

PARAPSYCHOLOGY TODAY

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*"Read not to contradict and confute, not to believe
and take for granted but to weigh and consider"*

- Bacon



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PARAPSYCHOLOGY TODAY



EDITORIAL : PEARLS OF WISDOM

Dear Readers & well wishers,

- 1) *Recognize that change is an inevitable aspect of life. Learn to accept changes.*
- 2) *Make friends, especially form other cultures. Take the best from cultures and understand others worldviews. Embracing diversity is the key to being a peoples manager*
- 3) *Get to know your managers and introduce yourself.*
- 4) *Read as much as you can: and not just your textbooks- newspapers, journals, magazines, and books that pertain to your areas of interest.*
- 5) *Travel – this is the best way to know people from your country as well as those from other countries.*
- 6) *Make good use of time, Never lose a chance to enhance your education.*
- 7) *Set annual goals to improve yourself. Have a mission statement as well as a vision for your life.*
- 8) *Network extensively. Develop and maintain positive Relationships with your family, coworkers, and managers in your work environment.*
- 9) *Get involved in some volunteer activities. Give back to your community and remember where you came from. Be in touch with your Alma Mater. Be socially responsible.*
- 10) *Leave your footprints on all aspects of your life (Employment, Education, and Family) (Source: By Dr Raghu, 108 Pearls of wisdom)*

Thank you,

Dr. K. SUBBA RAO, Editor

PERSONAL DEVELOPMENT FOR COLLEGE STUDENTS

I. DEVELOPMENT GOOD HABITS :

A) What are habits?.... Habits are acquired patterns of behaviours / activities which are repeated willingly. We all have habits. Some of these are helpful to our progress while some are not. Habits, whether they are good or bad, make us or break us. Good habits like being disciplined or indulging in systematic study patterns can make us successful whereas a bad habit like procrastination can hinder our success. Thus habits are the acts or behaviour we do repeatedly so that they become automatic, i.e., we start doing them without thinking. Sometimes we are not even aware of some of our habits.

What are bad habits?..... The habits which are harmful for self or others are called bad habits. Bad habits hinder our growth. Some of the bad habits are consuming alcohol, smoking cigarettes, taking drugs, procrastinating, gambling, sex with strangers, stealing, etc.,

What are good habits?..... The habits which are beneficial for a person and for others are called good habits. Good habits make us a better person and take us forward in life. They play a key role in the development of our character and personality. Though it is said that “better late than never”; it is always better to cultivate good habits as early as possible in your life to lead a better life. Some of the good habits that you can develop and which will be helpful for you in your future are.

- 1. Leading a disciplined Life :** Leading a disciplined life has innumerable benefits. Make sure you follow a timetable, exercise regularly, eat healthy and stay away from addictive substances.
- 2. Having regular sleep routine :** Based on what time you are productive you can either get up early or stay longer in the night. Whatever is the time, stick to a routine study schedule. The best way to set a sleep routine is to go to bed and wake up at a fixed time every day.
- 3. Ensuring punctuality :** Develop a habit of being punctual as it reflects you sincerity and commitment. Being late to classes or any other appointments is often viewed as inconsiderate and rude. Others will trust you if you are punctual and also it enhances confidence and honesty.
- 4. Developing reading / learning / study habit :** Try to read at least a few pages of a book every day. Cultivate the habit of reading news papers and try to learn new things. Create a study schedule and try to follow it. Attend your classes regularly.
- 5. Inculcating a positive attitude :** Develop a positive attitude towards people and life. Always remember that just as good time passes, bad

time also ends. Nothing will stay all along, so it is better to think positively and face what comes on the way.

Always remember the phrase This too will passf

- 6. Developing healthy eating habits :** Develop a habit of having breakfast. It will give you the energy to start your day. Eat nutritious food like green leafy vegetables and avoid junk food.
- 7. Developing the habit of exercising daily :** Exercise keeps our body and mind healthy and fit. Develop the habit of exercising can improve our self-control and help manage levels of stress.
- 8. Saving Money :** Develop a habit of saving some money from what you get as pocket money. It comes to use in any emergency.

How to develop a habit?... It is difficult to change habits because they become a part of life and personality and sometimes they also provide comfort. It requires a lot of effort and will power to develop good habits and maintain them. But still if we try we can get rid of harmful habits. Developing good habits is not that tough but maintaining them is a difficult task.

- 1. Practice consistently :** You need a practice a new behavior consistently to develop a habit.
- 2. Deal with one habit at a time :** Don't try to do too many things at a time. You may not be able to change all your habits at one time and might get discouraged.
- 3. Write it down :** Write down which habit you want to develop. Pick up one habit and write down how you will change it. This will help in giving you a clear picture of what you want and how it will be done. Remember to set a TIME-LIMIT to attain the goal.
- 4. Reward yourself :** Celebrate when you are able to change your habit, reward yourself for that. But remember to do this only after the new habits is fully formed.

Why is it difficult to get rid of bad habits?

Learning a new habit is easier compared to unlearning a bad habit. It is because many bad habits give us momentary relief and happiness, such as eating excessive chocolates, junk food, drinking alcohol, and smoking makes us feel happy and relaxed for some time but it is harmful in the long run. Every New Year resolution comprises of breaking bad habits but very few people are actually able to get rid of them. There are many reasons why people are not able to get rid of their bad habits. Some of them are given below :

- 1. Lack of perseverance :** Perseverance is the key to changing habits; if you do not make consistent efforts there are chances that you might not get rid of your habits.

2. **Procrastination** : Another reason why people are not able to quit bad habits is procrastination. If you keep thinking that I will start exercising from tomorrow then it is unlikely that you will ever start exercising because tomorrow never comes.
3. **Unrealistic Goals** : Sometimes people set unrealistic goals. For example, cutting down coffee from 10 cups a day to 2 cups a day in 2-3 days is a difficult task. When a person is not able to reach unrealistic goal he/she feels discouraged and stops the effort to change the habit.
4. **Lack of substitute / replacement** : Finding a substitute for the habit can be challenging in some cases. For example, if you take alcohol or smoke to reduce your tension then you need an alternative outlet for tension reduction. Unless you identify equally effective substitute you will not be able to get rid of the habit.

II. DEVELOPING SELF-CONFIDENCE :

We all know that if a person wants to do something then first he has to believe in himself and his capabilities. This belief comes from self-confidence. Selfconfidence is the key to success; in fact is the first step towards success. If you have confidence in yourself half the battle is won. Many people have knowledge and a lot of qualities, but they are not successful because they are not confident. Many students report that they have low confidence and because of that they are not able to answer the questions in class even if they think they know the correct answer. They don't participate in cultural or other academic programmes like quizzes because they are not confident. In other words, lack of confidence becomes an impediment to progress in such people's life.

What is self-confidence?

Self-confidence is defined as the confidence in oneself and in one's abilities. When you are confident, you believe that you have the ability to deal with challenges and problems. Confidence comes with knowledge and skills; when you have knowledge and skills required for accomplishing the task at hand then you feel confident.

Self-confidence is not the same as over confidence

Confidence comes with hard work, consistent efforts and good results. However, overconfidence is usually associated with poor planning, over estimation of one's abilities and procrastination. For example, if you believe that only by studying few days before exam you will get very good marks in the final exam, then this is called overconfidence. While being confident is good thing, overconfidence is harmful. When you are overconfident you overestimate your ability, you think you know everything and whatever you know is right, you tend to ignore advice of other.

Characteristics of a confident person : The faith in self is shown in one's attitude and body language. A confident person looks into the eyes of others while talking, walks straight with his/her head held high, has a positive attitude, and believes in trying to do something even if she / he fails. The person will not shy away from participating in activities and taking responsibilities.

Characteristics of a person who has low confidence : A person who is not confident about him/herself will feel insecure. This shows in the body language – the person will walk with his/her head hung low, will not look into the eyes of others, and will not be able to initiate a conversation even if she/he wants to talk to others. They hesitate to participate in group activities such as a classroom discussion, or answering questions. They doubt their abilities in doing any work. They find it difficult to accept the compliments.

Methods to improve Self-Confidence :

There are several ways to increase the self-confidence :

1. Walk straight, keep your head up, and try to keep your body posture correct.
2. Keep a smile on your face and people will like you.
3. Identify your weaknesses and strengths. Try to overcome your weakness and keep focusing on and strengthening your strong points. Work toward enhancing your knowledge and skills.
4. Observe the people whom you consider confident and try to learn from them.
5. Remember that no one is perfect; everyone has one weakness or another. Some people are so confident that their weaknesses are not noticed or given importance.
6. Remember that every person is unique. There will be something in which you are very good, and others are not.
7. Keep yourself fit, exercise regularly, consume healthy, nutritious food. If you feel that you are looking good then your confidence will increase.
8. Wear neat clothes. It is not necessary to wear expensive clothes, whatever you wear should suit your personality and you should be comfortable in it. Do not follow others blindly because what looks a good on other might not look good on you.
9. If you are too shy or afraid of asking questions or giving answers, try to speak in the class gradually improving on your participation. Don't worry about giving wrong answer; feel satisfied that you at least tried.
10. Do not hid at the back benches, instead sit in the front rows. You will be least distracted and will be able to understand better.

