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Work / Life

How To Guarantee a GREAT Day Every Day!

NAVIGATOR

By Chris Widener

I have a standing interview every Monday morning on a radio station in the southeast that I enjoy very much. You can imagine though that it can become routine. So to make it a little more fun, the host nowadays doesn't even tell me the topic before we go live on the air; that puts some excitement into it!

This past week he asked me the following question cold at the beginning of the show: How can a person guarantee that they will have a great day, every day? Now some may find that a hard question, but for me it was actually a very easy question to answer (a little harder to actually live, but not that hard). You see, I believe in principles that govern our lives so that we can control our destinies and create for ourselves the kind of lives that we desire. People who live based on principles achieve what they desire, while people who live reacting to circumstances do not.

So, what were the principles that I gave to guarantee that a person could have a GREAT day every day? Here they are:

Focus on today only.

Yes, we need to have long-range goals. But our focus must be on today. My old equation is that your short-term tasks multiplied by time equal your long-term accomplishments. With that in mind, it is imperative that we focus in on our short term to control it and

make it what will eventually, when multiplied by time, equal our long-term goals. Don't think about tomorrow. Today is enough trouble in and of itself. You can work on tomorrow when it gets here. Instead, make today the best day you have ever had. Realize that when you lay down to sleep tonight you will have just given up the only shot you will ever have at today. Today is now gone, and it is only a memory. You only get one shot at your today, so focus intently on making it all that it possibly can be. Focus, focus, focus!

When you focus on making today great, you are on the road to guaranteeing that you will make your day GREAT, every day!

Embrace your power to choose.

Dwight D. Eisenhower said that "the history of free men is never written by chance but by choice, their choice." When your today becomes your yesterday, you will look back and realize that that day was a result of your choices and your choices only. "But wait, Chris, what if my boss controlled my day? That isn't my choice!" But it is your choice to work for someone else! You chose to let someone else tell you what to do. You chose the feelings of helplessness that overwhelm you when you feel bad that you do not control your own destiny.

The moment we realize that we have a gift from God that the animals do not have

(mainly the gift of free will and choice), realize the inherent power within that gift, and, ultimately, finally begin to exercise that gift, then, and only then, will we begin to create for ourselves a GREAT day each and every day! Take ownership of the direction in your life. Make your choices and then carry them out!

Your attitude is up to you.

Yes, bad things may happen in your day. The pitcher for Team Circumstances may have a tremendous curveball waiting for you, and you cannot control that. You cannot control what others may do or say. But you do control your attitude. Your attitude about whatever happens to you is up to you.

When something happens to you, you have a choice. Will you let it get you down and depressed, keeping you from forging ahead and making the day the best one ever? Or will you say to yourself that no matter what happens, you are on the path to success, and no obstacle will keep you from it? Will you say, "Sometimes you win, and sometimes you lose; I guess this time I lost"? Will you say, "Sometimes you win, and sometimes you learn; I can really learn something from this!"?

It is all in what attitude we choose. Your attitude is up to you; when you choose to have a great attitude, you are choosing to guarantee to have a GREAT day, every day!

Live out and act on your priorities.

So far we have dealt with internal perspectives, and that is indeed the place to start. But the practical place is in our priorities. If we want to make our days great, then we have to live out those things that will by definition make our days great. And those things are what are important to us. They are our priorities.

So each morning you start out by saying, "What things are important to me today? What are the things I need to accomplish in order for me to lie down tonight and know that I lived a GREAT day?" Then you put those in order of most important to least important.

Don't do what is fun. Don't do what is easy. Do what is IMPORTANT! Live out your priorities! When you do, you will guarantee that you will make your day GREAT, every day!

Tomorrow, when you wake up, go through the four following points and see if you don't make tomorrow a GREAT day:

- Focus on today only.
- Understand that I get to choose how today will go.
- Remain in a positive attitude no matter what happens.
- Live out and act on my priorities.

Do this, and you will guarantee a GREAT day, every day!

