:** Last but not least, think about what obstacles could stand in the way of achieving your goals. Thinking about this in advance gives you a chance to come up with some ideas about how you will overcome those obstacles.
 - For example, you might find that guitar lessons are more costly than you can afford right now. This could lead you to think about ways to get more money for lessons. Or, you might consider the possibility of teaching yourself using instructional books or videos.

C. Following Through

1. **Dedicate your time:** There are many things you can do to help make the process easier and keep yourself focused. At the end of the day though, most goals are achieved by putting a lot of time and hard work into making them a reality.
 - Think about how long you expect it to take to achieve your goal, and when you want it to be completed. For example, imagine you expect you'll need 40 hours of work to master the basics of playing guitar and you want learn it in a month. You'll need to spend a little over an hour on this every day.
 - There's no way to get around putting in the time. If you are truly committed to your goal, it is what you must do.
2. **Make it a routine:** One way to make putting in the time easier is to build your efforts into a daily routine. Schedule time to work on your goals into every day.
3. **Track your progress:** Once you start working toward your goal, keep track of your progress. Keep a journal, use an app, or get a desk calendar and make a note of time that you put in, subgoals you've achieved, etc.
4. **Stay motivated:** One of the hardest parts of following through on a goal, especially in the long term, is staying motivated. Making achievable subgoals and tracking your progress can both help. But, you may need to add some additional reinforcement.

A principle is a fundamental truth or proposition that serves as the foundation for a system of belief or behaviour or for a chain of reasoning. Usually principles guide our behaviour. In law, it is a rule that has to be or usually is to be followed, or can be desirably followed, or is an inevitable consequence of something, such as the laws observed in nature or the way that a system is constructed. The principles of such a system are understood by its users as the essential characteristics of the system, or reflecting system's designed purpose, and the effective operation or use of which would be impossible if any one of the principles was to be ignored (Alpa,1994).

Importance of Principles

Life is full of many activities and influences that can either mislead a person or even shape their behaviour to the best. Therefore, in order to survive this, it is important for a person to have principles so that they can guide them into making the right choices. Principles play different roles in the life of a person.

Principles help an individual during the decision-making process. This happens in the event whereby the individual is in a dilemma of choosing ideas that have a close relationship. In such a case, a person can decide to choose the idea that makes more sense in life as compared to the other one. As a result, this makes it for individuals to make sound decisions without having to go through much stress. Hence, it is important for every individual to respect their principles and act according to them.

As well, principles help individuals in understanding the world around them and the reason as to why things happen the way they do. As a result, this brings about highly intelligent individuals who are able to make sound decisions. In the case of an individual who doesn't have principles, then it would be difficult for them to understand various life issues in the current world. It is, therefore, important for every individual to set their own principles so that they can be able to understand the world. Having done so, then it means that a person can fit in the world well because they are able to differentiate between that which is good or bad.

Principles guide a person into doing what is good and beneficial in their life. Principles enlighten individuals hence making them more open-minded about life as compared to people who lack principles. It is the idea of having an open mind that enables a person to handle any difficult situations that come their way.

Concisely, principles are an important part of an individual's life because they help a person discover themselves by choosing what's good. This brings about the idea of earning respect from friends because principles help a lot in shaping the behaviour of an individual.

Principles to Attain the Success

There are key principles that Albrecht (2013) find especially helpful, and which he believes can serve as a foundation for successful living.

- 1. The Principle of Gratitude:** The definition of gratitude is a feeling of being thankful and appreciative. Gratitude is strongly and consistently associated with greater happiness. Gratitude helps people feel more positive emotions, relish good experiences, improve their health, deal with adversity, and build strong relationships. People feel and express gratitude in multiple ways. They can apply it to the past (retrieving positive memories and being thankful for elements of childhood or past blessings), the present (not taking good fortune for granted as it comes), and the future (maintaining a hopeful and optimistic attitude). Regardless of the inherent or current level of someone's gratitude, it's a quality that individuals can successfully cultivate further.
- 2. The Principle of Humility:** Humility is the quality of being humble, freedom from pride or arrogance. Humility means putting the needs of another person before your own, and thinking of others before yourself. It also means not drawing attention to yourself, and it can mean acknowledging that you are not always right. Humility is an asset for self-improvement. By living a humble life, we recognize the areas of our life that need work.
- 3. The Principle of Optimism:** Optimism is a mental attitude reflecting a belief or hope that the outcome of some specific endeavor, or outcomes in general, will be positive, favorable, and desirable. Optimists are likely to see the causes of failure or negative experiences as temporary rather than permanent, specific rather than global, and external rather than internal. Such a perspective enables optimists to more easily see the possibility of change. Optimists have healthier outlooks and tend to live longer than their more pessimistic counterparts. However, an unrealistic belief that a person's future will be full of only positive events can lead them to take unnecessary risks, particularly with their health and finances.
- 4. The Principle of Generosity:** Generosity is the quality of being willing to share. Being generous also makes us feel better about ourselves. Generosity is both a natural confidence builder and a natural repellent of self-hatred. By focusing on what we are giving rather than on what we are receiving, we create a more outward orientation toward the world, which shifts our focus away from ourselves. Generosity reduces stress, supports one's physical health, enhances one's sense of purpose, and naturally fights depression. Generosity also promotes a social connection and improves relationships.
- 5. The Principle of Forgiveness:** Forgiveness is the release of resentment or anger. It propels people forward rather than keeping them emotionally engaged in an injustice or trauma. Forgiveness has been shown to elevate mood, enhance optimism, and guard against anger, stress, anxiety, and depression. Forgiveness frees us to live in the present. Reliving the wrong that was done to us keeps us living in the past and missing today's beauty. Forgiveness allows us to move on without anger or contempt.

- 6. The Principle of Intention:** An intention is idea that we plan (or intend) to carry out. The principle of intention means realizing that choosing something as a focus of our energy means not choosing lots of other things. A well-formed statement of intent can help us focus our attention and energy on the things that really count in our life.
- 7. The Principle of Expectation:** Expectation is defined as believing that something is going to happen or believing that something should be a certain way. Success in most fields of endeavour depends on an ability to visualise success. The ability to visualise success and an accompanying belief that success is possible appear to be prerequisites for most forms of human achievement. Expectations are things we wish and desire to have though not very certain to us but our faith and hope keeps the expectations high. Living in expectation gives you a positive mindset. It's is also important to live expectantly because it reminds us of what is expected of us. If we expect good to be done to us then we should try to do the good that is equally expected of us.

The term philosophy cannot be defined precisely because the subject is so complex and so controversial. Different philosophers have different views of the nature, methods, and range of philosophy. There are at least two senses in which the term philosophy is used: a formal and an informal sense. In the formal sense, philosophy is an academic study of the fields of aesthetics, ethics, epistemology, logic, metaphysics, as well as social and political philosophy. One's "philosophy of life" is philosophy in the informal sense, as a personal philosophy, whose focus is resolving the existential questions about the human condition (Fetler, 1968). The term also refers to a specific conception of philosophizing as a way of life.

The term philosophy itself comes from the Greek *philosophia*, which means love of wisdom. Traditionally, the term "philosophy" referred to any body of knowledge. Essentially philosophy is a view of life and its various components. It is the study of general and fundamental questions about existence, knowledge, values, reason, mind, and language (Sellars, 1963).

Importance of Philosophy

Philosophic thought is an inescapable part of human existence. Almost everyone has been confused from time to time by such essentially philosophic questions as "What does life mean?" "Did I have any existence before I was born?" and "Is there life after death?" Most people also have some kind of philosophy in the sense of a personal outlook on life. Even a person who claims that considering philosophic questions is a waste of time is expressing what is important, worthwhile, or valuable. A rejection of all philosophy is in itself philosophy.

By studying philosophy, people can clarify what they believe, and they can be stimulated to think about ultimate questions. A person can study philosophers of the past to discover why they thought as they did and what value their thoughts may have in one's own life.

Philosophy has had enormous influence on our everyday lives. The very language we speak uses classifications derived from philosophy. For example, the classifications of noun and verb involve the philosophic idea that there is a difference between things and actions. If we ask what the difference is, we are starting a philosophic inquiry.

Every institution of society is based on philosophic ideas, whether that institution is the law, government, religion, the family, marriage, industry, business, or education. Philosophic differences have led to the overthrow of governments, drastic changes in laws, and the transformation of entire economic systems. Such changes have occurred because the people involved held certain beliefs about what is important, true, real, and significant and about how life should be ordered.

Systems of education follow a society's philosophic ideas about what children should be taught and for what purposes. Democratic societies stress that people learn to think and

make choices for themselves. Non-democratic societies discourage such activities and want their citizens to surrender their own interests to those of the state. The values and skills taught by the educational system of a society thus reflect the society's philosophic ideas of what is important.

The aim of philosophy is right living. Genuine, real philosophy, worth its name, is expected to enable one to live the truest life possible, - a life of wisdom, free from the imperfections by which ordinary unphilosophical life is characterised. Philosophy is, therefore, the great art of the perfect life, a life where the common notion of it is transcended, and the Supreme Being, which is identical with existence itself, is realised.

