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Work/Life NAVIGATOR

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The Seven Sisters of Success

Work/Life

I recently had a chance to interview several groups of extremely successful people. A handful are famous athletes, several are nationally-known artists, writers or politicians, and all are multi-millionaires. I asked them for the keys, or essential factors that allowed them to accomplish so much more than the rest of us.

Their answers included a wide variety of specifics, but to an astonishing degree, seven items came up in every discussion. I've called them the "Seven Sisters of Success", and want to share them with you.

1. **Self-awareness.**

The first thing that struck me about these men and women was the degree to which they understood themselves. They know their values and goals, and are comfortable with the choices

they have made in life. They admitted some regrets and mistakes, but they have made peace with the past and are eager, confident and optimistic about the future.

2. **Specific Goals.**

Every single one of these 26 people have written goals, ranging from 30-day projects to 10 year programs. I was impressed that their goals are IN WRITING. Athletes had performance targets, and the business leaders had sales goals. They all had family or personal goals that were just as detailed as their professional objectives. The advice we have all heard about writing down your goals really works!

3. **Powerful Networks.**

They all acknowledged their network of friends and colleagues. Each one gave credit to a mentor or friend who taught them the ropes, opened doors, or gave them a chance when they needed it. They

were profoundly grateful and appreciated that success is the result of partnering with many people over many years.

4. **Surprising Idealism.**

I was surprised at the degree to which these seasoned, mature individuals openly discussed their ideals. Some talked about religious beliefs, others framed it in political or psychological terms, but they all want to make a difference, fulfill a life-purpose, or pursue a dream. They are motivated by a desire to create a better world, to contribute, and to help others.

5. **Intense Pragmatism.**

Balanced with their idealism, these highly successful people were extremely practical. They are solution-focused, and use technology, information, and skills to reach their most important goals. They were not interested in theories, or in defending past choices or old traditions. They use

practical tools to help them reach their goals.

6. **Extraordinary Curiosity.**

They observe culture, read the paper, read about their industry, and try to learn about everything around them. They read about politics and religion, they want to know about the stock market and cooking. I was surprised that most of them were not "experts" in the usual sense, but they are extremely educated, bright and curious. They have earned their doctorates in "real life". Very interesting!

7. **Personal Discipline.**

They don't waste time, and they don't lie to themselves. They don't exaggerate or minimize, and they don't generalize. These people were precise when they spoke about their age, relationships, business affairs or dreams. Numbers and dates, dollars and cents were important to them, and I found them easy to talk with, and very clear in their communications.

What impressed me was that the keys to their success were not related to family or background. They had not been born wealthy, and only about half completed college. They did not seem "driven" for success. They did not make their fortunes in high-tech or by winning a lottery. Instead, they followed a plan that created persistent, high levels of success over a lifetime.

Each of these skills can be learned by anyone! There are no "secrets" of success, and talent, family and luck had little to do with it. These highly successful people knew what they wanted, and used their networks, hard work, patience and discipline to achieve outstanding results. So can you!

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Health

FDA Takes Phenylpropanolamine Off the Market

The Food and Drug Administration (FDA) has issued a warning about an ingredient found in decongestants and diet drugs because it was shown to cause strokes in some people. The name of the ingredient is phenylpropanolamine (PPA). It is found in many over-the-counter medications, including weight-loss drugs (Dexatrim, Acutrim, etc.) and various "cold" remedies (Dimetapp, Decongestabs, Naldecon, etc.).

The FDA has asked all drug companies to stop marketing products containing PPA voluntarily and is in the process of writing a proposal that will make the sale of all PPA-containing products (both prescription and OTC) illegal.

