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# The Art of Personal Effectiveness

## 500 quotes on making the most of yourself

Eric Garner

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# The Art of Personal Effectiveness

## 500 quotes on making the most of yourself

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# Preface

## Introduction to "The Art of Personal Effectiveness"

We all love a good quote. A good quote can do many things. It can sum up in just a few words what it takes a whole day to learn. It can deliver something that has taken someone a lifetime of experience to discover. It can make us smile with its accuracy and wisdom. It can delight us with its turn of phrase. And it can hit the spot in encapsulating something we've come to understand ourselves. When asked for their favourite quotations, ones that mean something to them or ones that they were given and have used throughout their lives to help them gain some insight, most people can usually quote a quote.

In this collection, you'll find around 500 quotes on the theme of Personal Effectiveness. They range from quotes by Aristotle in 300 BC and Epictetus in 100 BC to Goldie Hawn and Mariah Carey in the 20th century. You'll be astonished at how some of the oldest quotes seem to have been written with today's audience in mind.. You'll discover insights into how to become more assertive and confident. You'll learn how to discover and build on your natural talents and strengths. You'll learn some excellent tips on how to manage stress and thrive on challenge. You'll get a primer on thinking skills. And you'll learn some of the secrets of managing your time more effectively. This book is a delightful way to learn. When your training is finished, you'll still be leafing through these gems for the sheer pleasure of reading them.

## Profile ofEric Garner

Eric Garner is an experienced management trainer with a knack for bringing the best out of individuals and teams. Eric founded ManageTrainLearn in 1995 as a corporate training company in the UK specialising in the 20 skills that people need for professional and personal success today. Since 2002, as part of KSA Training Ltd, ManageTrainLearn has been a major player in the e-learning market. Eric has a simple mission: to turn ManageTrainLearn into the best company in the world for producing and delivering quality online management products.

## Profile of ManageTrainLearn

ManageTrainLearn is one of the top companies on the Internet for management training products, materials, and resources. Products range from training course plans to online courses, manuals to teambuilder exercises, mobile management apps to one-page skill summaries and a whole lot more. Whether you're a manager, trainer, or learner, you'll find just what you need at ManageTrainLearn to skyrocket your professional and personal success.

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# 1 Assertiveness

"Assertion is not a character trait with which some people come into the world and others do not. It is a communication skill and, like any other skill, it can be learnt."
(Beverly Hare)

"You've no idea what a poor opinion I have of myself, and how little I deserve it."
(W. S. Gilbert)

"People spend too much time finding other people to blame; too much energy finding excuses for not being what they're capable of being; and not enough energy putting themselves on the line, growing out of the past, and getting on with their lives."
(J.MichaelStraczynski)

"A man should endeavour to be as pliant as a reed, yet as hard as cedar-wood."
(The Talmud)

"When you can think of yesterday without regret and tomorrow without fear, then you are on the way to success."
(Richard Denny)

"Whosoever knows others is clever, whosoever knows himself is wise; whosoever conquers others has force, whosoever conquers himself is strong; whosoever asserts himself has will-power, whosoever is contented is rich."
(Lao Tzu 600 BC)

"Arrogance means that one knows how to press forward but not how to draw back, that one knows existence but not annihilation, knows something about winning but nothing about losing."
(I Ching 1150 BC)

"My one regret in life is that I am not someone else."
(Woody Allen)

"The integrity of men is to be measured by their conduct, not by their professions."
(Junius 1740 - 1818)

"And, above all things, never think that you're not good enough yourself. A man should never think that. My belief is that in life people will take you at your own reckoning."
(Anthony Trollope 1815 - 82)

"Not to be cheered by praise, not to be grieved by blame, but to know thoroughly one's own virtue and powers, are the characteristics of an excellent man."
(SaskyaPandita 1182 - 1251)

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"Assertion is not argument. To contradict the statement of an opponent is not proof you are correct."
(Samuel Johnson 1709 - 84)

"Yield and prevail. Bend and be straightened. Empty and be filled. The great man embraces the One and becomes its model for the empire. Not showing off, he shines. Not asserting himself, he becomes known. Not taking credit, he is acclaimed. Not boasting, he endures. He does not strive against others, so others do not contend with him."
(Lao Tzu 650 BC)

"No one can make you inferior without your consent."
(Eleanor Roosevelt 1884 - 1962)

"We have learned during our upbringing how to protect ourselves from danger, rejection, ridicule, disgust and other undesirable responses to our behaviour. But learning is about adventure. It is about lowering the barriers. Unless we are able to do this, our learning will be limited and narrow and has to fit who we have become rather than who we are."
(Trevor Bentley)

"Your job gives you authority; your behaviour gives you respect."
(Irwin Feldman)

"Children who are lectured at learn how to lecture; if they are admonished, they learn how to admonish; if ridiculed, they learn how to ridicule; if humiliated, they learn how to humiliate and if they are loved unconditionally, they can learn to love with all their hearts."
(Alice Miller)

"Learn to say No; it will be of more use to you than to be able to read Latin."
(Charles Spurgeon 1834 - 92)

"Self-confidence is the first requisite to great undertakings."
(Samuel Johnson 1709 - 84)

"There are two types of people: those who come into a room and say: "Well, here I am" and those who come in and say: "Ah, there you are""
(Frederick L. Collins)

"An individual's self-concept is the core of his personality. It affects every aspect of human behaviour: the ability to learn, the capacity to grow and change. A strong, positive self-image is the best possible preparation for success in life."
(Joyce Brothers)

"The more humble a man is before God, the more he will be exalted. The more humble he is before man, the more he will get rode roughshod."
(Josh Billings 1815 - 85)

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"If a man makes himself a worm, he must not complain when he gets trodden on."
(Immanuel Kant 1724 - 1804)

"It is often found that modesty and humility not only do no good, but are positively hurtful, when they are shown to the arrogant who have taken up a prejudice against you either from envy or from any other cause."
(Niccolo Machiavelli 1469 - 1527)

"Anyone can become angry, that is easy. But to be angry with the right person, to the right degree, at the right time, for the right purpose, and in the right way - that is not easy."
(Aristotle 384 - 322 BC)

"The tendency of aggression is an innate, independent, instinctual disposition in man. It constitutes the most powerful obstacle to culture."
(Sigmund Freud 1856 - 1939)

"A right is not what someone gives you; it's what no one can take from you."
(Ramsey Clark)

"When we examine our self-image, we tend to find that it has been formulated by the information we have been given by others about ourselves: the art teacher who continually tells us we will never be a painter; the parent who tells us every day that we are too soft and sensitive; the bully who is praised by his bully father, and so on."
(Trevor Bentley)

"Children have never been very good at listening to their elders but they have never failed to imitate them. They must, they have no other models."
(James Baldwin)

"I have often wondered how it is that every man loves himself more than all the rest of men, but yet sets less value on his own opinion of himself than on the opinion of others."
(Marcus Aurelius 121 - 180)

"There is nothing noble about being superior to some other man. The true nobility is in being superior to your previous self."
(Samuel Johnson 1709 - 84)

"In all thy undertakings, let a reasonable assurance animate thy endeavours. If thou despairest of success, thou shalt not succeed."
(Akhenaton 1375 BC)

"Self-control is the best of all vows. Sweetness of speech, benevolence, absence of malice, anger and hatred, forgiveness, patience, forbearance, non-violence, modesty, courtesy, good behaviour, truth, straightforwardness, and firmness: the combination of all these constitutes self-control."
(Sivananda)

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"Confidence is that feeling by which the mind embarks on great and honourable courses with a sure hope and trust in itself."
(Cicero 106 - 43 BC)

"Demand not that events should happen as you wish, but wish them to happen as they do, and you will go on well."
(Epictetus 50 - 138)

"Search others for their virtues, and thyself for thy vices."
(Thomas Fuller 1608 - 61)

"It's a funny thing about life. If you refuse to accept anything but the best, you very often get it."
(Somerset Maugham 1874 - 1965)

"To get the most out of your life, plant in your mind seeds of constructive power that will yield fruitful results. Acquire the habit of substituting positive ideas for negative ones and gradually your life will become more and more successful."
(Grenville Kleiser 1868 - 1953)

"If I am not for myself, who will be?"
(PirkeAvoth)

"You yourself, as much as anybody in the entire universe, deserve your love & affection."
(The Buddha)

"Let the world know you as you are, not as you think you should be, because sooner or later, if you are posing, you will forget the pose, and then where are you?"
(Fanny Brice)

"It took me a long time not to judge myself through someone else's eyes."
(Sally Field)

"Never be bullied into silence. Never allow yourself to be made a victim. Accept no one's definition of your life; define yourself."
(Harvey Feinstein)

"The way you treat yourself sets the standard for others."
(Sonya Friedman)

"It's surprising how many persons go through life without ever recognizing that their feelings toward other people are largely determined by their feelings toward themselves, and if you're not comfortable within yourself, you can't be comfortable with others."
(Sidney J. Harris)

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"Every individual has a place to fill in the world, and is important, in some respect, whether he chooses to be so or not."
(Nathaniel Hawthorne)

"Accept everything about yourself, I mean everything. You are you and that is the beginning and the end, no apologies, no regrets."
(Clark Moustakas)

"Aerodynamically the bumblebee shouldn't be able to fly, but the bumblebee doesn't know that so it goes on flying anyway."
(Mary Kay Ash)

"At bottom every man knows well enough that he is a unique being, only once on this earth; and by no extraordinary chance will such a marvellously picturesque piece of diversity in unity as he is, ever be put together a second time."
(Friedrich Wilhelm Nietzsche)

"The greatest success is successful self-acceptance."
(Ben Sweet)

"If only you could sense how important you are to the lives of those you meet; how important you can be to people you may never even dream of. There is something of yourself that you leave at every meeting with another person."
(Fred Rogers)

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"If you want a quality, act as if you already had it."
(William James)

"Never bend your head. Always hold it high. Look the world straight in the face."
(Helen Keller)

"Confidence comes not from always being right but from not fearing to be wrong."
(Peter Mcintyre)

"Don't ask yourself what the world needs, ask yourself what makes you come alive. And then go and do that. Because what the world needs is people who have come alive."
(Howard Washington Thurman)