11. Help others. When you help someone there is a sense of satisfaction and also the feeling that you are able to bring change in someone's life or have been able to solve someone's problem. It boosts your confidence.
12. Be positive; try to think in a positive way, keep away negative thoughts and people.
13. Try to gain knowledge about your surroundings and the subject matter you are studying.

Activities that help feel good about oneself :

Many times when we face failures or feel depressed we tend to forget that we have some positive qualities and strength also. In such situations we need someone or something to remind our strengths so it is beneficial to make a list of :

1. **Your Strengths** – What you can consider as strong points are : for example, good memory or dancing skills or being good at math, having a helping nature, etc., If you are not sure then ask your friends and family to tell one positive point about you and write it down.
2. **Things you admire about yourself** - Whatever you feel are good points in your personality or nature such as, respect towards fellow beings, being honest etc., Ask your friends to tell at least one positive quality that you have and write it down with your friends name so that you will remember that this is a quality that others have observed.
3. **Your Accomplishments** – Whatever you have achieved like good performance in academics or any other activities, recognition / appreciation for some work or quality etc., Read this list whenever you are feeling sad or low in confidence.

***Believe in your dreams and they may come true;
Believe in yourself and they will come true***

III. HANDLING FAILURES

Success and failure are inseparable parts of life. There is no person in this world who has not failed in any point of his/her life.

Edison failed almost 10,000 times before he invented the light bulb. But so many failures did not discourage him, he persevered and succeeded. Edison once said “I had to first find 9,999 strategies of how not to invent the light bulb”. He took his failures as a learning experience and used it to improve his strategy to invent the bulb. Similarly, cricket legend Sachin Tendulkar was not able to clear his Class XII exams. But instead of focusing on this failure he focused on achievements and on improving himself.

What is failure?

Different people define failures in different ways. For one student failure may be not getting 95% marks in the exams and for the other it may be not getting the desired subject or college or failing in subjects or in other aspects of life. In general, if people are not able to reach their desired goal or if they do not get the desired results they consider it as a failure. Failure again is a matter of perception. How you deal with failure is very important. If you label yourself a failure after not achieving a particular goal you will feel de-motivated to do anything else and will not be able to move on. However, if you consider failure as an opportunity to make another attempt or as an opportunity to learn or as a feedback to your efforts then you will be motivated to try one more time to achieve your goal.

Success is the ability to go from failure to failure without losing your enthusiasm.f - Sir Winston Churchill

One failure in passing an exam or in winning a game / competition does not mean that you are a failure and that you will not succeed. We sometimes don't get what we want and it is true for everyone. Sometimes we get something without asking and sometimes even after wholesome effort we don't get what we have desired. But that doesn't mean that we should stop trying. Failure only means that our efforts were not enough to get the desired results. It doesn't mean that you are a total failure or that you will never succeed in life.

1. DEALING WITH FAILURES :

Accept - First accept the fact that you were not able to reach your goal. It is okay if you are feeling really bad about it. Go to a friend or a parent and tell how bad you are feeling. If you want to cry, do that. Once you accept the fact that you were not able to reach your goal you will find it easier to move on and search for alternatives.

Analyse - Whenever you are not able to reach your goal, first analyse the reason for it since there are many causes for failure. Some of these factors are under our control while some are not. Think about what went wrong: Whether the strategy you used was not proper or was there a lack of adequate effort, whether you need some more guidance etc.,

If the cause of failure was beyond your control, such as, death in the family or a prolonged illness you can't do anything about it. If you find out that the cause is something within your control then the given steps may help you to deal with the problem.

Put in extra efforts - Try to manage your time better, work harder and try to regain your self-confidence. Take failure as a lesson and start working on improving the results. Take failure as any other problem and try to find a solution for it.

Remember : Success can t make you and failure can t break you

Talk to someone - If you are feeling very bad don't bottle up your feelings. If you feel that you can't handle your feelings, talk to the people who are supportive and who you think will understand your feelings. Take their advice; discuss with them what you can do next.

Avoid Comparisons - Don't compare yourself with others. Focus on your strengths and achievements.

Have faith in your abilities - When we fail we lose our confidence for some time. We feel that we will not be able to do anything in life. All of us feel the same way, but it is important that we should not get stuck in these thoughts. Remind yourself of your past successes, no matter in which field, and remind yourself of that achievement to boost your confidence.

Always remember Confidence is the key to successf

Be optimistic - It is difficult to be optimistic in tough times but a positive attitude and hope are key in overcoming difficult times. Don't use alcohol or drugs to deal with failure instead take help of friends, family and well-wishers.

Conclusion :

Student life is full of challenges, turning points, new experiences and intense emotions. A few individuals succumb to difficulties that adolescence/ your adulthood brings and experience distress throughout life, while some despite facing major problems can overcome them with time. However, it is inevitable to go through some amount of stress in this phase. These experiences help face life and its challenges better, resulting in growth and maturity. There are certain skills that can come in handy when we face certain difficult situations / events or experiences. It is better to learn those skills. However all of us face situations that are overwhelming and out of our control. Please remember! We are not born equipped to handle all the problems. This is the reason why we need help. Let us not shy away asking for help and giving help to those who need it.

All of us are entitled to live a happy life, let us make it possible!!

POSITIVE THINKING QUOTES :

1. I am what I think.....With my thoughts I make my world (Buddha)
2. Change your thoughts and you change your world (Norman Vincent Peale)
3. You feel the way you do right now because of the thoughts you're thinking at this moment (D.Burns)
4. If you think you can, you can. And if you think you can't, you're right (Mary Kay Ash)
5. A journey of a thousand miles starts with a single step (Anonymous)

6. Rome wasn't built in a year (Anonymous)
7. Where there is will, there is a way (Anonymous)
8. Nothing is impossible for a self-determined person (Anonymous)

(Source :- By Dr. M. Manjula, Dr. Hesi Herbert, Ms. Meghna Singhal, Ms. Manisha Sharma, who are sharing their knowledge for the benefit of student community. thank you)

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THE PURPOSE OF OUR LIVES

The purpose of our lives is to give birth to the best which is within us.
(Marianne Williamson)

Work for a cause, Not for applause, Live life to express, Not to impress, Don't strive to Make your Presence noticed, Just make your Absence felt

For most of us, however, our purpose is not immediately understood. That's because we need to pause and stop acting out of habit. Once we quiet ourselves and ask questions, the answers will appear. Here are examples of questions that can unlock the mystery of our true purpose.

What brings me joy?

- What excites me?
- What special talents do I have?
- How can I contribute to the world?
- What do I feel drawn to?
- If I had unlimited courage, what would I choose to do?
- If I would not fail, what would I choose to do?
- What is tugging at my heartstrings?
- What inspires me?
- What have I been dreaming of doing for a long time?
- What do I prefer to do above all other things?

Why Purpose Is Important

1. Purpose provides meaning and direction to our lives.
2. Passion transforms us from idle dreamers to purpose-driven men and women of action.
3. It provides the power to overcome pain, suffering, and difficulties.
4. It is the key that unlocks our potential.

5. It fills us with enthusiasm that wins us friends and opens many doors of opportunity.
6. It allows us to discover our power and act heroically.
7. It fills our lives with exuberance, excitement, joy, and happiness.
8. Despite the difficult and challenging times we live in, it fills us with hope.
9. It defines you. It explains who and what you are.
10. It challenges us to do what we never dared to and invites us to do what we formally believed to be impossible.
11. **Peace.** We are at peace when we know our role and contribute to life. Our contribution is a way of thanking life for life.
12. **Power.** Our purpose will strengthen all of our other goals by binding them with a common purpose. And “To the person with a firm purpose, all men and things are servants.” (Johann Wolfgang Von Goethe).
13. **Coping.** Our purpose will help us overcome challenges and bear pain. “What allows us, as human beings, to psychologically survive life on earth, with all of its pain, drama, and challenges, is a sense of purpose and meaning.” (Barbara De Angelis).
14. **Happiness.** To travel in life without direction is to be lost and unhappy. To know where you are going is to have meaning and happiness.
15. **Self-esteem.** When we have a purpose, we have value. When we do good, we feel good, and we are good.
16. **Transcendence.** William James explains : “The greatest use of life is to spend it for something that will outlast it.”
17. **Meaning.** Our purpose makes us useful for others and the world, thereby giving our life meaning.
18. **Fulfillment.** When our lives are directed by purpose, we will be fulfilled.

Tips on Identifying Your Purpose

1. Remember to drill down to clarify, identify, and intensify your purpose.
2. Seek not what is interesting, but what is important; not what fascinates you, but what electrifies you
3. Don't be afraid to have big dreams, for they are the ones that will excite you. Small dreams are smoldering ashes; big dreams are raging infernos. Reach out for what is yet impossible for you to imagine doing.
4. It's not WHAT you do, but HOW you do it that counts. It's not so much HOW busy you are, but WHY you are so busy.

5. As William J. Durant wrote, "To give life a meaning, one must have a purpose larger than self." Make your purpose larger and grander than yourself; make it something to aspire to.

6. The purpose of life can be as simple as to experience, enjoy, and participate in the beauty of life.

Our prime purpose in this life is to help others. And if you can't help them, at least don't hurt them. - Dalai Lama

CHARACTERISTICS OF GREAT PEOPLE

If You Wish to Do Great Things, Begin by Doing Small Things Greatly

Some Characteristics of Great People

Here is a list of some of the characteristics of great men and women. These are qualities that we need to cultivate and practice if we wish to share in greatness.