The Branches of Philosophy

Philosophy is divided into five branches, each organized around certain distinctive questions. The branches are (1) metaphysics, (2) epistemology, (3) logic, (4) ethics, and (5) aesthetics.

- 1. Metaphysics:** Metaphysics is the study of the fundamental nature of reality and existence and of the essences of things. Metaphysics is itself often divided into two areas-ontology and cosmology. Ontology is the study of being. Cosmology is the study of the physical universe, or the cosmos, taken as a whole. Cosmology is also the name of the branch of science that studies the organization, history, and future of the universe.
- 2. Epistemology:** Epistemology aims to determine the nature, basis, and extent of knowledge. It explores the various ways of knowing, the nature of truth, and the relationships between knowledge and belief. Epistemology asks such questions as "What are the features of genuine knowledge as distinct from what appears to be knowledge?" "What is truth, and how can we know what is true and what is false?" and "Are there different kinds of knowledge, with different grounds and characteristics?"
- 3. Logic:** Logic is the study of the principles and methods of reasoning. It explores how we distinguish between good reasoning and bad reasoning. An instance of reasoning is called an argument or an inference. An argument consists of a set of statements called premises together with a statement called the conclusion, which is supposed to be supported by or derived from the premises. A good argument provides support for its conclusion, and a bad argument does not. Two basic types of reasoning are called deductive and inductive.
- 4. Ethics:** Ethics concerns human conduct, character, and values. It studies the nature of right and wrong and the distinction between good and evil. Ethics explores the nature of justice and of a just society, and also one's obligations to oneself, to others, and to society.
- 5. Aesthetics:** Aesthetics deals with the creation and principles of art and beauty. It also studies our thoughts, feelings, and attitudes when we see, hear, or read something beautiful. Something beautiful may be a work of art, such as a painting, symphony, or poem, or it may be a sunset or other natural phenomenon. In addition, aesthetics investigates the experience of engaging in such activities as painting, dancing, acting, and playing.

Philosophy of Life

Dictionary meaning of philosophy of life, any philosophical view or vision of the nature or purpose of life or of the way that life should be lived. Philosophy of life is an overall vision of or attitude toward life and the purpose of life. According to Anderson (2016), philosophy of life as a mental framework for understanding how the world works and how you fit into the world. The philosophy of life would include things like how you decide what is “good” and “bad”, what “success” means, what your “purpose” in life is (including if you don’t think there is a purpose), whether there is a God, how we should treat each other, etc. Everybody has his/her own philosophy of life. One’s philosophy of life may not remain constant throughout the life. If a person continues to think on and feeds his/her mind on issues affecting life, he/she keeps on refining his/her philosophy of life.

Parameters of Philosophy of Life

Young (2007) believe that all good life philosophies have four basic parameters:

- 1. Survival:** Except in rare circumstances, most good philosophies will fulfill your basic needs. This usually isn’t a big concern since most of us are living well beyond the minimum threshold required to simply survive.
- 2. Happiness:** Good life philosophies should make you feel good. Great philosophies will keep you happy even in troubling circumstances.
- 3. Meaning:** Happiness can rarely exist without meaning. Good philosophies should make you feel useful and valuable, otherwise when pleasurable moments fade you are left with nothing.
- 4. Independence of Circumstance:** Your life philosophy needs to apply in all situations and circumstances. Your strategy for deriving meaning and happiness should last even after a breakup, death of a relative or unemployment.

Steps for Developing a Meaningful Life Philosophy

Everyone has a philosophy on life, whether they realize it or not. The process of refining this philosophy is like building a ship. It will carry you in rough times and allow you to float easily during the pleasant moments. Following Young (2007), steps for developing a meaningful life philosophy are:

- 1. Introspection:** A life philosophy cannot be outsourced. Thinking about your beliefs and strategies is the only real way to do that.
- 2. Study other philosophies:** Gather philosophies from other people and books. Explore philosophies that only fit within your current expectations.
- 3. Focus on the answerable:** Philosophy should be practical. This means focusing less on the unanswerable questions that just lead you in circles.
- 4. Don’t commit:** Building a philosophy is an ongoing process of refinement, not an end result. One should don’t ever expect to find a final answer, just increasingly better ones. Always be open to new understandings.
- 5. Seek references:** Experience can shape our strategy on life. We should aim to find as many broad experiences as possible so we can use them as points of reference when developing a life philosophy.

6. **Connect with others:** Discuss your philosophy and find the philosophy of other people. Find completely different philosophies on life from your own and each is a valuable source of new ideas.
7. **Experiment:** Philosophies need to be practical. They should affect how you think and what you do. Experiment with different approaches and see which connects best with the four criteria mentioned above.
8. **Collect new functions:** Lenses and metaphors are an important component of a strategy for living.
9. **Hold conflicting ideas:** It was Aristotle who said, “it is the mark of an educated mind to hold two conflicting ideas in his head without accepting either.”
10. **Be patient:** The process of refining a life philosophy will take decades, perhaps entire life. There are no final answers, just slightly optimized ones.

Self-Awareness is having a clear perception of your personality, including strengths, weaknesses, thoughts, beliefs, motivation, and emotions. Self-Awareness allows you to understand other people, how they perceive you, your attitude and your responses to them in the moment. Having awareness creates the opportunity to make changes in behaviour and beliefs. Self-awareness is a critical tool to help you reach higher levels of job satisfaction, become a better leader, improve relationships with colleagues, and manage your emotions better. It's also positively correlated with higher levels of overall happiness. Self-awareness is not a fixed trait. It can be practiced and cultivated.

If you begin to consciously practice self-awareness, you can evaluate how your values, passions, and goals fit into your current environment and emotions and how to align them better. You can also understand how other people view you, creating stronger, more authentic relationships with colleagues. Self-awareness will help you become a happier and more productive employee and leader, and can help you align your current life with your passions.

A simple quick assessment of self-awareness might be:

Basic – Aware of your thoughts while you have them.

Medium – Aware of the thoughts and emotions you have about your thoughts in the moment.

High – Able to put attention on your emotions, and physical state in a way to relax and thereby change your thought process in the moment.

Benefits of self-awareness

1. Improve skills by recognizing what you do well and what you need to improve
2. Raise happiness levels by aligning your ideals with your actions
3. Become a better leader by understanding how employees perceive your behaviour
4. Strengthen work and personal relationships by managing emotions
5. Increase work motivation by seeking out your true passions
6. Decrease stress by identifying emotions and lessening tasks you don't enjoy

Type of Self-Awareness

Tasha Eurich (2018), a researcher and organizational psychologist, and her team of researchers came up with two categories of self-awareness, which are important to note: internal self-awareness, and external self-awareness.

- **Internal self-awareness:** It is how clearly you see your values, passions, and aspirations, and how well those standards fit with your environment and your reactions (which include thoughts, feelings, behaviours, strengths, and weaknesses).

- **External self-awareness:** on the other hand, is the ability to clearly see how other people view you. People who know how others see them are typically more empathetic.

Developmental Stages

According to Emory University's Philippe Rochat (2001), there are five levels of self-awareness which unfold in early development and six potential prospects ranging from "Level 0" (having no self-awareness) advancing complexity to "Level 5" (explicit self-awareness).

1. **Level 0: Confusion** - At this level the individual has a degree of zero self-awareness. This person is unaware of any mirror reflection or the mirror itself. They perceive the mirror as an extension of their environment. Level 0 can also be displayed when an adult frightens himself in a mirror mistaking his own reflection as another person just for a second.
2. **Level 1: Differentiation** -The individual realizes the mirror is able to reflect things. They see that what is in the mirror is different from what is surrounding them. At this level they can differentiate between their own movement in the mirror and the movement of the surrounding environment.
3. **Level 2: Situation** - At this point an individual can link the movements on the mirror to what is perceived within their own body. This is the first hint of self-exploration on a projected surface where what is visualized on the mirror is special to the self.
4. **Level 3: Identification** - This stage is characterized by the new ability to identify self: an individual can now see that what's in the mirror is not another person but actually him/herself. It is seen when a child, instead of referring to the mirror while referring to him/herself, refers to him/herself while looking in the mirror.
5. **Level 4: Permanence** - Once an individual reaches this level, they can identify the self beyond the present mirror imagery. They are able to identify the self in previous pictures looking different or younger. A "permanent self" is now experienced.
6. **Level 5: Self-consciousness or "meta" self-awareness** - At this level not only is the self seen from a first person view but it realized that it's also seen from a third person's view. They begin to understand they can be in the mind of others. For instance, how they are seen from a public standpoint.

Ways to Improve Self-Awareness

According Forsey (2018), there are dozens of ways to improve and cultivate self-awareness, but here are four of the biggest to start off.

1. **Ask "What?" instead of "Why?":** When people assess their current state, emotions, and environment, they all too often ask, "Why?" Like, "Why am I feeling so sad? Why did my boss give me that feedback? Why isn't my project going the way I'd hoped?"

Research has also found people who are introspective are more likely to ruminate on negative thoughts when evaluating the self. Self-evaluation through “Why” questions could leave you feeling depressed and anxious, while being entirely unproductive.

