

PROBLEM 1: HOW TO QUIT DRINKING:

1. Talk to your doctor.
2. Change your attitude about quitting!
3. Constantly remind yourself of what a great thing you are doing and hold tightly to your quit.
4. Try to pick some significant date to quit. 5
5. Get rid of all bottles, cans, etc.
6. Feel your feelings.
7. There's an old saying about 'Playgrounds and Playmates' - look at yours - you may need to leave some of your old drinking buddies and watering holes behind. 9
8. Buy a wallet and whenever you think about buying a bottle or a drink, put that amount of money in your sober wallet. 11
9. Drink a lot of water.
10. Consider joining a support group like Alcoholics Anonymous or SMART Recovery. 14
11. Never take another sip.
12. After 90 days completely sober your whole outlook will be changed and your body will be in full recovery mode.
13. Don't try to explain quitting to people.
14. Admit to yourself, and remember it, that there is absolutely nothing in your life more important than this one thing.
15. "He who conquers others is mighty. He who conquers himself is almighty."
16. "Pick up yoga!
17. Take a B-vitamin supplement daily for your first week off alcohol.
18. If you are a scheduled drinker, like after work or when you go home, change your routine to involve another activity like visiting your parents or a friend.
19. Have food before you drink, this will reduce your interest for drinking.
20. Don't give up on yourself – Many people will find excuses like, "I've been drinking for so long, it probably won't make any difference" or "I've tried so many times, I just can't do it". 34

HOW TO QUIT SMOKING:

1. Believe in yourself. Believe that you can quit.
2. Write down why you want to quit the benefits of quitting:
3. Ask your family and friends to support your decision to quit.
4. Set a quit date.
5. Talk with your doctor about quitting.
6. Begin an exercise program.
7. Do some deep breathing each day for 3 to 5 minutes.
8. Visualize your way to becoming a non-smoker.
9. Cut back on cigarettes gradually
10. Quit smoking "cold turkey".
11. Find another smoker who is trying to quit, and help each other
12. Have your teeth cleaned.
13. After you quit, plan to celebrate the milestones in your journey to becoming a non-smoker.
14. Drink lots of water.
15. Learn what triggers your desire for a cigarette.
16. Find something to hold in your hand and mouth, to replace cigarettes.
17. Write yourself an inspirational song or poem about quitting,
18. Keep a picture of your family or someone very important to you with you at all times.

HOW TO QUIT TOO MUCH TV VIEWING

1. Don't replace old shows with new ones. 3
2. Use the TV timer.
3. Keep a TV diary.
4. Compare your TV time to the time you need to reach your unachieved goals.
5. Spending more quality time with your family or friends
6. Learning or practicing a musical instrument.
7. Planting a garden.
8. Get rid of and hide TVs.
9. Cut down on channels.
10. Use recording devices to your advantage.
11. Decide what you would like to do for a period of time other than watch TV. 2
12. Cold Turkey Method
13. Replace your TV time with reading time.
14. Don't leave the TV on all the time in the background.
15. Remember that television is not a requirement for living.
16. Quitting television saves money.
17. Don't replace TV time with other notorious time wasters like [MySpace](#) or [Facebook](#).
18. Remember to respect the wishes of your TV-watching family members and/or housemates. .
19. Find Clubs In Your Area Get Ready To Hit The Party Tonight!

HOW TO USE FACE BOOK

1. Define your goals on Facebook.
2. Make and follow a Facebook schedule.. Some examples:
Stay in touch with college friends - Check every other day, spend no more than 15 minutes responding to messages only from college friends. (1 hour per week)
3. Maintain my group
4. Keep my group interesting
5. Finding new friends
6. Total time in a week is 6 hours, 20 minutes.
7. Think of other things you could be doing with your time spent on Facebook. If you find yourself spending, You could:
Pick up a part time job Teach child
8. Get fit. Get a girlfriend.
9. Spend real time socializing with people really in your life.
10. Clean your room.
11. Volunteer.
12. Read a book.
13. Teach yourself a new language.
14. Block the time you spend on Facebook.

HOW TO SAVE WATER

1. Stop Leakage of water from taps. Around 30 liters of water is wasted by a slow dripping tap in 24 hours.
2. Use the minimum amount of water needed for bath.
3. Don't waste dirty water .You can use that dirty water to water your plants.
4. Water your garden during early morning or late evening so as to reduce the evaporation.
5. Wash vegetables and fruits in Bowl rather than washing them under tap.
6. Don't leave the tap open while brushing you teeth or shaving.
7. Wash clothes only when there is full load.
8. Consider using a car duster to remove dust instead of pressure hose.
9. Avoid installation of fountains and other ornamental water features.
10. Prefer broom instead of sprinklers to clean your sidewalks and streets.
11. Don't flush the toilet unnecessarily and use toilet paper as much as possible.
12. Try to cover your swimming pool when not in use to reduce evaporation.
13. Upgrade older toilets with water efficient models.
14. Try to use Commercial car wash service which recycle water.
15. Promote the conservation of water with posters and media.
16. Use Dip irrigation method for irrigation purposes.
17. Install a rain sensor system on irrigation to save water while its raining.
18. Teach your children to turn off your faucets tightly after each use.
19. Implement rainwater harvesting systems to collect rain water and use it in future.
20. Choose shrubs and groundcovers instead of turf for hard-to-water areas such as steep slopes and isolated strips.

