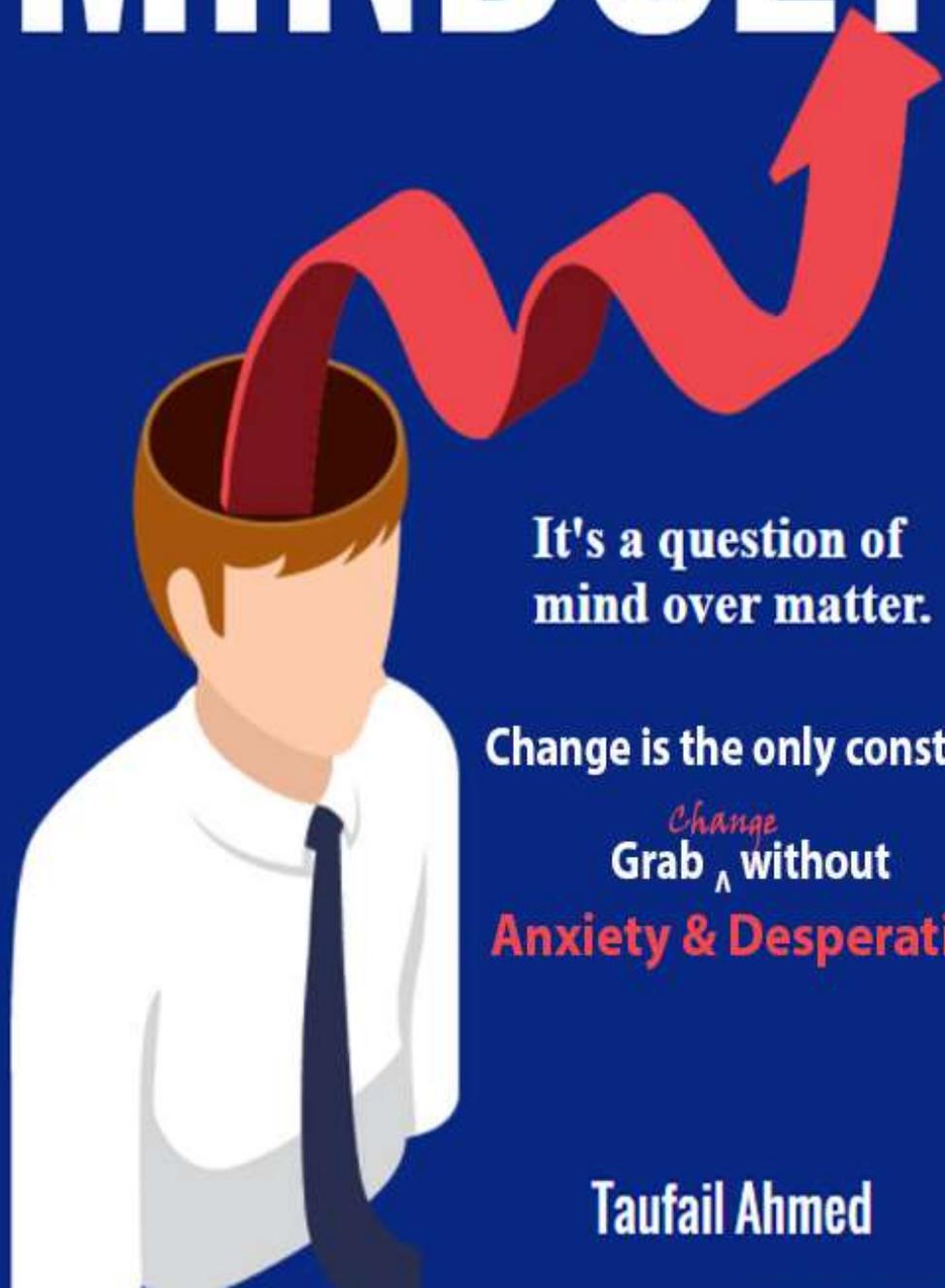


MINDSET



**It's a question of
mind over matter.**

Change is the only constant

Change
**Grab _^ without
Anxiety & Desperation**

Taufail Ahmed

Why? A change in Mindset is the NEED of the hour.