"I've finally stopped running away from myself, who else is there better to be?"
(Goldie Hawn)

"A person's worth in this world is estimated according to the value they put on themselves."
(Jean De La Bruyere)

"Too many people overvalue what they are not and undervalue what they are."
(Malcolm S. Forbes)

"You cannot be lonely if you like the person you're alone with."
(Wayne W. Dyer)

"I began to understand that self-esteem isn't everything; it's just that there's nothing without it."
(Gloria Steinem)

"Persons of high self-esteem are not driven to make themselves superior to others; they do not seek to prove their value by measuring themselves against a comparative standard. Their joy is being who they are, not in being better than someone else."
(Nathaniel Branden)

"Trust yourself. You know more than you think you do."
(Benjamin Spock)

"The strongest single factor in prosperity consciousness is self-esteem: believing you can do it, believing you deserve it, believing you will get it."
(Jerry Gillies)

"To have an incredible increase in self-esteem, all you have to do is start doing some little something. You don't have to do spectacularly dramatic things for self-esteem to start going off the scale. Just make a commitment to any easy discipline. Then another one and another one."
(Jim Rohn)

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"Low self-esteem is like driving through life with your hand brake on."
(Maxwell Maltz)

"Outstanding leaders go out of their way to boost the self-esteem of their personnel. If people believe in themselves, it's amazing what they can accomplish."
(Sam Walton)

"Everyone stamps his own value on himself."
(Friedrich von Schiller)

"You really have to look inside and find your inner strength, and say, "I'm proud of what I am and who I am, and I'm just going to be myself.""
(Mariah Carey)

"There is overwhelming evidence that the higher the level of self-esteem, the more likely one will treat others with respect, kindness, and generosity. People who do not experience self-love have little or no capacity to love others."
(Nathaniel Branden)

"Having a low opinion of yourself is not "modesty". It's self-destruction. Holding your uniqueness in high regard is not "egotism". It's a necessary precondition to happiness and success."
(BobbeSommer)

"The man who trims himself to suit everybody will soon whittle himself away."
(Charles Schwab)

"Most humans, in varying degrees, are already dead. In one way or another they have lost their dreams, their ambitions, their desire for a better life. They have settled for a life of mediocrity, days of despair and nights of tears. They need not remain in that state. They can be resurrected from their sorry condition. They can come back from the dead."
(OgMandino)

"First thing every morning before you arise say out loud, "I believe," three times."
(Norman Vincent Peale)

"For real self-esteem is not derived from the great things you've done, the things you won. The mark you've made - but an appreciation of yourself for what you are."
(Maxwell Maltz)

"Our level of self-esteem affects virtually everything we think, say, and do. It affects how we see the world and our place in it. It affects how others in the world see and treat us. It affects the choices we make. And, it affects our ability to take action to change things that need to be changed."
(Linda Tschirhart Sanford and Mary Ellen Donovan)

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"If I were not Alexander, I would be Diogenes."
(Alexander the Great)

"There is overwhelming evidence that the higher the level of self-esteem, the more likely one will treat others with respect, kindness, and generosity. People who do not experience self-love have little or no capacity to love others."
(Nathaniel Branden)

"Only the weak are cruel. Gentleness can only be expected from the strong."
(Leo Buscaglia)

"Psychoanalysis shows the human infant as the passive recipient of love, unable to bear hostility. Development is learning to love actively and to bear rejection."
(Karl Stern)

"A successful person is one who can lay a firm foundation with the bricks that others throw at him or her."
(David Brinkley)

"I am not a has-been. I am a will be."
(Lauren Bacall)

"I'm not old enough to play baseball or football. I'm not eight yet. My mom told me when you start baseball, you aren't going to be able to run that fast because you had an operation. I told Mom I wouldn't need to run that fast. When I play baseball, I'll just hit them out of the park. Then I'll be able to walk."
(Edward J. McGrath, Jr)

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"Always act like you're wearing an invisible crown."
(Source Unknown)

"We are all such a waste of our potential, like three-way lamps using one-way bulbs."
(Mignon McLaughlin)

"Always hold your head up, but be careful to keep your nose at a friendly level."
(Max L. Forman)

"Your problem is you're too busy holding onto your unworthiness."
(Ram Dass)

"Be humble, for the worst thing in the world is of the same stuff as you; be confident, for the stars are of the same stuff as you."
(NicholaiVelimirovic)

"Shyness has a strange element of narcissism, a belief that how we look, how we perform, is truly important to other people."
(André Dubus)

"God wisely designed the human body so that we can neither pat our own backs nor kick ourselves too easily."
(Source Unknown)

"You're never as good as everyone tells you when you win, and you're never as bad as they say when you lose."
(Lou Holtz and John Heisler)

"Oliver Wendell Holmes once attended a meeting in which he was the shortest man present. "Dr. Holmes," quipped a friend, "I should think you'd feel rather small among us big fellows." "I do," retorted Holmes, "I feel like a dime among a lot of pennies.""
(Source Unknown)

"Our ordinary mind always tries to persuade us that we are nothing but acorns and that our greatest happiness will be to become bigger, fatter, shinier acorns; but that is of interest only to pigs. Our faith gives us knowledge of something better: that we can become oak trees."
(E. F. Schumacher)

"I found one day in school a boy of medium size ill-treating a smaller boy. I expostulated, but he replied: 'The bigs hit me, so I hit the babies; that's fair.' In these words he epitomized the history of the human race."
(Bertrand Russell)

"Always write angry letters to your enemies but never mail them."
(James Fallows)

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"There are three ways of dealing with difference: domination, compromise, and integration. By domination only one side gets what it wants; by compromise neither side gets what it wants; by integration we find a way by which both sides may get what they wish."
(Mary Parker Follett)

"Bullying consists of the least competent most aggressive employee projecting their incompetence on to the least aggressive most competent employee and winning."
(Tim Field)

"Many of us grow up to be people pleasers. The word "No" drops out of our vocabulary, and we substitute lots of ways to be agreeable and keep the other person happy. Saying "No" to the authority figures is not expected. And underneath it all we believe that saying "No" can cost us a lot in our adult life."
(Linda Tillman)

"Sometimes when I'm angry I have the right to be angry, but that doesn't give me the right to be cruel."
(Source Unknown)

"People are like stained-glass windows. They sparkle and shine when the sun is out, but when the darkness sets in their true beauty is revealed only if there is light from within."
(Elisabeth Kübler-Ross)

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# 2 Maximising Your Potential

"Twenty years from now you will be more disappointed by the things you didn't do than by the ones you did do. So throw off the bowlines. Sail away from the safe harbour. Catch the trade winds in your sails. Explore. Dream. Discover."
(Mark Twain 1835 - 1910)

"A ship in the harbour is safe, but that's not what ships are built for."
(Source Unknown)

"The Greeks didn't write obituaries. They asked only one question when a man died. "Did he live with passion?""
(Jeremy Piven in the film "Serendipity")

"Dream lofty dreams, and as you dream, so shall you become. Your vision is the promise of what you shall one day be."
(James Allen)

"We are shaped and fashioned by what we love."
(Goethe)

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"Whether one is 20, 40, 60, or 80, whether one has succeeded, failed or just muddled along, life begins each morning. All past days are gone beyond revisiting. All days that still may come are veiled in mystery. Each new day is Life and life begins anew with it. Each night of life is a wall between today and the past. The greatest fact in life is this, that it is never too late to start again. However discouraging your days may have been, keep this thought burning brightly in your mind: Life Begins Each Morning!"
(L. M. Hodges)

"As long as you're going to think, you might as well think big."
(Donald Trump)

"A hero is an ordinary individual who finds the strength to persevere and endure in spite of overwhelming obstacles."
(Christopher Reeve)

"I think the purpose of life is to be useful, to be responsible, to be honourable, to be compassionate. It is after all, to matter, to count, to stand for something, to have made some difference that you have lived at all."
(Leo C. Rosten)

"It takes half your life before you discover life is a do-it-yourself project."
(Napoleon Hill)

"To me a winner is someone who recognizes his God-given talents, works his tail off to develop them into skills, and uses those skills to accomplish his goals. Even when I lost, I learned what my weaknesses were and I went out the next day to turn those weaknesses into strengths."
(Larry Bird, NBA basketball player)

"I skate where the puck is going to be not where it has been."
(Wayne Gretzky, NHL hockey player)

"You must begin to intrinsically think of yourself as a success in order to become more successful in the future. If you decide that you will find somehow or some way to achieve your goals, then you will move forward in your life and experience a large number of successes."
(Linda Garrison)

"Patience is power. With time and patience, the mulberry leaf becomes silk."
(Chinese Proverb)

"The way I see it, if you want the rainbow, you gotta put up with some rain."
(Dolly Parton)

"If you want to take your mission in life to the next level, if you're stuck and you don't know how to rise, don't look outside yourself. Look inside. Don't let your fears keep you mired in the crowd. Abolish your fears and raise your commitment

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level to the point of no return, and I guarantee you that the Champion Within will burst forth to propel you to victory."
(Bruce Jenner)

"A failure is like fertilizer – it stinks to be sure, but it makes things grow faster in the future."
(Dennis Waitley)

"Success and failure. We think of them as opposites, but they're really not. They're companions – the hero and the sidekick."
(Lawrence Shames)

"God gives every bird its food, but he does not just throw it in the nest."
(Source Unknown)

"To reach your goals in life, you've got to bridge the 12 inch gaps between your head, your heart and your gut."
(Grant M. Bright)

"Consult not your fears but your hopes and dreams. Think not about your frustrations but about your unfulfilled potential. Concern yourself not with what you tried and failed in but with what it is still possible for you to do."
(Pope John XXIII)

"I went to a bookstore and asked the sales assistant where the Self Help section was. She said that if she told me it would defeat the purpose."
(Brad Panneau)

"Keep sowing your seed, for you never know which will grow. Perhaps it all will."
(Ecclesiastes)

"Expect your every need to be met, expect the answer to every problem, expect abundance on every level, expect to grow spiritually."
(Eileen Caddy)

"It is good to have an end to journey toward; but it is the journey that matters in the end."
(Ursula LeGuin)