1. Self-Discipline. Ordinary people often share in the same ideas and wishes of great people, but fail to materialize them because they succumb to the desire for pleasure. They spend hours before the TV, for example, instead of improving themselves by attending night school, working out in the gym, or reading a good book.

2. Live with purpose. Great people understand that the purpose of life is to live a life of purpose.

3. They prioritize. Because they live with purpose, they prioritize their activities, always focusing on the most important things.

4. They have patience. They continue pursuing their dreams long past the time others give up.

5. They persevere. They are undaunted by obstacles or fear of hard work, but do whatever it takes to succeed.

6. They practice at what they wish to excel at. "If I don't practice for a day, I know it. If I don't practice for two days, my wife knows it. If I don't practice for three days, the world knows it." (Attributed to Vladimir Horowitz, Ignace Paderewski, or Luciano Pavarotti.)

7. They are passionate. They fervently believe in what they do, so they are committed, enthusiastic, and motivated.

8. They are positive. Because of their positive outlook they are optimistic and hopeful. They willingly proceed in endeavors that the naysayers believe cannot be done. They realize that whether you believe you can or whether you believe you can't, you are right, for your belief makes it so.

9. They are leaders. They willingly embrace added responsibilities, and as Winston Churchill (1874~1965) said, “The price of greatness is responsibility.”

10. They are courageous, curious, and adventurous. These are the traits we all had as infants but were programmed out of by our parents, teachers, peers, and society. But as Mencius (372~289 BC?) taught, “The great man is he who does not lose his child’s heart.”

11. They have a sense of humor. Their sense of humor serves as shock absorbers, enabling them to safely travel along the bumpy roads of life.

12. They are humble, gentle, and kind. Greatness is not what we have (talent, possessions, power, wealth), but what we are (humble, gentle, kind, generous, compassionate, encouraging, accepting) and what we do (kind acts).

13. They are friendly. A major source of their power is their ability to get along with everyone. They hold no grudges, are forgiving and demonstrate their greatness by making everyone they meet feel great.

14. They are interested in big ideas. Great people talk about ideas. Average people talk about things. Small people talk about other people, and the smallest talk about themselves.

15. They are flexible. They have dreams and set goals, but are visionary enough to adapt, adjust, and alter their plans to align with changing circumstances.

16. They have faith in themselves and their dreams. They follow their heart, not the crowd.

17. Hard work. They are no more afraid of hard work than athletes are afraid of arduous practice sessions.

18. They are open-minded; yet not gullible. Their open-mindedness allows them to see opportunities where others do not.

19. They have integrity. They live up to their word, are sincere, and do not pretend to be what they are not.

20. Their lives are defined by acts of service

3 WAYS TO CRAFT COMPELLING GOALS

- by **Seth J. Gillihan Ph.D.** *Think, Act, Be*

It's hard to overstate the importance of well-defined goals. When we have vague ideas about self-improvement, we don't tend to get a lot of traction. Without a clear vision of where we want to go, it's hard to commit to the changes that are needed to get there.

You might find a time to sit quietly and contemplate the change you have in mind. Why is it important to you? How important is it? What has stopped you thus far from reaching it? And what will be required of you to reach your goal? This line of thinking will take honesty on your part—honesty about where you are and what you want to change.

1. Goals sharpen our focus on what’s important to us. There are countless distractions that compete for our energy and attention, and can crowd out what we value most. A clear goal stands out from these competing stimuli, making them fade into the background. For example, if I set a goal to conquer my fear of driving, I'll probably pay less attention to the urge to avoid my fears.

2. Goals energize our efforts. Without clear goals we can feel unmotivated, unsure of where to direct our energy. When we know what we’re aiming for, we work harder, especially if we feel a deep connection with our goals.

3. Goals lead to greater persistence. When we’ve decided what we want, we’ll be more likely to continue working toward that goal even when we face challenges.

4. Goals compel us to find ways of meeting them. It’s easy to let not knowing how to meet a goal prevent us from setting it. For example, I might avoid committing to a goal of consistent exercise because I don’t know what form of exercise I want to do. Once I decide to exercise, I'll find "task-relevant knowledge and strategies" to make it happen.

Our goals are most effective when they are :

1. Specific. You should know when you’ve reached your goal. For example, “exercise more” is vague whereas “exercise 30 minutes 3x/week” is specific and measurable.

2. Appropriately difficult. There’s a sweet spot in picking the difficulty of our goals. Too easy and we’ll be uninspired, like spinning in a bicycle gear that’s too small; too challenging and we’ll be disheartened, like barely turning over the crank up a massive hill. Aim for moderate effort that’s sustainable.

3. Important. If we don’t care about our goals, we’ll have little chance of meeting them. Make sure your goals are indeed yours, not what someone else wants for you. Also consider why each goal is important; how will your life improve when you reach it?

SELF CONFIDENCE

*If you think you can, you can.
And if you think you can t, you are right.*

Self confidence is the inner faith which provides the greatest mental energy. Persons with self confidence have won a situation much before its practical happening. One must have an inner faith, internal peace and in depth self understanding to develop a state of self confidence.

“What lies behind us and what lies before us are small matters as compared to what lies within us. The ocean of infinite power is within us”

Remember a self confidence is a state of mind which one can be achieved with little self analysis and effort.

HOW TO BUILD SELF CONFIDENCE :

- Internal analysis-know one's own strength and weakness
- Auto suggestion
- Positive thinking
- Taking action on small things first and succeed
- Greater involvement and participation by action
- Prepare a bit before on things to be done
- Accept responsibility
- Develop good habits
- Associate with high confidence people
- Perfect grooming, body language and dress code
- Smiling, generous, humble

We must listen to our own inner voice, internal strength, confidence and intuition. Never be driven by the week environment around you. Maintain the self confidence in all the action throughout your life. Success is always at the other end...

**First it is ridiculed,
Second, it is violently opposed,
Finally it is accepted and self-evident.**
.....**Arthur Schopenhauer**

SEVEN STEPS FOR ACHIEVING GOALS

- by *Abhishek Kumar Sadhu*

STEP-1 : Decide exactly what you want. Either decide for yourself or sit down with your boss and discuss your goals and objectives until you are crystal clear about is expected of you and in what order of priority. It is amazing how many people are working away, day after day, on low-value tasks because they have not has this critical discussion with their managers.

One of the very worst uses of time is to do something very well that need not be done at all.

Stephan Covey says, “**Before you begin scrambling up the ladder of success, make sure that it is leaning against the right building.**”

STEP-2 : Write it down. Think on paper. When you write down a goal, you crystallize it and gave it tangible form. You create something that you can touch and see. On the other hand, a goal or objective that is not in writing is merely a wish or a fantasy. It has no energy behind it. Unwritten goals lead to confusion, vagueness, misdirection, and numerous mistakes.

STEP-3 : Set a deadline on your goal; set sub deadlines if necessary. A goal or decision without a deadline has no urgency. It has no real beginning or end. Without a definite deadline accompanied by the assignment or acceptance of specific responsibilities for completion, you will naturally procrastinate and get very little done.

STEP-4 : Make a list of everything that you can think of that you are going to have to do to achieving your goal. As you think of new activities, add them to your list. Keep building your list until it is complete. A list gives you a visual picture of the larger task or objective. It gives you a track to run on. It dramatically increases the likelihood that you will achieve your goal as you have defined it and on schedule.

STEP-5 : Organize the list into a plan. Organize your list by priority and sequence. Take a few minutes to decide what you need to do first and what you can do later. Decide what has to be done before something else and what needs to be done afterward. Even better, layout your plan visually in the form of series of boxes, circles on a sheet of paper, with lines and arrows showing the relationship of each task to each other task. You will be amazed at how much easier it is to achieve your goal when you break it down into individual tasks.

With a written goal and an organized plan of action, you will be far more productive and efficient than people who are carrying their goals around in their minds.

STEP-6 : Take action on your plan immediately. Do something. Do anything. An average plan vigorously executed is far better than a brilliant

plan on which nothing is done. For you to achieve any kind of success, execution is everything.

STEP-7 : Resolve to do something every single day that moves you towards your major goal. Build this activity into your daily schedule. You may decide to read a specific number of pages on a key subject. You may call on a specific number of customers or prospects. You may engage in a specific period of physical exercise. You may learn a certain number of new words in foreign language. Whatever it is, you must never miss a day.

Keep pushing forward. Once you start moving, keep moving. Don't stop. This decision, this discipline alone can dramatically increase your speed of goal accomplishment and boost your personal productivity.

Power of written goals :

Clear written goals have a wonderful effect on your thinking. They motivate you and galvanize you into action. They stimulate your creativity, release your energy, and help you to overcome procrastination as much as any other factor.

Goals are the fuel in the furnace of achievement. The bigger goals and clearer they are, the more excited you become about achieving them. The more you think about your goals, the greater become your inner drive and desire to accomplish them.

Think about your goals and review them daily. Every morning when you begin, take action on the most important task you can accomplish to achieve your most important goal at the moment.