An Introduction

While there are few things we can consistently count on in life, 'change' is one thing that we can - funnily enough, change is the only constant we have in this life - and it's also the one thing that many people find most difficult to cope with.

I was once told, by my mentor that when we're no longer able to change the circumstances of our lives, we are challenged to change ourselves instead. This is where many of us find ourselves right now.

How we relate to change defines how we navigate our way through turbulent times. Our relationship with change evolves as we grow and mature, and the more we grow OK with the unpredictability of the future, the more we can experience peace in our lives today, and thereafter.

When we experience changes of the magnitude we see today, they often look harmful at first glance, but usually, over time, we will soon realize that space has been created in our lives for something new and exciting to emerge.

I always find it reassuring to remember that progress is impossible without first going through a transition or change, and in the weeks/months to follow, we, get to prepare ourselves for the inevitable future changes that will forever be coming our way. Our new normal.

This eBook is created with a view to help everyone who lays his / her hands on it to help in a change of mindset and embrace change and overall societal transformation. As with all storms in life, this one too shall pass.

Don't forget to send me your suggestions and feedbacks at hitaufail@gmail.com or join our Telegram group here - <https://t.me/joinchat/NTr02BS7n2ucH3GKgcVCbA>

do not forget to introduce yourself in your first message.

Finally, also do not forget to subscribe to our YouTube channel – SOLELEARNINGZONE.

Let's begin our journey without Desperation with a story

Shake It Off!

One day a farmer's donkey fell down into a well. (as we are currently deep inside the Pandemic pit).

The animal cried piteously for hours as the farmer (read as our governments alliance apart) tried to figure out what to do.

Finally, he decided the animal was old and the well needed to be covered up anyway, it just wasn't worth it to retrieve the donkey. (s)

He invited all his neighbors to come over and help him. They all grabbed a shovel and began to shovel dirt into the well.

At first, the donkey didn't realize what was happening and cried horribly. Then, to everyone's amazement, he mellowed down.

A few shovels of load later, the farmer finally looked down the well and was astonished at what he saw.

With every shovel of dirt that hit his back, the donkey was doing something amazing. He would shake it off and take a step up.

As the farmer's neighbors continued to shovel dirt on top of the animal, he would shake it off and take a step up.

Pretty soon, everyone was amazed as the donkey stepped up over the edge of the well and trotted off!

Life is going to shovel dirt on you, all kinds of dirt. The trick to getting out of the well is to shake it off and take a step up.

Each of our troubles is a stepping stone. We can get out of the deepest wells (even the pit created by this pandemic) just by not stopping, never giving up!

Shake it off and take a step up!

Let's begin our journey for a transition in our mindset.

The first step towards this transition is

A) Never ever from now onwards work to get a solution out of a desperate state of mindset, definitely you can fix up deadlines, goals and time frames but try not to do so out of desperation.

B) Stay Motivated.

It is becoming an increasing challenge to remain motivated for many people logging through life curtailed by the ongoing pandemic / catastrophe.

Few weeks / months have gone completing long pending chores like arranging and rearranging files and bookshelves or getting the body fitter & trimmer, or just lazing away the afternoons.

But as the weeks morphed into months with no clear sight, the annul of Corona induced isolation can undermine enthusiasm for such mundane activities, however rewarding they may seem.

A growing number of people admits to a lack of motivation for tasks they know need doing but now are unable to face. So how to stay motivated under such circumstances.

Motivation are extrinsic & intrinsic.

Extrinsic motivation refers to acts done to receive an external reward or outcome like wealth, power or fame, or in some cases to avoid punishment.

Intrinsic motivation involves behaviours that are done for their own sake and are personally rewarding such as helping other people. Participating in an enjoyable sport or studying a fascinating subject. With intrinsic motivation, inspiration comes from within. It tends to be more forceful and the result more fulfilling.

The days at home edict has pushed so many of us into an external motivation mode that is making us face something that feels like lethargy and meaningless – as felt by Coleman.

At the same time, it's a ripe opportunity to think about what really matters to us – to refresh our sense of purpose.

During these times one should search for what really matters and search for ways to act on what is most meaningful. Definitely not to work out of desperation. “Doing What’s meaningful – acting on what really matters to a person is the antidote to burnout” as per Coleman.

