



The
Self-Improvement
HandBook

**The Art and Science
of Success Distilled
into One Simple
But Powerful
Life-Changing Guide!**

The Self-improvement Handbook

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The Self- improvement Handbook

Self-improvement & Success – Hand in Hand

Everything that happens to us happens for a reason. And sometimes, one thing leads to another. Instead of locking yourself up in your cage of fears and crying over past heartaches, embarrassment and failure, treat them as your teachers and they will become your tools in both self-improvement and success.

Remember watching Patch Adams? It's one great film that will help you improve yourself. Hunter "Patch" Adams is a medical student who failed to make it through the board exams. After months of suffering in melancholy, depression and suicidal attempts – he decided to seek medical attention and voluntarily admitted himself in a psychiatric ward. His months of stay in the hospital led him to meet different kinds of people.

Patch found ways of treating his own ailments and finally realized he needed to get back on track. He woke up one morning realizing that after all the failure and pain he he'd gone through, he still wanted to become a doctor. He maintained a positive attitude that brought him self-improvement and success. He not only improved himself, but also the quality of life of the people around him.

So, when does self-improvement become synonymous with success? Where do we start? Take these tips:

- **Stop thinking and feeling as if you're a failure, because you're not.** How can others accept you if YOU can't accept YOU?
- **When you see beautiful, buff celebrities on TV, think more on self-improvement, not self pitying.** Self-acceptance is not just about having nice slender legs, or great abs. Concentrate on inner beauty.
- **Be positive.** If others see you as a shining light, you and they will be elevated.
- **The world is a large room for lessons, not mistakes.** Don't feel stupid and doomed forever just because you failed on a science quiz. There's always a next time. Make room for self-improvement.

- **Take things one day at a time.** Sometimes change comes slowly. Be patient and have faith that you are on the right path.
- **Self-improvement results in inner stability, personality development and SUCCESS.** It comes from self-confidence, self appreciation and self-esteem.
- **Set meaningful and achievable goals.** Make a list of your immediate and future goals in very specific terms. Make sure your goals are measureable and realistic. If you want to create wealth, make your goal, “I want to make XYZ dollars in 6 months” as opposed to “I want to be rich”.
- **Little things mean BIG things to other people.** Sometimes, we don’t realize that the little things that we do like a pat on the back, saying “hi” or “hello”, greeting someone “good day” or telling Mr. Smith something like “hey, I love your tie!” are simple things that mean so much to other people. When we’re being appreciative about beautiful things around us and other people, we also become beautiful to them.
- **When you’re willing to accept change and go through the process of self-improvement, it doesn’t mean that everyone else is.** The best way to effect change in other people is to be a good example. Be the shining light that you want others to be and they will often follow.

A very nice quote says that, *“When the student is ready, the teacher will appear.”* We are all here to learn our lessons. Our parents, school teachers, friends, colleagues, officemates, neighbors... they are our teachers. When we open our doors for self-improvement, we increase our chances to head to the road of success.

The Importance of Improving Yourself

When all our doubts, fears and insecurities get the best of us, we often think I *wish I was somebody else.* More often than not, we think and believe that someone or rather, most people are better than us - when in reality, the fact is, **most people are more scared than us.**

You spot a totally eye-catching girl sitting by herself at a party, casually sipping a glass of wine. You think to yourself, “She looks so perfectly calm and confident.” But if you could read her mind, you might just be amazed that she’s thinking “are people talking about why I am seated here alone? Why don’t guys find me attractive? I don’t like my ankles, they look too skinny... I wish I was as intelligent as my best friend.”

We look at a young business entrepreneur and say “*He’s so lucky... what else could he ask for?*” He stares at himself at the mirror and murmur to himself, “I hate my big eyes... I wonder why my friends won’t talk to me... I hope mom and dad might still work things out.”

Isn’t it funny? We look at other people, envy them for looking so outrageously perfect and wish we could trade places with them, while they look at us and think the same thing. We are insecure around other people we perceive to be more successful, wealthy, happy, etc than we are. Often others feel the same way about you! We suffer from low self-esteem, lack of self-confidence and lose hope in self-improvement because we are enveloped in quiet desperation.

Listening is important.

Sometimes, you notice that you have an irritating habit like biting off your finger nails, having a foul mouth, and you – of all people, is the last to know.

