

# OVERTHINKING



TECHNIQUES TO STOP WORRYING AND  
RELIEVE ANXIETY. DECLUTTER YOUR MIND TO  
CONTROL AND OVERCOME YOUR DESTRUCTIVE  
THOUGHTS AND START TO LIVE BETTER  
THINKING POSITIVE AND REDUCING STRESS.



JOHN HARPER

## **Overthinking**

Techniques TO stop worrying and relieve anxiety. Declutter your mind to control and overcome your destructive thoughts and start to live better thinking positive and reducing stress

# **John Harper**

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## **Introduction**

Does pressure exist in various degrees? Can it begin with something as simple as daily worries? Does it build up in us? Our unconscious skills be eaten silently? Can it still be treated and managed correctly?

Although pressure is a very modern concept, in the 4th century BC Hippocrates already discussed the concern. It is a dilemma that mankind has been facing since the beginning of time. Notwithstanding this, they nevertheless appear to know very little about how to deal with it.

Through my field of work, haematology, I meet many people who suffer from all sorts of pressures and come to certain conclusions that I would like to share with you today, together with some tips and tricks to help you.

Worry, worry, anxiety and panic can be different kinds of pressure and tension: if one of these types of fear is too often present in a persons life, they may reach the next level in this progression.

Worry can also become a source of pressure when people are unable to manage it. Those who can not stop worrying about things end up generating a lot of cortisol, adrenaline, and norepinephrine, which are lifted slowly by their systems every time they intend to "fix out" a problem. We train our bodies periodically for the "bad thing" to come. There are some patterns at this level: overthinking is a kind of constant concern. Those who can not stop thinking without influence and whose emotions rule them often tend to think about problems and concerns. We can not seem to be able to disconnect from our fears and release stress-based chemicals continuously. One form of overthinking is daydreaming. Many daydreamers often take their time to think, not to enjoy pleasant or optimistic thoughts.

Another source of concern is the overwhelming need to control everything. Those who have to have everything under their control, the so-called freaks of nature are always worried about losing that power.

When the issues are "what if..." questions, it becomes fear. Worrying about Something can make it very easy to fear. All the "what if..." items show some sort of fear. "What if that doesn't work out the way I want it to? What if it does happen? What if I fail?" all of them point to uncertainty about what will happening in the future or not. The problem becomes more intense, and the sensation more acute. The body extracts larger quantities of chemicals.

Constant concern and anxiety have a cumulative impact on us. Feeling constantly worried and scared leads to excess chemicals in our bodies. If

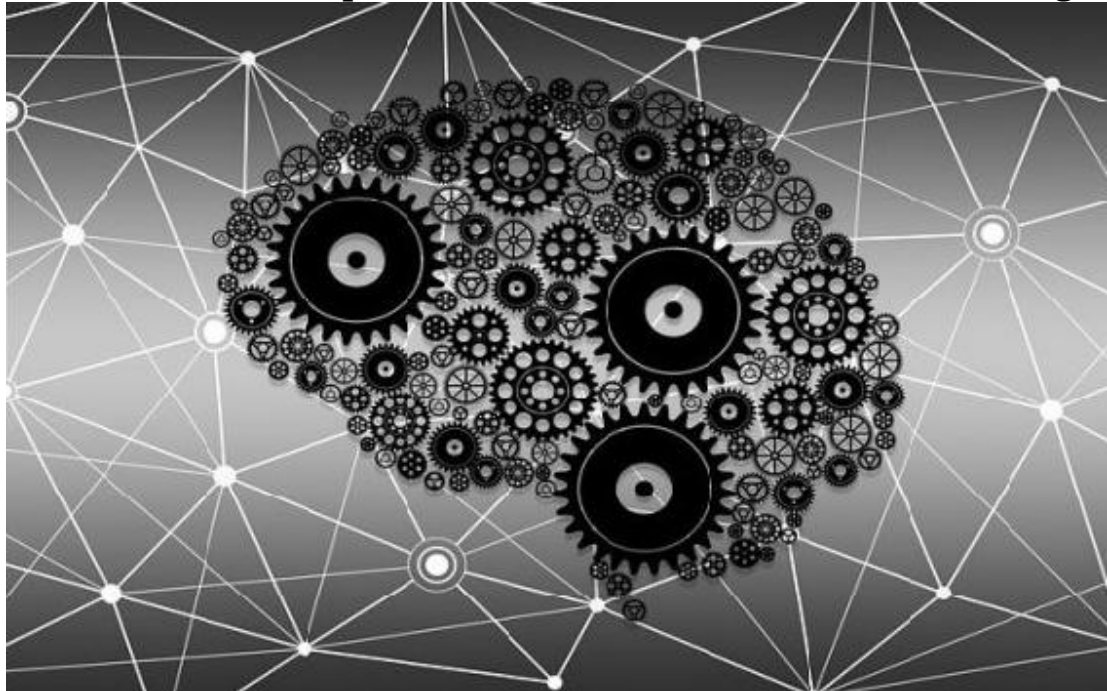
not adequately managed and released, these chemicals can build up in the shape of a person and become calm anxiety.

Worry, fear, and anxiety can be part of our unconscious capacity. When a person handles worry, fear and anxiety silently and unconsciously for many hours a day, the brain works excessive time.

The person doesn't know. The conscious part of the brain of that person handles the aware symptoms of anxiety, worry and fear as he understands them, but the unconscious will continue to grow and multiply, using the subconscious mechanisms and the power of the mind.

The body is like an iceberg, and the tiny tip is our conscious mind. If a person has persistent worry, fear, or anxiety, noticeable symptoms are treated. Unfortunately, the same person will also unconsciously function on silent pressure and try to manage it while it accumulates slowly internally because there are no adequate escape mechanisms of the non-stop triggers. The reality is among the main reasons why fear and worry can become anxiety.

When the unconscious can not tolerate it, it will be activated by the conscious mind. The unconscious attempts to sustain the pressure, concern and terror, primarily by keeping all of it bottled up inside until the sheer volume is so high that it spills into the conscious mind in the form of symptoms of anxiety or panic. All those chemicals, which have never been released, end up forcing the person to stop and do something. By then, it is naturally much harder to handle them. There may be years of waste and mismanagement.



I don't know what's going on. What if this decision is the wrong one? What if I'm making a huge mistake? Why is this happening? Is it me? Am I the one to blame?

The mind is our more precious tool. But what happens when our thoughts start to get out of control? Humans are gifted with a superior thinking capacity that sets us apart from other living beings on this planet. The human brain can create great things like buildings, literature, movies, novels, and thousands of other inventions that have enhanced our way of life throughout history. It is remarkable what we can do when we put our minds to it.

Thinking allows us to excel in school, go to college, plan for the future, get a job. No doubt, our mind is our biggest asset, but what happens when the mind stops being your ally and starts becoming your enemy? What if your mind starts to get out of control and starts eating away at your happiness? What would happen if your mind started producing destructive thoughts that threaten to hold you back in life and ruin the relationships you've worked so hard to build?

#### Overthinking Explained

Thinking too much. That is exactly what it means to overthink. When you spend too much time thinking instead of taking action, when you analyze and repeat the same thoughts in your mind but do very little about it, you're overthinking.



Overthinking happens when you take a relatively simple or small situation and blowing the problem up far bigger than it needs to be. For example, should I wear my new shirt for work today? But what if everyone teases me? What if I'm too overdressed for casual Friday? They'll think I'm silly or trying to be far too fancy. Maybe it's not such a good idea to wear my new shirt after all. I should save it for another occasion. But what if that occasion never comes up?

Or how about another, more relatable example of overthinking happening in a relationship. You send a text to your crush whom you've recently started dating. You wait eagerly for their reply, but an hour passes. Two hours. Three hours. Still nothing from them. Your mind starts to go into overdrive. Why aren't they texting me back? Are they busy? Have they lost interest in me? Was it something I said? Maybe they're annoyed that I'm texting them first. Maybe they want to break up with me. Could they be ghosting me? Is it me? Why does this always happen to me?

## Chapter 2. Different Causes of Overthinking



To be trapped by the thoughts in your mind is torture. Being locked in and unable to escape the negativity is mental torture. The brain is tricky in that way. Telling it not think about something rarely ever works. We naturally want certainty. We want control. We want to know what's happening. We want concrete answers to the questions we have. When we don't get what we need to satisfy that urge, the brain goes into overdrive, coming up with scenarios of its own.

Why does overthinking happen? Well, along with the ability to think, humans have another special ability called intuition. Intuition is defined as the ability to immediately understand something without any need for conscious reasoning. Have you ever been told to "go with your gut" when you were stuck on a decision that had to be made? "Gut" in this context refers to your intuition, and it does highlight the fact that your intuitive thoughts are not coming from your conscious mind. Instead, they stem from your subconscious mind. If you've ever experienced those moments when it feels like your brain is arguing with itself, this is the reason why.

Your subconscious mind sometimes tries to give you answers to the problems you're facing. You need to make decisions every day. What makes it scary for a lot of people is how those decisions determine the direction your life is going and what you're going to experience next. This can be an overwhelming notion for many and why overthinking is such a problem. We're afraid of regret, and since time continues to move forward instead of backward, it feels like every decision that is going to impact our life matters. Once a decision has been made, you cannot go back in time and change the moment. You can't alter the choice you've made most of the time, and you must live with the consequences of your decisions. The last thing we want is to make a decision that we come to regret. We don't want to live with the possibility that we could have experienced something better if only we had made a different decision. See why overthinking is a big problem?

Ask anyone you meet, and they'll tell you that they don't want to look back on their life with regret when they're old one day, wishing they had done certain things differently. To complicate matters more, we never know what the guaranteed outcome is going to be for most of the decisions we make. Overthinking happens because the mind is constantly wrestling with the many possibilities it is faced with. The uncertainty of not knowing which decision is going to be the best decision only makes it harder to figure out the right choices to make.

Ultimately, the root cause of overthinking is fear. The seeds that it sows in your mind will prey upon your thoughts to the point they become out of control. None of us came into this world being afraid. The fear we experience today is what we've developed out of trauma or life experiences. Even when the traumatic experience has passed, remnants of that fear remain, and we continue to carry that fear around with us for the rest of our lives. Fear is the poison that latches unto our mind and, if left unchecked, triggers a lot of the overthinking that happens. These destructive thought patterns become an inescapable habit once it starts. The more we overthink, the more fear we invite in. The more fear we invite in, the more unsettled our thoughts are. It takes considerable effort to break out of this cycle and without the right support and tools to do it, it can feel nearly impossible to do.

## **Chapter 3. The Effects of Overthinking**

Overthinking is a dangerous and unhealthy habit that needs to be broken. It will do nothing for you except to consume your energy and suck the happiness from your life. It puts a halt in your ability to make effective decisions, and you end up wasting a lot of time and energy being stuck in your head instead of taking proactive measures to create the outcomes you want. It's a habit that will leave you stagnant, sort of like tying a rope around your leg, and at the other end of the rope is a pole. Instead of moving forward, you find yourself running in circles around the pole, going nowhere fast.

Overthinking is the root of several problems, one of which is that it leads to an increased risk of developing mental illness. According to a study conducted in 2013 that was published in the *Journal of Abnormal Psychology*, and overthinking can lead to an increased risk of developing mental health problems. Ruminating traps you in a vicious negative cycle that can be extremely difficult to break out of if you don't have the right support and tools at your disposal. The unhappier you feel, the more your mental health declines, which eventually leads to some of the mental health problems talked about below. Some of these problems include:

**It Causes Mental Illness** - According to a study conducted in 2013, that was published in the *Journal of Abnormal Psychology*, overthinking can lead to an increased risk of developing mental health problems (if you weren't dealing with these already). Ruminating traps you in a vicious negative cycle that can be extremely difficult to break out of if you don't have the right support and tools at your disposal. The unhappier you feel, the more your mental health declines, which eventually leads to some of the mental health problems talked about below.

**It Causes Anxiety** - Your thoughts create emotions. It could be anything from grief, anger, sadness, happiness, joy, jubilation, eagerness, nervousness, and more. These are the sensations produced by thought. Anxious people are known to be overthinkers. They create so many possible scenarios in their minds about all the bad things that could possibly happen that they find themselves constantly plagued by anxiety. They worry about the future, and that stops them from living freely in the present. Living with so much anxiety each day makes them miserable, exhausted,

and in more dire circumstances, it could lead to depression and suicidal thoughts. Yes, it is quite possible to literally think yourself to death.

**It Causes Depression -** Anxiety comes from worrying about the future, while depression is a consequence of holding on to the past. Your thoughts keep you trapped in the events that have already happened, even though there's nothing you can do to change it now. However, overthinking is just one of the many possible causes of depression, and it is not solely responsible for this condition alone. Thinking about past events repeatedly wishing you could go back in time or change it will only make you miserable. Because there's no way to go back in time. Yet, some people continue to allow thoughts of the past to be a heavy burden that they carry with them every waking moment, leading to their feelings of unhappiness so strong it becomes depression. They waste precious time almost every day thinking about the "what if's" and wondering what would have happened if things had gone differently. "What if" is a question that weighs heavily on their mind and each time they think about it, they only become more miserable. The past cannot be changed, and the best you can do is to take the lessons from experience and use them for the benefit of your future to make better decisions. Like anxiety, depression can eventually lead to suicidal thoughts if your thoughts get the better of you.

**It Causes Insomnia -** Does your worrying brain keep you awake all night long? Tossing and turning, you try to go to sleep, but the minute you close your eyes, your mind goes right back to whatever it is you were worrying about. Overthinking causes insomnia and even when your body may be tired, your mind remains active enough to keep you awake because your worried thoughts just won't leave you alone. Forcing yourself to go to sleep is not going to work either. Falling asleep is a mechanism that your mind cannot control and if your mind is too busy overthinking to shut down properly for the night, you'll be left to deal with insomnia. Trouble falling asleep is not something to be taken lightly. Sleep is essential for our overall well-being. To function at our best each day, we need to get enough sleep every night. To get the proper sleep, our bodies need each night; the mind needs to be fully relaxed, which you can't do if your mind is consumed by an unending stream of thoughts.

**It Causes Inaction -** Overthinking can result in the inability to make decisions. You could be running through a thousand ideas of scenarios in your mind, yet find yourself unable to reach any decision. Why? Because

you're too worried about making the wrong decision. Along with the ideas you're thinking about, you're also considering the possible ways every decision could go wrong or backfire. Your brain will always give you a reason not to do something or not to act. The possibility of rejection or failure will always be there with every choice you're faced with. Whether it's starting a business, pitching a proposal to a new client, asking someone out on a date. The possibility of rejection is always there, but if you don't go for it, you'll never know what might have been. Yet, overthinkers would rather take "no" for an answer than take the risks and go for it. They would rather choose to go with uncertainty and let the opportunity pass them by because they lack the confidence to move forward, too paralyzed by their worried thoughts to act decisively. In short, overthinking leads to a lot of wasted opportunities.

Your thoughts are powerful. They create the experiences that you have, and each time you overthink, you're sabotaging your happiness and wellbeing. If you've tried to forcibly control your thoughts before this, you probably haven't had much luck. This is why you're reading this book. The more you try to forcibly control your mind, the more resistance it seems to give. That's why overcoming negativity feels like such a struggle. Your mind is resisting because it is biased toward the negative, and it wants to stay in that zone where it feels comfortable. But when you observe your thoughts rather than try to control them, they'll automatically start to slow down as they pass in and out of your mind. Overcoming the habit of overthinking is not about forcing control; it is about understanding and acknowledgment. To understand what you're up against, acknowledge its presence and try to find a workable solution without trying to force control, that's when you're one step closer to becoming the master of your mind.

## Chapter 4. Overthinking in Relationships



Excessive thinking is a regular occurrence among those who struggle with anxiety and who also happen to be in relationships. Specifically, romantic relationships. Now, relationship anxiety may not be a common diagnosis under the list of all the other anxiety disorders, but it is common, and the effects can be as devastating as all the other forms of anxiety. Overthinkers and anxiety sufferers struggle when they are in a relationship. They constantly seek reassurance or approval from their partner, looking for validation that they are still loved. When they don't get the desired response they were hoping for, their mind starts going into a tailspin, churning out all sorts of possible scenarios about why their partner is not responding the way that they hoped.

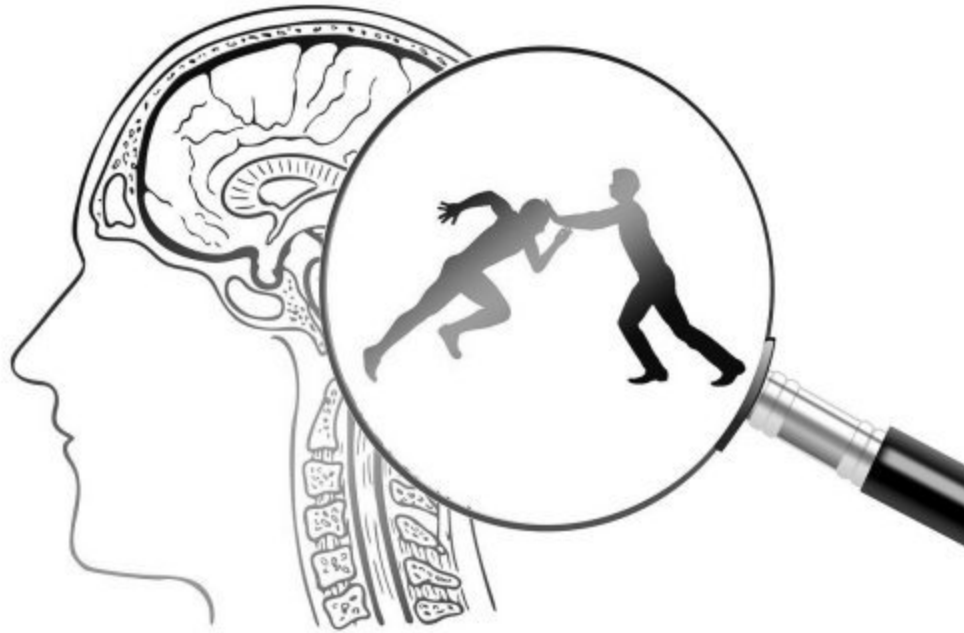
There could be several reasons why relationships might become a trigger for your excessive thoughts and anxiety. It could be a bad dating experience you had in the past that left you scarred to this day. Perhaps you struggle with insecurity and low self-esteem. Maybe you're afraid to open

yourself up to your partner and expose the vulnerable side of yourself out of fear of getting hurt. Even the fear of getting hurt could send your thoughts and emotions hurtling out of control. Here's the interesting bit: People who struggle with relationship anxiety would STILL rather be in a relationship than be alone. Yet, when they become intimately involved with someone, the anxiety rears its ugly head and sabotages the relationship, thanks to all the overthinking and doubt, insecurities, and fears that are present. Without any way of controlling your thoughts or emotions, they can quickly get out of control, and it won't be long before you end up pushing your partner away.