Face what is happening with a set of these questions.

- A) What does it mean to me?
- B) What really matters to me now?
- C) Is there a way I can act upon that will be meaningful to me?

Write back to us if any time you feel demotivated / dejected / left out.

“When individuals engage in generous and altruistic behaviours, they activate circuits in the brain that are the key to fostering wellbeing” – As per Richard J Davidson – Prof. Psychology, University of Wisconsin. In other words, caring for other people can have its own rewards.

Individual whose emotional outlook is focused on the left side of the brain’s prefrontal cortex, which is activated by altruistic behaviours – tends to be more positive. They are more likely to become frustrated & irritated when their goals are thwarted, but this helps to mobilise their energy and ability to overcome the obstacles getting in the way of achieving their goals.

On the other hand, the right side of the preferential cortex acts as what Davidson calls a behavioural inhibitor that prompts people to give up more easily when the going gets tough. Such people tend to be overly cautious, fearful and risk averse as well as not highly motivated.

FEAR that we may never escape the threat of the new corona virus can lead to feelings of futility. A thought that can thwart motivation and result in a joyless, unrewarding existence is the feeling of what is the point of doing anything if it will all come to naught in the end? The question is

Whether

- A) You **F**orget **E**verything **A**nd **R**un away (but to where?) or
- B) **F**ace **E**verything **A**nd **R**ise

Instead adopt a more positive approach by selecting goals that are attainable but still present a challenge.

Millions of us now limited in their movements, earnings and thought process in the current scenario which is not going to leave us soon.

Under the new normal situation Motivation might be best fostered by dividing large goals into small, specific tasks that can be more easily accomplished but not so simple that they are boring and soon abandoned.

Avoid perfectionism lest the ultimate goal becomes an insurmountable challenge.

Reward yourself with virtual brownie points then go on to accomplish the next task.

Think of what you can do for other people within the constrain of the unfathomable situation we all are put into.

Now let us get down to the specifics

Benjamin Franklin once said the following famous saying, which is being placed on the left column. Whereas on the right column we from Visionites in our own humble way is trying to break up his saying into the 2 distinctive eras Before Covid (today I added this word to my Microsoft word dictionary) Days **BCD** and **PCD** Post Covid Days



- A) Change is the only constant in the **PCD** era.
- B) Adapt to the changes in the new normal days or phase out in a viral death (industry wise, sector wise).
- C) Let our fused subconscious mind rest for the time being in this disruptive phase the world is going through and we learn to fulfil our goals without the **FEAR** of failure.
- D) Opportunities are available only for the Action takers – **NOW**.
- E) Let's all move from IQ days to EQ days.
- F) If you don't transform now, be ready to succumb to the situation.
- G) Think you must Transform and beat the Pandemic situation.
- H) Learn to overcome the boundaries of your comfort zone.
- I) Break open the 3 barriers (M3) that keeps you away from scaling new heights in 2020 – Corona and beyond (Visionites next series of forth coming webinars and workshops).
- J) Forget about competition. Collaborate to create (C4) (Visionites next series of forth coming webinars and workshops).
- K) Learn to take care of your defence, attacks will keep on coming.
Do not **REACT** learn to **RESPOND**.
- L) Learn to make your **WHY's** bigger, your **HOW's** will definitely become better and within reach.
- M) Learn to open your Eyes to all options, present and futures forget about your past.
- N) Think in terms of Probabilities not Binary outcomes.
- O) Remember that possibilities always exist, no matter whatever the current situation be.
- P) Always be in an upbeat attitude with positive mind frame.
- Q) Stay away from distractors.

Change Your Point of View

You've probably heard of Stephen Covey, author of "The Seven Habits of Highly Effective People." He uses the word paradigm a lot, which simply means a belief, or a point of view. He talks of a change in paradigm or a shift in paradigm.

Dr. Covey believes that you need to have a paradigm shift before you can make dramatic breakthroughs in your business success -- or your life.

And now is the right time to do so, as we are all flattened to zero, grounded, courtesy the Pandemic.

Over the pages that follows I am going to talk about 2 things to help you to stay motivated but without desperation.