"If you wish to succeed in life, make perseverance your bosom friend, experience your wise counselor, caution your elder brother, and hope your guardian genius."
(Joseph Addison 1672 -1719)

"In your heart, keep one still, secret spot where dreams may go and shelter so that they may thrive and grow."
(Louise Driscoll)

"Let your hook be always cast. In the pool where you least expect it, will be fish."
(Ovid)

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"The only person stopping you from doing something is yourself, and looking for excuses all the time just gets in the way of obtaining your own goals. It's like the writer who keeps getting up and straightening the pictures in the room."
(Chrissie Hynde)

"When God measures a man, he puts the tape around his heart, not his head."
(Guideposts)

"You can do what you want to do, accomplish what you want to accomplish, attain any reasonable objective you may have in mind. Not all of a sudden, perhaps, not in one swift and sweeping act of achievement. But you can do it gradually, day by day and play by play, if you want to do it, if you work to do it over a sufficiently long period of time."
(William E. Holler)

"The measure of a man's real character is what he would do if he knew he would never be found out."
(Thomas B. McCaulay)

"I believe life is constantly testing us for our level of commitment, and life's greatest rewards are reserved for those who demonstrate a never-ending commitment to act until they achieve. This level of resolve can move mountains, but it must be constant and consistent. As simplistic as this may sound, it is still the common denominator separating those who live their dreams from those who live in regret."
(Anthony Robbins)

"When you reach the top, keep climbing."
(Zen proverb)

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"Good character is more to be praised than outstanding talent. Most talents are, to some extent, a gift. Good character, by contrast, is not given to us. We have to build it, piece by piece, by thought, courage and determination."
(John Luther)

"Be larger than your task."
(Orison SwettMarden)

"With courage, you will dare to take risks, have the strength to be compassionate, and the wisdom to be humble. Courage is the foundation of integrity."
(Keshavan Nair)

"Be bold and mighty forces will come to your aid."
(Basil King)

"It is not because things are difficult that we do not dare. It is because we do not dare that they are difficult."
(Seneca 4BC – AD65)

"Ineffective people live day after day with unused potential. They experience synergy only in small, peripheral ways in their lives. But creative experiences can be produced regularly, consistently, almost daily in people's lives. It requires enormous personal security and openness and a spirit of adventure."
(Stephen Covey)

"As a man thinketh in his heart, so is he."
(Proverbs 23:7)

"History has demonstrated that the most notable winners usually encountered heartbreaking obstacles before they triumphed. They won because they refused to become discouraged by their defeats."
(B. C. Forbes)

"Many of life's failures are people who did not realize how close they were to success when they gave up."
(Thomas Edison 1847 - 1931)

"My mother drew a distinction between achievement and success. She said that achievement is the knowledge that you have studied and worked hard and done the best that is in you. Success is being praised by others. That is nice but not as important or as satisfying. Always aim for achievement and forget about success."
(Helen Hays)

"Luck is earned. Luck doesn't mean that the whole world is out to do you good. Luck is working so hard at your craft, service or enterprise that sooner or later you get a break."
(Paul Hawken)

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"Never look down to test the ground before taking your next step. Only he who keeps his eye fixed on the far horizon will find the right road."
(Dag Hammarskjold 1905 - 61)

"Reach high, for stars lie hidden in your soul. Dream deep, for every dream precedes the goal."
(Pamela Starr)

"Chance is the pseudonym God uses when he doesn't want to sign his name."
(Anatole France)

"If everything is under control, then you are going to slow."
(Mario Andretti, Grand Prix racing driver)

"The important thing is this: to be able at any moment to sacrifice that which we are for what we could become."
(Charles DuBois)

"Opportunities multiply as they are seized."
(Sun Tzu c500BC)

"It is our duty as men and women to proceed as though the limits of our abilities do not exist."
(Pierre Teilhard de Chardin)

"Faith is like a bird that feels dawn breaking and sings while it is still dark."
(Scandinavian Proverb)

"Courage doesn't always roar. Sometimes courage is the quiet voice at the end of the day saying, "I will try again tomorrow""
(Mary Anne Radmacher-Hershey)

"It's no good running a pig farm badly for thirty years while saying, "Really, I was meant to be a ballet dancer." By that time, pigs will be your style."
(Quentin Crisp)

"Seize the moment. Remember all those women on the Titanic who waved off the dessert cart."
(Erma Bombeck)

"Hope begins in the dark, the stubborn hope that if you just show up and try to do the right thing, the dawn will come. You wait and watch and work: you don't give up."
(Ann Lamott)

"Dreams come true. Without that possibility, nature would not invite us to have them."
(John Updike)

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"A diamond is a piece of coal that finished what it started."
(Source Unknown)

"Dream as if you'll live for ever. Live as if you'll die today."
(James Dean)

"Trust yourself. Create the kind of self that you will be happy to live with all your life. Make the most of yourself by fanning the tiny, inner sparks of possibility into flames of achievement."
(Foster C. McClelland)

"Do not be desirous of having things done quickly. Do not look at small advantages. Desire to have things done quickly prevents their being done thoroughly. Looking at small advantages prevents great affairs from being accomplished."
(Confucius)

"Goals are dreams with deadlines."
(Diana Scharf Hunt)

"All endeavour calls for the ability to tramp the last mile, shape the last plan, endure the last hour's toil. In the fight to the finish, spirit is the one characteristic we must possess if we are to finish the race as finishers."
(Source Unknown)

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"A vision without a task is but a dream. A task without a vision is drudgery. A vision with a task is the hope of the world."
(Inscription from a church in Sussex, England)

"The longer I live, the more I realize the impact of attitude on my life. Attitude to me is more important than fact. It is more important than the past, than education, than money, than circumstances, than failures, than successes, than what other people think or say or do. It is more important than appearances, giftedness, or skills."
(Charles Swindoll)

"God doesn't require us to succeed; He only requires that we try."
(Mother Teresa of Calcutta 1910 - 97)

"There is one further distinguishing characteristic of man which is very specific indeed and about which there can be no dispute, and that is the faculty of self-improvement - a faculty which, with the help of circumstance, progressively develops all our other faculties."
(Jean-Jacques Rousseau 1712 - 78)

"Whatever you ardently and passionately desire, that you obtain."
(Napoleon Bonaparte 1769 - 1821)

"Don't listen to those who say, "You're taking too big a chance". Michelangelo wouldn't have painted the Sistine floor, and it would surely have been rubbed out by now. Most importantly, don't listen when the little voice of fear inside you rears its ugly head and says, "They're all smarter than you out there. They're more talented, they're taller, blonder, prettier, luckier and have connections". I firmly believe that if you follow the path that interests you with the strength of conviction that you can move others by your own efforts, the chances are you'll be a person worthy of your own respects."
(Neil Simon)

"Destiny is not a matter of chance, it is a matter of choice; it is not a thing to be waited for, it is a thing to be achieved."
(William Jennings Bryan 1860 - 1925)

"One of the greatest discoveries man makes, one of his greatest surprises, is to find he can do what he was afraid he couldn't do. Most of the bars we beat against are in ourselves - we put them there and we take them down."
(Henry Ford 1863 - 1947)

"The future belongs to those who believe in the beauty of their dreams."
(Eleanor Roosevelt 1884 - 1962)

"You are unique, and if that is not fulfilled, then something has been lost."
(Martha Graham)

"I don't care what you've accomplished in your life or what your IQ is. You were born with your own unique kind of genius. And I mean that in the fullest sense of the word. Not genius with a small "g" as opposed to Albert Einstein but Genius with a big "G", like Albert Einstein."
(Barbara Sher)

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"Life can only be understood backwards; but it must be lived forwards."
(Soren Kierkegaard 1813 - 55)

"Lord, grant that I may always desire more than I can accomplish."
(Michelangelo 1475 - 1564)

"I dream for a living."
(Steven Spielberg)

"The future is not a result of choices among alternative paths offered by the present, but a place that is created - created first in mind and will, created next in activity. The future is not some place we are going to but one we are creating. The paths to it are not found, but made and the activity of making them changes both the maker and the destination."
(John Schaar)

"It isn't a calamity to die with dreams unfulfilled but it is a calamity not to dream."
(Benjamin Elijah Mays)

"It is not the mountain we conquer, but ourselves."
(Sir Edmund Hillary)

"God never puts any person in a space too small to grow into."
(Source Unknown)

"Life is made of moments. What ripens in any moment are seeds sown in the past. In this moment now we can consciously sow seeds for health and happiness in the future."
(Source Unknown)

"Life is like a game of cards. The hand that is dealt you represents determinism; the way you play it is free will."
(Jawaharial Nehru 1889 - 1964)

"I mastered the mechanisms of life the better to bend it to the will of the dream. With hammer and nails, paint, soap, money, typewriter, cookbook, douche bags, I created a dream."
(Anais Nin 1903 - 77)

"A good man doubles the length of his existence; to have lived so as to look back with pleasure on our past existence is to live twice."
(Martial 43 - 104)

"Work is love made visible. And if you cannot work with love but only with distaste, it is better you should leave your work and sit at the gate of the temple and take alms of those who work with joy."
(Kahlil Gibran 1883 - 1931)

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"A tree trunk the size of a man grows from a blade as thin as a hair. A tower nine stories high is built from a small heap of earth. A journey of a thousand miles starts in front of your feet."
(Lao Tzu 600 BC)

"Great works are performed not by strength but by perseverance. Yonder palace was raised by single stones, yet you see its height and spaciousness. He that shall walk with vigour three hours a day will pass in seven years a space equal to the circumference of the globe."
(Samuel Johnson 1709 - 84)

"Your goal should be just out of reach but not out of sight."
(Denis Waitley and Reni Witt)

"If a man has a talent and cannot use it, he has failed. If he has a talent and uses only half of it, he has partly failed. If he has a talent and learns somehow to use the whole of it, he has gloriously succeeded and won a satisfaction and triumph few men ever know."
(Thomas Wolfe)

"If you build castles in the air, your work need not be lost: that's where they should be built. Now put foundations under them."
(Henry Thoreau 1817 - 62)

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"Our belief at the beginning of an undertaking is the one thing (now, get that, the one thing), that ensures the successful outcome of the venture."
(William James 1842 - 1910)