Rather than asking “Why,” highly self-aware people ask, “What?” “What” questions are more productive, and focuses on objectives and future goals, rather than past mistakes.

- 2. Spend Time with Yourself:** It’s not easy to reflect on yourself when you’ve got the TV blaring, you’re out to dinner with friends, or you’re glued to your phone. Give yourself the space and time necessary to self-reflect, by avoiding distractions. Try spending time reading, writing, meditating, or practicing other solo activities to connect with yourself. Try to give yourself quiet, distraction-free time.
- 3. Practice Mindfulness:** Mindfulness allows you to be present with yourself and observe your thoughts in a non-judgmental way. What better way to become self-aware than focusing, non-judgmentally, on you? Mindfulness forces you to focus on yourself on purpose, in the present moment. Next time you’re feeling frustrated at work, use mindfulness to check-in with yourself: what thoughts are going through your mind? How are you feeling? Simply being present enough to acknowledge your thoughts, feelings, and emotions, will help you become more acquainted and better at recognizing them properly within yourself.
- 4. Become a Better Listener, and Ask for Feedback:** Listening to others and yourself is critical to becoming self-aware. When you learn how to listen to your friends, colleagues, and managers without evaluating or judging them, you’ll become more empathetic and understand people better. Listening to the important people in your life should give you a true sense of how they perceive you. You can translate those listening skills to yourself, too, and become better at understanding your own thoughts and emotions. Additionally, it's important to ask for feedback from the people you work with, or lead.

Self-satisfaction is very important for a tension-free life. If a person strives for excellence and keeps on competing with others, he is prone to taking up more and more stress and finally this might result in failures instead of excelling. So, if a person is satisfied with his work / activity and that too if he does his work with honesty and sincerity, then he can relatively get much happiness in life and thus he can lead a healthy and stress-free life. On the other hand, if a person is never ever satisfied with what he does, he will be prone to continuous stress in his life and finally he might end up with failure which in turn results in several health problems.

Self-Satisfaction is defined as the happiness that is derived from positive and good feelings about oneself and life (Ryff, 1989). This satisfaction is obtained from their meaningful work and personal goals fulfilment. When people feel happy about themselves and believe they have gotten in life what they aimed tend to be happier than others, and this has positive impact on the way they choose to live, deal with people and even work. In addition, Donovan and Halpern (2002) found that people, who are satisfied, are more open and artistic which implies they are more imaginative and creative when it comes to their way of thinking, which can make them better manage their work life. Simply, Self-Satisfaction is a feeling of being very pleased or satisfied with oneself and what one has done.

Things that Make Life More Satisfying

Being satisfied and feeling fulfilled are what we all ultimately strive for. Happiness with our lives is the very reason we do just about anything. To lead a satisfying life, take some time to reflect on developing a positive attitude, interacting with others, and embracing simplicity (Carmichael, 2020).

A. Developing a Positive Attitude

1. **Practice daily gratitude:** Write in a gratitude journal each day in order to consistently recognize all of the great things that you have in your life. Whether you write a whole page or just a sentence each day on what you feel grateful for, this activity may help you feel satisfied by bringing all the positives of your life to light.

2. **Be open to change:** Those who change at least one of their viewpoints or behaviours every few months are more likely to look to the future with hope and positivity. These individuals also generally claim to be in a better mood most of the time. Keep in mind that growth isn't possible without change, and try to approach life's changes with open arms so that you can feel more satisfied overall.

3. **Look at things from a new perspective:** By attempting to look at seemingly negative situations in a positive light, you can change your thought processes over time. This may help you to feel more satisfied because you're putting a positive filter on the people, events, and situations in your life.

4. **Recognize that having more doesn't ensure happiness:** Reflect on those who you know that are wealthy and those who aren't as fortunate. There are many people who have less than you but still manage to have a positive outlook on life. There are also

many who have more than you and are dissatisfied. Keep this in mind when you think you have to have more in order to be happy.

B. Interacting with Others

1. **Invest in friendships:** Studies have shown that having several close friendships significantly increase people's optimism and life satisfaction. Reach out to your friends and invite them to things more often. Make a conscious effort to prioritize time with friends. The closeness that may result in investing in your friendships may also come with comforting support and fun experiences.

2. **Accept loved ones for who they are:** You may wish that your spouse would be more organized or that your child would be more athletic. Try not to get too caught up in what you wish was different about those who you love. This can cause strain on your relationships and dissatisfaction. Instead, try your best to accept those who you love for who they are.

3. **Don't compare yourself to others:** Most of the people that you come in contact with are on a different path or at a different stage of life than you are. Try to celebrate others' happiness, accomplishments, and good fortune instead of comparing them to your own. This will lead to less bitterness and jealousy and more peace of mind.

4. **Keep in mind that people often omit negativity on social media:** When scrolling through all of the happy faces and fun adventures posted on Facebook, Instagram, and other social media sites, it's easy to get jealous. Try to remember that everyone has positive and negative experiences, even if you only see the good aspects of their lives on social media.

5. **Volunteer to serve others:** Helping others can lift your spirits and give you a sense of purpose. When you're immersed in the hard work of day-to-day life, it can be hard to see the point of everything you're doing. Volunteering for those in need can often have a more obvious impact. This sense of purpose can help you to feel more satisfied with your life.

C. Embracing Simplicity

1. **Incorporate non-material joys into your life:** Start by making a list of all the things you love that don't require or involve money. Refer to this list often and try to incorporate one or more things on the list into each day. Some things on your list might include: love, laughter, faith, family, long walks, nature, and more.

2. **Buy what you need and not what you want:** Struggling financially can often lead to unhappiness in life. While it's often difficult to ever be in a position where money isn't a concern at all, you can lessen the stress by living within your means. Instead of just buying whatever you want, think through every purchase and mostly only buy the things that you need in order to survive comfortably.

3. **Desire what you have:** Instead of focusing on all of the things you don't have, try to focus on all of the things you do have. If you're often wanting more than you possess, you might never feel fulfilled because there are so many fancy, expensive material items out there and you may never be able to buy all of them. Try to get enjoyment out of the things you already own and use.

Self exploration is the process to find out what is valuable to me by investigating within myself, what is right for me, true for me, has to be judged within myself. Through self exploration we get the value of our self. It is a process of focusing attention on our self, our present beliefs and aspirations vis-à-vis what we really want to be (that is to say, what is naturally acceptable to us). If these two are the same, then there is no problem. If on investigation we find that these two are not the same, then it means we are living with this contradiction (of not being what we really want to be) and hence, we need to resolve this contradiction this conflict within us. It is a process of discovering that there is something innate, invariant and universal in all human beings. This enables us to look at our confusions and contradictions within and resolve them by becoming aware of our natural acceptance. We live with different entirety (family, friends, air, soil, water, trees, etc.) and we want to understand our relationship with all these. For this we need to start observing inside.

Content of Self-Exploration

Content of self exploration is just finding answers to the following fundamental questions of all human beings:

1. **The Desire/Goal:** What is my (human) Desire/ Goal? What do I really want in life, or what is the goal of human life?
2. **Program:** What is my (human) program for fulfilling the desire? How to fulfil it? What is the program to actualize the above?

In short, the above two questions cover the whole domain of human aspirations and human endeavor. Thus, they form the content of self- exploration.

Purpose of Self-Exploration

1. It is a process of dialogue between “what you are” and “what you really want to be”: It is a process of focusing attention on ourself, our present beliefs and aspirations vis-à-vis what we really want to be (that is to say, what is naturally acceptable to us). If these two are the same, then there is no problem. If on investigation we find that these two are not the same, then it means we are living with this contradiction (of not being what we really want to be) and hence, we need to resolve this contradiction this conflict within us. It is a process of discovering that there is something innate, invariant and universal in all human beings. This enables us to look at our confusions and contradictions within and resolve them by becoming aware of our natural acceptance.

2. It is a process of self-evolution through self-investigation: It successively enables us to evolve by bridging the gap between ‘what we are’ and ‘what to be’. Hence, the self-exploration leads to our own improvement, our self-evolution – we will become qualitatively better.

3. It is a process of knowing oneself and through that, knowing the entire existence: The exploration starts by asking simple questions about ourself, which gives our clarity about our being, and then clarity about everything around us.

4. It is a process of recognizing one's relationship with every unit in existence and fulfilling it: It is a process of becoming aware about our right relationship with other entities in existence and through that discovering the interconnectedness, co-existence and other in the entire existence, and living accordingly.

5. It is a process of knowing human conduct, human character and living accordingly: It is a process of discovering the definitiveness of human conduct and human character and enabling one to be definite in thought, behaviour and work.

6. It is a process of being in harmony in oneself and in harmony with entire existence: This process of self-exploration helps us to be in harmony with ourself and with everything around.

7. It is a process of identifying our innateness and moving towards self-organization and self-expression: This process of self-exploration helps us to identify our Innateness and through that acquiring self-organization and self-expression.