DREAMS AND VISIONS

- by **ABHISHEK KUMAR SADHU**

The dreamers are the saviours of the world. As the visible world is sustained by the invisible, so men, through all their trials and sins and sordid vocations, are nourished by the **beautiful visions of their solitary dreamers**; it cannot let their ideals fade and die; it lives in them; it knows them as they **Realities** which it shall one day see and know.

Composer, sculptor, painter, poet, prophet, sage, these are the makers of the after-world, the architects of heaven. The world is beautiful because they have lived; without them, laboring humanity would perish.

He who cherished a beautiful vision, a lofty ideal in his heart, will one day realize it. **Columbus** cherished a vision of another world, and he discovered it; **Copernicus** fostered the vision of a multiplicity of worlds and a wider universe, and he revealed it; **Buddha** beheld the vision of a spiritual world of stainless beauty and perfect peace and he entered into it.

Cherish your visions; cherish your ideals; cherish the music that stirs in your heart, the beauty that forms in your mind, the loveliness that drapes your purest thoughts, for out of them will grow all delightful conditions, all, heavenly environment; of these, if you but remain true to them, your world will at last be built.

To desire is to obtain; to aspire is to achieve. Shall man's basest desires receive the fullest measure of gratification, and his purest aspirations starve for lack of sustenance? Such is not the Law: such a condition of things can never obtain: "ask and receive."

Dream lofty dreams, and as you dream, so shall you become. Your vision is the promise of what you shall one day be; your ideal is the prophecy of what you shall at last unveil.

The greatest achievement was at first and for a time a dream. The oak sleeps in the acorn; the bird waits in the egg; and in the highest vision of the soul a waking angel stirs. Dreams are the seedlings of the realities.

Your circumstances may be uncongenial, but they shall not long remain so if you but perceive an Ideal and strive to reach it. You cannot travel *within* and stand still *without*. Here is a youth hard pressed by poverty and labour; confined long hours in an unhealthy workshop; unschooled, and lacking all the art of refinement. But he dreams of better things; he thinks of intelligence, of refinement, of grace and beauty. He conceives of, mentally builds up, an ideal condition of life; vision of a wider liberty and a larger scope possession of him; unrest urges him to action, and he utilizes all his spare time and means, small though they are, to the development of his latent powers and resources. Very soon so altered has his mind become that the workshop can no longer hold him. It has become so out of harmony with his mentality that it falls out of his life as a garment is cast aside, and, with the growth of opportunities, which fit the scope of his expanding powers, he passes out of it forever. Years later we see this youth as a full grown man. We find him a master of certain forces of the mind, which he wields with worldwide influence and almost unequalled power. In his hands he holds the cords of gigantic responsibilities; he speaks, and lo, lives changed; men and women hang upon his words and remould their characters, and, sunlike, he becomes the fixed and luminous center round which innumerable destinies revolve. He has realized the vision of his youth. He has become one with his ideal.

And you, too, youthful reader, will realize the **Vision** (not the idle wish) of your heart, be it base or beautiful, or a mixture of both, for you will always gravitate toward that which you, secretly, most love. **Into your hands will be placed exact results of your own thoughts; you will receive that which you earn; no more, no less.** Whatever your present environment may be, you will fall, remain, or rise with your thoughts, your Vision, your

ideal. You will become as small as your controlling desire; as great as your dominant aspiration : in the beautiful words of **Stanton Kirkham Davis**, “you may be keeping accounts, and presently you shall walk out of the door that for so long has seemed to you the barrier of your ideals, and shall find yourself before an audience the pen still behind your ear, the ink stains on your fingers and then and there shall pour out the torrent of your inspiration. You may be driving sheep, and you shall wander to the city-bucolic and open-mouthed; shall wander under the intrepid guidance of the spirit into the studio of the master, and after a time he shall say, **‘I have nothing more to teach you.’** And now you have become the master, who did so recently dream of great things while driving sheep. You shall lay down the saw and the plane to take upon yourself the regeneration of the world.”

The thoughtless, the ignorant, and the indolent, seeing only the apparent effects of things and not the things themselves, talk of luck, of fortune, and chance. Seeing a man grow rich, they say, **“how lucky he is!”** observing another become intellectual, they exclaim, “how highly favoured he is!” And noting the saintly character and wide influence of another, they remark, “how chance aids him at every turn!” **they so not see the trails and failures and struggles which these men have voluntarily encountered in order to gain their experience; have no knowledge of the sacrifices they have put forth, of the faith they have exercised, that they might overcome the apparently insurmountable and realize the Vision of their heart. They do not know the darkness and the heartaches;** they only see the light and joy, and call it “luck”. They do not see the long and arduous journey, but only behold the pleasant goal, and call it “good fortune” do not understand the process, but only perceive the result and call it chance.

In all human affairs, there are **efforts**, and there are **results, and the strength of the effort is the measure of the result.** Chance is not. Gifts, powers, material, intellectual, and spiritual possessions are the fruits of effort; they are thoughts completed, objects accomplished, visions realized.

The Vision that you glorify in your mind, the ideal that you enthrone in your heart - this will build your life by, this you will become.

WE CAN'T CHANGE OTHERS, WE CAN ONLY CHANGE OURSELVES!

- by **RON MCDIARMID**

Many of us are motivated by a desire to create positive change in the world. But looking outside of ourselves for change is not the answer. It can be so easy to think everything would be better if other people changed. To see something that could use improvement in someone else's life, and

fixate on what we perceive as a necessary change that person needs to make.

But if you have ever actually tried to change someone, you have probably learned that it is impossible. We do not change for others, unless we are under great duress. We might try to please someone else by changing our behavior for a time. But if the true motivation for making a change does not come from within, it just will not stick.

Lasting change can only come from within. We must be so committed to transforming something that we are willing to grow through our inertia, let go of comfortable habits, and set new patterns. This can be challenging because the brain is designed to maintain habits. Once we develop an ingrained pattern, the brain wants to keep doing things the same way. We have to literally rewire the brain to form new connections when we want to change something about ourselves.

Changing Ourselves

Luckily, it is possible to make small and large changes in our bodies, our habits, and our lives. We must have a strong desire to make the change, and the discipline to let go of the old and focus on the new.

To create a change, first focus on what you want. It can be helpful to identify what is not working for you now, but put more of your attention on the change you want to experience. Once you have a clear picture of that change, imagine the feelings associated with that change. How does it feel to have that desired result actually happening in your life?

Then when you know the intended change and have the feeling-state of that change in your body, think of the steps you will need to make that change. Then begin making those steps, one-by-one, as you continue to focus on the feelings associated with the desired outcome. Do everything you can to support yourself in making the transition, understanding that it will be a lot easier to avoid backsliding if you create favorable conditions for change.

It is important to understand that change occurs over time. We may not be able to instantly break an old habit and make a new one. Very rarely is any kind of lasting change instant – we must be willing to put in the time and effort. The gift is that creating positive change in our lives strengthens us. When we realize one day that the shift towards which we have been working is finally embedded in us, the sense of accomplishment will boost our confidence and feelings of self-worth. One positive change often gives us the courage and motivation to make another. And little by little, we can transform our entire lives if we so choose.

Inspiring Others

While we cannot force change in other people, we can inspire it. When we are healthier and clearer, we have more to offer our friends and communities. We can participate in the world in more productive ways. Changing ourselves then leads to changing our world for the better, because we have more to contribute.

We can inspire others to change by sharing stories of the change we have made in our own lives, and how those changes have helped us become happier and healthier. We can share ideas, resources, tips, and guidance. But the greatest way we inspire others to grow is simply through our presence.

When we make positive shifts in our lives, the energy we send out into the field around us changes. Simply being in the presence of someone who has undergone a transformation can have a profound effect on everyone that person encounters.

We cannot force change in other people, no matter how much we might think others should change. But we can transform ourselves. All lasting change comes from within. And making this change in ourselves can inspire others to make positive changes in their lives. Changing ourselves can inspire change in the world.

TEN AFFIRMATIONS FOR A HAPPIER LIFE

Using positive affirmations trains your mind into more helpful, supportive ways of thinking. They are instant relief against negative thoughts. Affirmations can be applied to any area of life. Tailor them to suit your individual difficulties. Use them daily to integrate better feeling thoughts. Learn affirmations off by heart. Interrupt negative thought patterns with your affirmations. Write lists of affirmations to intensify this process. Stick them around your house, so that you can see them regularly. Meditate on particular affirmations to enhance these areas of your life. Keep affirmations in the present tense. Always keep them positive. Affirm “I am prosperous” rather than “I am going to be prosperous”. Say, “I feel healthy every day” rather than “I am no longer sick”. Remember, what we focus on grows. The more you use positive affirmations, the more you will see the results in your life.

1. All is well and I am safe - This is a foundational affirmation. Use it at anytime. If you feel rising panic, repeat this affirmation. If you feel worried or anxious, meditate whilst focusing on this affirmation. Make this your first thought whenever anything threatens to alarm you. Know that it is true. All really is well and you really are safe.

2. My life is easy and effortless - There really is no need to stress and struggle. The universe will naturally veer us towards our ultimate good, as long as we are not getting in our own way. Use this affirmation whenever you feel yourself over thinking in order to achieve an outcome. You need to put in action yes, but stress and struggle will only prolong the actualization of your goals. Learn to go with the flow.

