

## ***Helpful Hints***

Do not take your relationships for granted. Relationships, especially marriages and other domestic relationships must be nurtured to thrive. Do not play “hard and fast” with relationships that you value.

Become proactive in your life. Temper your actions with personal values.

Try your best but realize that no one always gets what they want. If your best efforts fail to produce the results you desire, reconsider your options. Options range from trying again to trying something different to altering your goals. Be realistic.

Think about problems in a way that makes some resolution possible. If this is not easily accomplished, try to re-conceptualize the issue. If you get stuck, ask for help from someone you trust.

Maintain a positive attitude. Although this is not always easy, practice finding something good in challenging circumstances.

Model the behavior that you wish from others. This may mean changing some of your current behaviors.

Some negative aspects of your life will not stop until *you* stop them. Some positive aspects of life will not start until *you* start them. Some things in your life will not change until *you* change them. Waiting for others to make you happy is more likely to lead to disappointment than happiness.

Meet the need being served by a dysfunctional pattern in a more functional way and the dysfunctional pattern will diminish.

Target personal behaviors that you wish to change within the context of self-acceptance. You can work on changing yourself while accepting that you are a work in progress.

Personal control: Some things can be completely or partially controlled. Some things cannot be controlled. It is better to focus on things that can be controlled, which includes your response to things that cannot be controlled. Some things that cannot be controlled can be influenced. You may not be able to control as many things as you would like, but you might be surprised how well you can control some things. The keys are, (1) not trying to control others, (2) not over-controlling, and (3) taking personal responsibility for your life.

Think about what you want from your career. Once you have some idea, you can direct your efforts accordingly.

Job stress: Knowing how to do your job is not enough. To keep from experiencing the undesirable effects of work-related stress, you must also know how to keep yourself healthy and how to keep job stressors from negatively impacting your family during your career.