Mechanism of Self-Expression

This self-exploration will be done on the basis of whether the proposals (information) are acceptable to us in a natural manner – i.e. they need to be naturally acceptable to us and not just imposed externally. It also includes verifying the proposal through experiential validation, i.e. by living according to them. Experiential validation will ascertain that when we live our life on the basis of this education, our living will be fulfilling to us as well as our surroundings. The two mechanism of self-exploration are:

1. Natural acceptance: Natural acceptance implies unconditional and total acceptance of the self, people and environment. It also refers to the absence of any exception from others. Once we fully and truly commit ourselves on the basis of natural acceptance, we feel a holistic sense of inner harmony, tranquility and fulfillment. We can easily verify proposals in the basis of characteristics of natural acceptance mentioned below:

a) **Natural acceptance does not change with time.** It remains invariant with time. For example, our natural acceptance for trust and respect does not change with age.

b) **It does not depend on the place.** Whatever we have accepted, in our life, at any time of our age, does not change, even if we move from one place to another one.

c) **It does not depend on our beliefs or past conditionings.** No matter how deep our belief or past conditioning, as long as we ask ourselves the question sincerely, as long as we refer deep within ourselves, the answer will always be the same.

d) **This natural acceptance is 'constantly there', something we can refer to.** Natural acceptance is always there. Whatever we do, this natural acceptance is within us, it is telling us what is right.

e) **Natural acceptance is the same for all of us: it is part and parcel of every human being, it is part of humanness.** Though each one of us, may have different likes and dislikes and means to live and to react etc. but if we go deep in our mind the purpose

of our work, behaviour, efforts etc. are based on common goals like need to be happy, need to be respected, need to get prosperity. So, our basic acceptance remains the same.

2.Experiential validation: Experiential validation is a process that infuses direct experience with the learning environment and content. It may be regarded as a philosophy and methodology in which the direct experience and focused reflection of the individual helps to increase knowledge, develop skill and clarify values.

Making decisions is a central part of any management role, a core element in problem-solving, and important in a range of other social and business activities. Decision-making is the process of identifying and choosing alternatives based on the values, preferences and beliefs of the decision-maker. Every decision-making process produces a final choice, which may or may not prompt action. Using a step-by-step decision-making process can help you make more deliberate, thoughtful decisions by organizing relevant information and defining alternatives. This approach increases the chances that you will choose the most satisfying alternative possible. For effective decision making, a person must be able to forecast the outcome of each option as well, and based on all these items, determine which option is the best for that particular situation.

Elements of Decision

There are three elements to any decision, alternatives, preferences and information.

1. If there are no **alternatives**, there is no decision to make; one has an issue that requires managing. Where there are alternatives, there has to be a degree of uncertainty as to which alternative is best for a decision to be required.

2. If a decision is required, **personal preferences and values** play a significant part in the decision making process and our preferences are affected by innate personal bias and the social context we are deciding within. Research suggests that social rules play a significant determinant in how we make decisions. Regardless of our own preferences, we internalize our environment, the roles that we play within that environment and what expected behaviour looks like within those roles. Sometimes the rules we respond to are formally articulated. In many cases, they are informally established and simply reflect the operating culture.

3. For every uncertainty there is **information** that has the potential to reduce or remove it. Without information we make a decision and find out what happens, with information we find out what will happen then decide what to do.

Steps of the Decision Making Process

In general, the decision making process helps us solve problems by examining alternative choices and deciding on the best route to take. Using a step-by-step approach is an efficient way to make thoughtful, informed decisions that have a positive impact on our short- and long-term goals. The decision making process is commonly divided into seven steps. We may utilize many of these steps without realizing it, but gaining a clearer understanding of best practices can improve the effectiveness of our decisions.

Step 1: Identify the decision: To make a decision, first identify the problem that needs to solve. Try to clearly define the nature of the decision you must make. This first step is very important.

Step 2: Gather relevant information: Collect some pertinent information before you make your decision: what information is needed, the best sources of information, and how to get it. This step involves both internal and external “work.” Some information is

internal: you'll seek it through a process of self-assessment. Other information is external: you'll find it online, in books, from other people, and from other sources.

Step 3: Identify the alternatives: As you collect information, you will probably identify several possible paths of action, or alternatives. You can also use your imagination and additional information to construct new alternatives. In this step, you will list all possible and desirable alternatives.

Step 4: Weigh the evidence: Draw on your information and emotions to imagine what it would be like if you carried out each of the alternatives to the end. Evaluate whether the need identified in Step 1 would be met or resolved through the use of each alternative. As you go through this difficult internal process, you'll begin to favor certain alternatives: those that seem to have a higher potential for reaching your goal. Finally, place the alternatives in a priority order, based upon your own value system.

Step 5: Choose among alternatives: Once you have weighed all the evidence, you are ready to select the alternative that seems to be the best one for you. You may even choose a combination of alternatives. Your choice in Step 5 may very likely be the same or similar to the alternative you placed at the top of your list at the end of Step 4.

Step 6: Take action: You're now ready to take some positive action by beginning to implement the alternative you chose in Step 5.

Step 7: Review your decision & its consequences: In this final step, consider the results of your decision and evaluate whether or not it has resolved the need you identified in Step 1. If the decision has not met the identified need, you may want to repeat certain steps of the process to make a new decision. For example, you might want to gather more detailed or somewhat different information or explore additional alternatives.

Common Challenges of Decision Making

Here are common challenges of decision making along with best practices to help you avoid them:

- **Having too much or not enough information:** Gathering relevant information is key when approaching the decision making process, but it's important to identify how much background information is truly required. An overload of information can leave you confused and misguided, and prevents you from following your intuition. In addition, relying on one single source of information can lead to bias and misinformation, which can have disastrous effects down the line.
- **Misidentifying the problem:** In many cases, the issues surrounding your decision will be obvious. However, there will be times when the decision is complex and you aren't sure where the main issue lies. Conduct thorough research and speak with internal experts who experience the problem firsthand in order to mitigate this. It will save you time and resources in the long run.
- **Overconfidence in the outcome:** Even if you follow the steps of the decision making process, there is still a chance that the outcome won't be exactly what you had in mind. That's why it's so important to identify a valid option that is plausible and achievable. Being overconfident in an unlikely outcome can lead to adverse results.

Motivation is the word derived from the word 'motive' which means needs, desires, wants or drives within the individuals. It is the process of stimulating people to actions to accomplish the goals. In the work goal context the psychological factors stimulating the people's behaviour can be -

- desire for money
- success
- recognition
- job-satisfaction
- team work, etc

One of the most important functions of leadership is to create willingness amongst the people to perform in the best of their abilities. Therefore, the role of a leader is to arouse interest in performance of people in their jobs. The process of motivation consists of three stages:-

1. A felt need or drive
2. A stimulus in which needs have to be aroused
3. When needs are satisfied, the satisfaction or accomplishment of goals.

Therefore, we can say that motivation is a psychological phenomenon which means needs and wants of the individuals have to be tackled by framing an incentive plan.

Importance of Motivation

Motivation is a very important for an organization because of the following benefits it provides (Juneja, nd):

1. **Puts human resources into action:** Every concern requires physical, financial and human resources to accomplish the goals. It is through motivation that the human resources can be utilized by making full use of it. This can be done by building willingness in employees to work. This will help the enterprise in securing best possible utilization of resources.
2. **Improves level of efficiency of employees:** For getting best of his work performance, the gap between ability and willingness has to be filled which helps in improving the level of performance of people.
3. **Leads to achievement of goals:** The goals of an enterprise can be achieved only when the following factors take place :-
 - i. There is best possible utilization of resources,
 - ii. There is a co-operative work environment,
 - iii. The people are goal-directed and they act in a purposive manner,
 - iv. Goals can be achieved if co-ordination and co-operation takes place simultaneously which can be effectively done through motivation.

4. Builds friendly relationship: Motivation is an important factor which brings people's satisfaction. This can be done by keeping into mind and framing an incentive plan for the benefit of the persons.

Maslow's Need Hierarchy Model

Human behaviour is goal-directed. Motivation cause goal-directed behaviour. It is through motivation that needs can be handled and tackled purposely. This can be understood by understanding the hierarchy of needs. The needs of individual serves as a driving force in human behaviour. Therefore, a manager must understand the "hierarchy of needs".

The needs have been classified into the following in order:

1. **Physiological needs-** These are the basic needs of an individual which includes food, clothing, shelter, air, water, etc. These needs relate to the survival and maintenance of human life.
2. **Safety needs-** These needs are also important for human beings. Everybody wants job security, protection against danger, safety of property, etc.
3. **Social needs-** These needs emerge from society. Man is a social animal. These needs become important. For example- love, affection, belongingness, friendship, conversation, etc.
4. **Esteem needs-** These needs relate to desire for self-respect, recognition and respect from others.
5. **Self-actualization needs-** These are the needs of the highest order and these needs are found in those person whose previous four needs are satisfied. This will include need for social service, meditation.

Types of Motivation

Motivation can be divided into two different theories known as *intrinsic* (internal or inherent) motivation and *extrinsic* (external) motivation.

Intrinsic motivation:Intrinsic motivation is a behaviour that is driven by satisfying internal rewards. For example, an athlete may enjoy playing football for the experience, rather than for an award. It is an interest or enjoyment in the task itself, and exists within the individual rather than relying on external pressures or a desire for consideration. In short, the cause of the behaviour must be internal, known as internal locus of causality, and the individual who engages in the behaviour must perceive that the task increases their competence.