A) How to get out of the Procrastination

B) Steps towards Achieving Your Goals

How to get out of the Procrastination

"I'll get to it--when I get a chance."

You know what that means, don't you? You'll never get to it! Here are 8 simple ways to kick the procrastination habit and start getting things done.

1. **BREAK IT DOWN.** Seem overwhelming? Don't look at everything as one big project. Break goals, projects or tasks down into small parts. Assign a specific deadline (date and time) to each part.
2. **WRITE IT DOWN.** Make it official by recording on paper, what needs to be done. When it's written down, it's more concrete, and there's a greater chance you'll start and complete it.
3. **TELL SOMEONE.** Tell a friend, associate or loved one what your plans are. Discuss decisions (visit us at [https:// www.decisiondecides.com](https://www.decisiondecides.com)) that need to be made with others. Ask a friend or associate for some ongoing motivation. Sometimes an outside perspective may be all you need to get started. We are always present to help you out.

4. **SCHEDULE**. Establish a regular time each day to work on your goal, project or task.
5. **USE PROPER TOOLS**. Organize your environment, complete with the tools you need, so it is conducive to working. Remember the old adage "A bad workman always quarrel with his tools."
6. **POST REMINDERS**. Keep your goals in front of you. Post reminders of your goals and deadlines where you can constantly see them.
7. **I'LL ONLY DO THIS, IF I COMPLETE . . .** Make something you normally do and enjoy contingent upon doing the avoided task. For example: "(I will not watch my favorite television program until I complete Part A of my project." -- By the way, do not cheat!! Yourself.) – I have an very interesting story on this. Remind me to tell when you join any of my workshop.
8. **SET REWARDS**. Set rewards for your ultimate goals and mini-goals. You'll constantly have something enjoyable to look forward to.

Steps towards Achieving Your Goals

1. START WITH THE END IN MIND:

The best way to set your goal is to visualize the end result you will achieve with your goal. Once your goal is achieved, what will you have?

If your goal is to write a book, then you should end up with a professional looking book in your hand. If your goal is to make Rs 30,00,000 a year, then you will have that amount in sales at the end of the year. Right.

2. BE SPECIFIC:

Don't say 'I want to make more money in 2021.

Always make your goals specific.

'I want to make Rs 30,00,000 in sales from my online sessions by December 31, 2021.

The more specific you are in setting your goals, the better success you will have in achieving them.

3. WRITE IT DOWN:

Put your goals in writing. Don't leave them floating in the air or in your mind. By writing your goals down, in a goal log, you make them tangible. They become real.

4. CREATE A PICTURE OF YOUR GOAL:

If you want to write a book, then create a representation of your book, or just clip a picture of a book and paste your title on it and post it in someplace where you can see it every day.

If you want to create an online course, then do the same. Create a visual representation of your course contents with your name on it and post it prominently.

The key here is that you want to be reminded of your goal every day so that you will constantly strive towards that goal.

5. RESEARCH THE STEPS YOU NEED TO TAKE:

You can't just say you want to create an online course and have one magically appear. Every goal has certain steps that must be performed to achieve that goal.

This part is critical. You must learn what the steps are to achieving your goal, otherwise, you will never achieve it.

Go to the library / online and read every book you can find on the subject. Sign up for a course. Ask professionals for advice.

Find all of the free resources you can, but don't be afraid to invest in quality resources too. You can only learn so much from free resources.

The easiest and surest way to learn how to do something well, is to invest in resource materials from experts who already know the step-by-step systems for achieving the goals you want to achieve.

For instance, if you want to know how to begin marketing your business effectively so you can significantly increase your sales without spending a fortune, then we can definitely help you.

We've been teaching Entrepreneurs / Small business owners for over fifteen years, how to grow their companies with low-cost as well as no-cost marketing techniques, that anyone can apply, my team along with me is all set to hold hands with you towards your path to success. All of the techniques are available to you in our websites with our yearly enrollment plans. With our full money-back guarantee, you will have no risk.

6. BREAK THE STEPS DOWN:

Once you understand the steps you must take to achieve your goal, it's time to break them down into simple, easy to accomplish segments.

While the entire goal may seem overwhelming, by breaking it down into smaller pieces, it will not seem so daunting.