3. Everything is always working out for me - We often fear that everything is going to go wrong, or that we won't get what we want. Use this affirmation constantly, daily. Allow this to be an affirmation that jumps to the forefront of your mind whenever you have doubt. Use this affirmation to practice your happy vibration. Everything is always working out for you, even when it doesn't look like it is. Enjoy the unfolding.

4. I am a magnet for money - Money is important. Without it we have less freedom to do the things we'd love to do, share as we'd like with others and we use time and energy worrying about bills. Use this affirmation whenever you feel a thought of lack enter your mind. Visualize yourself as a magnet for money and you soon will be. Fix this affirmation in the area of your house where you are likely to manage your finances. Carry it in your wallet, so that you see it whenever you complete a financial exchange.

5. All my relationships are loving and harmonious - We are in relationships with our families, our partners, our friends, our co-workers, our employers and everybody we meet in our daily lives. This affirmation will see your close relationships become stronger. Your work relationships will become more co-operative. You will attract positive exchanges with others wherever you are. If any particular relationship is causing you concern, use this affirmation to bring peace.

6. I enjoy perfect health now - Communicate with the cells in your body and they will stay fit and healthy. Use this affirmation if you are experiencing ill health of any kind. Combine this affirmation with some positive visualization. Imagine pure water cleansing your body of any illness. Your body will return to perfect harmony.

7. Out of this situation only good will come - Trust the universe. This affirmation will help dissipate fear and support you through what could otherwise be anxious times. This affirmation helps you to have the self-confidence to face any eventuality and keep focusing on a positive outcome rather than worrying about a negative one.

8. I love and approve of myself - Many of us struggle with feeling unworthy or unlovable. Repeat this affirmation multiple times a day. Use it whenever you feel shame, embarrassment or guilt. Replace any negative emotion that threatens to undermine your self worth with this mantra. Over time, you will love yourself more. You will notice more self-compassion and tenderness for yourself.

9. I have the perfect job. I am appreciated and paid well for doing what I love - Even if this statement is not true for you right now, use it. It won't be long before things start beginning to show up for you; aligning you with your affirmation. Keep the affirmation visible on your desk so that you can see it regularly as you work.

10. I am happy, healthy and free - Who could ask for more? This is a wonderful mantra to have. Use it as soon as you wake up in the morning, throughout your day and as you go to sleep. Post it around the house. Remind yourself constantly. This affirmation will lift your mood. You really are happy, healthy and free!

REPEAT POSITIVE AFFIRMATIONS FOR A HEALTHY, HAPPY LIFE

-by **BRAIN TRACY**

Your ability to stay positive and maintain positive thoughts determines the tone of your emotional life. The words you use to describe what is happening to you, and to discuss how you feel about external events, trigger the emotions of happiness or unhappiness you experience.

When you see things positively and constructively and look for the good in each situation and each person, you have a tendency to remain naturally cheerful and optimistic.

Since the quality of your overall life is determined by how you feel, moment-to-moment, one of your most important goals should be to use positive affirmations and every other psychological technique available to keep yourself thinking and talking about what you want and to keep your mind off of what you don't want, or what you fear.

Repeat Positive Affirmations Daily

Start every day by saying, "I like myself and I love my work, I like myself and I love my work, I like myself and I love my work." Throughout the day, you can work at doing and saying the things that will eventually make the words a reality. With the help of *positive affirmations* like the ones in this article, you will eventually become the best and rise to the top of your field.

The hallmark of the fully mature, fully-functioning, self-actualizing personality is the ability to be objective and unemotional when caught up in the inevitable storms of daily life and to stay positive.

The superior person has the ability to continue talking to himself or herself in a positive and optimistic way, keeping his or her mind calm, clear and completely under control.

The advanced personality is more relaxed and aware and capable of interpreting events more realistically maintaining positive thoughts contrary to the immature personality. As a result, the mature person exerts a far greater sense of control and influence over his or her environment, and is far less likely to be angry, or upset or distracted.

5 Ways to Stay Positive and Maintain Positive Thoughts

Keep positive thoughts consistent with your goals and keep your mind on what you want to do and the person you want to be.

Here are five ideas you can use to help you to stay positive and optimistic:

1) Find the Good in Every Situation

First, resolve in advance that, no matter what happens, you will not allow it to get you down. You will respond in a constructive way. You will take a deep breath, relax and look into the situation for whatever good it may contain. When you make this decision in advance, you mentally prepare yourself so that you are not knocked off balance when things go wrong, as they inevitably will.

2) Neutralize All Negative Thoughts

Second, neutralize any negative thoughts or emotions by developing positive thoughts all the time. Repeat positive affirmations such as, "I feel healthy, I feel happy, I feel terrific!" As you go about your job, say to yourself, "*I like myself and I love my work!*" Say things like, "*Today is a great day; it's wonderful to be alive!*"

The Law of Expression says that, "*Whatever is expressed, is impressed.*" Whatever you say to yourself or others is impressed more deeply into your subconscious mind and is more likely not only to be repeated, but to become a permanent part of your personality.

3) Look at All Setbacks as Temporary

Third, look upon the inevitable setbacks that you face as being temporary, specific and external and stay positive.

Look upon the negative situation as a single event that is not indicative or connected with other potential events and which is largely caused by external factors over which you can have little control. Simply refuse to see the event as being in any way permanent, pervasive or a personal slight on your own competence or ability and maintain your positive thoughts as you move forward.

4) Learn and Grow From Every Difficulty

Fourth, remember that it's impossible to learn and grow and become a success without the inevitable adversities and difficulties you must contend with and rise above in order to become a better person.

So, welcome each difficulty by saying, "That's good!" and then look into the situation to find the something good or beneficial that it contains in order to stay positive.

5) Keep Your Thoughts on Your Goals and Dreams

Fifth, and finally, keep your thoughts on your goals and dreams, and on the person you're working toward becoming and the things that you are striving for. When things go wrong temporarily, respond by saying to yourself, "*I believe in the perfect outcome of every situation in my life.*"

Resolve to be cheerful and pleasant and use every temptation to respond negatively as an opportunity to grow stronger by using daily affirmations and talking to yourself and others, in a positive and optimistic way.

POSITIVE AFFIRMATIONS : 101 LIFE-CHANGING THOUGHTS TO PRACTICE DAILY

When practicing affirmations, choose one or two to focus on for several weeks. Say the affirmation out loud in a confident voice several times a day and before you go to bed. To add more power to the affirmation, write it down as you speak it. Be sure your affirmations are in the present tense, as though they are a current reality.

Here are 101 positive affirmations you can practice to rewire your brain and change your life :

A. Happiness

1. Happiness is my birthright. I embrace happiness as my set point state of being.
2. I feel joy and contentment in this moment right now.
3. I awaken in the morning feeling happy and enthusiastic about life.
4. I can tap into a wellspring of inner happiness anytime I wish.
5. By allowing myself to be happy, I inspire others to be happy as well.
6. I have fun with all of my endeavors, even the most mundane.
7. I look at the world around me and can't help but smile and feel joy.
8. I find joy and pleasure in the most simple things in life.
9. I have an active sense of humor and love to share laughter with others.
10. My heart is overflowing with joy.
11. I rest in happiness when I go to sleep, knowing all is well in my world.

B. Love Relationship

12. My partner and I share a deep and powerful love for each other.
13. I respect and admire my partner and see the best in him/her.

14. I love my partner exactly how he/she is and enjoy his/her unique qualities.
15. My partner and I share emotional intimacy daily through talking and touch.
16. I have healthy boundaries with my partner.
17. My partner and I have fun together and find new ways to enjoy our time together.
18. My partner and I communicate openly and resolve conflict peacefully and respectfully.
19. I am able to be fully myself and completely authentic in my love relationship.
20. I communicate my desires and needs clearly and confidently with my partner.
21. I want the best for my partner and easily go out of my way to support him/her.

C. Success

22. I expect to be successful in all of my endeavors. Success is my natural state.
23. I easily find solutions to challenges and roadblocks and move past them quickly.
24. Mistakes and setbacks are stepping stones to my success because I learn from them.
25. Every day in every way, I am becoming more and more successful.
26. I feel successful with my life right now, even as I work toward future success.
27. I know exactly what I need to do to achieve success.
28. I see fear as the fuel for my success and take bold action in spite of fear.
29. I feel powerful, capable, confident, energetic, and on top of the world.
30. I have an intention for success and know it is a reality awaiting my arrival.
31. I have now reached my goal of _____ and feel the excitement of my achievement.
32. Today I am successful. Tomorrow I will be successful. Every day I am successful.

D. Confidence

33. When I breath, I inhale confidence and exhale timidity.
34. I love meeting strangers and approach them with boldness and enthusiasm.
35. I live in the present and am confident of the future.

36. My personality exudes confidence. I am bold and outgoing.
37. I am self-reliant, creative and persistent in whatever I do.
38. I am energetic and enthusiastic. Confidence is my second nature.
39. I always attract only the best of circumstances and the best positive people in my life.
40. I am a problem solver. I focus on solutions and always find the best solution.
41. I love change and easily adjust myself to new situations.
42. I am well groomed, healthy and full of confidence. My outer self is matched by my inner well being.
43. Self confidence is what I thrive on. Nothing is impossible and life is great.
45. I always see only the good in others. I attract only positive confident people.

