

NORMS OF LIVING

It is usually true that most of us know the 'Values of Life', but, it is extremely important that we should know 'the Values of these Values. How to know it ? The only method is to take these as 'Norms of Living', then implement some of them for a 'Trial period' in your day to day life and find the difference! The benefits will automatically motivate the person and the 'Virtuous cycle' will uplift ones way of living. It is advisable to give equal / proper importance to all the norms given below (1 to 15) and they complement each other and if implemented with this spirit, will give maximum benefits.

Conscience plays an important role in 'telling' you the 'Values' or 'Norms of Life' and your 'Freewill' in implementing them in your 'day to day life'. Conscience conveys you the 'Right THINGS To be done' & 'Wrong or Not to be Done' things at the appropriate time. To maintain it 'Alert' (sensitive), you should have given importance to 'Moral Science' in the school education or develop at the earliest period. You should analyse your own natures w.r.t Selfishness, Jealousy, Fatalism etc. and refine your mind to be as free as possible from these qualities which 'blunt' your conscience. Then you should be careful with your external enemies such as your 'Association', Habits etc., and make them favorable to maintain your conscience 'sensitive'.

1	CHARACTER	It is extremely important that you should not Blunt your CONSCIENCE. Improper 'Ambitions', Association, and almost all Advertisements, play an important role in 'blunting' your Conscience in the present age.	Your own Conscience or in simple words, the Common Sense is the most easily available 'Ready Reckoner' before you do any action Physically, Verbally or even Mentally ! Use your Discriminative faculty and apply your freewill before converting any mental impressions to verbal or physical actions. The 'so called' ones Nature', Habits can be controlled & directed to right direction and 'Molded' properly only through proper characters. Most of the following points are the 'Norms of Living', w r t oneself and the same w r t others can be summed up as follows. You should not do anything to others that you don't expect them to do to you	
2	ROUTINE	Have a schedule for the fixed things in the week days / week ends etc.	They are : Sleep, Bath, Yoga, Worship, Food, Cleaning, Allowed Recreation, etc.	
3	FOOD & EATING	Give high importance to the Quality (should be well balanced), Quantity of the food stuff & Time of consuming them. Don't be indifferent to your food and also don't give too much importance to the taste alone. Learn to enjoy food that are good for your health.	Don't avoid Breakfast and have it (before 10 am), Lunch (before 2 pm), Dinner (before 9 pm). Also, after a long sleep, you should brush your teeth and only then drink water.	
4	ACTIONS	Physically / Verbally / Mentally, you cannot be action less, other than during sleep & deep meditation. So, you should be the driving force behind your 'Action organs' and sense organs and not the 'reverse'.	Carry out only legitimate actions and maintain a balanced mind when you experience the results.	
5	SPEAKING / COMMUNICATION	You should speak, ONLY so long the listener is interested	AART OF SPEAKING IS THE MOST POWERFUL COMMUNICATION SKILL. TAKE IT AS A PROJECT AND DEVELOP IT BY REVIEWING YOU OWN COMMUNICATIONS AND THEIR RESULTS.	

6	THINKING	If Bad or wrong thoughts appear in your mind, you should 'FILTER them off' with the help of your intellect and then, use your 'Freewill' and make it sure that they are not developed as words or actions. If your 'Conscience' is sensitive, it will tell you, a good and a bad thought !	You have the highest choice and so can have the control over your thoughts than your actions, speaking, world, others and situations. So, take charge if it and improve yourself. Take guidance from the MMT series of booklets. Also, refer Point no. 14 below.
7	LISTENING	It is a Powerful 'faculty of input' to your knowledge. Be Alert and have Patience, Concentration, etc. while listening and analyse the listened matter before questioning or understanding. Don't avoid listening if anyone criticise, Suggest or advice you, but, take useful ones after analysing them.	Discriminate important & casual listening. Develop a habit of noting down or recording the important points or important matters after listening something important. You need not overload your brain when many accessories are available at your finger tips . Don't depend too much on your memory .
8	SLEEP	You should have a minimum of 6 hrs (deep sleep) to a maximum of 8 hrs. normal sleep every day. Take appropriate measures to meet this much sleep.	Practice a sleeping schedule from 10 pm to 5 am. Only in absolutely unavoidable circumstances such as working in shifts, (at factories / office), you modify the schedule accordingly. Persons working in night shifts can have a little more than 8 hrs. of total sleep in a day.
9	DUTIES	Your own Conscience is the best teacher of your duties and it is even higher than your parents, Teacher, spouse, Children etc. . So maintain it 'Sensitive'. If a situation expects a response from you, it is known as your duty.	First, you become 'duty-bound' in your family or your office. It is 'THE GOLDEN RULE' & a very effective policy that 'everyone, following their duties, automatically meets everyone's Rights' in the family or office !
10	RECREATION / DESIRES	Recreation is one of the 'must' in your 'periodical routine' for 'diversion' of your Mind/ Body'. and legitimate 'Desires' are the fuel for your life. &	Your desires should not elate or excite you when it is fulfilled and should not depress you when it is not fulfilled. You can have any number of such desires !Select Select your recreation activities from the point of 'Long term Benefits' & 'Short term 'Diversion'. It would be wonderful if you can choose legitimate desires as your recreation activities that could 'uplift' you.
11	SPENDING TIME / WORKING	Remember that YOU CANNOT GET 'TODAY', THE CALENDAR DATE IN YOUR LIFE AGAIN !'THE TIME IS NOT RE-COVERABLE', it travels only in one direction !	THEREFORE, Make the best use of the precious time and update yourself with the latest developments in your working area and make yourself indispensable in your working place and Increase your 'Market Value' to 'switch over' if necessary.
12	EARNING & SPENDING MONEY	Earn legitimately as much as you can without spoiling your health. Develop the golden habit of sharing your resources properly as early as possible in your life. Try to avoid expectation while sharing contributing.	Contentment is advocated not in earning, it is for accumulating. Earn as much as possible and share a proportionate amount with needy people & contribute to deserving places. Money has value only when spent correctly. Money, earned / spent - Accounting system is a good habit.

13	SELF CONFIDENCE	It is a fact that 'Our Body - Mind Complex' so the most sophisticated instrument, one can ever think off, gifted by God to us, When God 'Himself' has so much Confidence on you it is our moral responsibility that 'I should have or develop 'high level of Confidence' on me ! isn't it ?	Give importance to 'Prathyahara' part of your yoga course	
14	ATTITUDE	Attitude behind your willful actions are extremely important. 'Attitude from the point of 'Dharma' r from general perspective' and not from one's own perspective or justification.	In each of your actions, (weather you do or not) take others welfare also into consideration. The attitude behind your actions should be 'Dharmic' (Ethical). Actions includes Physical, Verbal & Mental (Thoughts).	
15	PRAYING	Accept the presence of an 'Intelligence Principle' (God) which is 'in & through' you. Not believing God is equal to 'Not believing you' ! . Develop praying this 'Intelligence Principle' with the universal prayer. Prayer is logical and mechanism supports the benefits of most of the sincere prayer with deep faith.	The logic is that 'when you pray for the wellbeingness of everyone, the 'Subtle Good Returns' or 'Punya' is much higher. This 'Punya' do much larger benefits for you than when you pray for yourself or for a particular thing, person r problem. praying, as submissiveness, to God & 'Elders', lightens your ego for your good.	