People who are intrinsically motivated are more likely to engage in the task willingly as well as work to improve their skills, which will increase their capabilities.

Extrinsic motivation: Extrinsic motivation comes from influences outside of the individual. Usually extrinsic motivation is used to attain outcomes that a person wouldn't get from intrinsic motivation. Common extrinsic motivations are rewards (for example money or grades) for showing the desired behavior, and the threat of punishment following misbehavior. Competition is an extrinsic motivator because it encourages the performer to win and to beat others, not simply to enjoy the intrinsic rewards of the activity. A cheering crowd and the desire to win a trophy are also extrinsic incentives.

The simplest distinction between extrinsic and intrinsic motivation is the type of reasons or goals that lead to an action. While intrinsic motivation refers to doing something because it is inherently interesting or enjoyable and satisfying, extrinsic motivation, refers to doing something because it leads to a separable outcome. Extrinsic motivation thus contrasts with intrinsic motivation, which is doing an activity simply for the enjoyment of the activity itself, instead of for its instrumental value.

Sensitivity is the strength of the capacity to detect and discriminate stimuli. It is our response to our environment - either physical or emotional. It is how strong the perception of a stimulus is in an individual. A person who has higher sensitivity will perceive a stimulus more strongly at a lower level than someone who is less sensitive to the stimulus. Sensitivity to cold mean one is quick to notice the slightest chill - in the air or in another person's actions. Sensitivity to pollen means one is sneezing any time it's in the air - you just always seem to react to it. It's the same with emotions - sensitivity means one pick up on the feelings of others. If one has great sensitivity to his classmates, then he is aware of their needs and behaves in a way that makes them feel good. Some of dictionary meanings of sensitivity are as:

- Sensitivity is the ability of an organism or organ to respond to external stimuli.
- Awareness of and responsiveness to the feelings of others.
- Degree of awareness and responsiveness to internal and external changes, challenges, or demands.
- Degree of susceptibility to damage or harm from changes in the environment.
- Degree of change in a dependent variable in response to a change in an independent variable on which it is dependent
- An ability to understand what other people need, and be helpful and kind to them
- Responsiveness to a feeling of others.

Sensitivity is the strength of the capacity to detect and discriminate stimuli. It is how strong the perception of a stimulus is in an individual. A person who has higher sensitivity will perceive a stimulus more strongly at a lower level than someone who is less sensitive to the stimulus. If two people are looking at a light that is increasing in brightness the one who is more sensitive will squint and close their eye sooner than the person who is less sensitive. People have variations in sensitivities to different stimuli.

A highly sensitive person experiences the world differently than others. Due to a biological difference that they're born with, highly sensitive people are more aware of subtleties and process information deeply. This means they tend to be creative, insightful, and empathetic, but it also means they're more prone than others to stress and overwhelm. Being sensitive is a good thing, as it cues in to the world around us. It alerts us to danger; it's also the basis for empathy.

But being sensitive is double-edged, as it can lead either in a pro-social or in an egotistical direction. One is empathy and the other he terms personal distress. Sensitivity experienced as personal distress can make person anxious, uncomfortable, or cause alarm or worry, which is a good thing when danger is present. If this is the case, then the person will try to reduce those unpleasant feelings either by fleeing or attacking the source of distress.

In personal relations, the person motivated by personal distress will help others in need if the helping is easy and doesn't cause further distress. But if the helping isn't

easy, then an effective remedy to these bad feelings is walk away. Still another possibility is to avoid seeing the problem in the first place.

Batson *et al.*, (1987) explained that those who feel empathy rather than personal distress are more likely to be turned towards the needs of others. Perhaps some people are inclined towards feeling personal distress and others towards empathy as a matter of temperament.

Another possibility is that the highly sensitive person may feel overwhelmed by what needs to be done in order to alleviate the sorrows of the world. Not capable of being a saint, the person may be immobilized. Similarly, the combination of being a perfectionist and being sensitive may lead one to do nothing. The inaction is rationalized as, "If I can't do it right, I'd rather not do it at all."

Benefits of Being Highly Sensitive

There are many benefits to being a highly sensitive person. Here, some important of them as identified by Breul(2018):

1. Depth of experience and feeling.
2. Strong self-awareness.
3. Increased empathy.
4. Intuitive nurturing skills.
5. Masters of self-care.
6. Appreciative of the small things.
7. Finding beauty in both sadness and joy.
8. Knack for forming close relationships.

Qualities of a Sensitive Person

The truth is that high sensitivity gives us the ability to be strong, capable and thriving, even in the face of adversity. In fact, the very traits that make us highly sensitive are the qualities that can give us enormous inner strength. The key to developing inner strength, therefore, is not in trying to be less sensitive, but recognizing that sensitivity is strength. Ward (2014) identified following qualities of a sensitive person:

1. **Awareness:** Because sensitive persons are more aware of our surroundings and our own feelings than other people, we tend to have a better understanding of when we are stressed, overwhelmed and what we need to feel calmer, allowing us to face difficult situations rather than pushing them away.

2. **Creativity:** Creative pursuits give us the channel through which our energies can flow in positive ways. When we're facing hard times, the ability to express ourselves in a work of art can give us the outlet for our intense feelings in a way that can benefit others as well as ourselves.

3. **Empathy:** Putting ourselves in other peoples' shoes is something that sensitive persons do naturally. It gives other people a feeling of recognition while developing our

own understanding of human nature. Additionally, our abhorrence of abuse, neglect or the mistreatment of others gives us the drive to stand up for what we believe in.

4. **Appreciation:** Highly sensitive people notice details and have a deep appreciation for beauty, so much so that we see it everywhere, every day, in even the smallest things. This appreciation for life's beauty builds our inner strength because we know there is so much to be grateful for and because it creates a sense of inner calm and happiness and joy in everyday things.

5. **Intuition:** Our highly developed intuitive sense gives us a deep understanding of people and situations, allowing us a clear vision of what is happening and what needs to be done.

6. **Passion:** Despite our sensitive and gentle appearance, sensitive persons are intensely passionate people. We feel strongly about our values and issues we believe in, creating a powerful energy that feeds our resilience. It is this passion that enables highly sensitive people to keep moving forward and take on life's challenges, despite the risks, the dangers, and even their own fears. They will simply do what they believe in because they feel so strongly about it, resulting in actions that are illustrations not only of conviction, but bravery.

Ways to Deal with Emotional Sensitivity

Being sensitive is good as it's part of emotional intelligence, but too much of a good thing isn't great. Here's the ways suggested by Mazlan (2019) that how you can keep your emotions in check by turning your oversensitivity down a notch or two.

1. **Write down your feelings:** The first thing you should do after a sensitive episode is to write down how you feel. The key is to untangle the knot of feelings swirling about you to clearly understand what made you so affected.

2. **Figure out what makes you sensitive:** Now that you have everything in black-and-white, read through what you wrote and pinpoint the crux of the matter. Did you feel prickles of sensitivity when someone pointed out a mistake you made? Maybe you felt slightly offended that someone assumed you were ignorant about something. Now that you've figured out what's bothering you, you can move on to fixing it.

3. **Don't be too hard on yourself:** Remember, being sensitive is a good thing as it means one is compassionate and empathetic to other people's situations. This can affect one's mental wellbeing, especially if he/she take things too personally and dwell on it for long periods of time.

4. **Limit over thinking:** Do not overthink situations and comments, obsessing over the slightest action or words.

6. **Think before you react:** Before you jump to conclusions and get on the defensive, take a mental step back and think before you react. When you immediately assume something about a person's intentions or behaviour, you're filtering it negatively without any facts or evidence to support your hypothesis.

7. **Challenge yourself and ask for feedback:** Instead of licking your wounds and not saying anything, do ask for feedback and constructive criticism. As long as you learn

not to take things personally and remember that the comments are about your work and not who you are as a person, getting feedback will help desensitise you.

8. **It's not all about you:** Realistically, most people are too busy thinking about their own struggles and problems, which means they frankly aren't thinking of you at all. Instead of automatically reacting to their behaviour, have a think about what they are feeling instead. Remember, you aren't the leading character in everyone's life.

9. **Be patient:** It takes time to become less oversensitive, so don't take it to heart if you still feel prickles of sensitivity every so often. You'll learn how to manage your feelings in due time. Also, think of how this learning process will greatly help you as you get older and experience more emotionally-challenging situations. Patience is key when it comes to improving yourself.

Success is the status of having achieved and accomplished an aim or objective. Being successful means the achievement of desired visions and planned goals. Furthermore, success can be a certain social status that describes a prosperous person that could also have gained fame for its favorable outcome. Success can also mean completing an objective or reaching a goal. Success can be expanded to encompass an entire project or be restricted to a single component of a project or task. It can be achieved within the workplace, or in an individual's personal life.

Principles for Success

There are key principles to success, which if followed properly will allow you to take your life to a new level. The Principles for Success, as derived from the work of Napoleon Hill (1928, 1937), are described as below:

1. Definiteness of Purpose: Definiteness of purpose is the starting point of all achievement. Without a purpose and a plan, people drift aimlessly through life.