I have a friend who never gets tired of talking. And in most conversations, she is the only one who seems to be interested in the things she has to say. Be a friend who listens. People will be drawn to you if they feel they are being heard.

One key to self-improvement is to LISTEN and TALK to a trusted friend. Find someone who you find comfort in opening up with even the most gentle topics you want to discuss. Ask questions like “do you think I am ill-mannered?”, “Do I always sound so argumentative?”, “Do I talk too loud?”, “Does my breath smell?”, “Do I ever bore you when were together?” In this way, the other person will obviously know that you are interested in the process of self-improvement. Lend her your ears for comments and criticisms and don’t give her answers like “Don’t exaggerate! That’s just the way I am!” Open up your mind and heart as well. And in return, you may want to help your friend with constructive criticism that will also help her improve her self.

One of Whitney Houston's songs says "*Learning to love yourself is the greatest love of all.*" **True enough!** In order to love others, you must love yourself too. Remember, you cannot give what you do not have.

Inspire other people by example and they will follow.

Repetitive negative thoughts like "If only I was richer... if only I was thinner" and so on are destructive to your self-confidence. Accepting your true self is the first step to self-improvement.

We all have insecurities. Nobody is perfect. We often wish we had better things, better features, better body parts, etc. But life need not to be perfect for people to be happy about themselves.

Self-improvement and loving yourself is not a matter of shouting to the whole world that you are perfect and you are the best. It's the virtue of acceptance and contentment. When we begin to improve ourselves, we then begin to feel contented and happy.

Building Your Self-Esteem

So how do you stay calm, composed and maintain self-esteem in a tough environment? Here are some tips you may to consider as a starter guide to self-improvement.

Imagine yourself as a Dart Board. Everything and everyone else around you may become Dart Pins, at one point or another. These dart pins will destroy your self-esteem and pull you down in ways you won't even remember. Don't let them destroy you, or get the best of you. So which dart pins should you avoid?

Dart Pin #1 : Negative Work Environment

Beware of "dog eat dog" theory where everyone else is fighting just to get ahead. This is where non-appreciative people usually thrive. Be healthy enough to compete, but in a healthy competition that is.

Dart Pin #2: Other People's Behavior

Bulldozers, gossipmongers, whiners, backstabbers, snipers, people walking wounded, controllers, naggers, complainers, exploders, patronizers, slackers: these types of people will pose bad vibes for your self-esteem, as well as to your self-improvement scheme.

Dart Pin #3: Changing Environment

You can't be a green bug on a brown field. Changes challenge our paradigms. It tests our flexibility, adaptability and alters the way we think. Changes will make life difficult for awhile, it may cause stress but it will help us find ways to improve our selves. Change will be there forever, we must accept it.

Dart Pin #4: Past Experience

It's okay to cry and say "ouch!" when we experience pain. But don't let pain transform itself into fear. It might grab you by the tail and swing you around. Treat each failure and mistake as a lesson.

Dart Pin #5: Negative World View

Pay attention to your thoughts. Don't wrap yourself up with all the negativities of the world. In building self-esteem, we must learn how to make the best out of worst situations.

Dart Pin #6: Determination Theory

The way you are and your behavioral traits is said to be a mixed end product of your inherited traits (genetics), your upbringing (psychic), and your environmental surroundings such as your spouse, the company, the economy or your circle of friends. You have your own identity. If your father is a failure, it doesn't mean you have to be a failure too. Learn from other people's experience, so you'll never have to encounter the same mistakes.

Sometimes, you may wonder if some people are born leaders or positive thinkers. NO. **Being positive, and staying positive is a choice.** Building self-esteem and drawing lines for self-improvement is a choice, not a rule or a talent.

In life, it's hard to stay tough especially if your perception is that life is conspiring against you. Life gives us an array of options. Decide to be positive and live your life in happiness.

Building self-esteem will eventually lead to self-improvement if we start to become responsible for who we are, what we have and what we do. It's like a flame that should gradually spread like a brush fire from inside and out. When we develop self-esteem, we take control of our mission, values and discipline. Self-esteem brings about self-improvement, true assessment, and determination. So how do you start putting up the building blocks of self-esteem? Be positive. Be contented and happy. Be appreciative. Never miss an opportunity to compliment. A positive way of living will help you build self-esteem, your starter guide to self-improvement.