Your excessive negative thoughts will always be at the back of your mind, whispering ideas that the relationship is either doomed to fail or will eventually fail anyway. For that matter, how do you be sure that you genuinely love the person you're with? Where's the guarantee that the relationship is going to last a lifetime? How do we know if our partners love us the same way we love them? Could it be that we love them more than they love us? Overthinkers need constant validation, guarantees, and the need for control. They crave certainty and the security of knowing exactly how everything is going to turn out. Unfortunately, that's not possible.



## Chapter 5. Procrastination Versus Perfectionism



Procrastination - All that worry and indecisiveness that stems from overthinking could lead to another side effect we might not see coming. Procrastination. Since you find it hard to decide on a course of action to take, you end up putting things off or finding excuses to avoid the things you know you should be doing. On some level, you want to get it done, yet you can't seem to get yourself to start. Procrastination is linked to anxiety too, and with so much to think about and the worry about the many things that could go wrong, we end up not starting anything at all.

Unrealistic Perfectionism - Overthinkers worry so much about everything that could go wrong, and they overcompensate by trying to control nearly everything around them to the point of perfectionism. While perfectionism may sound like a good thing, it isn't because it is simply not possible to be perfect all the time. Since overthinking is rooted in fear and a lack of control (like anxiety is), overthinkers will try to force the situation or outcome when they feel like they have a lack of control. When they fail to gain the control they want, it only makes the negative emotions they're already feeling seem much worse. Trying to be perfect and trying to give the appearance that you have it all together will only increase your stress levels.

## **Chapter 6. Trauma**

Bad things take place in the lives of every individual. We all have a definition of bad. What's really bad for someone may just be only an inconvenience for someone else. However, that doesn't make one person's bad less than the other.

The real problem begins when a person starts lionizing his/her bad experiences of the past and starts living in a cocoon. This cocoon may seem to provide protection, but it is fragile and porous. It doesn't stop the insecurities from penetrating the protective shell. The fears can keep traumatizing the victim. They always keep the victim in a state of high alert. They may the victim think the bad things over and over again.

The longer you resist facing your fears, the stronger they will get. They will keep weighing you down. There can be no escape from this experience if you don't brace yourself up and face it once and for all. The fear of facing the trauma of the past will only lead to overthinking about it.

You would start planning several steps ahead to avoid such things in totality. However, you can have no active control over the results of each and every action that you perform. Whenever any outcome is outside your planned structure, it will lead to detailed planning ahead. You leave no scope for impromptu improvisations. This can be damaging for you on the whole.

Overthinking can be triggered by many things, and these are just some of the things that lead to overthinking. Most people start blaming their minds for excessively thinking things or remaining engaged to a particular thought for too long. They simply want their minds to stop thinking.

This is a big problem.

Your mind is not the source of the problem. The mind will always work on the fodder you provide it. You can choose to keep engaged in a productive manner or offer opportunities for self-destruction, but you can't bring it to a standstill. The ability to continuously have thoughts is something that the mind has developed over thousands of years of evolution. It is the same in you as that of a peaceful man. The problem is not with the mind but the way we are using it and the fodder we are providing to the mind.

If you want your mind to be at peace, the first thing that you need to watch is the kind of information that is getting in. When your mind is

receiving information without filters, there is every possibility of having mental diarrhea.



As social creatures, we spend a lot of time hanging out with our friends. Our friends may be the life of the party and want to hang out and get wasted on the weekends. Or they may be the quieter type who would prefer to meet at cafes and have a coffee or tea. What we have to ask ourselves is, how many of the “friendships” that we have are true and genuine?

Many of our relationships are shallow and superficial. What you see on the outside is what you get. You could spend moments, years, or even decades with a person and still not fully know who they are. Although most friendships develop around a common interest, such as basketball or some other sport, many people do not form a close relationship with anyone.

When we apply a minimalist perspective to our friendships, we can get rid of the non-essential in our lives, and we can get rid of fake friends.

Why should you get rid of fake friends?

There are numerous people in our lives who are fake friends. They may appear on the outside to be friendly and hospitable, but internally, they hate us. They spread lies and gossip about us behind our backs. It is a terrible reality to be in. However, what can we do to rid ourselves of these useless relationships? The best solution is to get rid of the overtly negative relationships in our lives. Just say no (Millburn, n.d.).

Keep ties with close friends.

By getting rid of the fake friends in our lives, we have the time and energy to devote to the people who are genuine and kind and can speak truth into our lives. True friends support one another through difficult times

and the best of times. They provide support to you and maintain the same value system as you do. So the relationship blossoms and flourishes.



There are three types of stress -Acute stress, Episodic Acute stress, and Chronic stress -according to the American Psychological Association (APA). Each of the three types of stress has its own features, symptoms, duration, and treatments.

Stress management can be difficult because every three different stress forms can be single, repetitive, complicated, or chronic. They therefore, require separate levels of treatment, management, and psychological treatment due to the nature of the environment, lifestyle, development histories, coping resources, and personality of the person.

Acute Stress - This kind of stress is short-term and the most popular form of stress. Acute stress is often triggered by worrying about the stresses of events that have occurred recently or future demands. You might feel stressed about these causes, for example, if you were recently involved in an argument

that caused disruption or if you have a forthcoming deadline. Nonetheless, once these are overcome, the stress will be drastically reduced or removed. It does not end up causing the same damage as chronic long-term stress. Short-term effects include fatigue and sore stomach, along with mild pain. Nevertheless, persistent acute stresses can become chronic and harmful for a long time.

**Episodic Acute Stress** - Those who often encounter acute stress or whose lives often induce stress have episodic acute stress. A person with too many undertakings and poor organization will experience episodic symptoms of stress. These include a propensity to be irritable and anxious, which can influence relationships. People who think too much on a constant basis can also face this kind of stress. This form of stress can also cause hypertension and heart disease.

**Chronic Stress** - This is the most damaging and long-lasting form of stress. Continued deprivation, dysfunctional families, or unsatisfactory marriages may cause chronic stress. This happens when a person never sees the source of stress escape and keeps looking for solutions. Sometimes a traumatic experience can be triggered early in life. Chronic stress can stay unnoticed since people can get used to it, unlike new and often immediate stress. It can become part of the temperament of an individual and become increasingly vulnerable to the effects of stress regardless of the scenarios they face. Chronic stress people are likely to experience a final breakdown, leading to suicide, violent acts, heart attacks, and strokes.

#### What Do Stress and Anxiety Feel Like?

Stress and anxiety can cause physical and psychological symptoms. People encounter various stresses and anxieties. Common physical signs are:

- Dizziness
- Diarrhea
- Muscle tension
- Change in appetite
- Trouble sleeping
- Rapid breathing
- Sweating
- Headache
- Fatigue
- Shaking
- Frequent urination

- Fast heartbeat
- Stomachache

Stress and anxiety can, in addition to physical signs, actually cause mental or emotional symptoms. These could include:

- Feelings of impending doom
- Panic or nervousness, especially in social settings
- Irrational anger
- Difficulty concentrating
- Restlessness

People with long periods of stress and anxiety will experience negative health outcomes. They are more likely to experience diabetes, heart disease, hypertension, and even depression and panic disease.

#### Eustress and Distress

Eustress translates to "good stress," a term that comes from a very significant insight amongst people. If you have a positive view of any scenario, you will never generate enough hormones to hurt you in the long run. Think of young people seeking strong sensations— such as those young people who go up in a helicopter and sprint directly from there on a ski hill without trying to think of the avalanches this could trigger.

In the field of stress science, researchers early on suggested that this situation should lead to a significant long-term stress reaction among these young people. When the researchers studied people in search of strong sensations, they found that these people created sufficient stress hormones to offer themselves a real "high," but not enough that they could hurt each other in the long-term.

Distress, on the contrary, refers to "bad stress." If you take me from a helicopter on a ski hill, I will be in total distress, even with my skis on, because I understand this entirely in an adverse way. I don't want to be there and do not want to participate in an activity that I think is too dangerous. Because I have a negative interpretation of the situation personally, I can produce sufficient stress hormones to cause long-term harm.

The scenario is similar in both situations (springing from a helicopter to a ski hill), but the person who interprets it positively will not be affected by the negative effects of stress, while the person with a negative interpretation is affected.



This example shows how the perception of a situation can significantly influence the development of good stress (eustress) or bad stress (distress).

Over the last few decades, we have devoted a lot of our focus to how stress is always negative and we can do nothing. This is a false statement. In demonstrating that a stress response arises from an understanding of a situation as threatening (relative stress) or not, research has made it clear that we have immense power over our stress response. Nonetheless, it is important to explore how chronic stress takes root and can render us sick until we see how we can manage stress more effectively. If you know about the long, rolling road that can lead to chronic stress, I hope that the next time you come across it, you are able to avoid it.

## **Chapter 9. Understanding Your Stress**

From the outside, the distinctions between stress and anxiety can be difficult to detect. Both of these can result in sleepless nights, weariness, constant anxiety, lack of focus, and irritability. Even physical symptoms such as rapid heart rates, muscle pain, and headaches can affect people who are stressed or diagnosed with an anxiety disorder. For symptoms that may seem interchangeable, it can be hard to determine when to work on deep breathing and when to pursue medical assistance.

In short, stress is the response of your body to a stimulus and is usually a short-term experience. Stress may be either positive or negative. When stress comes into play and helps you get that deadline, it's positive. It's negative when stress leads to sleeplessness, poor concentration, and diminished ability to do things that you regularly do. Stress in any particular circumstance is a reaction to a threat.

Anxiety, on the other hand, is a chronic, stress-related mental health disorder. After the threat is mediated, anxiety doesn't fade away. Anxiety hangs over the long-distance and can cause considerable impairments in social, productivity, and other important functioning fields.

Most people experience occasional stress and anxiety. Stress is a demand imposed on your brain or body. People report being stressed when they are asked to make multiple competing demands. An event which makes you feel overwhelmed or nervous can trigger the feeling of stress. Anxiety is a sense of fear, worry, or discomfort. It can be a response to stress, or it can happen in people who cannot identify important stressors in their lives.

Anxiety and stress can help you overcome a problem or dangerous situation in the short-term. Symptoms of daily stress and anxiety include stressing about finding a job, nervousness before an extensive examination, or humiliation in certain social situations. If we have no fear, we may not be inspired to do what we need to do (e.g., preparing for this big test).

However, it can imply a more serious problem when stress and anxiety start messing with your daily life. It may be time to seek treatment if you avoid situations because of irrational fear, constant worrying, or severe anxiety about a traumatic experience week after it occurred.



### Musculoskeletal System

When your body is stressed, tense your muscles. Muscle tension is almost a sign of stress—a means of shielding the body from injury and pain. On sighting stress, the muscles become tensed and then release their stress when the stress finally passes. Chronic stress causes the body's muscles to be more or less constantly protected. When the muscles are tense for a long time, other reactions of the body can be triggered and stress disorders may even be promoted. Tension-type headache, as well as migraine headache, are for example, associated with chronic tension of the muscle in shoulders, neck, and head areas. Low and lower back musculoskeletal pain has also been associated with stress, particularly work stress.

Millions of people suffer from chronic pain due to musculoskeletal disorders. Sometimes, but not always, the chronic sore condition may hurt. Whether an injured person suffers from chronic pain or not depends on how the injury is tended to. Individuals who fear discomfort and re-injury and are only interested in a physical cause and a treatment for the injury usually recover less than individuals who are moderately physician-supervised. Muscular strain, and eventually muscle atrophy due to body disuse all facilitate chronic musculoskeletal disorders associated with stress.

It has been shown that relaxation techniques and other stress relief exercises and treatments successfully decrease muscle tension, reduce the incidence of stress-related disorders, including headache, and increase a sense of well-being. Stress-relieving activities have proven to improve mood and daily function for those who build up chronic pain conditions.

### Respiratory System

The respiratory system provides cells with oxygen and extracts waste from the body with carbon dioxide. Air enters the nose and passes through the larynx in the throat, the trachea, and the bronchial lungs. The bronchioles then transfer oxygen for circulation to the red blood cells.

The airway between the nose and the lungs can be stressed, and strong emotions can occur with respiratory symptoms such as shortness of breath and fast breathing. This is generally not a problem for people with no respiratory diseases, as the body may manage extra work comfortably, but psychological stressors can exacerbate breathing problems in people with preexisting respiratory illnesses such as asthma and chronic obstructive pulmonary disease (COPD; includes emphysema and chronic bronchitis).

Several studies have shown that an acute stress—like the death of a loved one—can actually lead to asthma attacks. Furthermore, the rapid respiration or hyperventilation caused by stress can lead to a panic attack in someone prone to panic attacks. Meeting with a counselor may lead to calming, meditation, and other cognitive-behavioral techniques.

### Cardiovascular System

The cardiovascular system includes the two elements of the heart and blood vessels that provide nourishment and oxygen to the organ of the body. In the body's stress response the behavior of both components is also coordinated. Acute stress—stress that is temporary or short-run, such as time limits, traffic impedence, or a sudden breakage, to avoid injuries—causes an increase in cardiac rhythm and stronger contractions of the heart muscles, which acts as a message for stress hormones, such as adrenaline, noradrenaline, and cortisol. Moreover, the blood vessels that direct blood to large muscles and the heart expand and thus increase the blood supply pumped into these parts of the body and the blood pressure. The fight-or-flight response is also known. The body returns to its normal state after the acute stress episode has ended.

Chronic stress or constant stress over a long period may lead to long-term heart and blood vessel problems. The constant and constantly rising heart rate and high blood pressure and stress hormones will affect the body. Such long-

term stress will increase the risk of high blood pressure, heart attack, or stroke.

Repeated acute stress and chronic stress can also lead to inflammation in the circulatory system, particularly in the coronary arteries, which is one way to link stress to a heart attack. The way a person reacts to stress often appears to affect cholesterol levels.

There seems to be a distinct risk of heart disease associated with stress, depending on whether the woman is pre- or post-menopausal. Estrogen levels in pre-menopausal women tend to improve blood vessels' response to stress, helping their bodies manage stress better and protect them against heart disease. Post-menopausal women lose this level of protection due to estrogen loss, which increases their risk of stress on cardiac disease.

#### Endocrine System

If one perceives a situation to be stressful, dangerous, or uncontrollable, the brain initiates a cascade of events involving a hypothalamic-pituitary-adrenal (HPA), the main driver of the endocrine stress response. In addition, the development of steroid hormones called glucocorticoids, also called the "stress hormone," rises. This involves cortisol.

The hypothalamus, a series of nuclear compounds that link the brain and the endocrine, signals the pituitary gland to generate a hormone that, in turn, signals the adrenal glands above the kidneys that increase cortisol output. Through transferring glucose and fatty acids from the liver, cortisol increases the level of energy supply. Cortisol is usually manufactured to varying levels during the day and generates a daily energy cycle at the time of waking and slowly declines throughout the day. During a stressful event, the energy required to meet repeated or extreme obstacles can be enhanced with cortisol.

In order to regulate the immune system and reduce inflammation, glucocorticoids, like cortisol, are essential. Although this is important in times of pressure or threats when injury could lead to an increase in activation of the immune system, chronic stress can impair communication among the immune system and the HPA axis. This loss of contact is related to the future development, including chronic fatigue, metabolic disorders (e.g. diabetes, obesity), depression, and immune disorders or various conditions for physical and mental health.

#### Gastrointestinal System

The gut has hundreds of millions of neurons and, as such, is able to act relatively spontaneously and continuously with the brain, which explains the ability to feel "butterflies" in the stomach. Stress can have an effect on this

communication with your brain-gut and can cause more pain, bloating, and other intestinal discomfort. Millions of bacteria can also reside on the gut thereby influencing its health and the state of the brain, which can impact thought and emotional effects. Stress is related to changes in intestinal bacteria that can affect mood in turn. The nerves and bacteria of the gut, therefore, have a strong influence on the brain and otherwise. The development of the nervous system and the reaction of the body to strain can result from stress from early life. These changes may increase the risk of subsequent intestinal diseases or dysfunction.

**Esophagus** - If stressed, people can eat more or less than normal. More or different foods may cause heartburn or acid reflux or an increase in the use of alcohol or tobacco. The magnitude of constantly occurring heartburn pain can also increase due to stress or exhaustion. Intense stress can be caused in a rare case of spasms in the esophagus and can be mistaken for heart attack easily. Stress can also make it difficult to swallow food or increase the amount of air swallowed, which causes gassiness, bloating, and burping.

**Stomach** - Stress may make the stomach easily feel more pain, bloating, nausea, and other discomfort. Stress can occur if it is sufficiently severe. In addition, stress may increase or decrease the appetite unnecessarily. In turn, unhealthy diets can make one's mood worse. Stress does not increase the production of acid in the stomach, nor causes the stomach ulcers, as is commonly thought. The latter is attributable to a bacterial infection. Ulcers can be more distressing if stressed.

**Bowel** - Stress can make bowels possibly feel bloating, pain, or discomfort more easily. It can influence the way food moves quickly through the body that can induce both diarrhea and constipation. In addition, stress can cause bowel muscle spasms that may be painful.