2. Mastermind Alliance: The Mastermind principle consists of an alliance of two or more minds working in perfect harmony for the attainment of a common definite objective. Success does not come without the cooperation of others.

3. Applied Faith: Faith is a state of mind through which your aims, desires, plans and purposes may be translated into their physical or financial equivalent.

4. Going the Extra Mile: When you go the extra mile, the Law of Compensation comes into play. Going the extra mile is the action of rendering more and better service than that for which you are presently paid. When you go the extra mile, the Law of Compensation comes into play.

5. Pleasing Personality: Personality is the sum total of one's mental, spiritual and physical traits and habits that distinguish one from all others. It is the factor that determines whether one is liked or disliked by others.

6. Personal Initiative: Personal initiative is the power that inspires the completion of that which one begins. It is the power that starts all action. No person is free until he learns to do his own thinking and gains the courage to act on his own.

7. Positive Mental Attitude: Positive mental attitude is the right mental attitude in all circumstances. Success attracts more success while failure attracts more failure.

8. Enthusiasm: Enthusiasm is faith in action. It is the intense emotion known as burning desire. It comes from within, although it radiates outwardly in the expression of one's voice and countenance.

9. Self-Discipline: If you do not control your thoughts, you cannot control your needs. Self-discipline begins with the mastery of thought. If you do not control your thoughts, you cannot control your needs. Self-discipline calls for a balancing of the emotions of your heart with the reasoning faculty of your head.

10. Accurate Thinking: The power of thought is the most dangerous or the most beneficial power available to man, depending on how it is used.

11. Controlled Attention: Controlled attention leads to mastery in any type of human endeavor, because it enables one to focus the powers of his mind upon the attainment of a definite objective and to keep it so directed at will.

12. Teamwork: Teamwork is harmonious cooperation that is willing, voluntary and free. Whenever the spirit of teamwork is the dominating influence in business or industry, success is inevitable. Harmonious cooperation is a priceless asset that you can acquire in proportion to your giving.

13. Adversity & Defeat: Many so-called failures represent only a temporary defeat that may prove to be a blessing in disguise. Individual success usually is in exact proportion of the scope of the defeat the individual has experienced and mastered. Many so-called failures represent only a temporary defeat that may prove to be a blessing in disguise.

14. Creative Vision: Creative vision is developed by the free and fearless use of one's imagination. It is not a miraculous quality with which one is gifted or is not gifted at birth.

15. Health: Sound health begins with a sound health consciousness, just as financial success begins with a prosperity consciousness.

16. Budgeting Time & Money: Time and money are precious resources, and few people striving for success ever believe they possess either one in excess.

17. Habits: Developing and establishing positive habits leads to peace of mind, health and financial security. You are where you are because of your established habits and thoughts and deeds.

Barriers to Success

Jones (2012) identified common and debilitating barriers to success to deal with any obstacles and challenges that get in your way.

1. Lack of Goals: Many people go through life without setting themselves any goals. Without goals you have no map of where you want to go and what you want to achieve.

2. Poor attitude: Our attitude is without doubt the biggest determinant to what kind of results we get in life. Our attitude determines what we think and do, which ultimately determines what we create.

3. Self doubt: The demon of self-doubt is one of the major barriers in preventing people from achieving success and realizing their goals. Negative thoughts about whether we're good enough to succeed often leads to us talking ourselves out of starting anything.

4. Fear of Failure: There is nothing wrong with having a fear of failing. Everyone fears failure. Even the Richard Branson's and the Bill Gates' of the world have been struck by the fear of failure at some point. However, what you must ensure is to never let it paralyze and stop you from taking action. The purpose of fear is not to restrict or inhibit, but to heighten our senses, increase our focus, and instill us with drive and determination.

5. Negative attitude: Our attitude is without doubt the biggest determinant to what kind of results we get in life. Our attitude determines what we think and do, which

ultimately determines what we create. Avoid negativity and negative people, starting with yourself. Negative people will drain your energy and hinder your progress, and negative thoughts will slow you down and discourage you. If things are hard, work harder. If you fail, learn from your mistakes. If you focus on problems, you will have more problems. If you focus on solutions, you will have more opportunities.

6. Poor planning: Poor planning and implementation drastically reduce your chances of success. Proper strategic planning is a key requirement if failure and disappointment are to be avoided.

7. Procrastination: Your life is not a dress rehearsal. You only get one chance so don't keep putting things off for tomorrow. Try and do something everyday which will bring you closer to realizing your goals.

8. Listening to The Doubters and Naysayers: Avoid listening to negative comments or messages from family, friends or acquaintances. Their negative opinions will only serve to put you down, leading to you questioning and doubting your abilities to succeed.

9. Lack of discipline and self control: Being able to resist distractions and temptations that get in the way of you achieving your goals is vital to ultimate success. Discipline and self-control enables you to stick at things, persevere and follow through with any given tasks and projects.

10. Laziness: It so easy to slip into our old lazy routines, sit back and just wait for things to happen. Unfortunately, nothing worthwhile is achieved without effort and hard work. Success only arrives when we do what it takes, when we go that extra mile.

Selfless service is a service which is performed without any expectation of result or award for performing it. Such services can be performed to benefit other human beings or society. To truly perform selfless service, one must act without any desire for a reward or recognition. It is given freely, motivated by an innate desire to help another. At the time of giving, one forgets one's own needs and wants, as well as one's comfort and safety, to help someone else. There are even those who give their own lives to save others. Truly selfless people do not expect anything in return for their deeds. The underlying paradox of selfless service lies in the fact that while wanting no reward, selfless service elicits the highest reward - self satisfaction.

Selflessness

This is the quality of a person who is more focused on the needs of others, rather than his or her own. It means showing more interest in the welfare of other people. One of the most endearing qualities that one can possess is selflessness (putting others first). Continual acts of selflessness portray a real man or real woman.

Attributes of Selflessness

Aiming to be selfless is a great attribute to strive for, and most selfless people are thought of kindly as being wonderful people. The following are some of the attributes of a selfless person:

1. Giving: A selfless person is a giving person. Such persons are not stingy with money or material goods. A selfless person is ready to give out what he or she has, to express his concern for others.

2. Focusing on Others: Many people spend their entire life thinking about themselves alone. A selfless person will always want to put others first and think less of himself or herself.

3. Love: One thing all selfless people have in common is the great capacity to love others and express it. Selfless people do not judge others.

4. Time: Everyone should know that time is precious, and it is one of the most valuable things that we have. A selfless person will always give out his time to assist others. Sharing time with others can also be one of the most rewarding experiences one can ever have.

Ways to be Selfless

Following Loya(2017) ways to be selfless are explained bellow:

1. Practice compassion meditation: To become more selfless, psychologists have discovered through many studies that loving kindness meditation can actually increase altruism in people. we can train our brain to become more compassionate through a simple meditation sequence.

2. Perform random acts of kindness: All of us can offer some sort of help to other people, whether through our words, actions, or smiles. After doing a nice deed for someone on a consistent basis, it will start to become second nature.

3. Listen more: Everyone goes through some sort of troubles in life, but you could be the one to relieve some of the stress by simply opening your ears and heart.

4. Give some of your paycheck to a charity: One of the best ways to become more selfless is to give away some of your hard-earned money to those less fortunate.

6. Practice patience: We live in a very impatient world. We have an entitled mindset, generally believing that we should come first – always. Next time you have to wait in line somewhere or can't get what you want/need immediately, remember to practice patience. In some other part of the world, they might be waiting on food or water they haven't had in days. Put things into perspective when you have to wait – it will help you become more selfless.

7. Treat others how you'd want to be treated: This variation of the Golden Rule still applies today. One of the best ways to increase the selflessness in today's world is to simply treat others with kindness, just like we would want from others. If we could just do that one thing, we would see huge transformation in the world we live in.

Why Practice Selflessness?

Lydon(2016) highlighted the importance of selflessness as described below:

1. Being selfless helps us identify and connect with others and that in and of itself is rewarding.
2. It helps squash our egos because we are not acting out of pride or for a desire to be noticed.
3. Selflessness helps us act from our heart and soul instead of our ego, tapping into our true desired feelings.
4. It helps improve our relationships.
5. It's contagious. We want to be around generous, loving, giving people. These are the people that ultimately make the world a better place.
6. Selfless service elicits the highest reward – sense of satisfaction.
7. Selfless service provides the ingredient of grace, which helps open the inner gates.
8. It is through selfless service that we speed up our progress towards the attainment of inner peace and ecstasy
9. By serving selflessly, we expand our hearts from our own self to our family, to the community, our country, the world, and ultimately, the cosmos.

Attachment

Attachment, in simple terms, can be defined as a feeling of affection for something or someone. Ainsworth (1973) and Bowlby (1969), defined attachment as a deep and enduring emotional bond that connects one person to another across time and space. Attachment does not have to be reciprocal. Attachment is a somewhat negative trait as it encourages the idea of possession, and a sense of ownership (Chadha, 2017). It causes us to rely on tangible and materialistic things for deriving pleasure and satisfaction. A person who is higher on attachment will have a consumerist approach towards everything and everyone. His happiness will always be dependent on external sources and thus he will always have to face disappointment, this will lead to a constant swing of moods from euphoria to sorrow (Bhushan, 1994). This kind of extreme unpredictability and disuniformity is considered to be the root of an individual's torments and conflicts that lead to anxiety, stress and strain in personal relationships.