Motivation: The Heart of Self-Improvement

Pain may sometimes be the reason why people change. Getting bad grades makes us realize that we need to study. Debts remind us of our need to look for a new source of income. Being humiliated gives us the 'push' to speak up and fight for ourselves to save our face from the next embarrassments. It may be a bitter experience, a friend's tragic story, a great movie, or an inspiring book that will help us get up and get just the right amount of motivation we need in order to improve ourselves.

So, how do we keep motivated? Try on the tips I prepared from **A to Z!**

- A. **Achieve your dreams.** Avoid negative people, things and places. Eleanor Roosevelt once said, "The future belongs to those who believe in the beauty of their dreams."
- B. **Believe in your self,** and in what you can do.
- C. **Consider things on every angle and aspect.** Motivation comes from determination. To be able to understand life, you should feel the sun from both sides.

- D. **Don't give in and don't give up.** Thomas Edison failed once, twice, more than thrice before he came up with his invention and perfected the incandescent light bulb. Make motivation as your steering wheel.
- E. **Enjoy.** Work as if you don't need money. Dance as if nobody's watching. Love as if you never cried. Learn as if you'll live forever. Motivation takes place when people are happy.
- F. **Family and Friends** – are life's greatest treasures. Don't lose sight of them.
- G. **Give more than what is enough.** Where does motivation and self-improvement take place? At work? At home? At school? When you exert extra effort in doing things.
- H. **Hang on to your dreams.** They may dangle in there for a moment, but these little stars will be your driving force.
- I. **Ignore those who try to destroy you.** Don't let other people to get the best of you. Stay clear of toxic people – the kind of friends who hates to hear about your success.
- J. **Just be yourself.** The key to success is to be yourself.
- K. **Keep trying no matter how hard life may seem.** When a person is motivated, eventually he sees a harsh life finally clearing out, paving the way to success.
- L. **Learn to love your self.** Now isn't that easy?
- M. **Make things happen.** Motivation is when your dreams are put into work clothes.
- N. **Never lie, cheat or steal.** Always play a fair game.
- O. **Open your eyes.** People should learn the horse attitude and horse sense. They see things in 2 ways – how they want things to be, and how they should be.

- P. **Practice makes perfect.** Practice is about motivation. It lets us learn repertoire and ways on how can we recover from our mistakes.
- Q. **Quitters never win.** And winners never quit. So, choose your fate – are you going to be a quitter? Or a winner?
- R. **Ready yourself.** Motivation is also about preparation. We must hear the little voice within us telling us to get started.
- S. **Stop procrastinating!**
- T. **Take control of your life.** Discipline or self control gives synonymously with motivation. Both are key factors in self-improvement.
- U. **Understand others.** If you know very well how to talk, you should also learn how to listen. Yearn to understand first, and to be understood the second.
- V. **Visualize it.** Motivation without vision is like a boat on a dry land.
- W. **Want it more than anything.** Dreaming means believing. And to believe is something that is rooted out from the roots of motivation and self-improvement.
- X. **X Factor is what will make you different from the others.** When you are motivated, you tend to put on “extras” on your life like extra time for family, extra help at work, extra care for friends, and so on.
- Y. **You are unique.** No one in this world looks, acts, or talks like you. Value your life and existence, because you're just going to spend it once.
- Z. **Zero in on your dreams and go for it!!!**

Unlocking Your Self Improvement Power

When we look at a certain object, a painting for example – we won't be able to appreciate what's in it, what is painted and what else goes with it if the painting is

just an inch away from our face. But if we step away, we'll have a clearer vision of the whole artwork.

We reach a point in our life when we are ready for change and a whole bunch of information that will help us unlock our self-improvement power. Until then, something can be staring us right under our nose but we don't see it. The only time we think of unlocking our self-improvement power is when things aren't going well.

We learn our lessons when we experience pain. We finally see the warning signs and signals when things get rough and tough. Most people wait until the problem has gotten to a critical point and something must be done to fix it.

The only time most of us ever learn about unlocking our self-improvement power is when the whole world is crashing and falling apart. We think and feel this way because it is not easy to change. But change becomes more painful when we ignore it.

Change will happen, like it or not. At one point or another, we are all going to experience different turning points in our life – and we are all going to eventually unlock our self-improvement power not because the world says so, not because our friends are nagging us, but because we realized it's for our own good.