Stress can affect digestion and absorb nutrients from the gut. Nutrient absorption-related gas production can increase. The gut has a near barrier to protect the body from (most) bacteria associated with food. Stress can weaken the intestinal barrier and allow intestinal bacteria to enter the body. Although most of those bacteria are easily treated and do not make us sick, chronically mild symptoms may be caused by the persistent lack of inflammatory action.

Stress affects people with chronic bowel disorders including inflammatory bowel disease and irritable bowel syndrome in particular. This can be attributed to the intestinal nerves being more alert, changes in intestinal microbiota, changes in the way food move quickly through the intestines, and/or changes in intestinal response.

## Nervous System

There are several divisions within the nervous system: the main division between the brain and the spinal cord and the peripheral section comprising of autonomous and somatic nervous systems. The autonomous nervous system plays a decisive role in physical stress response and is classified into the parasympathetic nervous system (PNS) and sympathetic nervous system (SNS). The SNS relates to what is called the "fight or flight" response when the body is stressed. The body shifts its energies to combat a life threat or to flee from an enemy. The SNS prompts the adrenal glands to produce hormones such as epinephrine (adrenaline) and cortisol. These hormones, in addition to direct autonomous actions of the nerves, make the heart beat faster, increasing breathing rate, expanding the blood vessels in the arms and legs, changing the digestive system, and increasing blood glucose levels (sugar) to respond to the urgency.

The SNS response is quite sudden to prepare the body to respond to emergencies or short-term stressors. After the crisis has ended, the body returns to the unstressed state of pre-emergency. The PNS, which generally has adverse effects with the SNS, facilitates this recovery. But PNS overactivity may also help stress reactions by encouraging, for example, bronchoconstriction (e.g. asthma) or exaggerated vasodilatation, and impaired blood flow. Both SNS and PNS have strong immune system interactions, which can modulate stress reactions. The central nervous system plays a key role in triggering stress responses, as it regulates and plays a key role in the interpretation of contexts as potentially threatening.

Chronic stress, which can cause stress for a long time, can lead to a long-term drain on the body. As physical reactions continue to be triggered by the autonomic nervous system, they cause the body wear and tear. This is not so much what chronic stress is putting on the nervous system but what persistent stimulation of the nervous system is doing on other physically dysfunctional systems.

## Male Reproductive System

The nervous system influences the male reproductive system. The nervous system's parasympathetic part induces relaxation, but the sympathetic part causes anxiety. The autonomous nervous system, also known as fight-or-flight responses, generates testosterone in men's anatomy and activates the nervous system, which produces arousal. Stress makes the body release cortisol hormone from the adrenal glands. The normal operation in several body systems, including cardiovascular, circulatory, and male reproduction, is

influenced by cortisol in blood pressure regulation. The normal biochemical function of male reproductive system can be affected by excess cortisol amounts.

Sexual Desire - Chronic stress, ongoing stress across a prolonged period of time, may affect the production of testosterone, which leads to a decline in sex drive or libido, as well as erectile dysfunction or impotence.

Reproduction - Chronically stressed pairs that attempt to conceive can also impair sperm production and maturation. Researchers have found that men with two or more stressful life events in the last year had less sperm motility (speed) than men with no stressful life events and a lower proportion of normal sperm morphology (size and form).

Diseases of the Reproductive System - The body may become vulnerable to infection when stress affects the immune system. Testes, prostate, and urethra infections may affect the proper function of male reproduction in the male anatomy.

#### Female Reproductive System

Menstruation - Stress can influence menstruation in several ways between adolescents and women. For example, absence of or prolonged menstrual cycles, more painful cycles, or changes in the cycle duration may entail high levels of stress.

Sexual Desire - Women have a wide range of personal, family, professional, financial, and other needs throughout their lives. Stress, anxiety, exhaustion, etc., may affect sexual desire -especially if women are caring for young children or other ill family members concurrently, dealing with chronic health conditions, feeling depressed, having difficulties in a relationship, dealing with work issues, etc.

Pregnancy - Stress can have an important effect on the reproductive plans of a woman. Stress could adversely affect the ability of a woman to bear children, her pregnancy's health, and her postpartum adjustment. The major potential issue of pregnancy and postpartum adjustment is depression. The risk of developing depression and anxiety over this period is increased by excessive stress. In the weeks and months following birth, maternal stress can adversely affect the fetal and continuous development of children and can hinder bonding with children.

Premenstrual Syndrome - Stress may intensify premenstrual symptoms or make it harder to deal with it, and for many women, premenstrual symptoms may be overwhelming. These side effects include cramps, fluid retention and bloating, a negative mood, and mood swings.



Menopause - The hormone levels fluctuate dramatically as menopause progresses. Such changes are related to anxiety, mood changes, and depression. Menopause may therefore be a stressor in itself. It is difficult to deal with some of the physical changes related to menopause, particularly hot flashes. For a fact, the clinical symptom may be worse because of emotional distress. For example, women with more anxiety may experience hot flashes and/or more serious or extreme hot flashes.

Diseases of the reproductive system - If stress is high, it is more likely that symptoms such as a Simplex Herpes virus or a Polycystic Ovarian Syndrome will increase. Reproductive cancer diagnosis and treatment can lead to considerable stress, which requires additional attention and support.

## Chapter 11. Internal and External Causes of Stress



For instance, when missing important deadlines, you will worry about the potential loss of something important. You could end up developing a fear of lose your job. Indeed, this will stress you out a lot. In some cases, stress can have a negative impact on the quality of your sleep. This worsens your situation as anxiety tends to worsen when you don't have enough sleep.

### Destructive Thinking; A Common Cause of Stress

Negative thinking will often lead to stress. When you constantly dwell on negative self-talk, this is what your subconscious mind will focus on. Instead of ruminating on how bad things seem to follow you, it is vital to realize that such thoughts can have a negative impact on your emotional wellbeing. To comprehend how our thoughts lead to stress, let's consider how stress works.

## **Chapter 12. Symptoms of Stress**

Ours is the most anxious, worried, and stressed out generation. It seeks stress and anxiety and when it doesn't get real things to worry about, it finds the unreal ones.

We get intimidated by the happening life of our online friends and start feeling stressed. More often than not, social posts are presenting an unreal picture, and we know it. Yet, we remain stressed. Our mind remains cluttered. We keep feeling miserable.

Simple choices in life can make us anxious. Ever felt anxiety in picking a cereal in a superstore? There is no reason to feel so, yet we keep questioning ourselves. We make simple decisions so important for ourselves.

We keep aspiring for things that we don't even need. Success or failures shouldn't matter in such cases, but we make them a cause of stress.

We let outside influence of news, social media and gossip affect our mind. Information overload is increasing the stress and we are allowing it to do so.

Stress is a normal phenomenon that our body can use to its advantage. However, the constant and unrealistically magnified perception of stress is very dangerous. It has deep ramifications on our physical, emotional, and psychological health.

A cluttered and confused mind can miscalculate the threats and increase stress levels unreasonably. Controlling stress is one of the most important requisites for a healthy, relaxed, and meaningful life.

## **Chapter 13. Internal and External Causes of Anxiety**



There are numerous reasons why you will be anxious. There are certain events, experiences or emotions which could worsen anxiety's symptoms. These elements are termed as anxiety triggers. The following is a brief look into some of the common triggers of anxiety.

#### Health Concerns

Health concerns can be a major trigger of anxiety. Usually, this happens after an upsetting medical diagnosis such as chronic illness or cancer. It is common for people to be concerned about the direction that their life would take when suffering from chronic disease. The good news is that you can deal with this anxiety by changing how you think and perceive your life. Living an active life, for example, will prevent you from paying attention to the disease. Instead, you will appreciate what life has to offer and enjoy it.

#### Medications

There are certain medications that can also make you feel anxious. This is due to the fact that these medications have active ingredients which affect how one feels. Common medications that could cause anxiety include weight loss medications, birth control pills, and congestion medications.

#### Caffeine

Caffeine can worsen or trigger the symptoms of anxiety. With social anxiety disorder in particular, it is advisable to lower your caffeine intake.

#### Skipping Meals

There are instances where you may feel jittery because of skipped meals. This happens because of the drop in your blood sugar. Eating a balanced diet is recommended for numerous reasons. It is worthwhile that you strive to eat a healthy diet regularly to ensure that your body gets all the nutrients it requires. Filling yourself up with healthy snacks helps to maintain your blood sugar levels. Therefore, it reduces the likelihood of you feeling nervous or agitated.

#### Negative Thinking

Thinking negatively will likely corrupt your mind with feelings of frustration. This means that you are likely to feel anxious since you worry too much about the worst that can happen.

#### Financial Concerns

With the harsh economic times, it is daunting to prevent yourself from thinking too much about your finances. This becomes a major problem when you have debts to pay and everything appears out of hand. To deal with triggers relating to finances, you should consider seeking professional assistance.



### Clumsiness in Attitude, Rash, and Accident Prone Behavior

Stress is a result of clouded thinking. You keep miscalculating things and then make last minute adjustments. This brings clumsiness in your behavior. Your decisions become rash and accident-prone. In most cases, these things happen when you try to bite more than you can chew. If you want to have everything in your plate at once, preventing the spilling gets difficult.

These days, people also try to give it the fancy name of multi-tasking. Our mind works best when it is focused on one thing at a time. Complete focus brings perfection. It reduces the chances of accidents and leads to better results. Your mind has a clear objective. It is the best way to deal with things. Taking one step at a time ensures that you are always on a strong

footing and grounded. If you want to remove clumsiness from your attitude, clearing the clutter from your mind is very important.

#### Pain in Shoulders, Back, and Neck

Stress leads to some strange chemical reactions in our body. When you are stressed, alarmed, or anxious, your body starts releasing the stress hormones. These hormones create stiffness in your shoulders, neck, and back. These changes are designed to make you more resilient to damage in case of attack. They made us better equipped to handle combat situations. However, in modern life, stress is not caused due to physical danger, but as a result of worries and anxieties. It lasts longer as your mind stays fixed on that problem. Prolonged stiffness brought by these circumstances leads to stiffness and pain in shoulders, back, and neck.

The best way to deal with this problem is to take short breaks. Deviate your mind from the current problem and indulge your mind into something else. The more relaxed you feel, the fewer the problems would be.

#### Tensions and Headaches

Stress has a profound impact on our brain. When you are in stressful situations, your heart-rate increases, breathing quickens and your blood pressure rises. Your body starts pumping more blood and oxygen into your system to handle the problem. Prolonged exposure to this condition leads to the contraction of muscles which lead to headaches.

Your mind would become foggy and would not be able to think clearly in such situations. Taking breaks in such situations is the best resort.

#### Diarrhea or Constipation, Indigestion, Ulcers, or Heartburn

Your mind and the rest of your body may look separate but in reality, they are closely interconnected. Stress not only causes problems to your brain but also transfers the information to the cells in your body. Your gut has more neurons than your spinal cord. Your gut produces a lot of acid in stressful situations. It leads to indigestion, ulcers, diarrhea or constipation and heartburn.

Therefore, stress is not only a problem for your head but your gut too. If you are in a gut-wrenching situation or need to make a decision, which has put you in a fix, leave it aside for a few moments to cool down. Distracting yourself from the point for the moment helps in bringing clarity of thought.

Excessive Cravings for Stimulants like Caffeine, Cigarettes, and Change in Appetite

Excessive stress puts a heavy burden on your mind. It starts looking for stress relievers and this is where caffeine, cigarettes, chocolates come in play. These things led to the release of stress-relieving neurotransmitters called dopamine and serotonin. They make you feel better. However, overdependence on these things can lead to addiction and cause potential damage.

Abusing these things is a symptomatic treatment and will have no long-term advantage. The best way always is to address the cause of the problem. Your high-stress level is the main problem and until the reasons for high stress are not addressed, things won't change.

## Chapter 15. Information Overload

Information overload is certifiably not another wonder: the potential for overload has existed as far back as information turned into a significant contribution to any human action. For instance, when the logical controls started to obviously rise in the seventeenth to nineteenth hundreds of years, it step by step got unimaginable for anybody to stay up to date with the entirety of the work in what had been called 'normal way of thinking'. In certain fields, the level of specialization is high to such an extent that, even inside a similar order, individuals cannot stay informed concerning all subareas and, indeed, might be unfit to see some of them.

By the 1970s, the wonder was examined in different fields, for example, bookkeeping, information frameworks and correspondence look into, with commitments from, for instance, Driver and Streufert, Farace. Furthermore, Davis and Olson. From 1976 to 1996, the term shows up just multiple times in the files of Information Science Abstracts and seems multiple times somewhere in the range of 1996 and 1999. Even more as of late, nevertheless, the business information suppliers have looked into the subject, since it is to their greatest advantage to guarantee that the information load on directors and officials is not so extraordinary as to block utilization of their administrations.

The 'Perishing for information?' study is one of an arrangement from Reuters, which seems to ascribe overload to business factors and the innovation:

The measure of information has expanded for various reasons: there is a general increment in business correspondence, in-organization and with clients and providers; patterns. For example, globalization and deregulation increment rivalry; organizations are cutting back and less secretaries are utilized to shield individuals from information; all the more redistributing methods a more extensive scope of different organizations with which it is important to impart. There are additionally more approaches to impart; by fax, phone message, email, web and web based conferencing, notwithstanding the more conventional techniques, phone, gatherings, post and wire.

This citation recognizes various elements identified with information overload:

1. Expanded correspondence;



2. Globalization;
3. Deregulation;
4. Cutting back;
5. Innovation.

The Reuters report additionally recognized a portion of the impacts of overload, explicitly:

1. Time is squandered: 38% of administrators overviewed revealed burning through generous measures of time searching for information;
2. Postponed basic leadership: 43% of respondents imagined that choices were deferred or antagonistically influenced by the presence of an excessive amount of information;
3. Interruption: 47% of respondents detailed being occupied from their principle errands;
4. Stress: prompting strain with partners, loss of employment fulfillment, sick wellbeing (detailed by 42%), diminished social movement (61%) and tiredness (60%).

#### Definitions

At the individual level, we can characterize information overload as a recognition with respect to the individual (or spectators of that individual) that the progressions of information related with work assignments is more prominent than can be overseen successfully, and a discernment that overload in this sense makes a level of worry for which their adapting methodologies are incapable. Additionally, at the authoritative level, information overload is a circumstance wherein the degree of saw singular information overload is adequately across the board inside the association as to lessen the general viability of the executive's activities.

#### Individual characteristics and information overload

Plainly, nonetheless, information overload is not only a question of there being more information accessible, or of the intensity of the innovation to convey more than we really need. Human factors additionally enter the circumstance as far as the inclination of individuals to request information and to scatter it to others information force and push, in the PC language.

Information destroy is identified with what analysts have called the requirement for cognizance, that is the degree to which individuals want to structure and comprehend their life-world and who look for information to do this. Cacioppo and Petty conceived a requirement for discernment scale

whereupon people could be positioned by their longing for such understanding. Given that administration is 'information work', we can estimate that administrators will be high deprived for cognizance and, thus, will in general gain information. A key point is that, the more dubious their life-world, the more they will be headed. An obsessive condition of information pull exists when an individual feels induced to gather information, regardless of whether important to their circumstance or not.

Information push has a specific innovative significance in connection to the Internet and 'push innovation' exists to encourage the appropriation of information. Involvement in this innovation prompts the end that "all in all, pushes works best when it's utilized for information that must be gotten to and followed up on quickly" and organizations that have utilized push innovation have pulled back its utilization, depending upon information draw, or representatives getting to information when they have to. Nonetheless, anybody can go about as an 'information pusher', by dispersing paper or electronic records. At the point when this is done on a 'need to know' premise, it may not get risky, nevertheless, once more; obsessive conditions of information push may exist for different reasons.

## Chapter 16. How to Avoid Mental Overload Calming Your Mind



Calming your mind is a special skill that takes determination, consistency, and patience. The reason why it is beneficial to quiet your mind is because so many benefits come from having peace within yourself. When you find peace on the inside, it will become easier to find peace outside of you in every situation and environment you surround yourself with. The goal behind inner peace and a quiet mind isn't to stop thinking but to surpass the barriers your mind keeps you trapped in. Here are five secrets to finding inner peace and quieting the mind:

Listen to and watch the mental noise your thoughts bring you

Watch your thoughts without labeling them. If an intrusive, disturbing thought pops up like, "I wish I were good enough," or "I want to hurt myself," then do not judge it or label it as good, bad, scary, threatening, or anything negative. Notice it and allow it to be there. Don't push it away or avoid it. Don't think about where it came from but embrace that it is there. When you do this, it weakens the power your thoughts have over you, and you gain control of yourself and your worries.

Consciously and purposely challenge your thoughts

This technique revolves around cognitive behavioral therapy. Many psychologists swear by this method because it means that you can control or alter your thoughts to another direction and create new patterns or habits of the way you interact with your thoughts. You take control back by challenging them. Start by asking yourself about your thoughts. So if your thought is that you aren't good enough, then ask yourself where this comes from. Are you jumping to conclusions? Which one of the cognitive

distortions does this thought fall under? Next, find the positive. What has happened in your life that you feel you are not good enough? Finding the root of the thought where it's coming from can really give you insight on taking your control back because then you can replace it with the truth.

Intentionally focus on your breathing

A lot of the time, we get anxious, worried, or set off our “false alarm” triggers because we aren't breathing properly. Close your eyes and focus on where your breath is coming from, your stomach, chest, or nose. Then just practice noticing your breath without changing it. Once you have figured out where your breath is coming from and how you are breathing, then you can focus on taking in deep, long breaths. Count your inhale to five seconds, hold for three seconds, and exhale for five-to-seven seconds. Repeat until you feel calmer, then go back to normal breathing before you open your eyes again.

Play calming music which relaxes and motivates you

Music is one of the best healers out there. When we can relate to the singer, they become our favorite artist and then we can feel more relaxed knowing that they are singing about what we feel comfortable relating to. If instrumental is more your thing, then just pay attention to the rhythm and the noise it makes. Close your eyes and try to concentrate on the background noises that you may not have noticed before. Try to name the instruments and memorize the tune.