E. Self-Esteem

46. I approve of myself and love myself deeply and completely.
47. I am unique. I feel good about being alive and being me.
48. I trust myself and know my inner wisdom is my best guide.
49. I have integrity. I am totally reliable. I do what I say.
50. I act from a place of personal security.
51. I fully accept myself and know that I am worthy of great things in life.
52. I choose to be proud of myself.
53. I find deep inner peace within myself as I am.
54. I fill my mind with positive and nourishing thoughts.
55. My confidence, self esteem, and inner wisdom are increasing with each day.
56. My immune system is very strong and can deal with any kind of bacteria, germs and viruses.

F. Health

57. Every cell in my body vibrates with energy and health.
58. I am completely pain free, and my body is full of energy.
59. I nourish my body with healthy food.
60. All of my body systems are functioning perfectly..
61. My body is healing, and I feel better and better every day.
62. I enjoy exercising my body and strengthening my muscles.
63. With every breath out, I release stress in my body.
64. I send love and healing to every organ of my body.

65. I breathe deeply, exercise regularly and feed only good nutritious food to my body.
66. I pay attention and listen to what my body needs for health and vitality.
67. I sleep soundly and peacefully, and awaken feeling rested and energetic.
68. I am surrounded by people who encourage and support healthy choices.

G. Peace

69. My world is a peaceful, loving, and joy-filled place to live.
70. I sow the seeds of peace wherever I go.
71. I surround myself with peaceful people.
72. My work environment is calm and peaceful.
73. I breath in peace, I breath out chaos and disorder.
74. My home is a peaceful sanctuary where I feel safe and happy.
75. In all that I say and do, I choose peace.
76. I release past anger and hurts and fill myself with serenity and peaceful thoughts.
77. Peace descends all around me now and always.
78. I send peace from myself into the world.
79. I respond peacefully in all situations.

H. Mindfulness

80. I am grounded in the experience of the present moment.
81. I am focus and engaged in the task at hand.
82. All is well right now.
83. I am grateful for this moment and find joy in it.
84. I gently and easily return to the present moment.
85. I observe my thoughts and actions without judging them.
86. I am fully present in all of my relationships.
87. Life is happening in this moment.
88. I accept and embrace all experiences, even unpleasant ones.
89. I observe my emotions without getting attached to them.
90. I meditate easily without resistance or anxiety.
91. I release the past and live fully in the present moment.

I. Inner calm

92. Calmness washes over me with every deep breath I take.
93. Every day I am more and more at ease.
94. Being calm and relaxed energizes my whole being.
95. All the muscles in my body are releasing and relaxing.

96. All negativity and stress are evaporating from my body and my mind.
 97. I breath in relaxation. I breath out stress.
 98. Even when there is chaos around me, I remain calm and centered.
 99. I transcend stress of any kind. I live in peace.
 100. I am free of anxiety, and a calm inner peace fills my mind and body.
 101. All is well in my world. I am calm, happy, and content.
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3 WAYS TO CREATE A ONE YEAR VISION STATEMENT... CHANGE YOUR LIFE WITH THE POWER OF INTENTION!

We can go through life believing that it happens to us, we can believe that life happen for us, or we can choose to co-create with life. Many people get so caught up in the grind of surviving that they forget to actually enjoy it, and experience life as something that just goes by. Other people spend their time wishing for their dreams to come true, but without actually focusing on bringing their hopes into reality. Days and years pass in the blink of eye, and all they know for sure is that they have gotten older.

But some people recognize that life is guided by intention and experienced through perception. We do not have control over every detail, but we do have the power to influence the course our lives take. To actually live the life we want, we need to choose to participate. It is not enough to just go through the motions, nor to just wish, not if we actually want to be happy and fulfilled. One of the ways that we participate with life is through using the power of intention. Intention is not forceful, nor is it passive. It is a way of directing the current of life; engaging with the creative forces behind every thing we see and experience in our worlds.

There are many ways to work with intention, but like other subtle practices it helps to be specific, positive, and direct. Having a vague and insubstantial intention like “I want to be happier” does not give life much to work with. But creating a frame based on time and intention is like shooting an arrow towards a target. It is up to life whether or not the arrow reaches the bullseye, but applying direction, focus, desire, and an appropriate amount of effort towards a goal like this is a great way to co-create with life.

A one year vision statement is helpful way to work with your personal intention, your imagination, and the subtle forces of life to actually create change in your life towards a specific achievement or experience. This engagement is more likely to allow you to actually become happier than

just continuing business as usual. Here are some ways to create a one year vision statement of your own.

I. Learn What Makes You Truly Happy

This is the most important step, and for many people the most challenging. If you are accustomed to doing what you are supposed to do, or what you have to do to get by, discovering what actually brings you joy may require some deep introspection. Think about the last time you were truly happy. What caused those feelings of happiness? If your joy was inspired by an activity, what was it? If by the people you were around, how were you spending your time together?

From that understanding of your authentic joy, you can begin to formulate a plan for future such joyful experiences. The things you think to do might be radical and way outside the box, but this is the time for that kind of thinking. If you want your life to change, you have to be willing to follow your joy and, well, change some things. But for now, just write down the activities and experiences that bring you the most joy.

II. Discover What Is Important to You

Another aspect of a fulfilling life is meaning. Working and living in such a way that you are aligned with your core values, at least most of the time. As you are exploring your personal vision, ask yourself why you do what you do. What is the purpose behind your work, your friendships, leisure activities, and hobbies? What really matters to you? What skills do you wish you were using more? What activities give your life the most meaning and feel most aligned with your ethics and personal priorities?

III. Think About How You Want to Make a Difference

One of the core human values is contribution. We all need to feel like we are positively contributing to the world in some way, to have the best possible mental health and wellbeing. Now that you have some idea of what makes you happy and what matters to you, can you find a way to be of service that honors your happiness and sense of meaning?

There are many ways to contribute, and it does not have to be a huge global project. You can contribute to your family, your partner, your community, or your town. What you give does not matter so much as that you are serving the greater good in some way. And remember, it needs to be aligned with your personal sense of joy and value, so it's not about making yourself into a martyr.

Define Your Goals

We have covered the three main parts of a personal vision – happiness, value, and contribution. Now it is time to turn that into a statement of intention.

It helps to use your imagination for this part: Picture yourself a year from now. You are happy, engaged, doing something that brings you joy and is making a positive contribution to your surroundings. What are you doing? Where are you? How are you living? What has changed in the year, both inside you and in your environment? Write down the things about that mental picture that feel the most true for you, that you want to see happen in your reality. Think about the steps you could take in the next year to bring you closer to that mental picture.

The thing about making a personal vision statement is that it's yours. It is your life, and you get to decide how you want to shape it. You can just go through the motions in your life, that is your choice to make. Or you can choose to pay attention to what brings you joy, your values, and your desire to contribute to the world, and refine a statement – and by extension a way of being – that allows you to live a fulfilling and meaningful life.

87 SOFT SKILLS

-by **ANNA MAR**

"Soft skills" is an unfortunate term. It sounds weak or dull.

The fact is that soft skills are the most important skills for your career. They are the skills that are difficult to systemize and automate. They are the skills that define leadership and creativity.

By definition, soft skills are those skills that are difficult to measure. In other words, hard skills can easily be measured by a test but soft skills can't.

It's easy to determine who has the best math skills. It's difficult to determine who's best at innovation or diplomacy.

The following list of soft skills may be useful for your resume, job descriptions or training plan.

A. Communication Skills

1. Verbal Communication
2. Body Language
3. Physical Communication
4. Writing
5. Storytelling
6. Visual Communication
7. Humor
8. Quick-wittedness
9. Listening

10. Presentation Skills

11. Public Speaking

12. Interviewing

B. Leadership

13. Team Building

14. Strategic Planning

15. Coaching

16. Mentoring

17. Delegation

18. Dispute Resolution
19. Diplomacy
20. Giving Feedback
21. Managing Difficult Conversations
22. Decision Making
23. Performance Management
24. Supervising
25. Managing
26. Manager Management
27. Talent Management
28. Managing Remote Teams
29. Managing Virtual Teams
30. Crisis Management

C. Influencing

31. Facilitation
32. Selling
33. Inspiring
34. Persuasion
35. Negotiation
36. Motivating
37. Collaborating

D. Interpersonal Skills

38. Networking
39. Interpersonal Relationships
40. Dealing with Difficult People
41. Conflict Resolution
42. Personal Branding
43. Office Politics

E. Personal Skills

44. Emotional Intelligence
45. Self Awareness
46. Emotion Management
47. Stress Management
48. Tolerance of Change and Uncertainty
49. Taking Criticism
50. Self Confidence

51. Adaptability
52. Resilience
53. Assertiveness
54. Competitiveness
55. Self Leadership
56. Self Assessment
57. Work-Life Balance
58. Friendliness
59. Enthusiasm
60. Empathy

F. Creativity

61. Problem Solving
62. Critical Thinking
63. Innovation
64. Troubleshooting
65. Design Sense
66. Artistic Sense

G. Professional Skills

67. Organization
68. Planning
69. Scheduling
70. Time Management
71. Meeting Management
72. Technology Savvy
73. Technology Trend Awareness
74. Business Trend Awareness
75. Research
76. Business Etiquette
77. Business Ethics
78. Diversity Awareness
79. Disability Awareness
80. Intercultural Competence
81. Training
82. Train the Trainer
83. Process Improvement
84. Knowledge Management
85. Writing Reports and Proposals
86. Customer Service
87. Entrepreneurial Thinking

10 WAYS TO IMPROVE YOUR PERSONALITY

-by *Z. HEREFORD*

What is Personality?