The following contain PPA:

Acutrim Diet Gum Appetite Suppressant Plus Dietary Supplements
Acutrim Maximum Strength Appetite Control
Alka-Seltzer Plus Children's Cold Medicine Effervescent
Alka-Seltzer Plus Cold Medicine (Cherry or Orange)
Alka-Seltzer Plus Cold Medicine Original
Alka-Seltzer Plus Cold & Cough Medicine Effervescent
Alka-Seltzer Plus Cold & Flu Medicine Effervescent
Alka-Seltzer Plus Cold & Sinus Effervescent
Alka-Seltzer Plus Night-Time Cold Medicine Effervescent
BC Allergy Sinus Cold Powder
BC Sinus Cold Powder
Comtrex flu therapy & Fever Relief Day & Night
 Contac 12-hour Cold Capsules
 Contac 12-Hour Caplets

Coricidin D Cold, Flu & Sinus
Dexatrim Caffeine Free
Dexatrim Extended Duration
Dexatrim Gelcaps
Dexatrim Vitamin C/Caffeine Free
Dimetapp Cold & Allergy Chewable Tablets
Dimetapp Cold & Cough Liqui-Gels
Dimetapp DM Cold & Cough Elixir
Dimetapp Elixir
Dimetapp 4-Hour Liquid Gels
Dimetapp 4-Hour Tablets
Dimetapp 12-Hour Extentabs Tablets
Naldecon DX Pediatric Drops
Permathene Mega-16
Robitussin CF
Tavist-D 12-Hour Relief of Sinus & Nasal Congestion
Triaminic DM Cough Relief
Triaminic Expectorant Chest & Head Congestion
Triaminic Syrup Cold & Allergy
Triaminic Triaminicol Cold & Cough

Note: Triaminic is voluntarily recalling the following medicines because of a certain ingredient that is causing strokes and seizures in children:

Orange 3D Cold & Allergy
Cherry (Pink) 3D Cold & Cough
Berry 3D Cough Relief
Yellow 3D Expectorant

(For further information, see <http://www.fda.gov/cder/drug/infopage/ppa/advisory.htm>)

Humor

"Ode to the Spell Checker!"

Eye halve a spelling chequer
It came with my pea sea
It plainly marques four my revue
Miss steaks eye kin knot sea.

Eye strike a key and type a word
And weight four it two say
Weather eye am wrong oar write
It shows me strait a weigh.

As soon as a mist ache is maid
It nose bee fore two long
And eye can put the error rite
Its rare lea ever wrong.

Eye have run this poem threw it
I am shore your pleased two no
Its letter perfect awl the weigh
My chequer tolled me sew.

Safety Tip

A Basket Of Emergency Supplies

Somewhere in your home you probably have flashlights, batteries, emergency phone numbers, and first aid supplies. But how long would it take you to find them? Quick access to emergency supplies and information is especially important when your teenagers are home alone or younger children are with a babysitter.

To be prepared in an emergency, gather these supplies and keep them all together in a basket or box in a designated spot known to all family members:

- flashlight and extra batteries
- first aid kit
- index card with emergency phone numbers (including those of nearby trusted neighbors)

Whenever you leave a babysitter in charge, be sure s/he knows where the emergency basket is. Remember to write down the phone number where you can be reached and you can feel secure that your household is prepared to handle emergency situations that might arise in your absence.

Trivia

Deck Of Cards

Each king in a deck of playing cards represents a great king from history. Spades - King David, Clubs - Alexander the Great, Hearts - Charlemagne, and Diamonds - Julius Caesar.

Healthy Living

How Do Candles Make You Feel?

You should think twice about whether you should burn incense or scented candles in your home. Burning incense cannot be good for you. It is second-hand smoke possibly of the worst kind, maybe worse than tobacco smoke. But there has never been a real study on this.

I remember one study about incense that I picked up in the ophthalmological literature many years ago was about an Arabian princess who had a lot of eye problems. An English ophthalmologist was called in to help. He flew to Saudi Arabia and scoured the palace to figure out why she was having these problems. She was a heavy incense burner and the ophthalmologist found out it was the incense that was burning her eyes.

If you look at incense and the types of pollutant substances that come from burning it -- benzene, toluene, formaldehyde, polyaromatic hydrocarbons -- all are known carcinogens. There are also particles that can be inhaled. Cigarettes and cigars release similar amounts. Preliminary research suggested burning incense may promote serious disease in children such as leukemia, but this has not been confirmed.

Candles may be just as bad. The article says burning candles can release fine particles of their own, as well as soot and even heavy metals from certain cores and pigments. Avoid candles with metal cores as they can release high levels of lead into the atmosphere. "Stick to candles with cotton or paper wicks."