7. SET DEADLINES:

A dream is a goal with a deadline.

Without a deadline you won't achieve most of your goals. Why? Because there are so many things in life that will take over your time, and before you know it, a year will have gone by and you will be no closer to your goal than you were before.

Set an overall deadline for the completed goal, and also set interim deadlines for each piece that needs to be accomplished.

A deadline must be a specific date, not just sometime before the end of the year, or when I get around to it. Do not blame yourself if you fail one or two such deadlines. Come back and attack with more vigorous action plans, just set new one and get back to working on the steps to your goal.

8. REWARD YOURSELF:

As you accomplish each step of your goal, reward yourself with something fun. A dinner out, or a new head phone, or just a relaxing evening. Always associate rewards with accomplishing steps to your goals and goal achieving will become a fun experience that you look forward to. It will become a way of life.

9. DON'T GIVE UP:

Winston Churchill is credited with the shortest speech on record. It was presented to a college graduating class. He approached the podium, looked out over the audience and said slowly . . .

'Never, never, never, give up.'

Having made his point, he then sat down.

It was probably the most profound advice those graduates ever received.

So much of success is simply not giving up.

Remember, the only time you fail is when you stop trying. Perseverance counts in the long run. But it will definitely pay, so have that confidence and move on towards your ultimate GOAL.

Now it's time to end this eBook with a set of questions that you NEED to answer for yourself

Who Am I?

I am your constant companion.

I am your greatest helper or heaviest burden.

I will push you onward or drag you down to failure.

I am completely at your command.

Half the things you do might just as well be turned over to me and I will be able to do them quickly and correctly.

I am easily managed--you must merely be firm with me. Show me exactly how you want something done and after a few lessons I will do it automatically.

I am the servant of all great people and, alas, of all failures, as well.

Those who are great, I have made great.

Those who are failures, I have made failures.

Take me, train me, be firm with me, and I will place the world at your feet. Be easy with me and I will destroy you.

Who am I?

Scroll down for the answer.

I am habit!

Note: A *habit* is a *system* that you have mastered through practice, YOU have mastered your COMFORT ZONE over the years. NOW is the time to get out of it with determination, girth and developing proactive ACTION PLANS. All the best in your new journey towards success in this **PCD** era

Motivation is what gets you started.
Habit is what keeps you going.
-Jim Rohn

But How?



So, you want to be successful in Life = Master these Principles of SUCCESS

1st success principle is self-discipline

The practices of self-discipline enable you to change your character, to become a stronger & better person. The exercise of self-discipline has a powerful effect on your mind and emotions, developing you in to a different person from the one that you would have been without self-discipline.

Imagine yourself in a chemistry lab. You mix a series of chemical in a Petri dish and put it over a Bunsen burner. The burner heats the chemical to the point at which they crystallize and become hardened. But once you have crystallized this chemical using intense heat, they cannot be transformed back in to liquid form.

In the same way, your personality begins like a liquid soft, fluid, and formless. But as you apply the heat of self-discipline, as you exert yourself to do what is hard and necessary rather than what is fun & easy, your personalities crystallizes & hardens at a higher level as well. The greatest benefit you enjoy from exerting self-discipline in the pursuit of your goals is that you become a different person. You become stranger and more resolute.

The rule

“To become someone that you have never been before, you must do something that you have never done before.” You must do the things that average people don’t like to do.

Again, in order “to achieve something that you have never achieved before, you must learn and practice qualities and skills that you have never had before”. By practicing self-discipline, you become a new person. You develop higher levels of self-esteem, self-respect, and personal pride.

2nd success principal is "learn from the experts.

You will never live long enough to learn it all for yourself".

If you want to be successful, your first job is to learn what you NEED to learn in order to achieve the success you desire. Read their books. Listen to their audio programs. Attend their seminars. Write to them or approach them directly and ask them for advice.

Sometimes, one idea is all you need to change the direction of your life.

Mental & physical fitness need to be on going achieving success is like achieving physical fitness. It is like battling, brushing your teeth, and eating. It is something that you need to do continuously, every day. Once you begin, you never stop until your life and career are over and you have achieved all the success your desire. To become an expert in your field; you have to continuously upgrade your skills- which are just like maintaining your physical fitness. If you stop exercising for any period of time, you do not maintain your fitness at the same level.