Participate in regular exercise

When the dopamine is released, it becomes easier for our brain to produce more serotonin which makes us happy. When we are happy, we don't feel so stressed, and our thoughts don't become so overwhelming or overpowering. The idea is to work our bodies physically, so our minds don't have the energy to overthink or create mental chatter.

When we overthink, worry excessively, or think negatively all the time, mental chatter becomes worse, and it can seem impossible to fix.

### **Brain Reboot**

The best way to overcome negative thinking, worrying, and overthinking is to reset the brain. First, you need to be able to accept change and overcome your fears that the thoughts bring into your mind. Secondly, you need to be willing to learn how to change your state of mind and the way you think. So the biggest question is: How do we do this? Most of the “rebooting” process is what we have already talked about. However, the

objective of the other techniques was to stop the overthinking patterns. Now, the primary reason most people have an overactive mind is that there is a lot more information to process in today's society compared to three decades ago. Today, we have social networking, technology, and loads of new information that we are interpreting and interacting with daily.

When you read these next techniques on how to reboot your brain, think about the objective as you are learning how to reset the mind, not on how to stop or lessen your thoughts.

### Stop multitasking

Although multitasking can be a good thing, this is one reason why our brain operates on overdrive. When we try to focus, think about, or do too many things at once, it means that our brains are switching focus from one thing to the next, then to the next. This way of thinking actually weakens the ability to get multiple things done at once. For example, do you find when you clean your house that you start with the dishes, then you move on to vacuuming before the dishes are done, then you continue to wipe the counters and find yourself sweeping or mopping the floor twice? You may find that after all that work, you are more exhausted, but when you look around you still have laundry or more dishes to do, and it looks as if you did nothing. This is the effect of multitasking.

Multitasking creates shorter attention spans and a distracted mind, also known as the "monkey brain" or the "squirrel effect." To stop multitasking, try focusing on one thing at a time and make sure that you do not move on to the next thing until that one task is completed.

### Concentrate on a single thing at a time

The author of the book called *The Organized Mind: Thinking Straight in the Age of Information Overload*, Daniel Levitin, promotes Deliberate Immersion. Deliberate Immersion means that we split our tasks or duties into time-slots of no more than 30-50 minutes at a time without other distractions. Daniel Levitin says that there are two modes of attention that our brains compose of: The task-positive and the task-negative networks. The task-positive network is the ability to complete tasks without distractions from the outside world or the environment around you, like television, conversations with people that you love in the home, or your phone going off distracting you with social media and what's going on outside the home. The negative-task network is when your mind is actively daydreaming or wandering, not focusing on the task at hand. It means that

you are busy thinking about other things while you are trying to complete a chore. The negative-task network is where creativity and inspiration stem from. Then, we have an “attention filter,” which is responsible for switching between the two modes. It helps us stay organized and lets us keep the focus on the current mode we are in, allowing us to complete the given chore we are doing.

#### “Attention Filter”

In short to what Daniel Levitin says, is that if you want to be more creatively productive, then you should set aside a time for your social tasks when you are trying to complete a focused or attentive task. This means that there is always a time and place for things like status updates, Twitter, text messages, where you left your wallet, or how to reconcile an argument with a spouse or friend. When you set aside social aspects to a designated time-period of the day, you will be less distracted and get more things done, which is a great way to reboot the brain when you focus on just ONE thing. The time for task-negative networking (daydreaming and mind wandering or deep thinking) is when you go on nature walks, listen to music while checking social statuses, and bathing with aromatherapy while possibly reading a book. When we implement mind wandering with these activities, it actually resets our brains and provides different and healthier perspectives on what we are doing or going to do.



One of the major evils of anxiety is that it has the capacity to disrupt decision making processes. It does this in several ways. It could in fact scare one away from the process of making choices and keep you stuck on a less daring option, or build up a stereotype around your choice. Anxiety will just leave you wondering about all the possible repercussions of your choices and eventually with no choice made. This way, anxious people are locked away from adventure and fun, as they will always only consider the safest option.

This technique is like the opposite of the last technique. You are still looking at the “end goal,” but instead of making a decision based on the end goal, you are breaking your end goal into a smaller goal. Then you can break your decisions into smaller decisions to complete the “mini goals.” While this is still decision making, make sure that when you come to a final decision, you stick with it. If you are still having a hard time deciding, then write your decisions down on paper and come up with no more than three-to-five decisions. Eventually, the more you do this the list will become

smaller every time and you will only make one decision. Which is a goal inside itself - to overcome analysis paralysis.

How to Stop Anxiety from Intruding on Decisions

Don't always take the rational route

Add a spice of fun during your decision making process. For decisions on matters of lightweight, you could decide to throw caution out in the wind and make the decision. You could roll a die, flip a coin, or draw straws. Over time, this could reduce the intensity of your indecisiveness.

Strengthen your brain against anxiety.

Yes, there is such a thing as strengthening your brain against anxiety. Once you maintain a position of mindfulness to life, and the people around you, then you are strengthening your brain's ability to keep distractions off and make more grounded, relevant decisions.

Try and wrap your head around the source of your anxiety.

Most people do not understand that anxiety is a mental cum emotional concept. It is a feeling that flows just like every other emotion. And as a result, it definitely needs to get triggered before it can flow. Watch out for the causal factors of your anxiety episodes and then you can truly say that you are right on track in solving the problem. Factors like stress from work, stress as a result of your day to day running around, or the illness of a loved one can trigger enough emotion to keep you anxious, and pumped enough to make unrelated decisions. Take note that anxiety can also stem from past incidence; more like post-traumatic stress disorder. The emotion may have been justified then. Searching for the sources of anxiety can help reduce its influence on your behavior.

Defy your feelings sometimes

It is a lie that you have to act out a certain way just because you feel a certain way. Feelings are fickle and should not be your basis for action. Do not be deceived, thoughts, feelings and behaviors are not deals that cannot be tampered with.

You just have to be more deliberate about your reaction to the thoughts and feelings that come to you, whether internally or from external source. You could control your feelings by the way you react to it. You cannot always lie lazily around because you feel like it. Sometimes you have to defy what you feel and act differently. The simple trick here is that if you do, overtime, you'll find that these feelings will not come as often as they use to. And eventually, you'll get to change your feelings.



## Ignore anxiety

This one will be kind of difficult when you start out but eventually, you'll cope. Now understand that in most cases where there are options, it doesn't necessarily mean there is a wrong option. What I mean is that the multitude of options does not equal the presence of a wrong option, it might just be that few ones have more edge over the other.

What anxiety then does is that it'll keep contentment far from you and make you go over and over, comparing and comparing just to get the best option. Meanwhile, you do not always have to make the best decision. 'Good' is sometimes good enough.

Anxiety is a lousy guy, he claims to want to protect you from danger but most times, the danger is not always there until he raises all the alarm that it can. Just try challenging the presence of actual danger next time by making a decision that seems just okay and not perfect. You'll be amazed at how stresslessly you'll decide, and what the repercussion to your decision will be.

In deciding, be guided by what you want, and not what you are trying to avoid.

Try shifting your focus. Quit making decisions whilst concentrating in what you are running from but on what you want from the choice you intend to make.

So before you set out to decide, be clear on what you want from the whole decision process. What would your decisions look like if they were driven by what you want to happen, rather than by what you don't want to happen?

## Chapter 18. Stress Management

To stop overthinking, you need to first retrain your brain. Fortunately, there are many exercises and activities that you can use to reshape the way you think.

Now that you know a little about overthinking, and you also know when you are on the verge of dropping into that deep whirlpool of infinite negative emotions, you can start getting rid of it entirely, and you can start by challenging your thoughts before they run out of control.

### Before You Begin

Here are some of the things that you need to know before you start challenging your negative thoughts so you will not get too surprised and overwhelmed with everything that is happening.

You need to know that challenging your thoughts might feel unnatural, sometimes even forced at first. But with a bit of practice, it will start to feel natural and believable.

To build up your confidence for thought challenging, you should practice them on thoughts that are not as upsetting and provides a bit more flexibility. It is also a good idea to practice this technique when you are still feeling a bit neutral and not too overwhelmed by your thoughts. Trying to practice thought challenging after a particularly rough and problematic day would be asking too much from yourself.

The first couple of times you try thought challenging it would be best if you jot down your responses. Often, when beginners try doing it in their heads, they end up with their thoughts going around in circles, which makes their thoughts all the more intense, and might cause them to spiral into overthinking.

Another benefit of taking down notes is that if a similar thought pops up in the future, you can refer to your notes and find out how you reacted to it.

You can practice with a family member or a friend whom you know will not judge you. Practicing with another person might help you by shedding light on the blind spots of your thinking, or they can offer you different viewpoints that you might find useful.

When you are first practicing thought challenging, you should focus on a single thought instead of a series of them this early in the game. For instance, instead of thinking “It’s pretty obvious that my bosses thought I messed up the project” you should break down your thoughts into smaller,

simpler sentences, and then challenge these thoughts one by one. You will only be confusing yourself if you start challenging a pile of thoughts at the same time.

Do something that will distract yourself once you finish working through a couple of thought challenging questions. This will give you some time for your mind to settle down.

Now that you know what you should expect, here are some of the most popular thought challenging exercise that you can try now.

#### Step Back and Assess the Situation

Here's a scenario that you might have experienced: you feel as if your boss is constantly and intentionally ignoring you. You think that the reason why your boss did not greet you this morning is because you somehow messed up something and that he is contemplating on firing you very soon. Usually, this kind of thoughts will cause your mind to overthink and cause you to lose sleep, thus causing you to not be as efficient at work, which therefore leads to you getting fired; in short, overthinking problems turns them into self-fulfilling prophecies.

On the other hand, if you just step back and analyze your thoughts before your overactive brain blows it way out of proportion, you can control it better. In the case mentioned above, remind yourself that your boss rarely greets anyone at all, and whatever screw up you might have made during the past couple of days is not grounds for your termination. Next, think about what you could do in order to not get fired, like increasing your productivity, or maybe learn a new skill that can help you do your job better.

In just a couple of minutes, you have derailed your train of negative thought before it even gets a chance to gain momentum.

#### Write Them All Down

Another way to challenge your negative thoughts before they trigger you to overthink is to write them all down on a piece of paper. When you write down the things that are bothering you, it gives them a somewhat tangible form, which actually helps you reanalyze them in a more rational manner. If you want to take this to the next level, you can start making a thought journal.

#### What is a thought journal/diary?

A thought diary is different from the traditional form of journaling, it has a structure that you have to follow to make analyzing your thoughts

much easier. For instance, in a thought diary, you do not start an entry with a “Dear Diary” or any form of it, the entries look more like a ledger if anything.

You make a thought diary by making a couple of columns on the page and then you title them as follows:

Antecedent – These are the things that triggered you during the day.

Beliefs – These are your thoughts about the things that you listed in the first column.

Consequences – These are the things that happened because of your thoughts.

This is why a thought journal is called an ABC journal.

Here is an example on how you write an entry in your thought journal. You suddenly start worrying because you have an upcoming bill that you have to pay, this is your consequence. On the second column, you write that you were worried because you might not be able to make your due date. On the trigger section, you could write that you were watching the evening news when you suddenly remembered that you needed to pay.

After some time of writing in your thoughts journal, you might start noticing that the triggers are usually not related to the thoughts that made you worry. Thoughts just occur, and the triggers that caused them to surface might be related to them at all; thoughts are fickle in that way.

In the consequences column, you then might write down something like, “I took an aspirin to get rid of the headache that I felt was coming.”

Every Sunday evening you could review your entries and then think of the things that you could have done better. For instance, for the entry above, instead of taking an aspirin, you could have just walked around the park to clear your mind, or at the very least you could have eaten an apple or something just so your headache will not get any worse. Or you could call your utility company and inform them that you might be a little late on the payment, but you will be paying, and ask if it is possible for them to waive the late fees. Your thought diary will help you make sense of your muddled thoughts by laying them out on paper for you to easily analyze. This tool can help you understand your less-than-ideal coping skills and why you end up making choices that lead to consequences that are not really best for you. With the help of a thought journal you can change your future consequences by restating and reanalyzing your past thoughts and making the necessary adjustments.

## Benefits of a thought diary

Writing in a thought journal/diary helps you identify the things that trigger you into overthinking. When you write down your thoughts, you will easily see if they are actually legitimate concerns, or if they are just irrational. Thought journals help you recall how you behaved during the time you were triggered into overthinking, and in time you will start to notice the patterns in the way you think.

When you recognize your existing thought patterns, it will be possible for you to change not only your behavior, but also your thoughts. When you notice evil thoughts start to creep in, you can practice mindfulness (more on this later) and just observe and acknowledge them so they will go away. You actually do not need to behave according to your thoughts, you can actually ignore them and just continue living your own life. It is much better to write down “I ignored the thought of...” instead of “I went to the pub and drank a few pints to make myself forget”, and if you notice that you are doing basically the same thing almost every day then your thought diary is actually working.

## Make a habit of writing a thought journal

It is highly advisable that you make a habit out of writing down your thoughts using the format mentioned above. You can use a small notebook, a stack of papers, anything that you can write on and keep confidential. No one else aside from you and your therapist (if you are seeing one) must know about the existence of this journal; no one else should have access to your inner thoughts.

If you do not want to use the traditional method, you can also use your smartphone or laptop to create a secret document. Gradually over time, you will start noticing when you are starting to spiral into overthinking and then stop yourself from going any further.

Negative emotions, like those that shatter your confidence to pieces, can usually lead to clinical depression, makes you feel irrationally lonely, hopeless, and they will break you apart from the inside. Writing helps you get rid of your self-destructive thoughts. It is an art that can help you share your innermost feelings and your deepest thoughts.

Writing down your feelings onto paper is a way for you to freely express your views and opinions on the things that happened during the day, and what effect they had on your life. You are not just writing words on

paper, you are effectively eliminating all these negative thoughts from your mind, and with them goes all that negativity that came with them.

### Get a Hobby

Have you always wanted to learn to play the piano, the guitar, ukulele, or any other kind of musical instrument, why not try learning today? Do you want to get good at drawing, calligraphy, or painting? Attend classes or watch online video tutorials. You can also play your favorite video games for an hour or so. Having a hobby not only gives you a creative outlet, they also provide you with a way to create something with your hands, it also allows you to think individually, and most importantly, hobbies provide you with an escape from your negative thoughts.

Whenever you feel as if your thoughts are starting to overwhelm you, whip out your hobby kit, and immerse yourself in the activity. Lose yourself in the skills, coordination, concentration, and repetition that your hobby requires you to do. Focus your mind on the comfort or challenge brought about by your chosen hobby, and allow it to chase away all of the worries that used to trigger your overthinking.

### Meditate Your Worries Away

Meditation can actually help you focus your mind away from the things that are troubling you. In fact, guided meditation can help you reset your mind, thus leaving you unburdened, and refreshed; ready for all the challenges that may come your way.

Meditation is different from mindfulness; the latter is a spur of the moment technique that you can use anywhere and anytime. Meditation, in the purest sense, should be practiced in a calm, silent, and relaxing environment as much as possible.

Here are a couple of meditation techniques. Give them all a try and choose the one that you vibe the most with.

### Focused breathing

Breathing is one of the body's involuntary actions, meaning you do not really need to command your body to breath, it just happens. However, you can turn your breathing into a form of meditation just by taking notice of every breath that you take.

In focused breathing meditation, you take long, slow, deep breaths; breaths so deep that you fill your abdomen with air as well. To practice this form of meditation, you disengage your mind from all thoughts, and focus

all your attention on your breathing. This is especially helpful for when you start noticing that your thoughts are starting to go out of your control.

However, this technique might not be appropriate for those who have respiratory ailments, like asthma and some heart ailments.

## 2. Body Scan

Doing a body scan not only makes you feel more relaxed, it also helps boost your awareness of your mind and body. However, if you recently got surgery that has a significant affect on your body image, or if you have body dysmorphic disorder, this technique might do more harm than good.

### Guided Meditation

This technique requires you to come up with soothing scenery, places, or experiences that might help you relax better. If you have difficulty thinking up scenes for your guided meditation sessions, you can use any one of the many free apps available online.

Guided imagery is great because you just need to follow the instructions of the smooth voiced instructor and you will be alright. This technique is best for those who suffer from chronic intrusive thoughts.

### Mindfulness Meditation

As mentioned earlier, this is different from actual meditation. This practice require only that you are sitting comfortably, and then focusing on the present without drifting towards your troubling thoughts of the past and the future. This form is presently enjoying quite a surge of popularity mainly because it can help people who are struggling with anxiety, chronic pain, and depression.

### Yoga, Tai Chi, or Qui Gong

These three ancient arts might not seem similar, however, they all combine rhythmic breathing with different postures and body movements. The fact that you have to focus on your breathing while engaged in different poses make these activities effective at distracting your mind away from your negative thoughts. In addition, these exercises can also help you gain more flexibility, balance, and core strength. However, if you have a debilitating or painful condition that prevents you from doing anything remotely physical, then these activities might not be right for you. However, you can still ask your physician if you can practice these exercises, he might recommend a good physical therapist or gym that can actually help you. Now, if your doctor believes that it is a bad idea for you to do these exercises, heed his words and look elsewhere for a solution.

### Repetitive Prayers/Chants

This technique is best for those who have relatively short attention spans, so much so that they have trouble focusing on their breath. For this technique, you recite a short prayer, or even a phrase or two from a prayer while focusing on your breath. This method might be more appealing to you if you are religious or if you are a particularly spiritual person.

If you are not religious, or you do not subscribe to any religion, you can do this by replacing the prayers/chants with positive affirmations or lines from your favorite poem.

Psychological experts advise not just choosing one technique out of the list mentioned above. It is much better to try as many of them as you can and then stick to the one/s that you find effective. It is also recommended that you practice these techniques for at least 20 minutes a day for best results, although even just a couple of minutes of practice can help. However, the longer and more often you practice these techniques, the greater the benefits and stress reduction.





You have identified that you are an over-thinker so what can you do about it?