HOW TO SAVE ELECTRICITY AT HOME

1. Keep lights, fans and other electric appliances OFF when not in use.
2. Just don't put things like fan OFF when you are leaving room for 1 min or few seconds.
3. Keep your electric appliances clean and smooth.
4. Get professional assistance when you install Air Conditioner for your house.
5. Choose the appliances that are better than peers in saving electricity. Check out energy star rating.
6. Plan your home well or get some good architect's assistance so as to use natural light and air to its full extent.
7. If you can afford, please look out for Solar Appliances and similar. This can make good difference.
8. No mobile loves whole night charging. Always charge your mobile for the time it needs.
9. Please put OFF the Switch when you have done your charging.
10. If you use computers a lot, consider switching from Monitor to LCD or TFT or LED screens.
11. I have heard that LED is most efficient these days.
12. Don't put hot things into refrigerator. Pure energy loss I can see there.
13. Watch TV less. Read instead.
14. And, don't use that damn remote to put it off. Use Switch.

HOW TO IMPROVE READING:

1. Time your current reading speed.
2. Get rid of distractions.
3. Adjust reading speed depending on the material.
4. Learn to separate the wheat from the chaff with pre-reading.
5. Train yourself not to reread.
6. Stop reading to yourself.
7. Read with your hand.
8. Practice reading blocks of words.
9. Practice and push yourself.
10. Time yourself regularly.

STEPS TO ENHANCE YOUR SELF CONFIDENCE

1. Dress Sharp
2. Walk Faster
3. Good Posture
4. Personal Commercial
5. Gratitude
6. Compliment other people
7. Sit in the front row
8. Speak up
9. Work out
10. Focus on contribution

Ten Tips for Strategic Thinking

1. Get clear on your strengths and weaknesses. Before being able to consider what you ultimately want, it is essential to know what you are and are not capable of doing.

2. Know your external environment. The external environment, from a strategic context, is the collection of forces around you that has potential to have an impact on your goals.

For example, you might classify forces as follows:

- Governmental
- Technological
- Demographic
- Psychographic
- Financial
- Competitive

The categories will vary. So customize them to satisfy your need. To get this information, you'll likely have to access multiple sources, including newspapers, blogs, business journals, and surveys. To do this will require to keep files with information that may be of strategic relevance.

3. Look to others. Sometimes when we're stuck in our current thinking, it's easy to feel that we're the only ones with a particular problem. Looking outside of one's own environment for solutions is a useful way to gain new perspectives. Chances are, others have faced similar problems, but have approached them from a different perspective.

4. Stay on top of trends. Look at publications, blogs, newsletters, meetings and conventions to stay on top of these trends. Keep a running list of what's important, especially what your peers are and aren't doing, and what customers are demanding.

5. Uncover New Uses for Old Competencies. Chances are that you do something very well. It's also likely that you have not really looked at that process in terms of using it for a potential new purpose. Core competencies can often be repurposed to gain additional competitive advantage.

For example, Amazon developed its own shopping cart for its customers to buy its products online. Over time, the cart evolved to suggest possible items the user might be interested in buying, product ratings, one-click ordering, and more. Recently, Amazon chose to adapt this core competency so that they could offer it to small business owners and entrepreneurs to use for their own sites, for a fee.

6. Know your competitors and what they're doing. Who are your competitors? Are they local, regional, national...or are they global? Is there a possibility for new competition to enter your market, or is it difficult for new companies to enter your space?

It's critical to know who your competitors are and who they could be. Even more critical is to understand what they are doing, and how your offering is differentiated from the competition.

7. Look for strategic partnerships. Sometimes it makes sense to join forces with others that are doing similar work, even with competitors. Sometimes it's possible to eliminate a competitive threat completely by partnering with the competitor. Other times, the partnership allows for the creation of

larger potential markets and greater market share for both. Sometimes, it's necessary for two smaller competitors to come together to protect themselves from a much larger one.

9. Stop doing something. When we do too many things, we lose focus. And when we lose focus, it's hard to stay on track with an aggressive plan. Too often, problems with execution are the result. Stop doing something so that you can focus on what matters.

10. Consider Opportunities and Threats. Often, we get so caught up in the day-to-day details of our business that we miss opportunities. Even worse, we sometimes miss growing threats! A good place to look for opportunities and threats that are emerging is when you consider the trends in your external environment. As you look at these trends, ask yourself what opportunity exists as a result of the trend. You'll likely find that some trends initially considered to be threats are in fact opportunities in disguise!

Problem solving tips

Accept the problem.

Ask yourself: what's the worst that can happen?

Gather some good knowledge.

Try to figure out possible problem along the way.

Ask for help.

Let go of the need to be right.

Come up with more than one solution.

Redefine failure.

Break down the problem into smaller pieces.

Use the 80/20 rule.

Use Parkinson's Law

Find the lesson or opportunity within the problem.

Actually talk about the problem and communicate clearly.

Create fewer problems.

Use the power of words to your advantage.

Keep your motivation up.