You lose your strength flexibility and stamina. In order to maintain them, you must keep working at them every day, every week and every month. You begin to decline you lose your strength flexibility and stamina.

Interesting points to ponder!!!

ATTITUDE IS EVERYTHING...!!!!

"NO AND YES" ARE ACTUALLY TWO SHORT WORDS, WHICH NEED A LONG THOUGHT...MOST OF THE THINGS WE MISS IN LIFE ARE DUE TO SAYING NO TOO SOON, AND YES TOO LATE...! !!.....If you think of it.....! "

That is Attitude.

1. Heavy rains remind us of challenges in life.

Never ask for a lighter rain. Just pray for a better umbrella.

2. When flood comes, fish eat ants & when flood recedes, ants eat fish. Only time matters. Just hold on, there's opportunity for everyone!

3. Some people always throw stones in your path. It depends on you what you make with them, Wall or Bridge? Remember you are the architect of your life.

4. Every problem has $(n + 1)$ solutions, where n is the number of solutions that you have tried and 1 is that you have not tried. That's life.

5. It is not important to hold all the good cards in life. But it is important how well you play with the cards which you hold.

6. Often when we lose all hope & think this is the end, God smiles from above and says, `Relax dear, it is just a bend. Not the end. Have Faith and have a successful life.

7. When you feel sad, to cheer up, just go to the mirror and say, `Damn I am really so cute` and you will overcome your sadness. But don't make this a habit because liars often elongate their nose.

8. One of the basic differences between God and human is, God gives, gives and forgives. But human gets, gets, gets and forgets. Be thankful in life!

9. Only two types of persons are happy in this world. The 1st is Mad and 2nd is a Child. Be Mad to achieve what you desire and be a Child to enjoy what you have achieved!

Now Finally before ending this eBook, and as promised from cover to cover regarding change in our MINDSET post Covid Days let me work out an action plan for you for a change over in your MINDSET.

This change over is a 5 Step process. I will now try to crystalize the same in the form of your workable worksheet. Do give us your feedback and write back to me at hitaufail@gmail.com or visit our website <https://www.decisiondecides.com> and register for all the necessary updates for development of your decision making system in the Post Covid new normal days.

The 5 Steps are: -

Step 1: - Perpetual Learning.

Step 2: - Accountability.

Step 3: - Empathy.

Step 4: - Self Awareness.

Step 5: - Thinking like an Entrepreneur.

Step 1: - Perpetual Learning.

What is it: - Continually and independently learning new concepts and skills to apply to your work.

Your next six months Plan for Perpetual Learning

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

How you want to use your learning by Doing

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Step 2: - Accountability.

What is it: - Taking responsibility for shaping your Experience at work with a solution – oriented Mindset

Your next six months Plan for Accountability

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

How you want to use your change in accountability by Doing

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Step 3: - Empathy

What is it: - The ability to understand and share the feelings and experiences of your coworkers / students?

Your next six months Plan for generating better Empathy to do things Differently.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

How you want to use your developed Empathy by Doing things differently.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Step 4: - Self Awareness.

What is it: - Conscious knowledge of your own strengths, weakness and motivational triggers

Your next six months Plan for identification of your areas of Strengths and Motivational triggers.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

How you want to use your Strengths for further development by Doing

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Step 5: - Thinking like an Entrepreneur

What is it: - Taking initiative, bringing your best ideas and finding creative solutions at work

Your next six months Plan for using your development process as an Entrepreneur.

- 1.**
- 2.**
- 3.**
- 4.**
- 5.**
- 6.**

How you want to use your learning by Doing things differently as an Entrepreneur?

- 1.**
- 2.**
- 3.**
- 4.**
- 5.**
- 6.**



Don't feel bad
if people remember
you only when they
need you.

Feel privileged that
you are like a candle
that comes to their
mind when there is
darkness.

Now that you have come so far, it shows that you are definitely interested to morph your Career, your Goals and change over to a better and fulfilling world of YOURs

You must be wondering who this person is and how can he be of any help to me.

Let me introduce myself,

My name is Taufail Ahmed.