Unfortunately, there is no switch in your brain that you can just click on and off whenever you feel like it but there are a variety of techniques you can use to reduce or even eliminate overthinking which hopefully will, in turn, reduce your anxiety. These aren't quick fixes however and may take some practice before you start to notice a difference.

Start making small decisions and go with your gut

When my friend texts me to ask where I want to go for lunch I don't have to look at every single café, pub and restaurant. We are staying in the local area so we know all the good places. All I have to decide is whether I want to drive and how far and what I feel like eating. To reduce my overthinking, I stopped second guessing myself. I told myself that my friend had asked what I would like to do and therefore I wouldn't worry about her. If she had a particular place in mind, then she would have just suggested it.

By starting to make these small decisions quickly I started to realize there weren't any devastating consequences to it; yes, occasionally I chose a place that had slow service or the food wasn't very good but so what? Nothing catastrophic happened, my friend is still my friend. Eventually it became easier to make bigger decisions as well without stressing about it afterwards.

Limit Choices

The Internet can be an over-thinker's nightmare. The world we live in today means we have so many choices, which can make it nigh on impossible to make a decision when you struggle to do this anyway.

However, you DON'T have to look at every variation of a single item. For example, if you need a gift for somebody you don't need to look at a million products as well as their reviews on a hundred different websites. Instead try to choose a gift that you want to get them, decide whether you want to purchase online or in a store and then just search for two or three different ones and look at the reviews.

### Look At the Bigger Picture

Over-thinkers have a tendency to focus on and worry about everything from money and bills to whether people are talking about them behind their backs or whether they've embarrassed themselves in a certain situation. To the person thinking these thoughts they are major concerns yet are they really?

When you find yourself overthinking something, pause, take a deep breath and ask yourself; "will this matter to me in three years, three months, three weeks or even three days?" Chances are it won't.

Distinguish between the small decisions that don't have any consequences other than maybe mild embarrassment such as picking a bad restaurant to those that may have bigger consequences such as maybe painting your walls a terrible color to those that could have even bigger consequences like failing an exam. Then look at the outcomes realistically. Let's be honest, rarely anything has life-changing consequences; so you pick a bad restaurant, okay you're embarrassed, your friends might tease you but so what? Nobody else is thinking about it except you. Okay, you paint your walls a terrible color? So what, you can repaint them eventually. Okay, you fail an exam? So what, you can probably re-sit it or make your grade up by doing better in the next set of assignments or exams. Once you look at the bigger picture you realize that it isn't worth the worry.

Stop striving for perfection. Sadly, life isn't perfect and neither are we as humans. Always strive to give one hundred percent in whatever you do and always aim to do your best but if things don't go your way, as long as what you have done is 'good enough' then be proud.

### Learn from Your Mistakes

If you feel you handled a situation wrong, you may constantly go over and over in your head how you could have done it better but at the end of

the day you cannot go back in time and change it. You will have to deal with the consequences regardless of whether you spend five minutes or five days thinking about it. Rather than beat yourself up about it, think about what you could have done differently should you end up in a similar situation and then move on. It may sound scary but really what is the alternative; is it better to make a wrong decision than never make any decision or never put forward an opinion just in case somebody disagrees with you?

### Make Your Overthinking Productive

Overthinking doesn't get us anywhere because we spend so much time thinking and worrying about our actions that we don't really do anything.

However, worry can motivate you into taking action if we use it to our advantage and this is where we can distinguish between productive and unproductive worry.

Imagine you have an exam. You find you are sat on the sofa thinking about it constantly, you feel sick and you can't stop thinking what if you fail or what if you can't answer any questions. These thoughts make you spring into action; you make a study timetable, you stick up post its around the house with key information on, you make a list of the topics you are not sure of and revise these first, you ask somebody to quiz you and take mock tests. When you go into your exam, you may still be worrying but you know you have done everything you could possibly do to prepare. This is productive worrying; thinking about an issue and taking steps to resolve it.

Using the example above, unproductive worry would be continuing to sit on the sofa and think about how unprepared you are, how much you hate exams, you are going to fail, you are not smart enough, you don't know anything and so on. This fear of failure paralyzes you and you end up not doing anything. You go into your exam unprepared and you continue to think these negative thoughts during the exam. This is unproductive worry; you focused on the issue but you didn't do anything about it.

Clearly unproductive worry is just a waste of time so when you find yourself thinking about something start taking action to resolve the situation rather than burying your head in the sand.

### Put Time Aside to Worry

Rather than while away your hours just constantly thinking about 'what ifs', schedule a time in your day to worry and put a time limit on it. This may sound a bit silly but actually it is sensible to think as long as it is

productive. This may be twenty minutes in a morning or after work. If you commute to work on public transport, then this maybe a good time to do this. For others it helps to have their worry time a couple of hours before bed, this gives them time to get it out of their head and unwind before trying to sleep.

The trick to this is to not set too high a time limit too. If it's that you are thinking about what you may have done the night before when you were out in a bar with your friends then tell yourself firmly "I will think about this at (whatever time you decide works for you) for twenty minutes". This is usually an issue that as the day goes on becomes less of an issue if you are not thinking about it. It doesn't warrant hours and hours on it. If you are overthinking about a gift idea for someone then you may want a bit longer as this will give you time to start searching for ideas on the internet.

Whatever time limit you set be strict with yourself. Once it's finished, get up, put it out of your mind and find something different to do.

#### Write It Down

My son was diagnosed with an anxiety disorder and it was suggested that he write down his fears and put them inside a worry monster. If you haven't seen these, they are little soft toys with wide open mouths; the child writes on a piece of paper what they are worried about and then they push them inside the mouth. The monster then 'eats' these whilst the child sleeps. The idea is that once the worries are on paper the child can push them out of their mind.

It does seem to work and whilst as an adult you might not want a worry monster, the theory of writing your thoughts down so you don't have to think them anymore is still valid.

Now be careful; making hundreds of to do lists ISN'T helpful BUT having a pen and notepad handy for your scheduled 'thinking time' can be. Rather than going around in circles repeating the same thought in your head, simply write down what is bothering you, what the (realistic) consequences might be and what you can do. This can be in the form of a list, a spider diagram or a table; whatever you find easier.

Once you're thinking time is up, put aside your notebook or whatever you have written your worries down on and leave it until the next day or the day after. This can help you see that your concerns weren't anything to worry about and most of the time the issue resolves itself, if not you have a plan of what you can do to spur yourself into taking action.

“But if I could solve my issues I wouldn’t be overthinking them?” You may be great at coming up with consequences but not solutions. If this is the case, then write down a person who you could talk to who may be able to help. This could be a colleague or boss if your issue is work related or it could be a friend or relative if your issue is personal. If you can’t think of anybody then simply write down “unsure at this time” or something similar. The point of this exercise still stands; write it down and put it out of your mind for a while.

Note that I wrote the words “realistic consequences” and not just “consequences”. This is because over-thinkers have a tendency to think about what the worst thing could happen be rather than what will realistically happen. For example, let’s say you’ve gone for a job interview and you don’t think you’ve done very well. You may think about disastrous consequences like, I didn’t get the job, I have no money, I’m going to lose my house and end up living on the streets. Is this realistically going to happen in the next week or even month? Chances are you will apply for more jobs and although they might not be as good as this one, you will eventually get one. If you are unemployed at the moment you can usually ring up companies and explain your situation and get an extension on things like your electricity, gas and phone bills, etc. You can ring the bank or landlord and get an extension on your rent. Depending on where you live there might be state help. If you live with someone or have family around they may be able to help out; yes, it may be embarrassing to ask but if the alternative truly was living on the streets then asking for help is only sensible. By looking at the realistic consequences and what we can realistically do to solve them can stop these worries becoming huge and unmanageable.

#### Find a Distraction

Once you notice that you are overthinking it is time to do something else to distract yourself. Some people find switching on the TV, reading or listening to music can help with this. Personally I find that I can completely tune these things out if I am in serious overthinking mode but what doesn’t work for one person may work for another so it is always worth a try.

I prefer hobbies that I have put all my concentration and thought into in order to complete such as jigsaw puzzles, knitting, cross stitch or sewing projects, model building and so on. Once you become engrossed in the task

at hand you don't have chance to start worrying about that looming deadline or what people have been saying about you at the school gates for a while.

If you find yourself lying in bed going over the same thoughts, then STOP THIS! Don't lie in bed for more than fifteen minutes no matter how tired you are. If you find yourself overthinking and know you are not going to get to sleep then get up, no matter how difficult it feels. Go into another room and either write down the thoughts that are in your head or try to read a book. Remember you're not trying to keep yourself awake though so try to keep the lighting dim. Sometimes just this act of moving when we're tired can stop our minds whirring.

#### Get Physical

As an over-thinker I know that it can be very difficult to break the cycle simply by turning the television on. What does help a lot of people though is doing a physical activity such as running, going to the gym, swimming or yoga and so on. Even just getting out of the house for a fifteen-minute walk can help you focus on something more positive. At first you may find you're still thinking but eventually you may find you start to tune into your physical self rather than your mind.

#### Focus On the Here and Now

Sometimes we can be worrying about the past or stressing about what the future may hold that we don't concentrate on what is happening our lives at this present moment. If you are out with friends force yourself to concentrate and join in with the conversation around you. If you find yourself overthinking at home, switch activities to try to distract you.

#### Swap the Mental Chatter

When our minds are overactive the more you try not to think the harder it can be to stop. Therefore, instead of trying to stop thinking altogether, just switch what is going on in your head. For example, as silly as it sounds, counting sheep when you're trying to get to sleep can help because it stops your overthinking and gives you something different to focus on. Listing prime numbers, counting backwards from a number in twos, threes or fours, going through the times tables, listing countries or names alphabetically are also good ways to tune your brain in to something else.

Some research has been done to see the effects on people who repeat the word 'the' over and over again and it is thought that this kind of repetition does calm down our minds and stop us from overthinking so next time you're having trouble sleeping, choose a random word and repeat it over

and over, taking notice of how the letters and sounds change the more you focus on it.



Excessive or chronic worrying can prevent people from leading a productive life. Worry and anxiety tend to dominate their thoughts, which distract them from their home, work, or school life. Some people suggest it is worth giving oneself permission to worry for a short time, but putting off dwelling on it until much later. To do this, they recommend the following:

- Creating a period and place for worrying

- Writing down one's worries

- Going over this list of worries during the worry period

Experts, however, suggest more ways to reduce chronic worrying that can have negative physical and mental effects. No one wants to be a nervous Nellie or worry wart and constantly worry about anything and everything, which is tantamount to worrying one's life away. Other ways to deal with chronic worry include:

- Identify and Embrace Uncertainty

Having analyzed one's unfounded worries, one should identify what one needs to accept and move on. This might mean accepting one's limitations or accepting a certain level of uncertainty. For example, people worried about getting cancer should accept that it is a possibility, as no one knows what will happen in the future.

Contrary to what most chronic worriers believe, uncertainty is not a confirmation of a bad outcome; rather, it is neutral. When people accept



uncertainty, they do not need to keep worrying anymore. Acceptance, in this case, means understanding that uncertainty exists in all aspects of life, letting go of one's worries, and concentrating on things one can appreciate, enjoy, and control.

#### Bore Oneself Calm

In certain situations, constantly repeating a feared thought can make it seem boring, which will make it go away. Essentially, facing the mirror and stating one's worry many times will make it lose its power.

#### Making Oneself Uncomfortable

Most chronic worriers tend to think that they cannot be discomforted. However, if they make themselves uncomfortable, they will come to the realization that they can actually handle it and accomplish more than they thought possible. Essentially, the goal of doing this is to be able to do what they do not want to do or to do things that make them uncomfortable.

It is common for chronic worriers to avoid new situations, things, and people that make them uncomfortable. They employ a preemptive worry strategy aimed at helping them avoid discomfort. However, by doing things that make them uncomfortable, they will learn to rely more on coping strategies, rather than worrying.

#### Stop the Clock

It is common for chronic worriers to have a desperate sense of urgency. They tend to think they need an immediate solution; otherwise, something bad will happen. However, it is important to consider the pros and cons of such urgency. Instead of focusing on the sense of urgency, it is better to focus on the current happenings.

They should consider their options and determine what they can do in the present to make their lives meaningful and pleasant. Essentially, they can either focus their minds on finding the right solution or focus on improving their present moment.

According to most experts, the latter is the best strategy to overcome excessive worrying. They should also take deep breaths, listen to music, or read to stop the clock and take control of their anxiety.

#### It is Never as Bad as People Think it will Be

Chronic worrying or anxiety is all about 'what ifs' and anticipation. However, what most people anticipate or worry about is often worse than what actually happens. In fact, chronic worriers tend to worry about things

they can actually handle and control. According to some experts, excessive worriers are actually good when it comes to dealing with real problems.

#### Cry out Loud

The amygdala, which is the emotional part of the human brain, experiences a sort of suppression when people worry. Afterward, this emotion storms in and comes with symptoms such as an increased heart rate, fatigue, and gastrointestinal problems.

Therefore, it is better to cry out loud or express one's emotions in an appropriate manner, rather than trying to avoid them. When one is angry or crying, one will cease being worried. This is why psychiatrists and psychologists often ask people to cry or let out their anger and emotions.

#### Share one's Worries

In addition to crying aloud, which is a cognitive therapy technique, people should talk about their worries to a therapist or a loved one. This will make them worry less, as it will help them get to the root cause of their worries. In most cases, cognitive behavior therapy and talk therapy can work together to deliver amazing results.

Essentially, people need to identify what triggers their worries. By deeply analyzing their worries and looking back at the early bases, they will identify the roots of their anxiety and find ways to overcome their worries.

## **Chapter 21. Problem Solving Techniques**

There are 5 steps in the Active Problem Solving process:

Step 1 – Identify the problem

This is where you analyze your situation and then you figure out what is the root cause of all your troubles.

In the example above, your main problem is that the heat in your apartment is on the fritz, and your landlord is not doing anything to fix it. The problem is not that your air conditioning is on the fritz, the real problem is the inaction of your landlord to solve your problem.

Step 2 – List all possible solutions

Sit down and come up with a list of all the possible solutions that you can use to solve your problem. Write down everything that you can come up with, it does not matter if it seems far fetched right now, every idea has the potential to help.

Now that you have the actual problem on hand, and you also have a list of potential answers. In the example above, some of the possible answers could be to storm the apartment of your landlord, knock down his door and demand that he fix the heat in your apartment. On the other hand, you can do some research on tenant's rights in your area, and then write your landlord a gracious letter requesting that he fix the HVAC in your apartment (you do not have to resort to threats just yet). Or, you could write a letter that actually DEMANDS that your landlord fix the heating or you will sue him for your inconvenience.

Step 3 – Evaluate each option and select the best choice

Now that you have a list of the possible things that you can do, evaluate each one of them, and find out which one is the most viable course of action. Imagine what would happen if you went with a particular course of action. Will there be negative repercussions if you chose this particular plan? Worst-case scenario: if every one of your plans seem unlikely to succeed, which one would hurt you the least?

In the hypothetical case between you and your landlord over the broken heating, all three of the possible solutions are viable, but only one of them could result in minimal repercussions. The second option, the one where you write a courteous letter of intent to your landlord, would be the best course of action because you do not risk having your landlord hate you, which will come in handy when you negotiate your lease for the following

year. However, you still need to watch your back and have a received copy of the letter just in case the whole thing goes south.

Finding out which one is the most viable course of action can be quite tricky, especially since you might feel biased towards the choices that are not as difficult to do. In this case, it is best to run your choices to other people, like your friends, or better yet, with a lawyer so that you will know if you yourself are breaking any rules.

#### Step 4 – Take action

Once you have decided on a plan, immediately put it into action. This is not the time to second guess yourself (in fact, do not second guess yourself as it will trigger your overthinking disorder), jump right into the thick of it and implement your plan. It might seem difficult, but think of it as if it was a Band-aid; it would be better for you to just rip it off in one fell swoop rather than taking it slow and prolonging your agony.

During this step, ask yourself the following questions: when will you implement your plan (writing down the exact date is the best), and who will you talk to regarding this problem.

When will you send your landlord the letter of intent? If possible, you should send it as soon as you can, or else risk days of freezing nights. As to who you need to talk to, that would be your landlord, and if possible, you should also consult with a legal expert so that you will know what to do in case your landlord remains stoic about not fixing your apartment. If all goes well, your heat will be back on in no time.

#### Step 5 – Does this solve your problem?

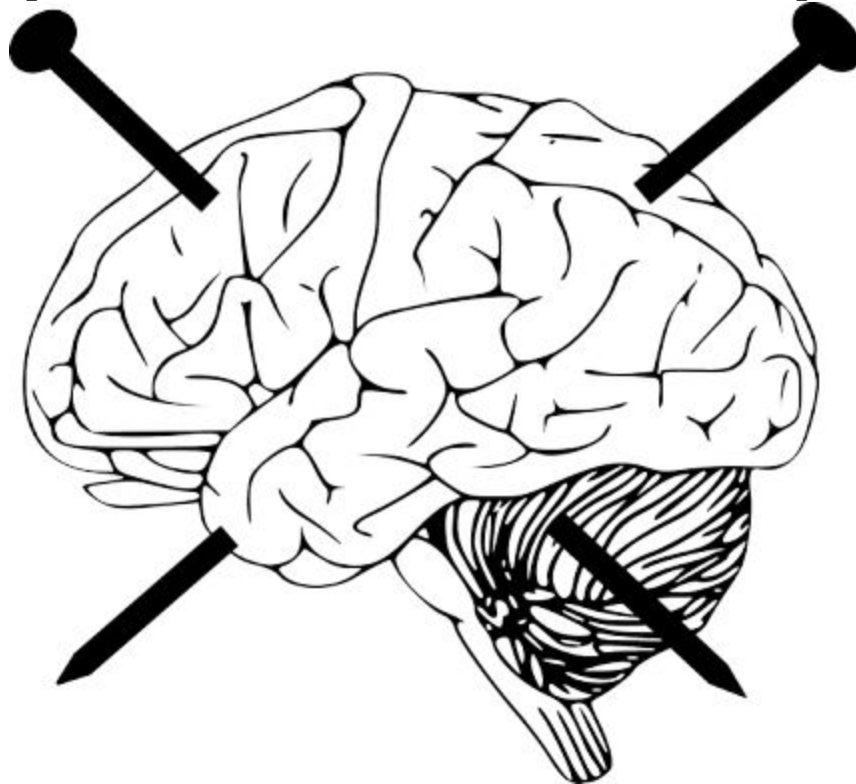
After all has been said and done, did the process solve your problem? Did you only get a partial solution, and the bulk of the problem is still there? Did things get even more complicated now? If you did not get the ideal outcome, or the result was not even worth considering as a success, go back to the third step and try again.