The personality is the typical pattern of thinking, feeling, and behaviors that make a person unique.

When we say that someone has a "good personality" we mean that they are likeable, interesting and pleasant to be with.

Everyone wants to be attractive to others. To that end, having a good personality is vital - probably even more so than good looks.

In fact, approximately 85 percent of your success and happiness will be a result of how well you interact with others. Ultimately, it is your personality that determines whether people are attracted to, or shy away from you.

While we can only enhance our looks to a certain extent, we have the ability to improve the personality as much as we want. We can develop or integrate into our personalities any trait we deem fitting and agreeable.

Here are 10 great ways to improve your personality :

1. Be a better listener. Jacqueline Kennedy Onassis was considered one of the most charming women in the world because she cultivated the skill of being an exceptional listener. She was known for the way she would look a person in the eyes, hang on their every word, and make them feel important. There is nothing more appealing than having someone listen to you intently making you feel like you're the only person in the world.

2. Read more and expand your interests. The more you read and cultivate new interests, the more interesting you are to others. When you meet new people it gives you the opportunity to share what you know and to exchange your views with them.

3. Be a good conversationalist. This relates to how much you read and know. Once you have much to contribute, learn how to talk about it with others. No one can read about or know everything, so it's refreshing to learn from others those things we don't have the time to about read ourselves. If you happen to be shy, join a group like Toastmasters that encourages you to talk about what you know.

4. Have an Opinion. There is nothing more tiresome than trying to talk to someone who has no opinion on anything. A conversation has nowhere to go if you have nothing to expound on. If, however, you have an uncommon point of view or differing opinion, you are more interesting and stimulating to be with socially (unless you're a know-it-all, of course). A unique outlook expands everyone's perspective.

5. Meet New People. Make the effort to meet new people especially those unlike you. It not only exposes you to different cultures and alternative ways of doing things, it broadens your horizons.

6. Be yourself. The next most tiresome thing after having no opinions is trying to be something you're not. Molding yourself in order to fit in, or be accepted, usually backfires. Since each of us is unique, expressing that uniqueness is what makes us interesting. Attempting to be a carbon copy of someone else not only falls flat, but reveals a lack of authenticity.

7. Have a positive outlook and attitude. Who wants to be around people who are negative, complain a lot, or have nothing good to say? In fact, most of us run when we see them coming. Instead, be the kind of upbeat person who lights up a room with your energy when you enter it. Do it by looking for the best in people and things. Smile warmly, spread good cheer, and enliven others with your presence.

8. Be fun and see the humorous side of life. Everyone enjoys the company of someone who makes them laugh, or smile, so look for the humorous, quirky side in a situation - there always is one. Comic relief is a much welcome and needed diversion at times. When you can add fun and lightheartedness to an otherwise dull or gloomy setting, others will naturally be attracted to you, not to mention grateful.

9. Be supportive of others. Being supportive is probably the most endearing quality you can integrate into your personality. Just as you yourself welcome it, be the support for others when they need it. We all love a cheerleader in our corner; someone who is encouraging, believes in us and helps pick us up when we're down.

10. Have Integrity and treat people with respect. Being honest and true to your word will bring you the admiration, respect and gratitude of others. Nothing improves a person's personality more than integrity and respect - respect for others, as well as respect for yourself.

We humans have the power and ability to shape our personalities however we wish. When we develop ourselves to be all that we can be, we contribute to our own, as well as the happiness of others.

BELIEVE OR THE MAN WHO THINKS HE CAN

If you think you are beaten, you are;
If you think you dare not, you don't.
If you'd like to win, but think you can't,
It's almost a cinch you won't.

If you think you'll lose, you're lost,
For out in the world we find
Success begins with a fellows will;
It's all in the state of mind.

If you think you're outclassed, you are;
You've got to think high to rise.
You've got to be sure of yourself before
You can ever win a prize.

Life's battles don't always go
To the stronger or faster man;
But soon or late the man who wins
Is the one who thinks he can.

PROMISE YOURSELF

To be so strong that nothing can disturb your peace of mind.

To talk health, happiness, and prosperity to every person you meet.

To make all your friends feel that there is something in them.

To look at the sunny side of everything and make your optimism come true.

To think only the best, to work only for the best, and to expect only the best.

To be just as enthusiastic about the success of others as you are about your own.

To forget the mistakes of the past and press on to the greater achievements of the future.

To wear a cheerful countenance at all times and give every living creature you meet a smile.

To give so much time to the improvement of yourself that you have no time to criticize others.

To be too large for worry, too noble for anger, too strong for fear, and too happy to permit the presence of trouble.

To think well of yourself and to proclaim this fact to the world, not in loud words but great deeds.

To live in faith that the whole world is on your side so long as you are true to the best that is in you.

EXAMPLES OF POSITIVE AFFIRMATIONS

-by **Z. HEREFORD**

Positive affirmations can be used to re-program your thought patterns and change the way you think and feel about things.

They are short positive statements that can help you focus on goals, get rid of negative, selfdefeating beliefs and program your subconscious mind.

Here are some examples of positive affirmations related to various areas of personal development :

- I know, accept and am true to myself.
- I believe in, trust and have confidence in myself.
- I eat well, exercise regularly and get plenty of rest to enjoy good health.
- I learn from my mistakes.
- I know I can accomplish anything I set my mind to.
- I forgive myself for not being perfect because I know I'm human.
- I never give up.
- I accept what I cannot change.
- I make the best of every situation.
- I look for humor and fun in as many situations as possible.
- I enjoy life to the fullest.
- I have control over my thoughts, feelings and choices.
- I stand up for my beliefs, values and morals.
- I treat others with respect and appreciate their individuality.
- I accept others for who they are.
- I contribute my talents and knowledge for the good of all.
- I make a difference whenever I can.
- I practice patience, understanding and compassion with others as well as myself.
- I commit to learning new things.
- I strive to be open-minded.
- I endeavor to be the best that I can be.
- I live in the moment while learning from the past and preparing for the future.

The above are examples of positive affirmations you can use.

Have fun creating your own and tailoring them to suit your own needs and tastes.

Making the most of affirmations on a daily basis can uplift, inspire and motivate you.

21 SUGGESTIONS FOR SUCCESS

-by **Z. HEREFORD**

Best known for his New York Times best seller *Life's Little Instruction Book*, H. Jackson Brown Jr. also wrote this helpful list of *21 Suggestions for Success*.

Jackson has said, "Most of us know what we need to do to make our lives more fulfilled and useful, but sometimes we forget. My little books are gentle reminders of those simple things which, done well and in a spirit of love, can significantly change our lives."

Here are the 21 suggestions for success:

1. Marry the right person. This one decision will determine 90% of your happiness or misery.
2. Work at something you enjoy and that's worth your time and talent.
3. Give people more than they expect and do it cheerfully.
4. Become the most positive and enthusiastic person you know.
5. Be forgiving of yourself and others.
6. Be generous.
7. Have a grateful heart.
8. Persistence, persistence, persistence.
9. Discipline yourself to save money on even the most modest salary.
10. Treat everyone you meet like you want to be treated.
11. Commit yourself to constant improvement.
12. Commit yourself to quality.
13. Understand that happiness is not based on possessions, power or prestige, but on relationships with people you love and respect.
14. Be loyal.
15. Be honest.
16. Be a self-starter.
17. Be decisive even if it means you'll sometimes be wrong.
18. Stop blaming others. Take responsibility for every area of your life.
19. Be bold and courageous. When you look back on your life, you'll regret the things you didn't do more than the ones you did.
20. Take good care of those you love.
21. Don't do anything that wouldn't make your Mom proud.

Here are some other great suggestions from *Life's Little Instruction Book* :

1. Never give up on anybody. Miracles happen every day.
 2. Be brave. Even if you're not, pretend to be. No one can tell the difference.
 3. Think big thoughts, but relish small pleasures.
 4. Over-tip breakfast waitresses.
 5. Never deprive someone of hope; it might be all they have.
 6. Never resist a generous impulse.
 7. Become the most positive and enthusiastic person you know.
 8. Never go to bed with dirty dishes in the sink.
 9. Leave everything a little better than you found it.
 10. Call your mother.
-

50 WAYS TO BE HAPPIER

-by Z. HEREFORD

Here are 50 simple ways in which you can add to your happiness:

1. Accept that life is not perfect.
2. Don't take yourself too seriously.
3. Don't take others too seriously.
4. Appreciate yourself.
5. Have meaningful goals - they give you purpose.
6. Get a pet.
7. Cultivate friendships. To have friends, be a friend.
8. Be supportive and seek support when needed.
9. Don't confuse materialism with success.
10. Know that money does not buy happiness.
11. Enjoy what you have.
12. Simplify your life.
13. Be more creative.
14. Be yourself.
15. Be more spontaneous.
16. Spend more time with happy people.
17. Keep a happiness journal for writing about the things that give you joy.
18. Find what you love to do and make it your life's work.
19. Be willing to learn and experience new things.