Part of life is having attachments. In relationships, we attach to our partner. We attach to our belongings and physical items that we love. We attach to places and ideas. We attach to our hopes and dreams. Ideally, life is a cycle of holding and letting go, but we become so attached that we can no longer see clearly. Our attachment can become so strong that we actually lose sight of the bigger picture. Attachment moves us into a state of need. Once we believe we need someone or something in order to be happy, we give away our power to the object of our desire.

Once we have attached to someone or something our perspective changes. We begin to perceive that as something we need in our life to make us happy. However, nothing outside of us can truly bring happiness or security. You are the one who decides whether you are happy or not in any situation. Once we become attached, we give away our power to be in control of our own happiness. It is clearly stated that forming attachment leads to desire which leads to aggression and hence stops an individual from attaining enlightenment and self actualization. Attachment is seen as the root cause of all human suffering and interpersonal conflicts. On the other hand, there are western cultures that are much more individualistic and promote the idea of individual growth. Examples of such countries are USA, UK etc. In western nations attachment is preferred over detachment. Attachment to positive thoughts and emotions is encouraged (Alexander, 2011).

Characteristics of Attachment

Bowlby believed that there are four distinguishing characteristics of attachment:

1. **Proximity Maintenance** - The desire to be near the people we are attached to.
2. **Safe Haven** - Returning to the attachment figure for comfort and safety in the face of a fear or threat.
3. **Secure Base** - The attachment figure acts as a base of security from which the child can explore the surrounding environment.

4. **Separation Distress** - Anxiety that occurs in the absence of the attachment figure.

Attachment Styles

Attachment styles are characterized by different ways of interacting and behaving in relationships. During early childhood, these attachment styles are centered on how children and parents interact. In adulthood, attachment styles are used to describe patterns of attachment in romantic relationships. Today, psychologists typically recognize four main attachment styles. The four child/adult attachment styles are:

- Secure – autonomous;
- Avoidant – dismissing;
- Anxious – preoccupied; and
- Disorganized – unresolved.

1. **Secure attachment:** About half of the population has a healthy, secure attachment style. This means they are comfortable with intimacy, and tend to be more satisfied in their relationships. The security usually stems from having a healthy relationship with parents, where they were allowed to go out and explore the world as children, but also felt safe and protected.

2. **Anxious attachment:** Anxiously attached people become incredibly unhappy and worried about being too much or too little for the person they are dating, and take everything incredibly personally. They don't really live in the moment, but instead place a lot of high hopes on their partner, and get attached to their potential. This is often because they expect their relationship to define them, rescue them, or complete them. They cling to their partner codependently, because they are afraid of being alone.

3. **Avoidant attachment:** People with an avoidant attachment style completely avoid relationships altogether, or keep anyone new they meet at a distance. They may sabotage their blossoming romances out of nowhere, because they are scared their new partner will leave them - so they get in there first. Avoidantly attached people can be divided into two categories: dismissive and fearful.

4. **Disorganized-disoriented attachment:** Disorganized attachment refers to children who have no predictable pattern of attachment behaviours. It makes intuitive sense that a child's attachment style is largely a function of the caregiving the child receives in his or her early years. Those who received support and love from their caregivers are likely to be secure, while those who experienced inconsistency or negligence from their caregivers are likely to feel more anxiety surrounding their relationship with their parents.

Detachment

As the attachment grows, so does the fear of losing the very thing we desire. It is in the moments when we fear that the person or object we are attached to does not meet our expectations, or may be lost, that we experience moments of great emotional suffering and pain in our life. Our mind, in an attempt to save us from that potential loss, sends us

into survival mode. We become hyper focused, obsessed, and often even addicted to the person or thing that we have attached ourselves to. We can become clingy, controlling, domineering and extremely emotional and insecure all in a desperate attempt to protect our attachment. Once we get to this space we are so entangled in the attachment we are out of balance, often reacting irrationally. We can avoid this by choosing to let go and live with non-attachment.

Detachment, also expressed as non-attachment, is a state in which a person overcomes their attachment to desire for things, people or concepts of the world and thus attains a heightened perspective. Detachment as release from desire and consequently from suffering is an important principle.

Letting go does not mean removing yourself from the relationship or letting go of your dreams. It does not mean giving up on your dreams. Living with non-attachment means releasing our need for the relationship, thing or idea; It means accepting things as they are, knowing that everything is evolving and changing, nothing is permanent everything is temporary in life. When we can live with non-attachment, we can live life with intensity and depth that we cannot realize when we are entangled by fears and insecurities. Once we release those cords of entanglement, we can make decisions from a solid place of wisdom and love.

Detachment Process

We all have attachments. That is human. The goal is to be aware of attachments we have created or are creating and release them. The following steps will help you in letting go of attachments (Demers, N.D.):

1. **Awareness:** Be aware of the attachments you have in your life. What are the areas where you have given up your power? Where fear and insecurity have taken over and are running the show. Where do you need to detach?

2. **Examination:** Step back and take a truthful honest look at your attachments. What is keeping you attached? What fears and insecurities are causing you to hold on? Are these fears real? What are you really worried about or afraid of? Dig deep and decide if you are willing to let go.

3. **Forgiveness:** If this is an attachment where you have been harboring resentment or negative feelings it is worth considering forgiving the person and yourself. As long as you hold on to resentments, you will remain attached and unable to fully let go. Once you forgive, you no longer need to tell the story. You are free to let go and move on.

4. **Mantras and Affirmations:** Choose a mantra or affirmation to repeat daily. Mentally repeat this mantra whenever you feel yourself falling back into old patterns or struggling with letting go.

5. **Patience:** Life is a process and we all make lots of mistakes while we are learning from our experiences. Do not beat yourself up. You are doing the best you can. Sometimes change and letting go take time. Keep working the process. There will be ups and downs, but with time you will heal from the pain and find that with less attachment, life is more vibrant.

6. **Build Your Foundation:** If you become so entangled that you have no life outside of your attachment, now is the time to find one. If you leave an empty void

where the attachment once was, and do not intentionally replace it with something else you may find yourself repeating the pattern over again. Get out and spend time with friends. Find a new hobby. Take a class. Whatever you choose to do, get busy and rebuild your foundation.

7. **Find a Professional:** If the attachment is so strong you feel you cannot do this alone, seek the assistance of a professional counselor who can support you and hold you accountable as you go through the process.

Application of Attachment and Detachment

The researcher wants to draw attention towards the modern day applications of attachment and detachment which also elucidates its relevance to focus on such concepts as well. It can be applied to any population i.e. student, adolescent, middle age, or old age as everyone has a pursuit for happiness and well-being.

- Since in today's world it is impossible for an individual to live in isolation and in complete detachment he should continue being attached to necessities like food, shelter, sleep etc. but he should become introspective and work to increase his self restraint.
- The individual should have control over his needs and should be able to deny desirable and pleasurable things.
- Everything should be done in moderation and self discipline should be given utmost importance.
- For people suffering from depression it is sometimes useful to detach oneself from the surroundings and concentrate only on oneself.

An individual should be empathetic, compassionate and helpful towards others without expecting anything in return in order to lead a wholesome and happy life.

Man is a tripartite being. The tripartite view holds that humankind is a composite of three distinct components: physical, intellectual and spiritual. These three distinct parts may be separately called body, mind and soul. Harmony among body, mind, and soul leads us towards a happy and purposeful life. It is, therefore, important, that we realize their respective meanings.

The Body

The human body is the structure of a human being. It is composed of trillions of different types of cells that together create tissues and subsequently organ systems. The organ systems carry out specific functions necessary for everyday living.

The Mind

The mind is the broad set of intellectual faculties including cognitive aspects such as consciousness, imagination, perception, thinking, judgement, language and memory, as well as noncognitive aspects such as emotion. Under the scientific physicalist interpretation, the mind is housed at least in part in the brain. The mind is the mental/emotional aspect of the human being. The mind processes thoughts and ideas as well as feelings and emotions. The mind is consciousness, memory, and imagination. It is made up of three parts:

- **The conscious mind:** It is that part of our thoughts and feelings that we are aware of.
- **The sub-conscious mind:** It contains all the impressions required to complete our destiny in our current lifetime. Thoughts from the sub-conscious mind sometimes emerge into the conscious mind from time to time either in response to some external stimulus or at time even without it.
- **The unconscious mind:** This is the aspect of our mind that we are completely unaware of. This contains all the impressions that are associated with our accumulated account.

The soul

The soul is the incorporeal essence of a living being. An entity which is regarded as being the immortal or spiritual part of a person and which, having no physical or material reality, is credited with the functions of thinking, willing, and choosing. It is moral or emotional nature of a human being.

Tripartite System

The actual tripartite system is quite simple, and follows the natural growth of a human. When a child is born, he is a purely physical creature. His needs maintain his body, and it is through this strict attention to those needs that he can grow and develop. Without this concentration on the physical at a young age, the species would not survive.