Let us take into consideration that your landlord still refused to fix the problem with your heating; this means you have to go back to step 3, which is evaluating the possible courses of action and choosing which one to go with. In this case, since option 2 failed, the next most viable solution is option 3, which is to write a letter informing your landlord that you will be suing him for violating your right as a tenant, citing which specific laws he broke, and that you have hired the services of a competent lawyer.

This time, what outcome did you get? If you did your research well, and you documented every piece of paper that were sent back and forth between the two parties, then you will have an ironclad case on your hands. Your landlord will have no other choice but to fix your heating, and since he already know that you are aware of your tenant's rights, he will make sure that no further violations will be happening in the future.

If you are persistent, you will most likely solve your problem, and in the event that you do, you'll have:

So, regardless if you had a lot of trouble solving the problem and it took you awhile, or if your plan went without nary a hitch and you solved the problem on your first try, you will still get a couple of bonuses once you cross the finish line.



A cluttered mind has no space for anything new. Often, when you feel that your mind is in a state of overdrive, it prevents you from enjoying the opportunities that life has to offer. Overthinking will put you in a constant loop since you feel like you can't stop yourself from ruminating over a certain issue. The worst thing about this is that there is minimal action you can take to solve the challenge that you are experiencing. As a result, overthinking only damages you as it holds you back from living your life to the fullest.

#### Learn to be Aware

Just like any other problem that you might be going through, the best way of solving it is by understanding the causes of the problem in the first place. With regard to overthinking, the first step towards dealing with it is by recognizing that you are overthinking. It is important that you live consciously by knowing what is happening in your mind. Any time you feel overwhelmed and stressed, you should take a moment to analyze the situation that you are going through. Your awareness should denote to you that these thoughts roaming in your mind are not helpful. Enhancing your level of self-awareness will help you stop yourself from thinking too much.

The following pointers should help you to boost your self-awareness.

#### Meditate

Today, millions of people value the importance of meditation. Usually, meditation stresses on the aspect of focusing on a certain mantra or your breathing. Meditating regularly increases your self-awareness since you connect with your inner-self in ways that you haven't done before. Meditation will help you connect with your inner self. Accordingly, practicing self-talk keeps you motivated on the goals that you have set for yourself.

#### Know Your Strengths and Weaknesses

Another effective way of increasing your self-awareness is by knowing your strengths and coping with your weaknesses. Undeniably, as humans we are not perfect. The strengths and weaknesses that we have affect how we work towards our goals. In this regard, most people will only focus on doing the things that they are good at while doing their best to ignore their weaknesses. Knowing yourself better ensures that you don't waste your time and energy doing activities that will only make you feel negatively about yourself.

#### Know Your Emotional Triggers

In addition, it is essential that you know the emotional triggers that frequently influence your reactions. By knowing these triggers, you can catch yourself before overreacting. Moreover, your self-awareness can be helpful here as it guarantees that your emotions do not overwhelm you. Instead of reacting without thinking twice, you can stop to mull over a particular scenario and act accordingly.

#### Practice Self-Discipline

Every day, your life will revolve around things that you wish to accomplish. Achieving set goals can be a very positive experience. However, this doesn't come easily. You have to be willing to pay the price. This means that you should learn how to effectively control yourself and focus on what's more important. This is what self-discipline is all about. You should be ready to do anything that brings you closer to your goals.

#### Try New Experiences

There is a lot that you can gain from life when you learn to value the importance of new experiences. Think about it this way - the more you know, the more you find different ways of approaching life and solving the problems you are facing. Don't limit yourself by going through life with the

same perceptions and doing the same things over and over again. Frankly, this will make every aspect of your life boring. So, go out and have fun. Try new things and challenges.

#### Motivate Yourself

We all need motivation at some point in life. When you are motivated to do something, your mind has the energy it needs to see through a particular challenge. Therefore, motivation warrants that you embrace positivity in spite of the problems that you might be going through. Indeed, this also has an impact on your self-awareness since you are surer about yourself and your abilities.

#### Get a Second Opinion

Earlier on, we had pointed out the fact that overthinking can be caused by overcommitting yourself. Maybe this is something that you are accustomed to. We all know how it feels when you manage to successfully complete a project on your own. However, at times it is important to recognize that you can't do everything alone. As you might have heard, "two heads are better than one." Save yourself from the nightmare of weighing your options on something over and over again. Just ask someone else for a second opinion. You will be surprised that you can easily solve a problem that once appeared too difficult for you. Therapy works in the same manner since you get an opportunity to talk over your thoughts with an expert.

#### Stay Positive

When you are constantly worried that something could go wrong, your mind will race through varying thoughts trying to figure out the best possible solution to solve your situation. Instead of paying too much attention to the negative, change your thoughts and reflect on all the good things that can happen to you. Savor these moments and help your mind adjust to the fact that you can also be happy. Develop a habit of encouraging your thoughts to stay positive.

#### Identify Distractions

There is a common phrase that goes "what you resist persists." In line with the habit of overthinking, trying to prevent yourself from thinking about something only makes you think too much about it. As a result, the best way of stopping this is by doing something more engaging. Go for a walk with friends. Learn to play a new musical instrument. The point here is that you should make an effort to distract your mind.



### Stop Being a Perfectionist

Evidently, there is a good feeling that comes with knowing that you have done something perfectly. Nevertheless, it is quite demanding to do things perfectly all the time. In your everyday life, you should leave room for mistakes. This ascertains that you will not be frustrated when something goes wrong. Focus on learning from your mistakes. Ultimately, you will notice that you start paying less attention to doing things perfectly. This creates room for more opportunities since you will be willing to try anything, whether you succeed or not.

### Set Deadlines

Spending too much time thinking about a decision can lead to overthinking. Some decisions do not require you to think too much about them. They are simple choices that you can make within a short period. Therefore, it makes sense to set deadlines that you will make a specific decision before the end of the day. Depending on the importance of the decision, you should set ample time to ensure you end up making sound decisions.

### Surround Yourself with the Right People

At times, it is difficult to think positively if the people you surround yourself with frequently have negative thoughts. If you spend most of your time with people who are always worrying, then you can be sure that you will also find yourself worrying. On the contrary, if you surround yourself with people who always think positively, you will also be influenced to have this perception about your dreams and aspirations. Therefore, you can help stop overthinking by choosing to spend time with productive and positive people. They will help free your mind from worrying about what the future holds for you. With their positive energy, you will appreciate the importance of living in the present.

### Do Your Best

When facing new challenges in life, it is a common thing to see most people worry about what they can and cannot do. Unfortunately, this worrying attitude prevents people from handling challenging situations effectively. When faced with difficult situations, it is imperative to focus on giving it your best without thinking too much as to whether you got it right or not. You never know, there are certain situations when the outcome is not as important as you thought.

### Create a To-Do List

We can attest to the fact that there are instances when the mind tends to blow things out of proportion. Have you ever heard your inner voice try and convince you that you cannot complete a certain project within a specified period of time? Frankly, this happens many times where the mind jumps to the conclusion that you have more things to do than you actually do. The funny thing is that the mind will even go to the extent of giving you reasons why you cannot complete the project. To prevent this from happening, you should learn how to work using a to-do list. A to-do list keeps things organized. It guarantees that you can handle one task at a time without making it seem too burdensome for your mind to tackle.

### Cut Yourself Some Slack

The desire to succeed might be too ingrained in you that you cannot think of anything else that is not related to what you want. This leads to a scenario where you are too hard on yourself. You will find it difficult to forgive yourself for the little mistakes that you make along the way. Unfortunately, this leads to overthinking.

The truth is that you can't always expect that things will go your way. We are human beings and therefore, we are prone to making mistakes. Successful people understand the importance of making mistakes. It gives them an opportunity to identify their weaknesses and work on them before reaching their goals. Imagine if people only succeeded without making mistakes. Mistakes should be perceived as a stepping stone towards success. As such, always remember that being too hard on yourself is damaging.

On a final note on how to stop overthinking, you should bear in mind that anyone can be a victim of overthinking. We all yearn for the best in life. Therefore, it is okay to overthink things from time to time. However, this becomes a problem when it develops into a habit and you feel as though you cannot do anything about it. Your self-awareness, for example, will come handy each time you slip into a state of overthinking. Additionally, looking for positive distractions can encourage your mind to think about other things instead of sinking into your thoughts. More importantly, you should always remember to seek a second opinion from those around you. There is a good reason why we have friends and social circles. They should be there to help you offload thoughts and emotions that seem to weigh you down. Talk to your loved ones and if there is no one to talk to, you can always engage in self-talk.



Breathing exercises can generally help you relax. You should take time to study how to do a full belly breath. Usually, breathing meditation involves regular breathing, and by paying attention to your breathing, you enhance your concentration. Given time, you will increase your self-awareness. This means that it will be somewhat easier for you to catch yourself when your mind is drifting.

In this meditation exercise, your first goal will be to be able to do a full belly breath. Start by sitting on a chair and make sure that you assume an upright posture. Place one of your palms on your belly and the other on your chest. Take a deep breath in and out. Pay attention to the hand that is moving. If you can't accurately figure out the part of your body that is moving, try looking in the mirror. Certainly, if you're still breathing with your chest, expect the hand placed on your chest to move. In some cases, both hands will move. This will be an indication that you're still breathing with your chest. On the contrary, if the hand placed on your belly moves, then you have achieved a belly breath.

Practicing belly breathing is quite simple. All you need to do is the following: notice each time you feel anxious or stressed, and during this period, you should take a minute to take a few deep breaths while you pay

attention to how your belly is moving. You can practice belly breathing meditation exercises without limiting yourself to a particular position. You can either do this while standing or sitting down. Moreover, you can do it anywhere, anytime you feel that your mind and body are not in a relaxed state.

## **Chapter 24. Remove Negative Thinking**

For survival and thriving in a modern world, our thinking processes are important. Critical thinking allows us to quickly and effectively solve problems. Creative thinking helps us to build original ideas and connections that are complex and extensive. But it is the uninvited negative thinking that confuses our minds and frequently drains our life enthusiasm.

Dr. Russ Harris, an Australian psychologist, author of *The Happiness Trap: How to Stop Struggling and Start Living* says, "The evolution has shaped our minds in order to be harder to suffer psychologically: to compare, judge, and criticize ourselves, focus on what is lacking and to quickly disappoint what we have, and to imagine all kinds of frightful scenarios, most of them in the world. No wonder people find it difficult to be delighted!" A lot of people are victims of their negative thinking through their entire lives. They think they have no power over what ideas exist in your minds—and worse still, they embrace the "voices" in their heads that inform them that the sky is falling.

Although the negativity bias is present, your attempts at change and self-awareness are not impervious. While it can be natural for your mind to wander into concern and desperation, you have strengthened negative thinking not by challenging it and by accepting your ideas as your identity. But you have the power to recognize and change this trend by developing the habit of reframing. The first step is to notice and interrupt your thinking patterns before they are out of control.

Here are six strategies you can use to break the pattern and start to tame your mind all day long. It takes just a few minutes to work on each of these strategies.

### **Strategy #1. Be the Watcher**

Start by realizing your thoughts. Separate your "self" and just see what's happening in your head. The trick here is to do it in an unbiased way, in which you do not judge any personal thinking. Just be aware of yourself as a separate witness of your ideas.

This practice can be performed sporadically, during a meditation session or throughout the day. Being able to watch your thinking instead of being stuck to it empowers your thoughts and feelings.

### **Strategy #2. Name That Thought**

Another way of separating yourself from your thoughts is by recognizing mentally that they are only thoughts, not your reality. If you think, for example, "I'm never going to get that whole thing done," change the mental dialog to "I'm thinking that I'll never get it all done." This strengthens the reality that you are not your thoughts.

#### Strategy #3. Just Say No

If you get in mental loop or worry, just say, "STOP!" out loud (vocalization enhances interruption), then imagine a heavy metal wall that slams down your runaway thoughts. Sometimes you should visualize that negative thoughts are being pushed into a deep hole and put into a balloon that floats away.

#### Strategy #4. Try the Rubber Band Trick

Carry an elastic band on your wrist. Hold back and notice your thoughts whenever you see it. Put the elastic band on your other wrist, or put it on your wrist, if you are stuck with negative thinking. This physical activity tends to stop the surge of negative thinking.

#### Strategy #5. Know Your Triggers

Often an individual, circumstance, or physical state causes overthinking and negativity. Be careful about common anxieties and worries.

Is there something going on that continues to put these thoughts in your mind? If so, write the triggers down so that you know when they are occurring. This awareness can help you prevent negative thoughts from becoming embroiled.

#### Strategy #6. Distract Yourself

Shut down the cycle with distraction. Do something to fill your mind up so that negative thoughts will not have room. Plunge into a project involving concentration and brainpower. You have to go through the multiplication tables of your head or try to remember a poem when you are in your car or waiting.



We all have heard someone telling us to look out for the brighter side or to see the glass as half full and not half empty. There are chances that people who generally these comments are actually positive thinkers by nature. It is true that positive thinking is the main requirement for living a happy and successful life. When you try to be optimistic, it might often be taken as the foundation for turning your life into a happy and full life. And, it is also evident that these are not only mere words. Positive thinking comes hand in hand with several benefits which can directly influence our confidence, health, relationships and also work. Several studies have found out that people who have the habit of thinking positively are much healthier when compared to others and are also less stressed. Positive thinkers also tend to have better well-being from those who are habituated in thinking negatively all the time.

It is true that positive thinking also comes along with negative thoughts and both balance each other. But, thinking only about the negatives is not going to help. Optimists have been found to be physiologically and psychologically much healthier.

#### Benefits of positive thinking

Even if you do not have positive thinking naturally with you, you can eventually start cultivating various affirmative nature of thoughts and also minimizing the extent of negativity as there are great reasons for practicing positive thinking.

**Relieves stress:** When stressful situations come up in the picture, the positive thinkers have greater abilities of coping up with the situations when compared to pessimists. It has been found that when people who have the habit of thinking in a positive way encounter any form of disappointment, for instance, fails to get any job or attain any goal, they tend to focus on all those things with which they can easily solve the situation. In place of just dwelling

around with all their frustrations or various other things which cannot be altered by them, they focus on devising various plans of action and also ask out for the help of others. On the other hand, pessimists just assume that the situation is completely out of their hands and nothing can be done for mending the situation.

Positive thinkers are less subjected to the genre of stress as they generally do not have the habit of concentrating on all the negative aspects.

**Better immunity:** In recent studies, researchers have devised that our mind can actually have severe effects on our body. Immunity is among one of those areas where all our thoughts along with attitudes can have a powerful form of influence. It has been found that those areas of the human brain which are associated with all the negative nature of emotions lead to a weaker response of immunity to various vaccines such as flu. There are people in this world who come with optimistic attitude and are also positive about various sectors of their lives. Such people come with a better form of immunity response in contrary to those who think negatively all the time for the similar kind of situations.

**Better health:** It has been proven that people who practice thinking positively lives longer and also feels better in their lives in contrary to those who do not. Any kind of negative emotion imparts immediate reflection on our body and right at the moment when we feel stressed and also have thoughts of depression, we are more tend to face problems with our sleeping pattern, we feel anxious, our muscles feel tired and we also start feeling dissatisfied with all most everything in our lives.

Researchers are still not clear why positive nature of thinking benefits our health but it is being assumed that as positive thinking can deal with stress in a better way, it can help in having a healthy lifestyle as well.

**Better resilience:** Resilience means our ability to cope up with all our life problems. People who are resilient are capable of facing a trauma or crisis with resolve and strength. Instead of just falling in the hands of stress, they come with the capability of carrying on with the same can eventually win from such kinds of adversities. It is nothing surprising to learn that positive thoughts can actually play a vital role in becoming resilient. While dealing with any kind of challenge, the positive thinkers just look out for all the ways in which the problem can be fixed. In place of just giving up all their hopes, they try to marshal all the resources that they have and are also never hesitant to ask out for help from others.



Better relationship with others: Positive people are able to make first impressions of good nature and also tend to make lots of friends. Human beings are attracted to people of positive nature and also try to maintain a healthy relationship with such people. This is the very reason why people who are positive thinkers tend to have a very active social life. The same thing can also be applied for romantic relationships as positive thinkers are more capable of attracting people of the opposite gender.

Confident: Positive thinking can help you to become more confident in life. With positive thinking, you will stop pretending to be someone else, you will learn how to love yourself and this will ultimately be boosting up your confidence.

More concentration: As you start realizing that the problem which you are facing right now is not actually the end of this very world, you will learn how to focus on the solutions as you are facing any kind of problem. This will help you in taking the correct decisions even in situations of extreme difficulty. Thinking in a positive way also helps in improving all your concentration in any work that you do. As you start thinking positively, your mind gets opened up to new opportunities and thus improves your concentration.



Overthinking is a complex problem, but the solution to this problem is simple. To overthinking, you only need to stop thinking about negative things. Most people are fearful of the whole process of thinking. They find their minds in such a turmoil that they want to put a stop to the constant chatter in their heads. Fortunately, that's neither required nor possible.

One can only put a stop on the thoughts in your mind when it stops working completely, and by then, most definitely, even the person in question would also cease to exist.

A thinking brain is a good thing. An overthinking brain is even a better thing. We call people with such minds as geniuses. The problem begins when the mind starts to overthink negative things or the things we are not very pleased to ponder.

