

16 Guidelines for Life

Are a direct and practical tool for making life better.

Provide a simple framework for reflecting the way we think, speak and act, and show us how to do this in a way that will benefit all

These guidelines will deepen your understanding of the four wisdom themes, and improve your insight into your own nature and situations at home and at work.

“Our thoughts inform our actions, our actions inform our relationships with others, and it is through our relationships with others that we find meaning in life.”

How we think

- This wisdom theme proposes that our experience of the world is radically affected by our own state of mind
- Everything we say and do arises from our thoughts
- The way we think affects our behaviour, which in turn affects our relationships and our very experience of the world

How we act

- Every skilful action makes a better world
- Everything we do is consequential and has results
- We declare ourselves with words, but reveal ourselves with actions

How we relate to others

- Cherish others: Independence is a myth
- The four qualities – respect.

How we find meaning

- If everything is changing, anything is possible
- Our purpose/goals in life are changing
- What makes us fulfilled is progressing – look back at change – forward to possibilities

16 G's in the workplace

Think of yourself coming to work.

Get a picture of who you are, what you bring with you - your skills and your strengths.

Write down these strengths.

How do you impact your workplace?

Think of the qualities that you bring to your workplace mission statement.

A Daily Challenge

Create a strong awareness on the guidelines by spend two minutes every morning visualizing the day ahead.

Choose for a specific situation a challenge in relation to the guideline.

Create a clear determination to act in accordance with the guideline in the situation.

Each evening spend a few minutes evaluating how it went.

Hand-out

- **Identify your strongest quality (guideline)**
- **Identify your weakest quality (guideline)**
- **How can you use your strongest quality to enhance your weakest quality?**
- **Which guidelines do you bring to your workplace?**
- **Which guideline can you build on at work, and how?**
- **How can these 16 guidelines be used to create a positive environment in the workplace?**
- **Which guidelines can be used for team building?**
- **How do you find meaning: At work, At home?**

Humility - Definition

- Is the attitude of experiencing the world with awe and wonder
- Quiet strength
- Can see beyond own viewpoint and interest
- Defences are stripped away
- We depend on support from others

Patience - Definition

- Is to taste the power of the mind
- Ability to control our actions
- Gives us flexibility and strength
- Gives us time and space before we react

Contentment - Definition

- A state of mind
- At peace with who we are
- A settled feeling that rests deep inside
- Does not make us weak or passive

Delight – Definitions

- Rejoicing in life
- Brings us closer to others
- Can change our minds, change our lives
- Opens the heart, feeds the mind

Kindness - Definition

- Saying “I want you to be happy”
- Acknowledge when its appropriate to say or do something
- Takes us out of self-absorption
- To live a more harmonious life

Honesty - Definition

- A personal choice!
- Opportunity to move through life gracefully without harming others
- A good conscience is a pleasure and relief

Generosity - Definition

- The wish to benefit someone else
- Give without seeking a return
- Brings happiness into the world
- Move beyond a self-interested
- Fixation with “me”

Right Speech- Definitions

- Commitment to use words skilfully
- How we share who we are and
- What is in our heart
- Spoken truthfully and well

Respect - Definition

Acknowledging we all have the same needs

- Something we have to give rather
- Than demand
- Feels good, warms the heart and
- Lifts the spirits

Forgiveness- Definition

- Reclaiming our peace of mind
- The opportunity to make a new start
- Choosing kindness and harmony over
- Bitterness and conflict

Gratitude - Definition

- Celebrates our connection with others
- Strips away unnecessary complexities
- Accepts we are neither independent nor self-sufficient

Loyalty - Definition

- Helps us feel safe and supported
- Take responsibility for each other
- Act for the good of others,
- We are not alone

Aspiration - Definition

- Profound longing for purpose and fulfilment
- The fuel to change
- Leads us to a call to action
- Creating something meaningful

Principles -Definition

- Gives us strength
- Provide a foundation for power and energy
- Our inner compass
- Following what we value is a relief

Service - Definition

- A wish to benefit others
- Brings a sense of purpose and joy
- Strengthen and support the society
- In which we live

Courage - Definition

- Carrying through despite obstacles
- What we overcome within ourselves
- Acknowledging our fears, not being deterred

Humility - Questions

- What is humility to you
- How do others act when you are humble
- How does humility improve workplace relationships
- How can you deal with a colleague who lacks humility
- Recall what it felt like when you let your defences down. Was there progress?

Patience - Questions

- What is patience Why is it useful
- How does it feel when being patient? And when you are not?
- Think of a time you over reacted, how would being patient have benefited all
- How can you use patience in the workplace

Contentment - Questions

- What is contentment?
- Is it possible always to be content irrespective of the circumstances?
- What are the causes of discontentment?
- Do we have the potential to constant contentment?
- How do we become more content?

Delight- Questions

- What is delight?
- What are the positive sides of delight? For oneself?
For others?
- Is there something to be delighted about in *any* situation or just some situations?
- How can you use delight in the workplace

Kindness- Questions

- What is kindness?
- Is happiness possible without kindness?
- Can you be happy if no one is kind to you?
- Are you more happy when being kind to others?
- Can kindness be trained?
- Does kindness always have to be soft and pleasurable?
- Is it possible to be kind in any situation?

Honesty - Questions

- What is honesty?
- What is dishonesty in speech?
- What is dishonesty in action?
- What is dishonesty in thoughts?
- What reasons are there not to be honest?

Generosity- Questions

- What is generosity?
- Does generosity always have to do with materials?
- How do others react when you are being generous?
- How does it feel to be generous to others?
- Is it possible to be generous when alone?

Right Speech - Questions

- What are the criteria's for speech to be “right”?
- What is the opposite of right speech?
- How does it influence our surroundings when we use right speech? And when we don't?
- How do you feel when using right speech? And when you don't?
- What are the causes of right speech?
- How do we become better in it?

Respect - Questions

- What is respect?
- How does it feel to be shown genuine respect?
- How do others react when you show genuine respect?
- How would your life be like if no one respected you?
- How do you achieve the respect of others?

Forgiveness - Questions

- What is forgiveness?
- Is anger, grudges etc. something one *is* or *has*?
- Is forgiveness the same as accepting?
- Is it the past or the feeling from the past one holds on to when not forgiving?
- What is the difference between letting go and not holding on to?

Gratitude - Questions

- What is gratitude?
- How can one achieve the gratitude of others?
- Can one be grateful and angry at the same time?
- Can one be grateful and feel alone at the same time?
- Are there negative sides of gratitude?

Loyalty - Questions

- What is loyalty?
- Towards whom are you loyal?
- Why be loyal?
- How can you sustain your ability to be loyal?

Aspiration - Questions

- What is aspiration? Why are goals important
- Is happiness possible without aspiration?
- Does aspiration come naturally or do we have to nurture it?
- Have you aspired to a goal and succeeded

`Principles - Questions

- What is a principle?
- Do you have any principles?
- Are principles always positive?
- What is the connection between principles and happiness?
- How does one know whether a principle is positive or negative?
- Are there any universal positive principles

Service- Questions

- What come to mind when you hear the word service?
- What is the connection between service and happiness?
- Is there a difference between service and duty?
- How can we get better in serving at work?

Courage- Questions

- What is courage?
- What would our lives become like without courage?
- How does it feel not to have the courage to do something that should be done?
- How does it feel to show courage when it is needed?
- How do we develop courage?



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