



# HELP

## Heartfulness - Experience of Life's Potential



Dear students,

Welcome to the ONLINE HELP program. As informed to you all, we will be sharing reading materials as part of every session. The reading materials will be a short collection of notes, stories, quotes, and other inspiring material that will help all of us to deepen our understanding and experience of essential life-skills that are necessary as part of our lives. Please see the reading materials below.

***Read and Enjoy, Do and Feel and Become***

Yours affectionately  
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## HELP SESSION 12

### Decision Making Skills

*“Decisions are the hardest moves to make, especially when it’s a choice between what you want and what is right”.*

#### Concepts

1. Decision Making- Definition 2. The Process 3. Decision Making Tips

#### What is decision making

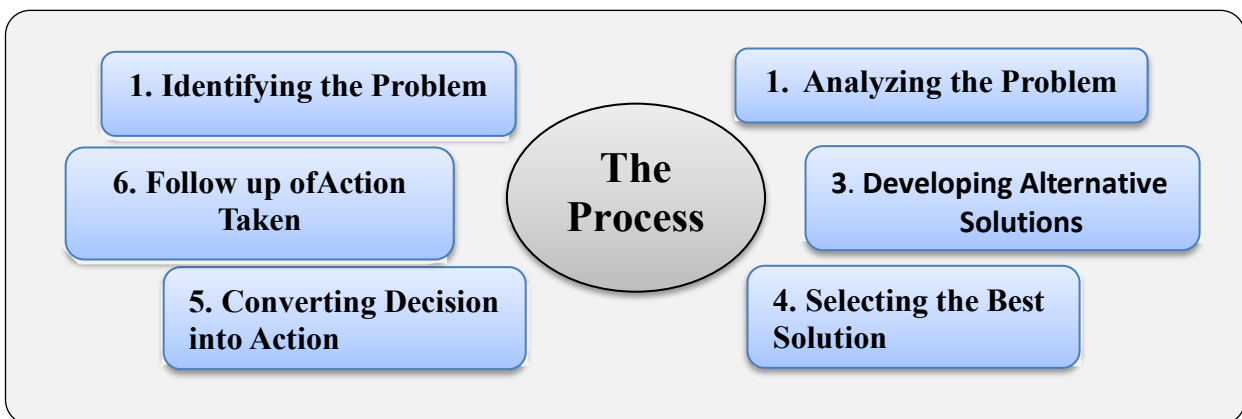
Decision making is an **action or process** of identifying and **choosing alternatives** based on various **factors**.’

We will discuss the process one needs to follow to arrive at a right decision.



#### The Process

Decision making process involves **6 main steps**.



#### Story of an ant which followed the Decision Making Process:

There was this ant on a river bank. She had a **problem**.

She had to cross the river to meet her dearest friend on the other bank. She had invited her for dinner.

She **analyzed** the problem and thought of **alternative solutions**.

Suddenly she saw leaves from her side of the bank floating on the river.

She immediately found this to be the **best solution**.

She **sprung into action** by jumping on to one such leaf.

Sitting on the leaf, she crossed the river and reached the other bank safely.

All that she did was to follow the **decision making steps** to solve her problem.

**Isn't she very smart! So are we!**



“You cannot make progress without making decisions”.

- Jim Rohn



## Decision- Making Tips

### 1. The HALT Principle

Decision making is an **intellectual** as well as **psychological** and **biological capability**.

Therefore don't take decisions when you are:

**Hungry, Angry, lonely or tired - Follow the H.A.L.T. Principle.**

**Just HALT!** Because these are the times when we are most likely to make mistakes and regret the wrong decision taken.



### 2. Stay Calm

Train your mind to **stay calm** in every situation. How?

Do deep **breathing** - More oxygen will flow to your brain helping in **clarity of thoughts**.

You can practice **relaxation or meditation**.

This relaxes the body & calms the mind.



### 3. Set a Time Limit

Setting a time limit will help you **focus** on the decision rather than have the **mind wander** and get distracted. With the **pressure** of time limit, you will need to get to the **heart of the matter** and collect all the **information** which you might not otherwise do.



### 4. Use both sides of your Brain

Most often we tend to use only the left logical side of the brain.

The right hemisphere is more visual, creative and intuitive.

It is important to find balance between feelings and reason.