After a few years, however, the child can manage to take care of himself, at least in part. He then enters the age of reason. A healthy child is well on his way by age seven, and a

number of cultures attach religious rituals to this milestone. This does not mean that his mind is fully developed. It simply acknowledges a change in the ways of thought: things are examined; consequences are remembered; the world seems less a place of mystery and adventure and more a place to be studied and investigated. Like the physical, the intellectual stage continues to be important throughout life, but does not necessarily dominate a man's actions for the remainder of his days. There is one more level to discover.

The ability to think spiritually, or abstractly, begins in the mid-teens. Once again, religious rituals may accompany this stage – usually involving entry into adulthood. An awareness of the patterns of humanity and questions about the underlying nature of man and the purpose of life begin to occupy the mind. Such esoteric concepts are not easily understood, and a man may spend the rest of his days pondering them. As youth and strength fade, it is expected that the mind turn to the great issues in life. The physical is important for survival, and the intellectual is necessary to function in society, but it is the final stage, the spiritual, that will be the salvation of the individual and, hopefully, society.

Mind vs Soul

Mind and soul are two concepts that are closely related yet very distinct from one another. They both come from the inner part of a human being.

The soul is the spiritual nature of humankind. It is the incorporeal essence of humankind. In life, it is credited with the faculties of thought, action, and emotion.

The mind is man's faculty of thinking, reasoning, and applying knowledge. It is human consciousness that starts in the brain and is manifested through man's thoughts, actions, emotion, will, memory, and imagination.

Emotions like desire stem from our souls. Desires are aimed at things that are transient, those things that go away and die but at the same time will give us pleasure. Our minds are where we decide how to take pleasure, what we should do to achieve it, and how it should be fulfilled.

The soul as the essence of the person decides how man behaves and this essence is an eternal part of our being. The idea of the existence of souls is more closely connected to spirituality and religion.

For scientists, the soul is synonymous with the mind due to the fact that one can learn about the soul by studying the human brain where our minds are located. Still others believe that the soul is closely related to being alive and that when man is active, his soul is asleep; when man is asleep it is active through his dreams.

The mind on the other hand is used to refer to the individual's thought process of reason and consciousness. It is synonymous with thought which is an individual's private conversation with himself that is done inside his head.

Some psychologists believe that emotions like love, hate, fear, and joy are separate from the mind because only higher intellectual processes like memory and reason can be part of the mind.

Balancing the Body, Mind and Soul

Maintaining a balance of mind, body and soul is very important to live happy and fulfilled life. The three components are very well interconnected and dependent; a weakness or imbalance in one of these aspects can be harmful to other. There are various ways to integrate body, mind and soul. Some of those have discussed daily practices below:

1. **React less, reflect more:** Rather than just thinking and reacting one needs to introspect. In day to day life, we waste our time observing and criticizing others. Introspecting is looking within yourself and is essential to guide and control our actions and reactions. We get an insight into ourselves and acquire a better understanding of ourselves.

2. **Meditate:** Meditation is important to connect to the eternal powers. Meditation is deep thinking rather than shallow behaviour. It aids looking within and knowing your mind, soul, and body. To connect with eternal forces meditation is essential.

3. **Revive your connection with nature:** Love nature, people and living organisms around us.

4. **Breathe well:** Breathing exercises to control the body, mind, and soul. Controlling our breath is one way to gain control of the inner world. It allows greater concentration and harmonizes the body, mind, and soul connection.

5. **Exercise:** Find an exercise you enjoy and start doing it regularly. Research shows that exercise boosts mood by pumping oxygen into the brain and releasing feel-good endorphins.

6. **Get plenty of sleep:** Sleep is regenerative for our body. The more sleep we get, the better we will perform the next day.

7. **Breathe deeply:** Get in the habit of taking deep breaths throughout the day and consider establishing a steady breathwork practice using these beginner breath techniques. Breathwork has been associated with many benefits, such as stress relief, lower blood pressure, and sharper focus.

8. **Spend more time with loved ones:** In our busy lives we need to make time for the people who matter most to us. Make a point every day to check in with at least one friend or family member just to see how they are doing.

9. **Live your passion:** Do more of what you love, and less of what you don't. Starting a visualization practice can help you get clear on what your passions could look like in practice.

10. **Yoga:** Yoga provides healing through stillness, balance awareness, and confidence. We often focus on our mind's role in healing the body.

11. **Positive affirmations:** Positive affirmations help by sending a positive reset to our message center. These are especially helpful when reinforced by our spiritual beliefs.

12. **Practice gratitude:** There are countless studies on how gratitude changes our outlook, controls toxic thoughts, improves mental and physical health. The benefits take a while to build, but once activated the effects are long-lasting.

Spirit is the vital principle or animating force within all living things. A spirit is an anonymous force responsible for influencing the will of a person and shapes his daily actions. Spirit is the courage and determination that helps people to survive in difficult times and to keep their way of life and their beliefs. Spirit is the liveliness and energy that someone shows in what they do. Spirit is sometimes also used to refer to the prevailing or typical quality, mood, or attitude of a person, group, or period of time. It is a particular way of thinking, feeling, or behaving, especially a way that is typical of a particular group of people, an activity, a time, or a place.

Positive Mindset and Attitude

Sasson described positive thinking as a mental and emotional attitude that focuses on the bright side of life and expects positive results. Another, more comprehensive definition comes from Cherry (2017) that positive thinking actually means approaching life's challenges with a positive outlook. It does not necessarily mean avoiding or ignoring the bad things; instead, it involves making the most of the potentially bad situations, trying to see the best in other people, and viewing yourself and your abilities in a positive light.

We can extrapolate from these definitions and come up with a good description of a positive mindset as the tendency to focus on the bright side, expect positive results, and approach challenges with a positive outlook. Having a positive mindset means making positive thinking a habit, continually searching for the silver lining and making the best out of any situation you find yourself in.

Characteristics of a Positive Spirit/ Mindset

Ackerman (2020) identified many characteristics associated with a positive mindset including:

- 1. Optimism:** A willingness to make an effort and take a chance instead of assuming your efforts won't pay off.
- 2. Acceptance:** Acknowledging that things don't always turn out how you want them to, but learning from your mistakes.
- 3. Resilience:** Bouncing back from adversity, disappointment, and failure instead of giving up.
- 4. Gratitude:** Actively, continuously appreciating the good things in your life.
- 5. Consciousness/Mindfulness:** Dedicating the mind to conscious awareness and enhancing the ability to focus.
- 6. Integrity:** The trait of being honorable, righteous, and straightforward, instead of deceitful and self-serving.

Character Traits of People with a Positive Attitude

1. A positive attitude is mental outlook of optimism and of expecting good things to happen. People who possess this attitude are easier to get along with, are happy, and they spread joy around them.
2. A person with a positive state of mind does not dwell on the problems and difficulties of the past, and does not let them dictate his or her life. Such a person would rather learn from past mistakes and move on.
3. A positive attitude can affect your life favorably in all areas. People with a positive outlook, view life, challenges, and the situations they go through, with confidence and are sure they can deal with them.
4. These people would not be stuck in a negative attitude of fear, lack of self-esteem and passivity. People with a positive attitude will not let failure or obstacles stand in their way, and will always try to find ways to overcome them.

Developing positive attitude

A person with a positive mindset is able to write negative events off as an incident and take the chance to learn from their mistakes to avoid these bad happenings in the future. Merz (2017) suggested practices that can help you achieve and sustain a positive attitude toward your future.

1. **Savor pleasure:** Feeling pleasure helps sustain a positive attitude. Focus your attention on something pleasing as it occurs, consciously enjoying the experience as it unfolds. Most people are primed to experience pleasure in special moments. Everyday pleasures, on the other hand, can slip by without much notice unless they disappear or seem threatened. Slow down and focus.

2. **Practice gratitude:** Gratitude is a thankful appreciation for what you receive, whether tangible or intangible. Try keeping a gratitude journal, in which you regularly write down things for which you are grateful. Doing so will help you go through your days with greater appreciation, taking fewer blessings for granted. As you write, be specific and try to relive the sensations you felt as you remember what each thing means to you.

3. **Cultivate mindfulness:** Mindfulness is generally acquired by training the mind to focus its attention on the present moment in a systematic way, accepting whatever arises. While savoring involves appreciating pleasurable sensations, mindfulness involves opening fully to both pleasant and unpleasant experiences. Being mindful helps you become fully engaged in activities and creates a greater capacity to deal with adverse events.

4. **Retain a sense of purpose:** It's normal to experience a sense of loss and even grief if a relationship breaks. It's important at trying times to keep your life as normal as possible and to focus on what you can control. Follow a regular sleep schedule, get enough exercise, eat healthy meals, and stay in touch with friends and family. View an important life change, no matter how painful, as a new challenge or opportunity. Appreciating your ability to weather the storm will help you maintain a positive attitude.

5. **Emphasize the positive:** Winnowing out and focusing on the positive aspects of a situation are key factors in acquiring resilience—the ability to bounce back from bad times—that will help you weather the losses that may occur in the years ahead.