There is a possibility for the mind to think in the right direction or the wrong direction. Unfortunately, the mind chooses the wrong course, and that leads to all the problems. The solution to this problem doesn't lie in bringing the mind of a complete stop altogether. You simply need to train the mind to change its course and think in the right direction.

Before you start working on the solution, it is very important that you clearly understand the problem. Running in the wrong direction very fast wouldn't take you in the right direction. You will ultimately have to change your course of action.

The process will be slow, and you will have to be persistent. The mind can be very resilient. It will wield more control. But, in the end, if you show some perseverance, this problem can be corrected.

There are several ways to do this. From techniques to corrections, this book will cover all the aspects of getting over the problem of overthinking.

The first step in the right direction is to learn to control the mind. You will have to make some fundamental changes in your thinking so that you can come out of the cycle of fear and anxiety.

#### Overcome Mental Clutter

Decluttering of mind is essential if you want your mind to think in a positive manner. A mind cluttered with a thousand things will keep providing negative fodder. You may dispel one, though, and before it has disappeared, the new one will arise like zombies.

Mental clutter also makes you feel tied to things. You carry an unknown burden, and you don't know its worth.

For once, sit down and tabulate the things or thoughts that cause the trouble. Facing them is the only way to form a strategy to quell them.

Sorting the mental clutter is an important part of understanding the things that are causing the trouble. You must understand that it is not your mind that's causing the mischief. The mind is simply an amplifier. It will simply play the things that you put inside it. If you'll keep useless things ready to be fed into the machine, the product would never be as per your desire.

Putting the house in order is imperative. Every thought in the mind cannot be important, and neither all the thoughts can be scary. However, if you don't know the exact number of scary ones, you'll fear everything.

Cut the mental clutter and find the things that you find really disturbing. Whatever is of no consequence should be pushed into oblivion. All your fears and insecurities should be clear in front of you.

#### Cultivating Optimism Through Positive Responses to Repetitive Thoughts

Fear and anxiety work as the fuel of negativity. The more you fear, the darker it will get. You can't fight fear with anger. Two negatives don't make a positive. The only way to invoke positivity is to cultivate optimism.

If you have failed twice at something and faced public humiliation, your mind would try its best to convince you to not to try ever. It may start running all the humiliating moments in a loop. This can be disempowering.

The mind tries to convince you that you are not good enough at the thing you are trying to do.

Aggression, frustration, anger, or flight cannot be the answers. Your response should be that you are good enough, and you can do even better. This was not your best attempt.

There is a beautiful quote,

In every aspect of life, your response to every stressful thought should be positive. This positivity would bring your confidence and charm back. It will help you in winning yourself back from your mind.

Negativity can push you in the dark corners of self-pity. You may have thoughts of self-rejection. You may feel that no one loves you or cares for you.

The fact is, even if you can't love yourself, how can you expect others to do the same. Love yourself. You know the positive aspects of your own personality. Explore them.

To fight extreme darkness, you don't need floodlights. Even a simple spark is enough to shake the empire of darkness. Always remember that darkness is fragile. It may look complete and overwhelming, but even a small spark of light can put a hole in it.

You don't need to find a whole lot to get over this blanket of negative thought cycle. Start with finding one thing that makes you lovable, and I'm sure that you'll be able to find many. You'll see that fighting the dark isn't that very difficult.

Cultivating optimism in your thinking is a winning strategy you will need to adopt.

Think Something New

There are some comments to which we have no comeback. The mind tries to lead us into things from which we can't recover. You may not find enough optimism to get over it.

So, do you surrender?

But, why do you need to play on the terms of the mind? Sometimes it's just better to sit and relax.

Diversion from a negative thought is the best way to avoid getting caught in the negative thought processes. If your mind is dragging you towards some really depressing things, try thinking of something completely different.

Think of something that really brings a smile on your lips. Engage in an activity that's completely absorbing.

This might look difficult at the moment. But, believe me, it is an easy thing to do. It just requires some practice and determination to break the unending loop of thoughts.

Find things that are powerful enough to distract you from negativity. It can be a hobby, your favorite pet, anything else you like to think about, simply think about those things when your mind starts racing towards negativity, and you'll find it easy to break the chain of thoughts.

#### Learn to Live in the Moment

One of the biggest problems of this age is that we have started to live in an autopilot mode. Most of the things that we do are habitual. When you do things out of habit, much thought is not required. You can still go on with that act while your mind is busy scheming something else.

This means the mind gets a lot of free time. There is a great amount of time when you are not using the mind actively. This is the time; the brain starts toying with thoughts.

We have made lives too easy and comfortable for ourselves. We also don't like to face too many challenges in conducting the day to day chores in our lives, and that helps in keeping the mind in the autopilot mode.

We weren't always like this. For our ancestors, the clear focus was a necessity. Lack of focus could get them killed. Nowadays, there are very few things that require such undivided attention.

Even while you are driving a car on a road full of traffic, you are doing a dozen things. You are listening to music on the stereo; you may even talk to a friend sitting beside you. You keep looking outside but not necessarily to navigate the traffic but to find something of interest. All this while, the mind can still be busy thinking about something that happened a week ago in the office and the response that should have suited the situation but didn't come from you.

All this is possible because we have got used to this mindless act of being in an autopilot mode. We forget that we are essentially a thriving life that was never meant to live the life of a robot.

We seldom pay attention to the things we do and say at that moment. Our mind does all the accounting later on and then reprimands us. The seed of overthinking gets sowed due to our overdependence on this habitual functioning lifestyle.

The moment you start living mindfully and pay proper attention to the things at that very moment, the cycle of overthinking that thing, later on, would come to an end as you will conclude the affairs at that moment, and hence there will be no residual karma.

Mindful living is a good way to break the cycle of overthinking. It gives you better control of the mind, and you are able to think more clearly and

judiciously.

#### Understanding the Importance of Perspective

Most of the overthinking process is a result of wrong identification. We feel identified to certain things in life, and that puts us in compartments. We begin comparisons from there and start computing the futility of our lives.

From the early days of upbringing, we are taught to have goals. We set life goals and then further subdivide them into milestones. A thing created for our convenience ultimately becomes our destiny. We remain nothing more than those goals. Our hopes, aspirations, joys, and deepest, darkest fears are attached to those goals. This is a big cause of the problem.

We set smaller goals for ourselves and then become too rigid on them. Smaller goals also mean that our perspective gets narrow. We find ourselves unable to see the grand scheme of things. When someone else tries to do something like that, we call that person a lunatic.

If you don't want some thoughts to completely overpower you, widen your perspective. Don't feel identified with smaller or inconsequential things that are limited just to you. Think wider, and you'll find that thinking about your problems wouldn't remain a problem. It is a good way to evolve out of the problem of overthinking.

#### Learning to Deal with Uncertainties

All things said and done; there is no way to eliminate all the uncertainties in this world. In fact, even this big blue earth is not immune to uncertainties. The creation of this world is a result of such uncertainties.

When we do something, there is no way to control the effect. At best, you can speculate the effect. There are always several external factors at play. However, when you have accepted the fact that there can be uncertainties on the way, dealing with them becomes easy. It isn't that the uncertainties go soft on you, simply you become more open to change.

Learn to live with it. There is no other way to survive.

#### Letting the Future Be

This is just the continuation of the point above. When you accept the fact that the result can be different from what you expect, it becomes easier to let the future be. You don't try to change anything and adapt.

You come out of the logical fallacy of grandfather paradox. Things in this world can exist independently. The cause of effect at one time may look significant, but it may not be detrimental in reality.

The best thing is to simply let the future be. Don't try to alter it as per your design. Adaptation is the right way to survive. There is no way that we

could have come this far, changing everything as per our whims and fancies.

#### Don't Procrastinate Indefinitely

Overthinkers have a tendency to leave things for later. Their mind is testing things virtually, and hence they don't deem any physical action necessary. However, the longer you take to make a move, the stronger the grip of overthinking would become. If you really want to stop overthinking, learn to take action immediately. If you think that you'll give your mind the time of a day to get ready to take action and it would agree, you are wrong. It will find ways to convince you to not act.

The best way out is to take action as soon as possible. Action will lead to cause and effect, and you will need to respond, and hence you'll get past the stage of overthinking it in the mind.

## **Chapter 27. Declutter Your Mind**

### **Set Priorities**

Sometimes we fail to realize that a life without goals is a boring life. Living a goalless life is like wandering in the forest forever without a map. You don't have a particular destination that you want to reach. What's worse, you don't even know how to maneuver through the forest. Similarly, life without goals has no meaning. Your daily activities will be consumed with people and activities that don't add value to you. You will live in your comfort zone since there is nothing that you're actually targeting to achieve.

Setting priorities is a good place to start when looking to declutter your mind. This requires that you sit down and identify things that matter the most to your life. List down these goals and work to ensure that your actions are in line with the set goals. Setting priorities create structure with your to-do lists. You will begin to value the importance of delegating tasks when you feel like you can't handle them. More importantly, you will learn to say no since you comprehend the significance of handling only what you value and what you can take on.

### **Keep a Journal**

Keeping a journal is a great strategy to help organize your thoughts. People tend to underestimate the power of noting down their thoughts every day. Journaling helps you rid your mind from things that you might not be aware of. It enhances your working memory and also guarantees that you can effectively manage stress. Similarly, the habit of noting down your daily experiences in a journal helps you express your emotions that may be bottled up within you. Therefore, you create space to experience new things in life. The effect of this is that you can relieve yourself from the anxiety that you might have been experiencing.

### **Learn to Let Go**

Decluttering your mind can also be made easier if you learn to let go. Holding on to things in the past adds little or no value to your life. In fact, it only affects your emotional and mental wellbeing. The mere fact that you cannot let go implies that you will find it daunting to look ahead. Your mind will stagnate and this will stress you out. If you were a bird and you wanted to fly, what would you do? Without a doubt, you would want to free yourself from any burden that weighs you down. Apply this to real life and free yourself from any emotional baggage that you might be holding on to.



Whether it's your failed past relationships or failed job opportunities, just let go. There is a greater reward in letting go since you open doors for new opportunities in your life.

### Breathe

Breathing exercises would also be helpful in clearing clutter from your mind. There are certain forms of meditation that depend on breathing exercises to focus your attention on the breath. So, how do you practice breathing exercises? Start by taking a slow deep breath. Pause for a moment before exhaling. While breathing in and out, focus your mind on how you are breathing. Concentrate on how your breath goes in and out of your nose. It's relaxing, right? Practicing breathing exercises more often relaxes your mind. Besides helping you to relax, it boosts your immune system in profound ways.

### Declutter Your Physical Environment

If you live in a messy house, then there is a good chance that you're more likely frustrated. This may be because you find it difficult to find things you need. For instance, you end up wasting a lot of time looking for your car keys before heading to work. This affects how you start your day. You will be stressed that you arrived late and that there are numerous tasks waiting for you. Therefore, decluttering your physical space will also have a positive impact on your mind. Keeping things organized also means that your mind is virtually organized to handle the things that ought to be handled.

### Learn to Share Your Thoughts

There is an overall positive feeling when you sit down to share your feelings with someone you care about. Instead of holding back your tears and emotions, sharing your feelings with your loved ones can clear emotional clutter from your mind. Have you ever wondered why you can think more clearly after sharing your sad feelings with another person? There is power in sharing your thoughts and feelings with other people. You can be more certain that you are making informed decisions since your mind can think clearly without being blinded by your emotions.

### Curb Your Information Intake

The information that we consume affects the quality of the decisions we make. Unfortunately, the information we consume is sometimes unimportant to our lives. It only fills our minds with clutter and this prevents us from thinking clearly and making the right decisions. The worst

thing is that it causes anxiety and stress as we tend to worry about the worst that could happen to us after what we have read or watched over the internet. Limiting what you consume from the internet can help prevent unwanted information from taking up space in your mind. So, instead of starting your day by checking your social media page, consider going for a walk or reading a book. The point here is that you should substitute your unproductive time on the internet by doing productive things.

#### Spare Some Time to Unwind

More importantly, to declutter your mind, you should consider taking a break. You might believe that taking breaks is unproductive, but the truth is that your productivity can be given a huge boost when you take breaks more often. Giving yourself some time to unwind helps you recharge. As a result, you end up doing more in less time. This is what effectiveness and efficiency are all about. They both account for your productivity.

## Chapter 28. Identifying and Focus On Core Values



It's not as difficult to find your life goal when you take this step; you have to decide your true value, you should remove any obstructions that hold you. You should achieve a life goal which enables you to pursue your interests while still supplying you with basic necessities of life. You should eventually put your life in order and take action.

How do we discover our true values? Well, you can start by working through various aspects of your life to figuring out what each one of them is about.

Examples include: at the workshop, exercising at the gym, having lunch with friends, playing tennis, going to the movies, walking the dog, doing a college job, mowing the lawn. You should choose a combination of activities that include things you really want to do and at least a few things you do because you need to. For each of these things, write down everything that you think about immediately.

If you have done that to each of them, sit back and try commonalities and topics. Through careful thoughts and an open mind, you will begin to realize what you really like, what is important, and what is not.

Your life goal is most probably activities that reflect on your core values, and it is up to you to decide exactly what these activities are going to be.

Next, you need to figure out what keeps you from doing fun things and what you can do to improve this.

Blocks can take many forms, just like when you are too lazy to get out of the lounge and do stuff. Or it could be more troublesome, as another one actually stops you from doing things you love (possibly because of a conflict of values). Blockages can also be more complex than the culture of which you belong and do not accept certain aspects of your activities, and you would have to break all relationships to pursue your dreams.

More insidious obstacles can also occur, such as two values in which you truly treasure conflict with each other, so you do nothing. Whatever kind of blockage you have, it is important to eliminate or at least find workable compromises before you actually set a life goal.

The successful setting of a life goal is an extremely satisfying thing to do, and the key is "successful." You would need to decide what sort of time you will spend on your life goal, will this be a full or part-time commitment? If you are willing to follow your passion in the full time, you should make sure that you have the income to live on, whether investments or income that you can benefit directly from your new effort.

Faced with the facts, many people are pursuing their new goal with a focus on just running out of money sometimes. It is far better to plan finances beforehand and to know the most likely scenarios for what is next.

When you only plan to start with a part-time dedication now, you can continue to earn revenue from an alternative activity. It is now up to you, with this kind of realistic plan in place, to evaluate your entire life and reassess everything in which you are involved and set your goals for the greatest possible outcome.

The best bit of advice is to treat the key things that you do in your life as urgent / not urgent and important. After you have done this, you can classify these important things into a quadrant. The Quadrants are: urgent / important; important / not urgent; not important / urgent.

The obvious thing to do is focus your attention as much as possible on what is urgent and important and cut out as many things that are not important / not urgent as possible. Items that are relevant and not urgent should be considered your second priority. This is a simple talent to structure your goals in this way, but once you do, you will profit abundantly.

Creating a life goal isn't something to be taken lightly, but it will also give you immense joy if you do it correctly. If you use the above-mentioned measures, it will certainly help you in your studies, but it is important to note

that there is a lot to learn about this subject and it is important to do more research to develop your knowledge. As with all significant "transform" work, the action is necessary, and momentum is created. You, too, can create a magical life! Carpe diem (seize the day).



A winning attitude is something that we develop. It is a result of the right conditioning. The same people who look so uber-confident and enthusiastic can become just the opposite of they develop a negative mentality, and the same is true vice-versa.

If you want to get out of the trap of negative thought processes and develop a winning mentality, you will have to bring some positive changes in your personality.

Given below are some small yet important changes that you must make in your day to day personal life and personality to develop a winning mentality. These changes are not very significant, yet they can leave a very deep impact on your conscious brain and the way it perceives problems. This is a thing which will matter a lot when it comes to having a winning mentality.

**Start the Day with Positivity**

The way we start the day has a very deep impact on the way it will end or at least go for the most part.

If you woke up late and from the very beginning, you are worried that the day is going to be bad, you can be sure that you are correct because you

have set the tone for the day. On the other hand, if you wake up smiling and leave your home expecting good things to happen, you will have many pleasant surprises in the day.

This is not some magic. When you are in a pleasant mood, even simple things look good. Have you ever felt the way day feels when you have received some very good news? On the day you are in a bad mood, even the best of the weather would mean nothing to you.

This doesn't end here. Your mood is constantly affecting your psyche. It is shouting loud and high that everything is going wrong. It has already accepted that the day has gone wrong, and it is going to end on a worse note. It would take a miracle to lift up such a mood.

Start your day on a positive note, and try to maintain it as far as possible. It would have a positive impact on your mentality.

Focus on Positivity Daily- Find at Least 4 Positive Things of the Day

At the end of the day, daily try to find at least 4 positive things about the day that has just come to its conclusion. This should be done without exception.

It can be anything that you liked on the whole day. You saw a flower, and it looked beautiful enough to lift your mood, mention it. You met a stranger who smiled at you genuinely, that can be a thing to mention. You helped someone in any way that made you feel good; this can be a thing to mention. It can be anything you liked but there should be at least 4 things that you liked about the day.

If you like, you can even journal them in a diary or just say them out loud. This simple act can help in changing your perspective about the world. You start looking for positivity around you.

Do Something Positive for Others Daily

This is a simple act of kindness that you may do. It can be a minor act. It doesn't have to be anything major every day. But, you must do one thing at least every day that made any difference to the life of one person. When we do some act of kindness, we not only touch the lives of others, but the selfless act also touches a corner of our self too and lifts our spirit and mood.

It fills you with a sense of happiness and you feel proud of yourself either other people acknowledge it or not. It is a change that can help in infusing positivity in your mind.

Live in the Moment

You must learn to live in the present. You must stop reflecting too much on the past. Live every experience as it comes, and please stop judging things on the basis of your past experiences. This will give you a fresh perspective. Change is a reality and constant truth. The only thing that is constant is change. When we judge things on past experiences, we are coming in the way of this change.

#### Appreciate Yourself

This is important. You must learn to appreciate the genuine qualities in yourself. You must try to look for strong points in your personality and work on developing them. The more you appreciate yourself for your qualities, the easier it would get to break the negative thinking process.