### 5. The Head and The Heart

Decisions are the hardest to make, especially when it's a choice between **'What you want and what is right'**.

Our **head thinks** while our **heart feels**.

Our hearts will give us the best and the **right answers**.

You **may want** to bunk a class but deep within there is **the feeling** that you must attend.

Therefore: **'Do what is Right** and not what you **want'**.



'When in doubt, refer to your Heart'.

"Each day you will have to make a decision.  
Will you give Up, Give in or Give it your all?"



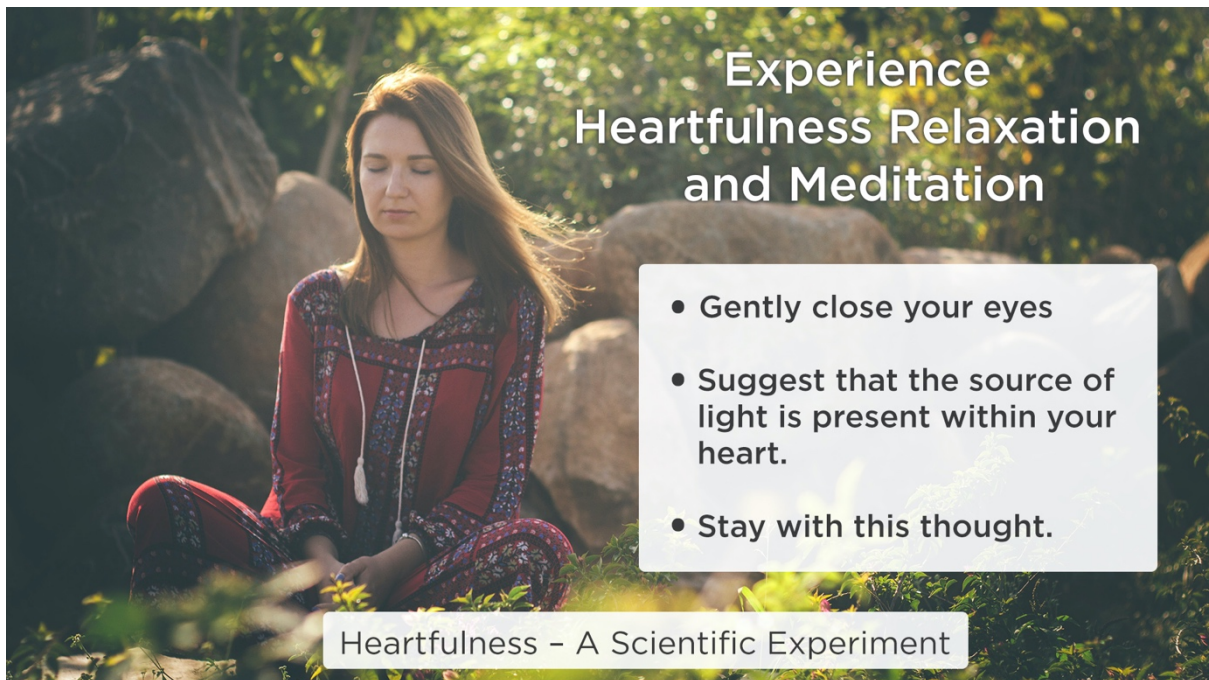
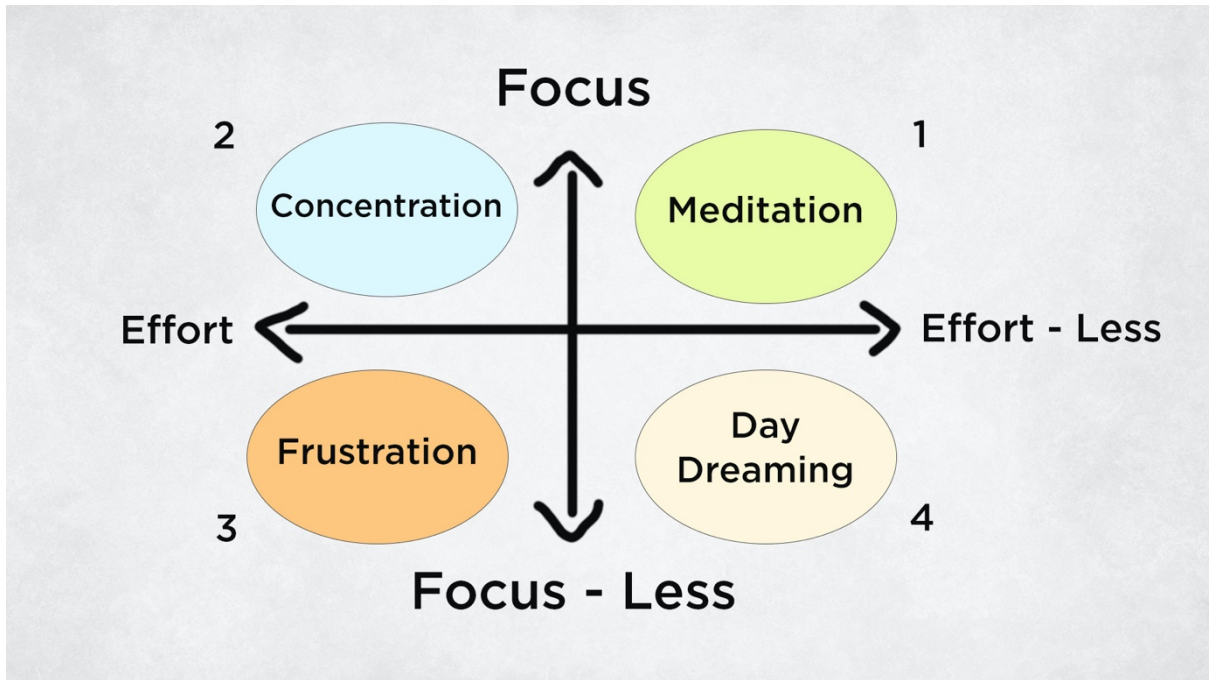
## Heartfulness Cleaning