Professionally I work as a Management Consultant and Communication skills development Expert – I Impart and Impact solutions. In my profession now for more than 2 decades.

Currently I am associated with Visionites as its founder Director and Chief Mentor.

I started my career in Sales & Marketing way back in 1984. Worked with various Multinational and National Corporates.

Currently with Visionites, shaping young minds, as well as working with clients in India, and other countries across the globe. Sole learning zone is the platform to share our learning experiences.

Visionites is a center for providing strategic solutions in Consulting, Coaching, Counselling, Learning and development solutions and assessment for the development of Human potential. Visionites believe in hands on Practical activities in the skill development ecosystem.

We render services to various clients in India and other countries across the globe. Sole learning zone is the online platform where we share our learning experience and collaborate with people and organization who also wants to do the same.

We cater to domains across FMCG, Retail Management, Information Technology (IT), Entrepreneurship and family owned business in the MSME segments.

Visionites is a company operational since 1990 and registered as a MSME identity in 2010 in the ITES sector. For the past years I am in touch with people who excel in the face of UNCERTAINTY - Entrepreneurs, Innovators et al.

This book which you have laid your hand on is a sum total in a condensed form of the experiences we gained and learning and development solutions we imparted during the long tenure of our association with the industry of Training.

Team at Visionites along with me have developed and delivered more than 2500 Learning and Development sessions and workshops across India and also Internationally on Management and Marketing, Development of Communication skills, Leadership development. Attitudinal and Motivational skill sets development to name just a few. Our flagship program is - **Train the Trainers.**

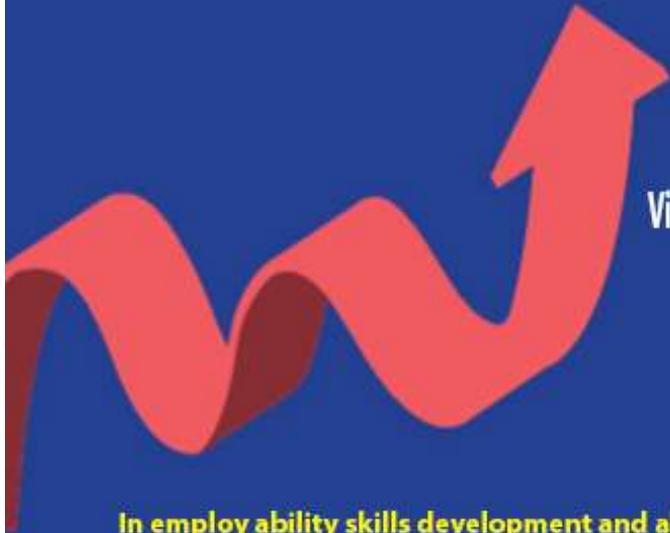
At Visionites we believe in Tailor made contents to fulfill the specific NEEDs (our proprietary term) contrary to the fit for all, off the shelves (read recorded) available contents in the market place.

However, all our deliveries were in the past in workshop mode in Personal/groups contact formats, off line. WE have also CHANGED (only within a span of 3 months) as per the NEED of the hour to take all our contents and workshops online through live webinar (read as not prerecorded) and one-on-one interactive hand – holding sessions. Let us join hands to face this current challenge and overcome with a change in our mindset and definitely without – ANXIETY & DESPERATION.



VISION

= iTeS
IT enabled services



**Visionites is a Center for Strategic Solutions
in Consulting, Coaching to provide
Learning & Development solutions**

**In employ ability skills development and also in Modular Employability Skills
(MES) Assessments**

**Visionites believe in Hands on Practical Training in Skill Development with
emphasis on Communication skills development to enhance the probability of
employment**

**The challenge of skilling / up skilling 40.2 crores work force by 2022 will require
both fundamental education reforms across primary, secondary and higher
education and significant enhancement of supplementary skill development.
In the near term**

**At Visionites our focus is primarily on supplementary skill development and
strives to create seamless tracks within the education system. Hence our deliv-
ery processes are uniquely focused on getting individual / group to apply the
insights for achieving transformational results for self, teams & organizations**

**We partner with our clients in achieving their mission critical goals through
enhanced effectiveness of their people and processes to generate desired
RESULTS with available RESOURCES**

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