"Consider the postage stamp. Its usefulness consists in the ability to stick to one thing till it gets there."
(Josh Billings)

"Give your employees the only two gifts you can give them: the roots to grow and the wings to fly."
(adapted from a Jewish wedding blessing)

"Throw your heart over the bar and your body will follow."
(Advice to trapeze artists)

"The greatest self-belief is God-belief: the certainty that we are not in the struggle alone, but that we are aided and encouraged by someone or something who has known all along that this is what we were meant for. When we set ourselves up to achieve great goals, it's possible that God smiles knowingly to himself."
(Source Unknown)

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# 3 Stress Management

"Adhere to: Faith, Unity, Sacrifice. Avoid: Back-biting, Falsehood and Crookedness. Admire: Frankness, Honesty and Large-heartedness. Control: Tongue, Temper and Tossing of the mind. Cultivate: Cosmic Love, Forgiveness and Patience. Hate: Lust, Anger and Pride."
(Sivananda)

"He that can take rest is greater than he that can take cities."
(Benjamin Franklin)

"There is more to life than increasing its speed."
(Mohandas K Gandhi)

"Tension is who you think you should be. Relaxation is who you are."
(Chinese Proverb)

"In fighting and in everyday life, you should be determined though calm. Meet the situation without tenseness yet not recklessly, your spirit settled yet unbiased. An elevated spirit is weak and a low spirit is weak. Do not let the enemy see your spirit."
(Miyamoto Musashi)

"Men cannot see their reflection in running water, but only in still water."
(Chuang Tzu)

"The greatest efforts in sports come when the mind is as still as a glass lake."
(Timothy Gallwey)

" From time to time, to remind ourselves to relax, to be peaceful, we may wish to set aside some time for a retreat, a day of mindfulness, when we walk slowly, smile, drink tea with a friend, and enjoy being together as if we are the happiest people on Earth."
(ThichNhatHanh)

"We often hear of men breaking down from overwork, but in nine out of ten they are really suffering from worry or anxiety."
(Sir John Lubbock 1834 - 1913)

"A mind that is fast is sick. A mind that is slow is sound. A mind that is still is divine."
(Meher Baba)

"Stress is the body and mind's response to any stressful pressure that disrupts the balance in the mind or body. It occurs when our perceptions of events don't meet our expectations and we don't manage our reaction to the disappointment.

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As a response, stress expresses itself as resistance, tension, strain or frustration, that throws off our equilibrium, keeping us out-of-sync and stressed-out."
(Doc Childre and Howard Martin)

"The best work is done without strain, as if we had no goal in mind."
(Source Unknown)

"Our instinctive emotions are those that we have inherited from a much more dangerous world, and contain, therefore, a larger portion of fear than they should."
(Bertrand Russell 1872 - 1970)

"The whole secret of existence is to have no fear. Never fear what will become of you, depend on no one. Only the moment you reject all help are you freed."
(The Buddha 568 - 488 BC)

"Do not be anxious about tomorrow, for tomorrow will be anxious for itself. Let the day's own trouble be sufficient for the day."
(Jesus)

"The time to relax is when you don't have time for it."
(Sydney J. Harris)

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"Quiet minds cannot be perplexed or frightened, but go on in fortune or misfortune at their own private pace, like a clock during a thunderstorm."
(Robert Louis Stevenson 1850 - 95)

"You will soon break the bow if you keep it always stretched."
(Phaedrus 25 AD)

"True peace of mind comes from accepting the worst; psychologically, it means a release of energy."
(Lin Yutang)

"For it is not death or hardship that is a fearful thing but the fear of death or hardship."
(Epictetus 50 - 138)

"Do everything with a mind that lets go. Do not expect any praise or reward. If you let go a little, you will have a little peace. If you let go a lot, you will have a lot of peace. If you let go completely, you will know complete peace and freedom; your struggles with the world will have come to an end."
(AchaanChah)

"We fear things in proportion to our ignorance of them."
(Livy 59 BC - 17 AD)

"Nothing in the affairs of men is worthy of great anxiety."
(Plato 427 - 347 BC)

"From a distance it is something, nearby it is nothing."
(La Fontaine 1621 - 95)

"Faith is one of the forces by which men live and the total absence of it means collapse."
(William James 1842 - 1910)

"He who cannot rest, cannot work; he who cannot let go, cannot hold on; he who cannot find footing, cannot go forward."
(Harry Emerson Fosdick)

"By letting go, all gets done; the world is won by those who let go."
(I Ching)

"Letting go, believe it or not, is a key to healthy, happy successful living. Knowing when to let go and when to hold on is a central tenet of successful living. Knowing what things are worth fighting for and what are not - what to struggle for and what not to, allows us to conserve our energy for useful issues."
(Source Unknown)

"The first thing most people say when they get to Heaven is: "Why was I so serious?""
(Red Indian proverb)

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"Which does one love more, fame or one's own life? Which is more valuable, one's own life or wealth? Which is worse, gain or loss? Therefore, he who has lavish desires will spend extravagantly. He who hoards most will lose heavily. He who is contented suffers no disgrace. He who knows when to stop is free from danger. Therefore he can long endure."
(Lao Tzu 650 BC)

"Blood stains can not be removed by more blood. Resentment cannot be removed by more resentment. Resentment can only be removed by forgetting it."
(The Buddha 568 - 488 BC)

"If you have written a clever and conclusive, but scathing, letter, keep it back till the next day, and it will very often never go at all."
(Sir John Lubbock 1834 - 1913)

"One of the symptoms of the approaching nervous breakdown is the belief that one's work is terribly important and that to take a holiday would bring all kinds of disaster."
(Bertrand Russell 1872 - 1970)

"Serenity, regularity, absence of vanity, sincerity, simplicity, veracity, equanimity, fixity, non-irritability, adaptability, humility, tenacity, integrity, nobility, magnanimity, charity, generosity, purity. Practise daily these eighteen "ities" and you will soon attain immortality."
(Sivananda)

"Being relaxed, at peace with yourself, confident, emotionally neutral, loose and free-flowing – these are the keys to successful performance in anything."
(Wayne Dyer)

"The best antidote I know for worry is work. The best medicine for despair is service. The best cure for weariness is the challenge of helping someone who is more tired."
(Gordon B. Hinckley)

"Don't waste life in doubts and fears. Spend yourself on the work before you, well assured that the right performance of this hour's duties will be the best preparation for the hours or ages that follow it."
(Ralph Waldo Emerson)

"To ensure good health, eat lightly, breathe deeply, live moderately, cultivate cheerfulness, and maintain an interest in life."
(William Londen)

"Take care of your body. It's the only place you have to live."
(Jim Rohn)

"A man's health can be judged by which he takes two at a time – pills or stairs."
(Joan Welsh)

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"The secret of health for both body and mind is not to mourn for the past, not to worry about the future, not to anticipate troubles, but to live the present moment wisely and earnestly."
(The Buddha)

"A bodily disease which we look upon as whole and entire within itself, may, after all, be but a symptom of some ailment in the spiritual part."
(Nathaniel Hawthorne)

"Nine-tenths of our sickness can be prevented by right thinking plus right hygiene – nine-tenths of it!"
(Henry Miller)

"People who laugh actually live longer than those who don't laugh. Few people realize that health actually varies according to the amount of laughter."
(James Walsh)

"Take rest; a field that has rested gives a bountiful crop."
(Ovid)

"The mark of a successful man is one that has spent an entire day on the bank of a river without feeling guilty about it."
(Source Unknown)

"For fast-acting relief, try slowing down."
(Lily Tomlin)

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"Sometimes it's important to work for that pot of gold. But other times it's essential to take time off and to make sure that your most important decision in the day simply consists of choosing which colour to slide down on the rainbow."
(Douglas Pagels, These Are the Gifts I'd Like to Give to You)

"We live longer than our forefathers; but we suffer more from a thousand artificial anxieties and cares. They fatigued only the muscles, we exhaust the finer strength of the nerves."
(Edward George Bulwer-Lytton)

"Maturity is achieved when a person accepts life as full of tension."
(Joshua L. Liebman)

"Don't underestimate the value of Doing Nothing, of just going along, listening to all the things you can't hear, and not bothering."
(Pooh's Little Instruction Book, inspired by A.A. Milne)

"Stress is the trash of modern life - we all generate it but if you don't dispose of it properly, it will pile up and overtake your life."
(Danzae Pace)

"To sit with a dog on a hillside on a glorious afternoon is to be back in Eden, where doing nothing was not boring - it was peace."
(Milan Kundera)

"A poor life this if, full of care,
We have no time to stand and stare."
(William Henry Davies)

"When Mozart was composing at the end of the 18th century, Vienna was so quiet that fire alarms could be given by a shouting watchman mounted on top of St. Stefan's Cathedral. In 20th century society, the noise level is such that it keeps knocking our bodies out of tune. This ever-increasing assault of sound adds to the stress load of civilized beings trying to live in a highly complex environment."
(Steven Halpern)

"To be "on edge," you are literally not centered - not being in your spiritual centre."
(Carrie Latet)

"Slowing the mental chatter while neutralizing the emotional clatter allows the high speed refined intelligence of intuition to be heard. The heart has the power to neutralize runaway mental missiles and disarm the emotional stress grenades."
(Doc Childre and Howard Martin)

"There is more to life than increasing its speed."
(Mohandas Gandhi)

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"I try to avoid stress - it makes me feel like I'm rubber-stamping all my organs "Urgent.""
(Berri Clove)

"A crust eaten in peace is better than a banquet partaken in anxiety."
(Aesop)

"The field of consciousness is tiny. It accepts only one problem at a time."
(Antoine de Saint-Exupery)

"Don't let your mind bully your body into believing it must carry the burden of its worries."
(Astrid Alauda)

"The healthy being craves an occasional wildness, a jolt from normality, a sharpening of the edge of appetite, his own little festival of Saturnalia, a brief excursion from his way of life."
(Robert Maclver)

"Slow down and everything you are chasing will come around and catch you."
(John De Paola)

"Rest is not idleness, and to lie sometimes on the grass under trees on a summer's day, listening to the murmur of the water, or watching the clouds float across the sky, is by no means a waste of time."
(J. Lubbock)