(Source: Chris Widener, popular author and speaker and the president of Made for Success, <http://www.MadeForSuccess.com>)

WEB SITE PICKS

<http://www.answers.com>

Get definitions and explanations for over one million topics, including persons, places, and things. Answers.com acts much like a hybrid Internet-based encyclopedia and search engine all in one.

As opposed to standard search engines that serve up a list of links for you to follow, Answers.com displays quick, snapshot answers with concise, reliable information and incorporates content from "over 100 authoritative encyclopedias, dictionaries, glossaries, and atlases, carefully chosen for breadth and quality."

And best of all, Answers.com is completely free, and you have access to their entire database of references.

"Most people never run far enough on their first wind to find out they've got a second. Give your dreams all you've got, and you'll be amazed at the energy that comes out of you."

—William James

HUMOR

Added Small Ads

2 female Boston Terrier puppies, 7 wks old, perfect markings, 555-1234. Leave mess.

Lost: small apricot poodle. Reward. Neutered. Like one of the family.

A superb and inexpensive restaurant. Fine food expertly served by waitresses in appetizing forms.

Dinner Special—Turkey \$2.35; Chicken or Beef \$2.25; Children \$2.00.

For sale: an antique desk suitable for lady with thick legs and large drawers.

Four-poster bed, 101 years old. Perfect for antique lover.

Now is your chance to have your ears pierced and get an extra pair to take home, too.

Wanted: 50 girls for stripping machine operators in factory.

Wanted: Unmarried girls to pick fresh fruit and produce at night.

We do not tear your clothing with machinery. We do it carefully by hand.

For Sale. Three canaries of undermined sex.

For Sale—Eight puppies from a German Sheppard and an Alaskan Husky.

Great Dames for sale.

Have several very old dresses from grandmother in beautiful condition.

Tired of cleaning yourself? Let me do it.

Dog for sale: eats anything and is fond of children.

Vacation Special: have your home exterminated.

Mt. Kilimanjaro, the breathtaking backdrop for the Serena Lodge. Swim in the lovely pool while you drink it all in.

Get rid of aunts: Zap does the job in 24 hours.

Toaster: A gift that every member of the family appreciates. Automatically burns toast.

Sheer stockings. Designed for fancy dress, but so serviceable that lots of women wear nothing else.

Stock up and save. Limit: one.

For Rent: 6-room hated apartment.

Man, honest. Will take anything.

Wanted: chambermaid in rectory. Love in, \$200 a month. References required.

Man wanted to work in dynamite factory. Must be willing to travel.

Used Cars: Why go elsewhere to be cheated? Come here first!

Christmas tag sale. Handmade gifts for the hard-to-find person.

Wanted: Hair-cutter. Excellent growth potential. Wanted. Man to take care of cow that does not smoke or drink.

3-year-old teacher need for preschool. Experience preferred.

Our experienced Mom will care of your child. Fenced yard, meals, and smacks included.

Our bikinis are exciting. They are simply the tops.

Auto Repair Service. Free pickup and delivery. Try us once, you'll never go anywhere again.

Illiterate? Write today for free help.

Girl wanted to assist magician in cutting-off-head illusion. Blue Cross and salary.

Wanted. Widower with school-age children requires person to assume general housekeeping duties. Must be capable of contributing to growth of family.

And now, the Superstore—unequaled in size, unmatched in variety, unrivaled inconvenience.

We will oil your sewing machine and adjust tension in your home for \$1.00.

FOOD FOR THOUGHT

A man asked his wife what she'd like for Mother's Day.

"I'd love to be 6 again," was her reply.

So on the morning of Mother's Day, he arose early, made her a nice big bowl of Lucky Charms, and took her to Six Flags theme park. What a day! He put her on every ride in the park: the Death Slide, the Wall of Fear, and the Screaming Monster Roller Coaster, everything there was. Five hours later they staggered out of the theme park. Her head was reeling and her stomach felt upside down.