Remember, when burning incense or candles, to keep the room well ventilated.

(Source: UC Berkeley Wellness Letter, February 2001)

Worth Knowing

The Health Benefits of Journaling

Journaling (or keeping letters or diaries) is an ancient tradition -- one that dates back to at least 10th century Japan. Successful people throughout history have kept journals. Presidents have maintained them for posterity, other famous figures for their own purposes. Oscar Wilde, 19th century playwright, said: "I never travel without my diary. One should always have something sensational to read on the train."

Health Benefits

Contrary to popular belief, our forefathers (and mothers) did know a thing or two. There is increasing evidence to support the notion that journaling has a positive impact on physical well-being. University of Texas at Austin psychologist and researcher James Pennebaker contends that regular journaling strengthens immune cells, called T-lymphocytes. Other research indicates that journaling decreases the symptoms of asthma and rheumatoid arthritis. Pennebaker believes that writing about stressful events helps you come to terms with them, thus reducing the impact of these stressors on your physical health.

"But why should I bother journaling when I've already got too much on my plate?" The following facts may convince you.

Scientific evidence supports that journaling provides other unexpected benefits. The act of writing accesses your left-brain,

which is analytical and rational. While your left-brain is occupied, your right brain is free to create, intuit and feel. In sum, writing removes mental blocks and allows you to use all of your brainpower to better understand yourself, others and the world around you. Begin journaling and begin experiencing these benefits:

Clarify your thoughts and feelings-

- Do you ever seem all jumbled up inside, unsure of what you want or feel? Taking a few minutes to jot down your thoughts and emotions (no editing!) will quickly get you in touch with your internal world.

Know yourself better -- By writing routinely you will get to know what makes you feel happy and confident. You will also become clear about situations and people who are toxic for you -- important information for your emotional well-being.

Reduce stress -- Writing about anger, sadness and other painful emotions helps to release the intensity of these feelings. By doing so you will feel calmer and better able to stay in the present.

Solve problems more effectively --

Typically we problem solve from a left-brained, analytical perspective. But sometimes the answer can only be found by engaging right-brained creativity and intuition. Writing unlocks these other capabilities, and affords the opportunity for unexpected solutions to seemingly unsolvable problems.

Resolve disagreements with others -- Writing about misunderstandings rather than stewing over them will help you to understand another's

point of view. And you just may come up with a sensible resolution to the conflict.

In addition to all of these wonderful benefits, keeping a journal allows you to track patterns, trends and improvement and growth over time. When current circumstances appear insurmountable, you will be able to look back on previous dilemmas that you have since resolved.

How to Begin

Your journaling will be most effective if you do it daily for about 20 minutes. Begin anywhere, and forget spelling and punctuation. Privacy is key if you are to write without censor. Write quickly, as this frees your brain from "shoulds" and other blocks to successful journaling. If it helps, pick a theme for the day, week or month (for example, peace of mind, confusion, change or anger). The most important rule of all is that there are no rules.

Through your writing you'll discover that your journal is an all-accepting, nonjudgmental friend. And she may provide the cheapest therapy you will ever get. Best of luck on your journaling journey!

(Excerpt. Source: Maud Purcell, drkoop.com Health Columnist)

Resources You Can Use



The following are available from the Work/Life Library:

Where to Go from Here. Discovering your Own Life's Wisdom in the Second Half of Your Life by James E. Birren and Linda Feldman

A practical guide for reviewing the past and defining the future.

Your Life's Work (6 audiotapes) by Rick Jarrow, PhD

The author shows you how to create a vocation - an "anti-career" - that is an outgrowth of your wholeness rather than sacrifice and duty.

Web Picks

www.BestPlaces.net

This site has profiles on 1000 cities. It covers housing, cost of living, crime, education, economy, health and climate. You can even describe your ideal place to live, and their expert system will give you rankings of the best places that meet your criteria! This site also reviews many other "Best Places" studies on the Internet, so you can get a second opinion. There's also a collection of articles about how to find places with the best quality of life in the United States, and throughout the world.

Questions, comments to:

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An on-line version of this newsletter may be found at <http://www.hq.nasa.gov/office/codec/cc/navig-03.pdf>