"If your teeth are clenched and your fists are clenched, your lifespan is probably clenched."
(AdabellaRadici)

"Loafing needs no explanation and is its own excuse."
(Christopher Morley)

"There is precious little hope to be got out of whatever keeps us industrious, but there is a chance for us whenever we cease work and become stargazers."
(H.M. Tomlinson)

"Sometimes a headache is all in your head. Relax."
(Hartman Jule)

"A life spent in constant labour is a life wasted, save a man be such a fool as to regard a fulsome obituary notice as ample reward."
(George Jean Nathan)

"Stress is basically a disconnection from the earth, a forgetting of the breath. Stress is an ignorant state. It believes that everything is an emergency. Nothing is that important. Just lie down."
(Natalie Goldberg)

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"The difficulties, hardships and trials of life, the obstacles are positive blessings. They knit the muscles more firmly, and teach self-reliance."
(William Matthews)

"I try to take one day at a time, but sometimes several days attack me at once."
(Jennifer Yane)

"Worry and stress affects the circulation, the heart, the glands, the whole nervous system, and profoundly affects heart action."
(Charles W. Mayo)

"A woman under stress is not immediately concerned with finding solutions to her problems but rather seeks relief by expressing herself and being understood."
(John Gray)

"In times of great stress or adversity, it's always best to keep busy, to plough your anger and your energy into something positive."
(Lee Iacocca)

"If you ask what is the single most important key to longevity, I would have to say it is avoiding worry, stress and tension. And if you didn't ask me, I'd still have to say it."
(George Burns)

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"Over the years your bodies become walking autobiographies, telling friends and strangers alike of the minor and major stresses of your lives."
(Marilyn Fergusion)

"Before you agree to do anything that might add even the smallest amount of stress to your life, ask yourself: What is my truest intention? Give yourself time to let a yes resound within you. When it's right, I guarantee that your entire body will feel it."
(Oprah Winfrey)

"Every stress leaves an indelible scar, and the organism pays for its survival after a stressful situation by becoming a little older."
(Hans Selye)

"Stress is your body's way of saying you haven't worked enough unpaid overtime."
(Scott Adams - Dilbert)

"Some of the secret joys of living are not found by rushing from point A to point B, but by inventing some imaginary letters along the way."
(Douglas Pagels, These Are the Gifts I'd Like to Give to You)

"In times of stress, be bold and valiant."
(Horace 65 BC-8 BC)

"There are thousands of causes for stress, and one antidote to stress is self-expression. That's what happens to me every day. My thoughts get off my chest, down my sleeves and onto my pad."
( GarsonKanin 1912-1999)

"Stress is inner biofeedback, signalling you that frequencies are fighting within your system. The purpose of stress isn't to hurt you, but to let you know it's time to go back to the heart and start loving."
(Sara Paddison)

"When 100+ CEOs from top companies from around the world are on the hospital waiting list, that is 'stress!' So anything a manager can do to help one's colleagues is a must to survive."
(Wolfgang Hultner)

"Any time one person makes an effort to contact a deeper part of him or herself, balance his or her emotions, and deflect the stress momentum, others benefit. As more individuals learn to maintain their poise and balance and refrain from adding to the incoherence around them, they help to counterbalance the frequency of stress."
(Doc Childre and Howard Martin)

"Relaxation means releasing all concern and tension and letting the natural order of life flow through one's being."
(Donald Curtis)

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"Relax your fingers. Relax your hand. Relax your heart. Relax into a slower space, where stakes are by definition lower."
(Maureen Killoran)

"Who of you by worrying can add a single hour to his life?"
(Matthew 6:27)

"A man who suffers or stresses before it is necessary, suffers more than is necessary."
(Seneca)

"Besides the noble art of getting things done, there is a nobler art of leaving things undone. The wisdom of life consists in the elimination of nonessentials."
(Lin Yutang)

"Learning to ignore things is one of the great paths to inner peace."
(Robert J. Sawyer)

"During these periods of relaxation after concentrated intellectual activity, the intuitive mind seems to take over and can produce the sudden clarifying insights which give so much joy and delight."
(Fritjof Capra)

"No matter how much pressure you feel at work, if you could find ways to relax for at least five minutes every hour, you'd be more productive."
(Joyce Brothers)

"This art of resting the mind and the power of dismissing from it all care and worry is probably one of the secrets of energy in our great men."
(J. A. Hadfield)

"Man is so made that he can only find relaxation from one kind of labour by taking up another."
(Anatole France)

"We are coming to understand health not as the absence of disease, but rather as the process by which individuals maintain their sense of coherence (i.e. sense that life is comprehensible, manageable, and meaningful) and ability to function in the face of changes in themselves and their relationships with their environment."
(Aaron Antonovsky)

"Nothing is permanent in this wicked world - not even our troubles."
(Charlie Chaplin 1889 - 1977)

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# 4 Thinking Skills

"Life is but thought."
(Samuel Taylor Coleridge 1772 - 1834)

"Life is what we make it and the world is what we make it. The eyes of the cheerful and of the melancholy man are fixed upon the same creation; but very different are the aspects which it bears to them."
(Albert Pike 1809 - 91)

"No two people see the external world in exactly the same way. To every separate person a thing is what he thinks it is: in other words, not a thing, but a think."
(Penelope Fitzgerald)

"Thinking is the talking of the soul with itself."
(Plato 427 - 347BC)

"The important thing is not to stop questioning. Curiosity has its own reason for existing. One cannot help but be in awe when one contemplates the mysteries of eternity, of life, of the marvellous structure of reality. It is enough if one tries to comprehend a little of this mystery every day. Never lose a holy curiosity."
(Albert Einstein 1879 - 1955)

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"Memory is the treasury and guardian of all knowledge."
(Cicero 106 - 43BC)

"Thought is free."
(William Shakespeare 1564 - 1616)

"Creativity is the ability to see relationships where none exist."
(Thomas Disch)

"A man must elevate himself by his own mind, not degrade himself."
(Bhagavad Gita c 400BC)

"Creativity is a type of learning process where the teacher and pupil are located in the same individual."
(Arthur Koestler 1905 - 83)

"A problem well-stated is a problem half-solved."
(Charles Kettering 1876 - 1958)

"It is the mind that maketh good or ill, that maketh wretch or happy, rich or poor."
(Edmund Spenser 1552 - 99)

"Life consists of what a man is thinking of all day."
(Ralph Waldo Emerson 1803 - 82)

"There is nothing either good or bad, but thinking makes it so."
(William Shakespeare 1564 - 1619)

"Our world needs imagination, innovation and ideas as much as it needs accounting, discipline and systems."
(Tony Buzan)

"What a distressing contrast there is between the radiant intelligence of the child and the feeble mentality of the average adult."
(Sigmund Freud 1856 - 1939)

"The two offices of memory are collection and distribution."
(Samuel Johnson 1709 - 84)

"We must learn how to grow young again."
(Pablo Picasso 1881 - 1973)

"There are two distinct classes of what are called thoughts: those that we produce in ourselves by reflection and the act of thinking and those that bolt into the mind of their own accord."

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(Thomas Paine 1737 - 1809)

"Curiosity is the wick in the candle of learning."
(William Ward 1812 - 82)

"Thought will not work except in silence."
(Thomas Carlyle 1795 - 1881)

"The senses collect the surface facts of matter. It was sensation. When memory came, it was experience. When mind acted, it was knowledge. When mind acted on it as knowledge, it was thought."
(Ralph Waldo Emerson 1803 – 82)

"Originality is unexplored territory. You get there by carrying a canoe; you can't take a taxi."
(Alan Alda)

"Anyone can look for fashion in a boutique or history in a museum. The creative explorer looks for history in a hardware store and fashion in an airport."
(Robert Wieder)

"Call intuition cosmic fishing. You feel a nibble, then you've got to hook the fish."
(Buckminster Fuller)

"A lot of managers seem to miss the link between information overload and their compulsion to over-control their operations. But the connection is obvious. Too much information puts you in the same position as too little information – you don't know what's going on. And when you don't know what's going on, it's hard to stay out of people's hair. The key is to identify the fraction of information that is truly useful to you so you can concentrate on it."
(Kenneth Iverson)

"Wealth is the product of man's capacity to think."
(Ayn Rand)

"The human brain is the most competitive, strategic business tool around. That's why it's been the model for our business and our network."
(Netcom)

"Intelligence is a skill we are born with. Thinking is a skill that has to be learnt."
(Edward de Bono)

"Natural resources have dropped out of the competitive equation. In fact, a lack of natural resources may even be an advantage. Because the industries we are competing for – the industries of the future – are all based on brainpower."
(Lester Thurow)

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"Too much of our work amounts to the drudgery of arranging means towards ends, mechanically placing the right foot in front of the left and the left in front of the right, moving down narrow corridors toward narrow goals. Play widens the halls. Work will always be with us, and many works are worthy. But the worthiest works of all often reflect an artful creativity that looks more like play than work."
(James Ogilvy)

"If you are seeking creative ideas, go out walking. Angels whisper to a man when he goes for a walk."
(Raymond Inmon)

"The incredible thing about the human mind is that it didn't come with an instruction book."
(Terry Riley)

"Within you right now is the power to do things you never dreamed possible. This power becomes available to you just as soon as you can change your beliefs."
(Maxwell Maltz)

"Once you make a decision, the universe conspires to make it happen."
(Ralph Waldo Emerson 1803 – 82)

"Our brains are seventy year clocks. The angel of life winds them up once and for all, then closes the case, and gives the key into the hands of the angel of resurrection."
(Oliver Wendell Holmes)