He then took her to a McDonald's, where he ordered her a Happy Meal with extra fries and a chocolate shake. Then it was off to a movie, with popcorn, a soda pop, and her favorite candy, M&M's. What a fabulous adventure! Finally she wobbled home with her husband and collapsed into bed exhausted.

He leaned over his wife with a big smile and lovingly asked, "Well dear, what was it like being 6 again?"

Her eyes slowly opened and her expression suddenly changed. "I meant my dress size!"

The moral of the story: Precise and clear definitions will serve everyone!

QUICK FOOD TIP

Organic or Not?

The PLU (or Product Look-Up) code on organic produce begins with a 9 and is five numbers long (in contrast to the code for nonorganic produce which is three or four numbers long). By checking its PLU code, you can doublecheck whether an item labeled "organic" is actually organic.

The Pearl

A raindrop, dripping from a cloud,
Was ashamed when it saw the sea.
"Who am I where there is a sea?" it said.
When it saw itself with the eye of humility,
A shell nurtured it in its embrace.

—*The Way of the Sufi* by Idries Shah

WORDS OF WISDOM

I've Learned

I've learned
that you can do something in an instant
that will give you heartache for life.

I've learned
that it's taking me a long time to become
the person I want to be.

I've learned
that you should always leave loved ones
with loving words. It may be the last time
you see them.

I've learned
that you can keep going long after you
can't.

I've learned
that we are responsible for what we do, no
matter how we feel.

I've learned
that either you control your attitude or it
controls you.

I've learned
that regardless of how hot and steamy a
relationship is at first, the passion fades,
and there had better be something else to
take its place.

I've learned
that heroes are the people who do what
has to be done when it needs to be done,
regardless of the consequences.

I've learned
that money is a lousy way of keeping
score.

I've learned
that my best friend and I can do anything
or nothing and have the best time.

I've learned
that sometimes the people you expect to
kick you when you're down will be the
ones to help you get back up.

I've learned
that sometimes when I'm angry I have the
right to be angry, but that doesn't give me
the right to be cruel.

I've learned
that true friendship continues to grow,
even over the longest distance. Same goes
for true love.

I've learned
that just because someone doesn't love you
the way you want them to doesn't mean
they don't love you with all they have.

I've learned
that maturity has more to do with what
types of experiences you've had and
what you've learned from them and less
to do with how many birthdays you've
celebrated.

I've learned
that no matter how good a friend is,
they're going to hurt you every once in a
while, and you must forgive them for that.

I've learned
that it isn't always enough to be forgiven
by others. Sometimes you have to learn to
forgive yourself.

I've learned
that no matter how bad your heart is bro-
ken, the world doesn't stop for your grief.

I've learned
that our background and circumstances
may have influenced who we are, but we
are responsible for who we become.

I've learned
that just because two people argue, it
doesn't mean they don't love each other.

And just because they don't argue, it doesn't
mean they do.

I've learned
that we don't have to change friends if we
understand that friends change.

I've learned
that you shouldn't be so eager to find out
a secret. It could change your life forever.

I've learned
that two people can look at the exact
same thing and see something totally
different.

I've learned
that your life can be changed in a matter of
hours by people who don't even know you.

I've learned
that even when you think you have no
more to give, when a friend cries out to
you, you will find the strength to help.

I've learned
that credentials on the wall do not make
you a decent human being.

I've learned
that the people you care about most in life
are taken from you too soon.

(Source Unknown)

"I've never known a man worth his salt
who in the long run, deep down in his
heart, didn't appreciate the grind, the dis-
cipline . . . I firmly believe that any man's
finest hour—this greatest fulfillment to all
he holds dear—is the moment when he
has worked his heart out in a good cause
and lies exhausted on the field of battle—
victorious."

—Vince Lombardi

ETIQUETTE

Question: The person sitting on my left
used my bread dish. What should I have
done?

Answer: This is a common problem that
bears repeating. It happened to me twice
over the holidays. On one occasion, the
napkin was on the bread dish, so I was left
without a bread plate and a napkin. You
have several choices:

- Don't eat any bread.
- Use your dinner plate.
- Ask the wait staff to bring you another bread plate.