Appreciating yourself is important if you really want to be successful in your relationships, job, and life in general. The people who are not even good enough in their own eyes can never expect to be good enough for others. If you don't appreciate yourself, you'll keep feeling stressed and insufficient. There will always be a problem with your overall satiety levels.

#### Find Avenues to Remain Motivated

Remaining motivated is important. You must find all the ways that are there to remain inspired and motivated. From movies to ted-talks, whatever works for you should be used to get the required push. Motivation keeps giving you the boost to continue working with the same force.

#### Work on Your Body Language

It is important that you work on your body language. From your clothing to the way you conduct yourself, everything in your personality should speak of your confidence and positivity. You must remember that positivity and negativity both are contagious. A positive person can light up the whole room while a negative person can make the people around gloomy. You should pick the type of person you want to be.

Remember that it is more important for you than it is important for others. Your attire, appearance, and conduct all have a deep impact on the way your mind functions.

#### Appreciate and Be Grateful More Often

Make it a general rule to appreciate others even for minor things that help you or make your life easy. It is another positive change that can help your mentality a lot. When you are saying positive things about others, you are reminding your mind to think in the same way. When you are



expressing your gratitude for others, you are being more open, accepting, and acknowledging. This has a very deep impact on your conscious mind.

#### Look for Positivity Even in Grim Situations

This is a no brainer. You can't lose all hope when things start to go south. A big part of winning mentality is to maintain composure even in grim situations when others are losing hope. It is an art that needs to be developed.

#### Look for Solutions and Not the Problems

You must look for the problems and not the solutions. This is a statement we often hear. However, as soon as things get out of control, our mind starts looking for escape routes or even better starts exaggerating the problems. We don't contribute anything; on the contrary, we end up making things worse.

All this happens because our mind remains focused on the intensity of the problem and not on the solution. You must remember that thinking about the problem and the amount of damage it can cause can never solve it. You will have to start thinking about the way to resolve it. It is a talent that will need to be cultivated.

## Chapter 30. Meditation

Simply put, mindfulness meditation refers to mental training exercises that train your mind to concentrate on your experiences in the present moment.<sup>[12]</sup> These experiences are the feelings and emotions that you are facing now. The idea here is that you turn off your mind from focusing on everyday chatter and concentrate on the present. Practicing mindfulness meditation calms down the mind as you only focus on the present during the period when you're meditating.

### How to Meditate

First things first, find a quiet place where there are minimal distractions. You can choose to do this indoors or outdoors as long as there is little noise coming from the surrounding environment. If you prefer doing this indoors, ensure that the lights do not distract you. During the day, draw your curtains and use natural light. Another important consideration that you should bear in mind is that you should choose to meditate when you're free. Don't do this when you are in the middle of something important. This can end up being a distraction and it could prevent you from achieving the total focus that it requires.

### How to Sit

Posture is an integral aspect of meditation. If you don't assume the right posture, you will find it difficult to meditate. It is essential that you assume a good posture that is comfortable for you.

- **Sitting Down**

You can either choose to sit down on a bed on a chair. Whatever option you choose, ensure that you are comfortable. When sitting down, confirm that your back is in an upright position. You can use a pillow to stabilize yourself and ensure that you're not straining to maintain an upright position.

- **Positioning Your Legs**

When sitting on the floor, cross your legs. Individuals who are unfit to do this should consider using a seat. If you choose to use a chair, make sure that feet touch the ground. Don't use a chair that will leave your feet hanging.

- **Positioning Your Arms**

Your arms should be comfortably positioned on top of your legs. The point here is that there should be no stiffness in the sitting position that you

choose.

After assuming the right position, it is time to relax your body and mind. This is achieved by focusing on your breath. Pay attention to how you are breathing. Follow how you are inhaling and exhaling. Notice how your chest moves as a result of the air coming in and out of your nose. Pay attention to all bodily movements that you are experiencing. Feel the expansion of your thorax. The inflation and deflation of your stomach. To easily achieve focus, you can choose to count each breath that you take. A complete inhale and exhale can be counted as one full breath. Continue doing this until you reach a count of ten.

With time, your mind can get used to your counting process. Therefore, you could try changing how you count. For example, instead of counting from 1 to 10, count from 10 to 1. This creates more focus on how you're breathing and could, therefore, help you calm your mind.

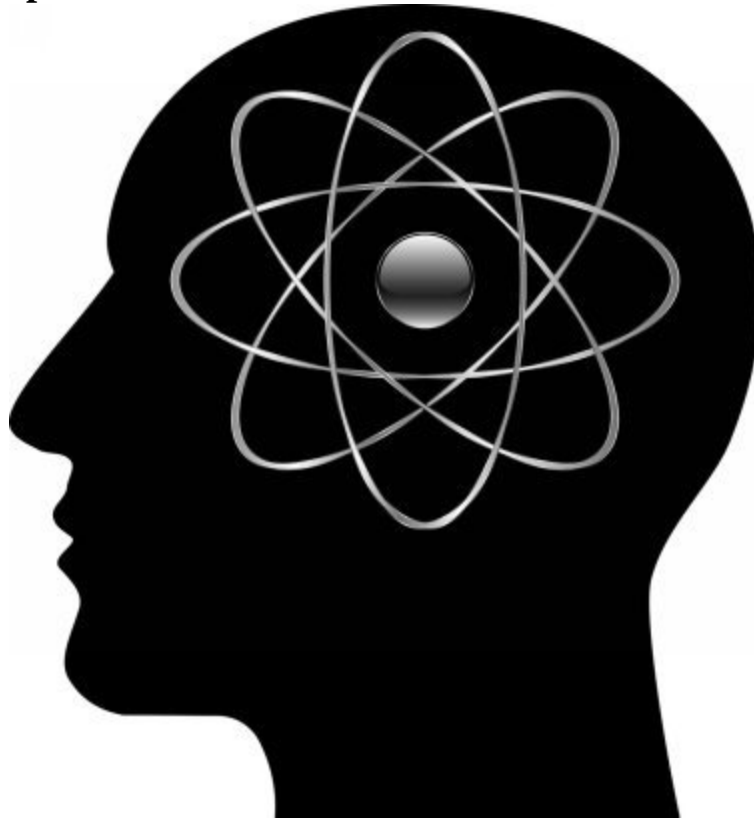
Inevitably, you will realize that your mind tends to wander to other thoughts. This is normal, so don't worry about it. Recognize that your mind is wandering and learn how to bring it back to focus on how you are breathing. Remember, this should be done gently. Don't try to force things when you are in the process of meditating. You should be more aware of yourself and the thoughts and emotions moving around your mind. Therefore, you can manage how you think and what you think about. Your focus here should be on one thing; your breathing.

Pay close attention to what is happening in your mind. Notice the thoughts and sensations that come and go. Don't resist them in any way. Just notice them. You are not required to react to these thoughts and sensations in your mind. Sure, they might be burdensome, but try to gently return to your point of focus without judging what you're feeling or experiencing.

As you finish, gently bring your attention to where you are now. Sit for a moment without doing anything. Breathe in gently and breathe out while allowing your body and mind to flow with it. Take another deep breath while gently opening your eyes as you complete your meditation. Stop for a moment and decide what you want to achieve within your day.

Mindfulness meditation practice is as simple as it sounds. Nevertheless, it's not that easy. Don't expect immediate results when first starting your meditation exercises. It takes time to master how to do it. Thus, you should

aim to make it a habit as it strengthens your awareness. In time, you will notice the impact it has on you.



If you are concerned about the direction that your life is taking, then the law of attraction may be a useful tool to get you back on track. On the surface, you might conclude that this is a law that helps you to attract things around you. Well, just as the name suggests, this is a powerful law which suggests that you attract what you focus on. Believe it or not, this law is always working to shape your life. What people don't understand is that they are constantly shaping their lives consciously or subconsciously. The life that you have today is attributed to what you thought about years ago. Sure, you might not get exactly what you wanted, but you will be better off than thinking negatively.

Your future is shaped by the way you think and the way you respond to situations today. Therefore, if you think that the coming months will be difficult for you, rest assured that they are more likely to be difficult. On the other hand, if you have the perception that you are going to have fun, then you are more likely to enjoy life as it unfolds itself to your expectations.

The law of attraction is based on a simple concept. You attract what you choose to focus on. Whether you choose to think negatively or positively, it's all up to you. If you choose to focus on the positive side of life, then you

will attract good things your way. You will always be full of joy and abundance; you will live your life feeling energetic and ready to handle anything that comes your way. On the contrary, if you choose to focus on the negative, your life will be full of misery; you will never be happy with the people around you. Often, you will feel as though you are tired of living. Your productivity at work and at home will be negatively affected. You will always be that person that finds the negative in everything. All of this is a result of what you choose to focus on.

Knowing how the law of attraction works can unlock the doors of success in your life. This law opens your mind to the realization that we live in a world of infinite possibilities, infinite joy, and infinite abundance. Think about it, you can put your faith in your beliefs and help change future outcomes. Isn't that amazing? Unfortunately, few people understand the law of attraction and how to effectively use it to transform their lives.

Your thoughts and feelings will work together to build an ideal future for yourself. Since you have the power to decide what you want, you ought to request a life that you've always dreamt of living. Your focus and energy should be in line with what you want to attract.

#### How to Use the Law of Attraction

After understanding the fact that you are the creator of your own world, you should begin thinking consciously towards creating a better life for yourself. In this case, this should encourage you to think positively since your thoughts define what you want in life. This requires that you channel your time and energy on thinking about the good things you want in life. It also means that you should deliberately manage your thoughts and emotions as they have an impact on what manifests.

#### Ask, Believe, Receive

The law of attraction appears to be a straightforward process where you just ask for what you want and you will receive it. However, the application process requires more than just asking and receiving. If it were this simple, then everybody would be living happy lives free of stress and anxiety. So, what is it that makes the law of attraction simple yet daunting to apply?

#### Ask

People make requests to the universe every day, either consciously or unconsciously through their thoughts. Whatever you think about is what you focus on. This is where you have channeled your energy. Using the law of attraction, you should realize that it is crucial that you take deliberate

actions to manage your thoughts and emotions. In this regard, you have to intentionally decide that you want something. This also demands that you should live and act as though you already have that which you are asking for.

### Believe

For you to manifest what you want in your life, it is imperative that you truly believe that you will receive what you want. Your thoughts should reflect the certainty that you have in knowing that you will get what you want. Therefore, your mind should be free of doubts. This is the trickiest part of the law of attraction.

Most people simply ask. However, they find it difficult to believe that they can get what they want. The aspect of belief diminishes when individuals realize that what they asked for is taking longer to manifest than they expect. So, they turn their attention to negative thinking. They begin to convince themselves that it is impossible. Life is not easy. Such perceptions only affect what you are asking for from the universe. The worst thing is that negativity bias begins to take shape. Without realizing, they attract negativity in their lives because they simply failed to believe.

### Receive

The last thing that you need to do is to receive what you were asking or hoping for. Perhaps this is the easiest part since it only requires you to position yourself in the best way through your emotions to receive your gift. Consider an ordinary situation where you are receiving a gift from your loved ones. Certainly, you express from your body language that you are happy. Emotions of love and appreciation should be evident when receiving any gift. This is how the universe expects you to receive your reward.

You should live your day feeling thankful and happy for what you already have. This is the best way in which you can practice receiving what you want even before the world gives it to you. These emotions can also be shaped by how you choose to think. Accordingly, it is recommended that you should live mindfully by enhancing your self-awareness so as to stop yourself each time negative thoughts develop in your mind.

At first, it won't be an easy feat to control your thoughts and emotions. Nevertheless, it is worth noting that everything good calls for patience and practice. As such, for the law of attraction to work for you, you have to be patient. You have to keep practicing the habit of believing. Most importantly, always remember that you can create your happiness.



Mindfulness is normally characterized as far as 'mindfulness and mindfulness to prompt understanding.' The thought that we can know about and take care of our discernible mental states and procedures right now may seem to fit well into present day mental hypotheses of consideration and subjective capacity or even appear to be ridiculously plainly obvious and commonplace. In any case, taken cover behind the effortlessness of ideas and the shared characteristic of phrasing is a way to deal with the mind that is an extreme takeoff from those of present day brain science, especially behaviorism. Mindfulness from the Buddhist point of view includes and is simultaneously implanted in a scope of psychological, yet additionally enthusiastic, social and moral measurements, which stretch out a long way past the typical compartmentalization of molding, consideration and consciousness of scholastic brain research. It is only these distinctions that are fundamental to a sufficient comprehension of mindfulness and the job it plays in a mental epistemology. Grasping an increasingly encompassed origination of mindfulness that effectively fits, as only one more strategy, into the armamentarium of conduct and psychotherapeutic intercessions neither does equity to the first thought nor speaks to the logical examinations and writing on mindfulness meditations to this point.



It ought to be referenced that practically all distributed mindfulness intercession thinks about utilize a specific organization, alluded to as mindfulness-based pressure decrease (MBSR; Kabat-Zinn, 1990), or its nearby cousin, Mindfulness-Based Cognitive Therapy (MBCT; Segal Williams and Teasdale, 2002) . This methodology, albeit just periodically alluding to its Buddhist roots, still generally holds fast to the fundamental objectives, standards, and strategies of customary knowledge (Vipassana) reflection, of which mindfulness is a focal part. The procedure I take in this paper is planned for showing not just the guarantee of mindfulness for clinical mediation yet additionally the extravagance of mindfulness both for the teacher and the taught.

The idea of careful mindfulness, or mindfulness, managed here explicitly alludes to that approach starting in early Buddhist treatises, yet is neither strict nor elusive in nature. 'Mindfulness' is, obviously, a typical English word and can have an assortment of implications and uses. Nevertheless, none completely or even roughly typifies the Buddhist thought of mindfulness, in spite of the fact that there is in some cases cover. For instance, Webster's Dictionary (1998) characterizes mindfulness as the nature of "having at the top of the priority list," staying alert, 'mindful or cautious about something (to be aware of the peril)."

The internet hyper dictionary(<http://www.hyperdictionary.com/word/reference/mindfulness>) characterizes mindfulness as "the attribute of remaining mindful of (giving close consideration to) your duties," while Roget's Thesaurus gives the accompanying equivalent words: care, watchfulness, alert, gingerliness, notice, mindfulness or respect (Roget, 1995).

Informal utilization of 'mindfulness' regularly hints being mindful or taking consideration inside a plainly evaluative setting: A parent tells a kid, "maintain your best possible behavior, or mind your language," inferring to take care to act in a socially recommended way. "Aware of the poor street conditions, he drove gradually." "What is man, that thou craftsmanship aware of him? (Hymns. viii. 4)." "I guarantee you to be aware of your advices," or "constantly aware of family duties." All these definitions mirror an accentuation on cautiously focusing in order to not procure the results of inconsiderate practices.

A contemporary and moderately well known logical portrayal of mindfulness alludes to receptiveness to curiosity, sharpness to qualification,

affectability to variety of setting, familiarity with different viewpoints and direction in the present (Langer, 1997; Sternberg, 2000). This essentially logical utilization of the term suggests a subjective mindfulness and appraisal of situational fluctuation in the current condition, just as a functional and objective coordinated advancement of solid abilities, which encourages separated points of view. Any of the above classes of definitions cover with Buddhist mindfulness just to the degree that they arrange to parts of mindfulness or potentially the present minute.

Mindfulness as got from Buddhist treatises is portrayed by impartial, no evaluative and supported minute to-minute attention to discernible mental states and procedures. This signifies ceaseless, quick attention to physical sensations, observations, full of feeling states, considerations, and symbolism. Mindfulness is non-deliberative: It suggests continued focusing on progressing mental substance right now without contemplating, looking at or in different ways assessing the continuous mental wonders that emerge during times of training. Because of this accentuation on direct mindfulness, negligibly sifted by dynamic assessment or examination, mindfulness is regularly depicted as 'uncovered thoughtfulness regarding' mental occasions and procedures (Epstein, 1995). In this way, mindfulness might be viewed as a type of naturalistic perception, or even more exactly member perception, in which the objects of perception are the recognizable mental wonders that emerge during all conditions of waking cognizance.

The definition, just offered, of mindfulness from a Buddhist viewpoint may in any case appear to be truly amiable to Western mental and psychological conduct translation and combination. Notwithstanding, investigation may uncover critical differences with a subjective methodology: The advancement of 'impartial, non-evaluative and supported' mindfulness may sound basic and specialized—a cool and unbiased perception of one's own intellectual occasions and procedures that are accessible for discernment. In any case, as any individual who has endeavored to build up this aptitude will confirm, focusing as such is troublesome and complex. For one, there is the issue of keeping up continued mindfulness rather than floating off unprepared into considerations and pictures (commonly away from the present minute and into the past or future). This propensity is not disconnected to the next characterized qualities of mindfulness, to be specific the 'non-evaluative' and 'impartial' measurements. Both infer a methodology largely new to our

ordinary waking manner of thinking in which we will in general be amazingly evaluative and frequently sincerely responsive, and which ordinarily draw us away from supported mindfulness. It is correctly at this crossroads - between supported minute to-minute mindfulness and suspension of assessment and enthusiastic reactivity- - where the full of feeling and moral measurements go into mindfulness.

## **Conclusion**

We must always be aware of our thoughts and actions, but a person can influence himself negatively by overthrowing the object to which he may be obsessive or compelling, leading to self-destructive behaviour or delay. Very often, people are not sure how to solve these problems and can use jealousy and denial behaviours, which nourish their insecurities.

Often, how do we survive and rely on the power of self-belief? Can you honestly only believe in yourself and leave excessive thinking, worrying, and fear of failure behind? How can you learn to stop thinking to help you succeed? These are areas of concern both for the business world and for individuals and families. Let us do this, for instance, by contemplating how self-belief is essential to make the right decisions, as a small business is perhaps faced with. You could be like most people and start enterprises to directly working on believing in yourself. Excessive thought will kill any opportunity to take responsibility for the strength of self-belief.

People focus on worrying about every move in their job, probably overthinking the issues. Be more imaginative in your write down what surprising ways other people will find. With a simple plan and creative thought, the studies and presentations will improve.