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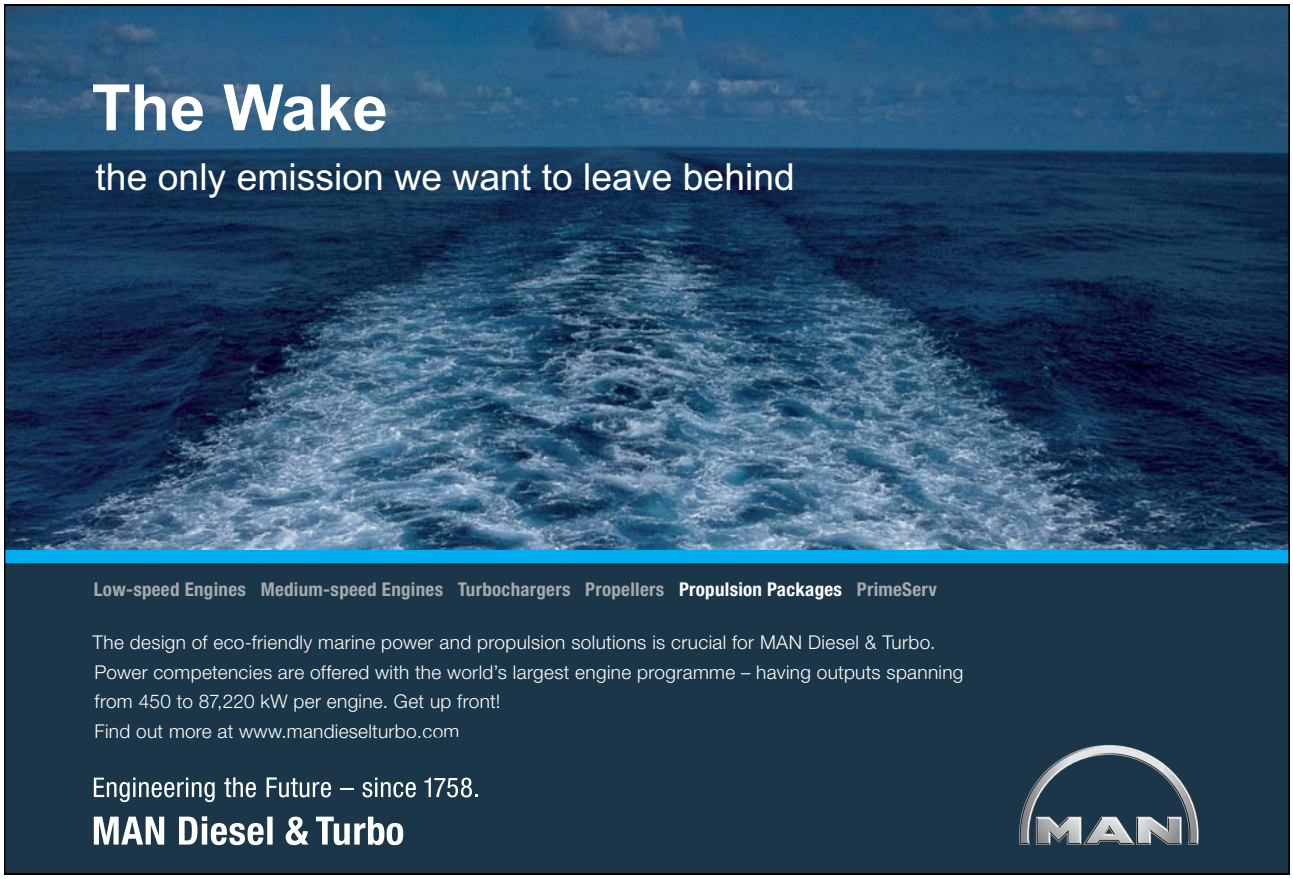


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"Half this game is 90% mental."
(Danny Ozark, baseball coach)

"Understand that most problems are a good sign. Problems indicate that progress is being made, wheels are turning, you are moving toward your goals. Beware when you have no problems. Then you've really got a problem. Problems are like landmarks of progress."
(Scott Alexander)

"Thoughts have power. Thoughts are energy. And you can make your world or break it by your own thinking."
(Susan Taylor)

"Every thought we think is creating our future."
(Louise L. Hay)

"Mentally imagine you are buying the business or applying for the job that will earn your fortune. Review each step you'd take, the obstacles you might meet, the difficulties you would face. Continue imagining each step until you mentally reach your wealth goal."
(Tyler G. Hicks)

"Ordinary people believe only in the possible. Extraordinary people visualize not what is possible or probable, but rather what is impossible. And by visualizing the impossible, they begin to see it as possible."
(Cherie Carter-Scott)

"When in doubt, make a fool of yourself. There's a microscopically thin line between being brilliantly creative and acting like the most gigantic idiot on earth. So what the hell, leap."
(Cynthia Heimel)

Every thought is a seed. If you plant Crab apples, don't count on harvesting Golden Delicious."
(Source Unknown)

"Trust your hunches. They're usually based on facts filed away just below the conscious level."
(Joyce Brothers)

"In making some decisions, when it's a matter of going with your gut vs going with what's in front of you, all the information, go with your gut. It's usually the decision that you feel most comfortable with in the end."
(Tom Devlin)

"Few minds wear out; more rust out."
(Christian Bovee 1820 - 1904)

"Minds are like parachutes: they only function when open."
(Thomas Dewar 1864 - 1930)

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"Thinkers are scarce as gold; but he whose thoughts embrace all his subject, pursues it uninterruptedly and fearless of consequences, is a diamond of enormous size."
(John Caspar Lavater 1741 - 1801)

"It doesn't matter how new an idea is; what matters is, how new it becomes."
(Elias Canetti 1905 - 94)

"Great men are they who see that spiritual is stronger than any material force, that thoughts rule the world."
(Ralph Waldo Emerson 1803 - 82)

"The empires of the future are the empires of the mind."
(Winston Churchill 1874 - 1965)

"I like nonsense, it wakes up the brain cells. Fantasy is a necessary ingredient in living, it's a way of looking at life through the wrong end of a telescope and that enables you to laugh at life's realities."
(Geisel Theodor Seuss 1904 - 91)

"Knowledge is an infinite series of images in the memory. Understanding, which penetrates into their significance, is the power to perceive their essence and interrelationship."
(Kabbalah 1200 BC)

"Genius is seeing what everyone else has seen and thinking what no one else has thought."
(Albert Saint-Gyorgi 1893 - 1986)

"Nothing fixes a thing so intensely in the memory as the wish to forget it."
(Montaigne 1533 - 1592)

"We don't see things as they are, we see things as we are."
(Anais Nin 1903 - 77)

"A new idea is delicate. It can be killed by a sneer or a yawn; it can be stabbed to death by a joke or worried to death by a frown on the right person's brow."
(Charles Brower 1863 - 1945)

"The barriers to innovation in many companies are social as much as they are organisational; whole categories of people are ignored as sources of ideas."
(Rosabeth Moss Kanter)

"Write down the thoughts of the moment. Those that come unsought are commonly the most valuable."
(Francis Bacon 1561 - 1626)

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"All truly wise thoughts have been already thought thousands of times; but to make them truly ours, we must think them over again honestly, till they take root in our personal experience."
(Goethe 1749 - 1832)

"Thinking is like loving and dying: each of us must do it for himself."
(Josiah Royce 1855 - 1916)

"I keep the telephone of my mind open to peace, harmony, health, love and abundance. Then, whenever doubt, anxiety, or fear try to call me, they will keep getting a busy signal and soon they'll forget my number."
(Edith Armstrong)

"Give your decisions, never your reasons; your decisions may be right, your reasons are sure to be wrong."
(Lord Mansfield 1705 - 93)

"When once a decision is reached and execution is the order of the day, dismiss absolutely all responsibility and care about the outcome."
(William James 1842 - 1910)

"When confronted with two courses of action I jot down on a piece of paper all the arguments in favour of each one - then on the opposite side I write the arguments against each one. Then by weighing the arguments pro and con and cancelling them out, one against the other, I take the course indicated by what remains."
(Benjamin Franklin 1706 - 90)

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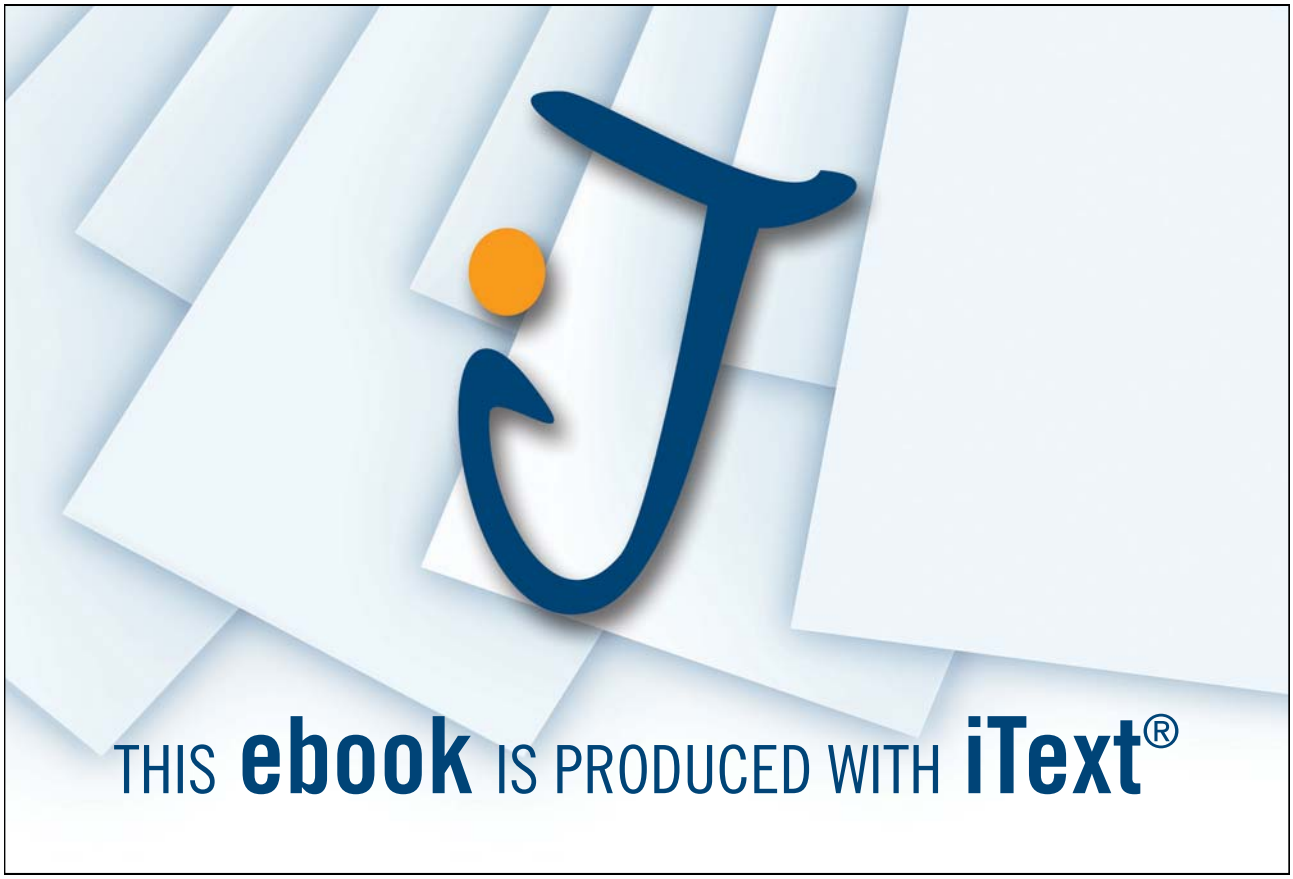