Happy people don't just accept change, they embrace it. You don't have to feel a tremendous heat before realizing the need for self-improvement. Unlocking your self-improvement power means unlocking your thinking. If you believe that you can't change because "that's just the way I am", then you are closing the door on self-improvement. It is a poor excuse for not going after the life that you crave and deserve.

Jen repeatedly tells everyone that she's shy in a group of strangers. She heard her mom, her dad, her sister and her teacher say the same things about her to other people. Over the years, that is what Jen believes. She believes it's her story. And what happens? Every time she's in a group of people she doesn't know well – she tends to step back, shy away and lock herself up in a room. Jen didn't only believe in her story, she lived it.

Jen has to realize that she is not what she is in her story. Each person has the ability to re-write their story as they choose. You have the power to stop negative thoughts before they become ingrained patterns in your life.

Self-improvement is a journey. With persistence, each day can lead to a whole new level of self-knowledge and empowerment. Enjoy the process of self-discovery and unlocking your self-improvement power. Before long, you'll realize that you're beginning to take things light and become happy.

Now for the...

Crash Course 7-Day Program to Self-Improvement

Day 1: Know your purpose.

Are you wandering through life with little direction - hoping that you'll find happiness, health and prosperity? Identify your life purpose or mission statement and you will have your own unique compass that will lead you to your truth north every time.

Day 2: Know your values.

What do you value most? Make a list of your top 5 values. Some examples are security, freedom, family, spiritual development, learning. As you set your goals this year - check your goals against your values. If the goal doesn't align with any of your top five values - you may want to reconsider it or revise it.

The number shouldn't discourage you; instead it should motivate you to do more than you can ever dreamed of.

Day 3: Know your needs.

Unmet needs can keep you from living authentically. Take care of yourself. Do you have a need to be acknowledged, to be right, to be in control, to be loved? There are so many people who live their lives without realizing their dreams and most of them end up being stressed or even depressed for that matter. List your top four needs and get them met before it's too late!

Day 4: Know your passions.

You know who you are and what you truly enjoy in life. Obstacles like doubt and lack of enthusiasm will only hinder you, but will not derail your chance to become the person you ought to be. Express yourself and honor the people who have inspired you to become the very person you wanted to be.

Day 5: Live from the inside out.

Increase your awareness of your inner wisdom by regularly reflecting in silence. Commune with nature. Breathe deeply to quiet your distracted mind. Yoga and meditation are great ways to quiet the inner mind.

Day 6: Honor your strengths.

What are your positive traits? What special talents do you have? List three - if you get stuck, ask those closest to you to help identify these. Are you imaginative, witty, good with your hands? Find ways to express your authentic self through your strengths. You can increase your self-confidence when you can share what you know to others.

Day 7: Serve others.

When you live authentically, you may find that you develop an interconnected sense of being. When you are true to who you are, living your purpose and giving of your talents to the world around you, you give back in service what you came to share with others - your spirit - your essence.

Self-improvement is indeed one type of work that is worth it. It shouldn't always be within the confines of an office building, or maybe in the four corners of your own room. The difference lies within ourselves and how much we want to change for the better.

As the book is coming to an end, I'd like to share with you some 10 of my favorite quotes on improving yourself. Hope you find them useful!

10 Inspirational Self-Improvement Quotes

1. The only way of finding the limits of the possible is by going beyond them into the impossible.

Arthur C. Clarke

2. You cannot plough a field by turning it over in your mind.

Author Unknown

3. Every artist was first an amateur.

Ralph Waldo Emerson

4. To find what you seek in the road of life, the best proverb of all is that which says: "Leave no stone unturned."

Edward Bulwer Lytton

5. First say to yourself what you would be; and then do what you have to do.

Epictetus

6. It is easier to be wise for others than for ourselves.

Francois De La Rochefoucauld

7. The fact is, that to do anything in the world worth doing, we must not stand back shivering and thinking of the cold and danger, but jump in and scramble through as well as we can.

Robert Cushing

8. He that will not reflect is a ruined man.

Asian Proverb

9. Change and growth take place when a person has risked himself and dares to become involved with experimenting with his own life.

Herbert Otto

10. If we all did the things we are capable of,
we would astound ourselves.

Thomas Edison