Do the cleaning practice at the end of your day's work, preferably not too close to bedtime. This process will rejuvenate you and purify your system of any accumulated heaviness. There are a few steps to the cleaning process, so in the beginning it is best to practice them in the following sequence:

- Sit in a comfortable position with the intention to remove all the impressions accumulated during the day.
- Close your eyes and relax.
- Imagine all the complexities and impurities are leaving your entire system.
- Let them flow out from your back in the form of smoke, from the area between your tailbone (at the base of your spine) and the top of your head.
- Remain alert during the entire process without brooding over the thoughts and feelings that arise. Try to remain a witness to your thoughts.
- Gently accelerate this process with confidence and determination.
- If your attention drifts and other thoughts come to mind, gently bring your focus back to the cleaning.
- As the impressions are leaving from your back you will start to feel lighter.
- Continue this process for up to twenty to twenty-five minutes.
- When you feel light within, you can start the second part of the process.
- Feel a current of purity coming from the Source entering your system from the front. This current is flowing into your heart and throughout your system, saturating every particle.
- You have now returned to a more balanced state. Every particle of your body is emanating lightness, purity, and simplicity.
- Finish with the conviction that the cleaning has been completed effectively.



## MEDITATION IS EFFORT-LESS FOCUS





## The Kid in a Candy Store

Sometimes we worry about making the wrong choice.

What if we regret the direction that we take and it's too late to go back?

The bigger danger is that we make no decision at all and end up going nowhere and doing nothing.

- Darren Poke - Better Life Coaching Blog

A kid walked into a candy store with his dad and was bedazzled by the array of treats on offer.

*"What should I choose? What should I choose? What should I choose?"* He asked himself.

*"Come on son, we don't have all day,"* his dad said.

*"These are my favourites. No wait, these are my favourites."*

He walked along the aisles, picking up bags and putting them back.

He just couldn't make up his mind.

*"Quick son, make up your mind, we have to go,"* His impatient dad said.

Frantically, the boy ran around the store, his eyes moving from one shelf to another, but all of the options looked so good and he couldn't make a decision.

Eventually, the dad had enough, grabbed his son by the hand and they walked out of the store empty-handed. The young boy had tears in his eyes. He wanted them all, but ended up with nothing because he couldn't choose just one.

We're all that boy.

The world is that candy store.

We have a myriad of options available to us, but if we don't make a decision about our career, education, relationships, investments or other important issues, we end up empty-handed.

Sometimes we worry about making the wrong choice.

What if we regret the direction that we take and it's too late to go back?

The bigger danger is that we make no decision at all and end up going nowhere and doing nothing.