20. Be flexible.
21. Be open-minded.
22. Enjoy simple pleasures.
23. Practice gratitude.
24. Think improvement, not perfection.
25. When things aren't going well; know that it will pass.
26. Know that it's not what happens to you, but how you perceive it that's important.
27. Learn to live in and savor the moment.
28. Exercise regularly.
29. Get enough sleep.
30. Maintain a healthy diet.
31. Enjoy good conversation.
32. Have a hobby.
33. Take time for fun.
34. Practice moderation.
35. Cultivate an appreciation for the arts.
36. Read inspiring material.
37. Help others.
38. Have faith.
39. As Richard Carlson has said - Don't sweat the small stuff.
40. Smile for no particular reason.
41. Be agreeable.
42. Love yourself.
43. Listen to good music.
44. Watch less TV.
45. Give it your best.
46. Pamper yourself.
47. Practice mindfulness.
48. As Bessie Anderson Stanley wrote in her little verse Success: "Live well, love much and laugh often."
49. Be happy now. Don't make it conditional.
50. Share your happiness with others.

Interestingly, I experienced more happiness in the compiling of this list. As I contemplated each point it made me happier just thinking about it. Who'd have thought it?

THINK POSITIVE

The secret of life isn't what happens to you, but what you do with what happens to you.

Help other people to cope with their problems and your own will be easier to cope with.

Never use the word impossible seriously again. Toss it into the verbal wastebasket.

Self-trust is the first secret of success. So believe in and trust yourself.

Stand up to your obstacles and do something about them. You will find that they haven't half the strength you think they have.

Joy increases as you give it, and diminishes as you try to keep it for yourself. In giving it, you will accumulate a deposit of joy greater than you ever believed possible.

How you think about a problem is more important than the problem itself - so always think positively.

Go at life with abandon; give it all you've got. And life will give all it has to you.

Norman Vincent Peale - from Positive Thinking Every Day

EFFECTIVE GOAL SETTING

-by Z. HEREFORD

The purpose of effective goal setting is to achieve what you want in life in a successful, focused and decisive manner by taking the right actions in a lesser time frame.

Who doesn't want to achieve more in less time? Yet, many of us abandon our goals before we accomplish them. Why is that?

Some of the reasons include: lack of confidence, not having a workable plan for achieving them, being unrealistic by expecting too much too soon, fear of failure, and lastly, putting too much pressure on ourselves to accomplish them. Luckily there are strategies and behaviors we can adopt for successfully setting and achieving goals.

How do you start?

Know that you deserve success and achievement. Before beginning the process of setting goals, know that you deserve success and that it is achievable for anyone who puts his/her mind to it. You must believe you can do what you set out to do and that you possess the talents and abilities for doing it. Unless you begin with this crucial premise, your efforts will be thwarted and you will fall short of accomplishing what you want.

Determine what you want. One of the biggest problems people have in setting goals effectively is not knowing what they really want. Lacking a clear concept of what you want in life makes it difficult to proceed. The one thing all successful people have in common is that they are extremely focused and intensely goal oriented. They know what they want and they understand it takes setting goals to achieve it. A good way to begin the process is to take the time to write down the goals most meaningful to you and then list what you would need to do accomplish them. To figure this out you can look at the 'big picture' of your life. Start a journal or workbook and write down for yourself the answers to some of these important questions :

- Do I want to be in the best of health and what will it take to get there?
- What do I want to achieve in my career?
- What kind of family life do I want?
- What kind of lifestyle do I want today and in the future?
- How do I see myself in 5, 10 or 20 years from now?

As an example, under the goal of maintaining good health, you can jot down : exercise 3-4 times a week, eat a balanced diet of protein, fruits and vegetables, get 7-8 hours of sleep etc.

For where you want to be in 5 years, you might include: finish college degree; be earning an income of x amount of dollars; have a serious personal relationship (or avoid having a serious relationship until career is established).

Plan, organize and prioritize your goals in smaller, manageable chunks.

If you look at everything you want to achieve all at once, you might find it daunting and overwhelming, so it's best to organize and prioritize your goals. Instead, devise a workable plan for each item you want to accomplish. You know that your health goals need to be ongoing ones, so establish a daily routine or agenda that you can keep up on a regular basis. For career goals, categorize them in monthly, quarterly or yearly chunks. List points, or plan the actions required to attain a particular point in your career. This may include taking the odd supplemental course, doing extra reading, or volunteering in the community in order to get exposure and experience. Since careers take time and effort to build, planning and organizing your moves makes good sense.

Review, update and revise. Review and update your goals on a regular basis to ensure they are still relevant to you. Doing so also keeps you on track and taking the appropriate steps and actions. If some of your strategies aren't working, fine tune them, or devise new ones. Likewise, figure out which obstacles and distractions are getting in your way and determine what you need to do to overcome them. We all know there will be setbacks and bumps in the road along the way to achieving our goals, but we need not let them hinder or take us off course. Revise and adjust the game plan where, and when, you need to.

Stay focused and motivated. Staying focused and motivated is probably one of the hardest things to do when setting goals. It is common to periodically fall off the wagon however, it is essential to get back on track as soon as possible. A great tool for keeping you focused is the journal or workbook you've been maintaining. Go over it regularly as a reference point and to remind yourself what you want to accomplish. Set up routines or habits that will ensure you stay on track. For example - do your exercises at the same time each day; drink your protein shake first thing in the morning.

Other helpful techniques for staying motivated include the use of relevant affirmations and visualization. Many successful people, especially athletes, swear by both. It's important to 'see' yourself accomplishing a goal before you actually do. Positive affirmations implant positive thoughts into your subconscious, which in turn, prompt you to take the right actions to achieve your goals.

The Benefits of Setting Goals

- Give you the 'big picture' direction you want your life to take
- Help keep you organized and focused
- Build self-confidence and a sense of accomplishment
- Help you achieve success more efficiently and in less time
- Make the small day to day tasks more meaningful and purposeful

Goal setting, and certainly effective goal setting, has been a tried and true method for achieving success and accomplishment in life. Without it we would drift aimlessly and waste valuable time and effort in pursuits that lead nowhere. So start now! Decide which goals are most meaningful to you and devise a plan for achieving them.

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I, Dr. K. Subba Rao, hereby declare that the particulars given above are true to the best of my knowledge and belief.

(Sd) Dr. K. Subba Rao
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LIVE YOUR LIFE WELL – TOOLS FOR DAILY MENTAL HEALTH

We all want our lives full of peace and possibility. "Live Your Life Well is about starting where you are," says Bryan Evans, Director of Mental Health Promotion. "It's not about making resolutions. It's about doing something small, right now, to change your life in a positive way."

We can all do things to lessen stress and improve our lives. These evidence based steps can help.

10 Steps towards mental health:

- 1. Connect with Others. People who feel connected are happier and healthier--and may even live longer.*
- 2. Stay Positive. People who regularly focus on the positive in their lives are less upset by painful memories.*
- 3. Get Physically Active. Exercise can help relieve insomnia and reduce depression.*
- 4. Help Others. People who consistently help others experience less depression, greater calm and fewer pains.*
- 5. Get Enough Sleep. Not getting enough rest increases risks of weight gain, accidents, reduced memory and heart problems.*
- 6. Create Joy and Satisfaction. Positive emotions can boost your ability to bounce back from stress.*
- 7. Eat Well. Eating healthy food and regular meals can increase your energy, lower the risk of developing certain diseases and influence your mood.*
- 8. Take Care of Your Spirit. People who have strong spiritual lives may be healthier and live longer. Spirituality seems to cut the stress that can contribute to disease.*
- 9. Deal Better with Hard Times. People who can tackle problems or get support in a tough situation tend to feel less depressed.*
- 10. Get Professional Help if You Need It. More than 80 percent of people who are treated for depression improve.*



భారతీయ అతీంద్రియ శక్తుల పరిశోధనా కేంద్రం **INDIAN PSYCHICAL RESEARCH SOCIETY (Regd.)**

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Aims and Objects :



1. To investigate unexplained laws of Nature and the powers latent in Man and to advance Parapsychology in India as a Science. The investigation of Telepathy, Clairvoyance, Precognition, Dreams, Psychometry, Reincarnation, Materialization, Poltergeists, Hypnotism and other sub-conscious processes in so far as they may be related to paranormal processes.

2. The collection, classification, study and Publication of reports dealing with the above phenomena. Readers are requested to report incidents and cases.
3. To have close contacts with other Parapsychological Societies and Psi Laboratories Around the World to collect and exchange information on the above phenomena.
4. To collect information about Yogis, Swamijis, Miracle-men and even common and ordinary people who have had Supernatural Powers and those who are able to perform things which are ordinarily considered to be impossible to happen or difficult to explain with the frame work of current science.
5. To create interest among the public towards Parapsychological Research movement through the Seminars and Workshops, Training Classes on the development of Psychic abilities through the “**Indian Institute of Parapsychology**” and keep people informed of the research findings, news and major events in the World of Parapsychology through the Indian Journal of “**Parapsychology Today**”

You can strengthen our hands by :

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