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"Every great advance in science has issued from a new audacity of imagination."
(John Dewey 1859 - 1952)

"To attain knowledge, add things every day; to attain wisdom, remove things every day."
(Lao Tzu 600 BC)

"Make it a practice to look out for novel and interesting ways that others have used successfully. Your idea only has to be original in its adaptation to the problem you are working on."
(Thomas Edison 1847 - 1931)

"To raise new questions, new possibilities; to regard old problems from a new angle requires creative imagination."
(Albert Einstein 1879 - 1955)

"Mistakes are after all the foundations of truth and if a man does not know what a thing is, it is at least an increase in knowledge if he knows what it is not."
(Carl Jung 1875 - 1961)

"Imagination is not a talent of some men, but is the health of every man."
(Ralph Waldo Emerson 1802 - 82)

"Everything should be made as simple as possible, but not any simpler."
(Albert Einstein 1879 - 1955)

"There is hardly any place or any company where you may not gain knowledge, if you please; almost everybody knows some one thing, and is glad to talk about that one thing."
(Lord Chesterfield 1694 - 1773)

"Think before you speak is criticism's motto; speak before you think, creation's."
(E.M.Forster 1879 - 1970)

"I had six honest serving men, they taught me all I knew. Their names were Where and What and When and How and Why and Who."
(Rudyard Kipling 1865 - 1936)

"Microsoft's only factory asset is the human imagination."
(Bill Gates)

"Not to have fun at work is a tragedy, bordering on the criminal. Curiosity and fun are handmaidens. Go out of your way to make laughter a workplace staple."
(Tom Peters)

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"We do not know one millionth of one percent about anything."
(Thomas Edison 1847 - 1931)

"All eyes do not see alike. Even the visible creation is not, for all who look upon it, of one form and one colour. Our brain is a book printed within and without, and the two writings are, with all men, more or less confused."
(Albert Pike 1809 - 91)

"The Law of Attraction attracts to you everything you need, according to the nature of your thought life. Your environment and financial condition are the perfect reflection of your habitual thinking. Thoughts rule the world."
(Joseph Edward Murphy)

"The Law of Attraction attracts to you everything you need, according to the nature of your thought life. Your environment and financial condition are the perfect reflection of your habitual thinking. Thoughts rule the world."
(Joseph Edward Murphy)

"To do nothing is sometimes a good remedy."
(Hippocrates 460 – 370 BC)

"Concentration is the key to economic results. No other principles of effectiveness are violated as constantly today as the basic principle of concentration."
(Peter Drucker)

"Held in the palms of thousands of disgruntled people over the centuries have been ideas worth millions, if they had only taken the first step and then followed through."
(Robert M. Hayes)

"Great minds discuss ideas, average minds discuss events, and weak minds discuss other people."
(George Parry)

"The fact that individuals share so few common associations for a given word, image, or idea means we are all magically and eerily different from each other. You who are now reading this sentence contain, in your brain, trillions of associations shared by no one else, past, present or future."
(Tony Buzan)

"The achievement of excellence can occur only if the organisation promotes a culture of creative dissatisfaction."
(Lawrence Miller)

"You, and everyone around you, view the world through a set of glasses. Your glasses are the outlook you have adopted toward life. They dictate how you respond to any given situation and your overall perception of reality."
(Susan Remperel)

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"Creativity is thinking up new things. Innovation is doing new things."
(Theodore Levitt)

"Creative thinking is not a talent, it is a skill that can be learnt. It empowers people by adding strength to their natural abilities which improves teamwork, productivity, and, where appropriate, profits."
(Edward de Bono)

"It's easy coming up with new ideas. The hard part is letting go of what worked for you two years ago, but will soon be out of date."
(Source Unknown)

"Another requirement for the creative person which is even more difficult to accept is gullibility, a willingness to explore everything, to be open, innocent and naïve before rejecting anything."
(SilvanoArieti)

"We live in a time where you can no longer climb the highest peak, or no longer explore blank spots on a map. Adventure is looking at old subjects in a new way. There's still plenty left to do if you use your imagination. You have to create a double adventure rather than answer to one already waiting for you."
(Ned Gillette)

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"The creative person wants to be a know-it-all. He wants to know about all kinds of things – ancient history, 19th century maths, current manufacturing techniques, hog futures. Because he never knows when these ideas might come together to form a new idea. It may happen six minutes later, or six months, or six years. But he has faith that it will happen."
(Carl Ally)

"Problems are a sign of unrealized potential. If you want more out of life than most people, you're going to have more problems. It's going to cost you more."
(Joe Gauld)

"Natural resources have dropped out of the competitive equation. In fact, a lack of natural resources may even be an advantage. Because the industries we are competing for, the industries of the future, are all based on brainpower."
(Joe Gauld)

"Your world is a living expression of how you are using and have used your mind."
(Earl Nightingale)

"Use your good judgment in all situations. There will be no additional rules."
(Nordstrom)

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# 5 Time Management

"Time is the most undefinable yet paradoxical of things; the past is gone, the future is not come, and the present becomes the past even while we attempt to define it and, like the flash of the lightning, at once exists and expires."
(Caleb Charles Colton 1780 - 1832)

"Consider the hour-glass: there is nothing to be accomplished by rattling or shaking; you have to wait patiently until the sand, grain by grain, has run from one funnel into the other."
(John Christian Morgenstern)

"Time is at once the most valuable and the most perishable of all our possessions."
(John Randolph)

"The secret of your future is hidden in your daily routine."
(Mike Murdock)

"If you want to make good use of your time, you've got to know what's most important and then give it all you've got."
(Lee Iacocca)

"Lost, yesterday, somewhere between sunrise and sunset, two golden hours, each set with sixty diamond minutes. No reward is offered for they are gone forever."
(Horace Mann)

"There is nothing that steals man's Time, his talents, his vigour, his energy in greater degree than the crime of procrastination. Procrastination means making an appointment with opportunity and then asking her to come around some future time."
(Reed Smoot)

"Make time for getting big tasks done every day. Plan your daily workload in advance. Single out the relatively few small jobs that absolutely must be done immediately in the morning. Then go directly to the big tasks and try to pursue them to completion."
(Boardroom Reports)

"It is always amazing how many of the things we do will never be missed. And nothing is less productive than to make more efficient what should not be done at all."
(Peter F. Drucker)

"Learn to pause, or nothing worthwhile will ever catch up with you."
(Doug King)

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"Many people assume that they can probably find many ways to save time. This is an incorrect assumption for it is only when you focus on spending time that you begin to use it effectively."
(Merrill Douglas)

"Gather ye rosebuds while ye may,
Old Time is still a-flying;

And this same flower that smiles today,

Tomorrow may be dying."
(Robert Herrick, quoted in Dead Poet's Society)

"You've got to think about big things while you're doing small things, so that all the small things go in the right direction."
(Alvin Toffler)

"You will never find time for anything. If you want time, you must make it."
(Charles Bixton)

"Write down the most important things you have to do tomorrow. Now, number them in the order of their true importance. The first thing tomorrow morning, start working on item Number 1, and stay with it until completed. Then take item Number 2 the same way. Then Number 3 and so on. Don't worry if you don't complete everything on schedule. At least you will have completed the most important projects before getting to the less important ones."
(Ivy Lee)

"Don't wait for extraordinary circumstances to do good; try to use ordinary situations."
(Charles Richter)

"The word No is a great time saver. Say No to anything that is not the highest and best use of your time."
(Brian Tracy)

"Promptitude is not only a duty, but is also a part of good manners; it is favourable to fortune, reputation, influence and usefulness; a little attention and energy will form the habit, so as to make it easy and delightful."
(Charles Simmons)

"Unfaithfulness in the keeping of an appointment is an act of clear dishonesty. You may as well borrow a person's money as his time."
(Horace Mann)

"To get all there is out of living, we must employ our time wisely, never being in too much of a hurry to stop and sip life, but never losing our sense of the enormous value of each minute."
(Robert Updegraff)

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"Until we can manage Time, we can manage nothing."
(Peter Drucker)

"Your greatest asset is your earning ability. Your greatest resource is your time. "
(Brian Tracy)

"What comes first, the compass or the clock? Before one can truly manage time, (the clock), it is important to know where you are going, what your priorities and goals are, and in which direction you are headed (the compass). Where you are headed is more important than how fast you are going."
(Source Unknown)

"You can come to understand your purpose in life by slowing down and feeling your heart's desires."
(Marcia Wieder)

"We say that time is money, meaning both are valuable. Usually, there is a reciprocal relationship between them; that is, abundance of money seems to go along with a shortage of time and abundance of time with a shortage of money. Money is the wealth of the materialist and works miracles in the realm of the physical. Time is the wealth of the pilgrim and works miracles in all realms."
(Ed Buryn)

"Time is nature's way of making sure everything doesn't happen at once."
(Anon)

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"Once you have mastered time, you will understand how true it is that most people overestimate what they can accomplish in a year, and underestimate what they can achieve in a decade!"
(Anthony Robbins)

"If you can spend a perfectly useless afternoon in a perfectly useless manner, you have learnt how to live."
(Lin Yutang)

"Millions long for immortality who do not know what to do with themselves on a rainy Sunday afternoon."
(Susan Ertz)

"The shortest way to do many things is to do one thing at once."
(Samuel Smiles)

"Always have some project under way. An ongoing project that goes over from day to day and thus makes each day a small unit of time."
(Lillian Troll)

"The secret of getting ahead is getting started. The secret of getting started is breaking your complex overwhelming tasks into small manageable tasks, and then starting on the first one."
(Mark Twain)

"Learn that the present hour alone is man's."
(Samuel Johnson 1709 - 84)

"Remember how often you have postponed mending your interest and let slip those opportunities the gods have given you? It is now high time to consider what sort of world you are part of; that you have a set period assigned you to act in, and unless you improve it to brighten and compose your thoughts, it will quickly run off with you and be lost beyond recovery."
(Marcus Aurelius 121 - 180)

"One life: a little gleam of Time between two eternities."
(Thomas Carlyle 1795 - 1881)

"At any given moment, life is completely senseless. But viewed over a period, it seems to reveal itself as an organism existing in time, having a purpose, trending in a certain direction."
(Aldous Huxley 1894 - 1963)

"Life, if thou knowest how to use it, is long enough."
(Seneca 3BC - AD65)

"Be not afraid of going slowly; be only afraid of standing still."
(Chinese proverb)

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"We live in deeds, not years: in thoughts, not breaths; in feelings, not in figures on a dial. We should count time by heart-throbs. He most lives who thinks most, feels the noblest, acts the best."
(Phillip James Bailey 1816 - 1902)

"Let your life lightly dance on the edges of Time, like dew on the tip of a leaf."
(Rabindranath Tagore 1861 - 1941)

"The great use of life is to spend it for something that will outlast it."
(William James 1842 - 1910)

"Some days you must learn a great deal, but you should also have days when you allow what is already in you to swell up and touch everything. If you never let that happen, then you just accumulate facts and they begin to rattle around inside you."
(E.L.Konigsburg)

"This span of life was lent for lofty duties, not for selfishness; not to be wiled away for aimless dreams, but to improve ourselves and serve mankind."
(Aubrey de Vere 1814 -1902)

"Whatever the right hand findeth to do, the left hand carries a watch on its wrist to show how long it takes to do it."
(Ralph Sockmon)

"Time is a sort of river of passing events, and strong its current; no sooner is a thing brought to sight than it is swept by and another takes its place, and this too will be swept away."
(Marcus Aurelius 121 - 180)

"Time, the cradle of hope, but the grave of ambition, is the stern corrector of fools, but the salutary counsellor of the wise, bringing all they dread to the one, and all they desire to the other. He that has made it his friend will have little to fear from his enemies but he that has made it his enemy will have little to hope from his friends."
(Caleb Charles Colton 1780 - 1832)

"To do great work, a man must be very idle as well as very industrious."
(Samuel Butler 1835 - 1902)

"You must have been warned against letting the golden hours slip by. Yes, but some of them are golden only because we let them slip."
(James Barrie )

"When you sit with a nice girl for two hours, you think it's only a minute. But when you sit on a hot stove for a minute, you think it's two hours. That's relativity."
(Albert Einstein 1879 - 1955)

"Nothing is particularly hard if you divide it into small jobs."
(Henry Ford 1863 - 1947)

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"One will always have time enough if one will apply it well."
(Goethe 1749 - 1832)

"The only true time which a man can properly call his own, is that which he has all to himself; the rest, though in some sense he may be said to live it, is other people's time, not his."
(Charles Lamb 1775 - 1834)

"Time is the greatest of innovators."
(Francis Bacon 1561 - 1626)

"Whether time is long or short, and whether space is broad or narrow, depends upon the mind. Those whose minds are at leisure can feel one day as a millennium, and those whose thoughts are expansive can perceive a small house to be as spacious as the universe."
(Hung Tzu ch'eng 1593 - 1665)

"We take no note of time but from its loss."
(Edward Young 1683 - 1765)

"If you lose an hour in the morning, you have to hunt for it the rest of the day."
(Chinese proverb)

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"What a folly to dread the thought of throwing away life at once, and yet have no regard of throwing it away by parcels and piecemeal."
(John Howe 1630 - 1705)

"Know the true value of time; snatch, seize, and enjoy every moment of it. No idleness, no laziness, no procrastination: never put off till tomorrow what you can do today."
(Earl of Chesterfield 1694 - 1773)

"Dost thou love life? Then do not squander time, for that is the stuff life is made of."
(Benjamin Franklin 1706 - 1790)

"Devote each day to the object then in time and every evening will find something done."
(Goethe 1749 - 1832)

"Much may be done in those little shreds and patches of time, which every day produces, and which most men throw away, but which nevertheless will make at the end of it no small deduction from the life of a man."
(Caleb Charles Colton 1780 - 1832)

"Write it on your heart that every day is the best day in the year. No man has learnt anything rightly, until he knows that every day is Doomsday."
(Ralph Waldo Emerson 1803 - 1882)

"I wasted time and now doth time waste me."
(William Shakespeare 1564 - 1616)

"You wake up in the morning and lo! your purse is magically filled with twenty-four hours of the magic tissue of the universe of your life. No one can take it from you. No one receives either more or less than you receive. Waste your infinitely precious commodity as much as you will, and the supply will never be withheld from you."
(Arnold Bennett 1867 - 1931)

"Lost, yesterday, somewhere between sunrise and sunset, two golden hours, each set with sixty diamond minutes. No reward is offered, for they are gone forever!"
(Lydia Sigourney 1791 - 1865)

"Never do today what you can put off till tomorrow. Delay may give clearer light as to what is best to be done."
(Aaron Burr 1756 - 1836)

"There is, by God's grace, an immeasurable distance between late and too late."
(Anne Swetchine 1782 - 1857)

"Where duty is plain, delay is both foolish and hazardous; where it is not, delay may be both wisdom and safety."
(Tryon Edwards 1809 -94)

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"Periods of wholesome laziness, after days of energetic effort, will wonderfully tone up the mind and body. It does not involve loss of time, since after a day of complete rest and quietness you will return to your regular occupation with renewed interest and vigour."
(Grenville Kleiser 1868 - 1953)

"On the whole, it is patience which makes the final difference between those who succeed or fail in all things. All the greatest people have it in an infinite degree, and among the less, the patient weak ones always conquer the impatient strong."
(John Ruskin 1819 - 1900)

"There is no great achievement that is not the result of patient working and waiting."
(Josiah Holland 1819 - 81)

"When clouds form in the skies we know that rain will follow but we must not wait for it. Nothing will be achieved by attempting to interfere with the future before the time is ripe. Patience is needed."
(I Ching 1150 BC)

"I recommend you to take care of the minutes, for the hours will take care of themselves."
(Lord Chesterfield 1694 - 1773)

"If I had nine hours to cut down a tree, I would spend six hours sharpening my axe."
(Abraham Lincoln 1809 - 65)

"What we love to do we find time to do."
(John Spalding)

"If you observe a really happy man, you will find him building a boat, writing a symphony, educating his son, growing double dahlias, or looking for dinosaur's eggs in the Gobi desert. He will not be searching for happiness as if it were a collar button that had rolled under the radiator, striving for it as the goal itself. He will have become aware that he is happy in the course of living life twenty four crowded hours of each day."
(Beran Wolfe)

"A man is not idle because he is absorbed in thought; there is a visible labour and there is invisible labour."
(Victor Hugo 1802 - 85)

"Business despatched is business well done; but business hurried is business ill-done."
(Edward Bulwer-Lytton 1803 - 73)

"Work expands so as to fill the time available for its completion and the thing to be done swells in importance and complexity in a direct ratio with the time to be spent."
(C.Northcote Parkinson)

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"Let this be understood then at starting: that the patient conquest of difficulties which rise in the regular and legitimate channels of business and enterprise is not only essential in securing the success which you seek but it is essential in the preparation of your mind, requisite for the enjoyment of your successes, and for retaining them when gained. So day by day, week by week; so month after month, and year after year, work on, and in that process gain strength and symmetry, and nerve and knowledge, that when success, patiently and bravely worked for, shall come, it may find you prepared to receive it and keep it."
(Josiah Gilbert Holland)

"If it weren't for the last minute, nothing would get done."
(Source Unknown)

"The word No is a great time saver. Say No to anything that is not the highest and best use of your time."
(Brian Tracy)

"It is always amazing how many of the things we do will never be missed. And nothing is less productive than to make more efficient what should not be done at all."
(Peter Drucker)

"God grant me the serenity to prioritize things I cannot delegate, the courage to say No when I need to, and the wisdom to know when to go home."
(Source Unknown)

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"Even as we speak, nasty Time flies. Seize the day, and believe as little as possible in tomorrow."
(Horace 65 – 8BC)

"Sit quietly, doing nothing. Spring comes and the grass grows by itself."
(Zen saying)

"You've got to think about the big things while you're doing the small things, so that all the small things go in the right direction."
(Alvin Toffler)

"Many people assume that they can probably find many ways to save time. This is an incorrect assumption for it is only when you focus on spending time that you begin to use your time effectively."
(Merrill Douglas)

"One realises the full importance of time only when there is little of it left. How many times have we made it ourselves? Oh, I wish I had time. Time for what?Time to work in the church, to serve in our communities, and time to improve our minds. Think again of these twenty-four hours that are given to us."
(John Longden)

"Until we can manage Time, we can manage nothing else."
(Peter Drucker)

"Time is too short for those who wait. Too swift for those who fear.Too long for those who grieve.Too short for those who rejoice. But for those who love, time is not."
(Henry Van Dyke)

"Time is like money, the less of it we have to spare, the further we make it go."
(Josh Billings)

"Ordinary people think merely of spending time. Great people think of using it."
(Source Unknown)

"Time is a circus, always packing up and moving away."
(Ben Hecht)

"Always have some project under way, an ongoing project that goes on from day to day and thus makes each day a small unit of time."
(Lillian Troll)

"Planning is bringing the future into the present so you can do something about it now."
(Alan Lakein)

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"You can come to understand your purpose in life by slowing down and feeling your heart's desires."
(Marcia Wieder)

"Happiness is like a butterfly, which, when you pursue it, is always beyond your grasp, but, which, when you sit down, may alight upon you."
(Nathaniel Hawthorne)

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