I prefer the first or second option. If you
ask the wait staff to bring you another

plate, it will be awkward for the placement of the additional dish, and the other person may then realize their mistake and be embarrassed. When my plate and napkin were taken, I excused myself and asked the wait staff to give me another napkin. I got the napkin before I went back to the table and very discreetly put it on my lap. I just forgot about having a bread plate.

I have heard people at banquet tables very casually ask, "Now, which bread plate is mine?" They already know the answer, but are providing the answer for others at the table. It's a nice way to avoid embarrassment. If you should ever forget, remember the BMW tip—from left to right, Bread/Meal/Water.

(Source: Gloria Auth, Protocol Plus, <http://www.protocolplus.net>)

INSPIRATION

Create Your Own Dreams and Live Your Life to the Fullest

Dreams can come true
if you take the time to
think about what you want in life.

Get to know yourself.
Find out who you are.
Choose your goals carefully.
Be honest with yourself.
Always believe in yourself.
Find many interests and pursue them.
Find out what is important to you.
Find out what you are good at.
Don't be afraid to make mistakes.
Work hard to achieve successes.
When things are not going right,
don't give up—just try harder.
Find courage inside of you to remain strong.
Give yourself freedom to try out new things.
Don't be so set in your ways that you can't grow.
Always act in an ethical way.
Laugh and have a good time.
Form relationships with people you respect.
Treat others as you want them to treat you.
Be honest with people.
Accept the truth.
Open yourself up to love.
Don't be afraid to love.
Remain close to your family.
Take part in the beauty of nature.
Be appreciative of all that you have.
Help those less fortunate than you.
Try to make other lives happy.
Work toward peace in the world.
Live life to the fullest.

Create your own dreams,
and your dreams will become
a reality.

—Susan Polis Schutz

FINANCES

Protecting Your Private Data

You protect your social security number. You secure your credit card information in your wallet. You shred unneeded financial information. You work hard to protect your financial data from sneaky fingers.

However, if those who study the impact of spyware are correct, the chances are scary that you've got spyware installed on your computer.

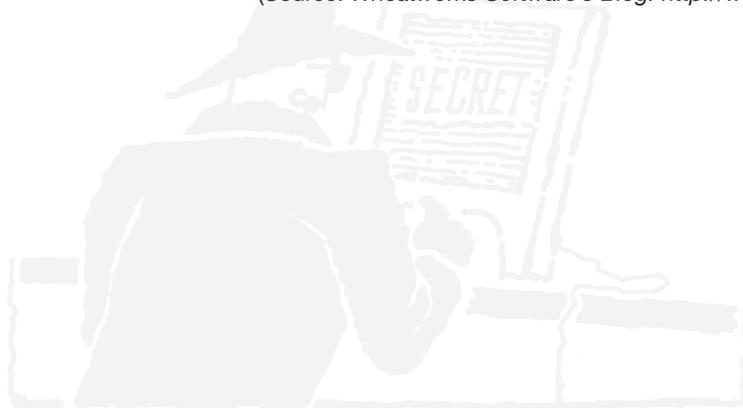
A survey conducted by the National Cyber Security Alliance in June of 2003 found that 91 percent of broadband Internet users had spyware installed on their computer.

For our purposes, we'll call all of the personal and financial data you want to protect "Private Data." Private Data include information like your social security number, your bank account numbers, your credit account information, and anything else you wish to protect.

Here are some tips that will help you protect your Private Data:

1. Never enter your Private Data in an unsecure form on a Web site. Make sure the URL begins with *https://* and not just *http://*.
2. Use and update your antivirus software daily.
3. Use and update your antispyware software daily. In fact, it's not a bad idea to use three or four different antispyware programs. If necessary, running your antispyware in Safe Mode allows you to remove spyware that can't be removed when scanning a computer running normally.
4. Use and update your firewall daily. A good idea is to use a software firewall on your computer and a hardware firewall between your computer and the Internet.
5. Never use a link in an e-mail to go to a financial Web site. Always type the URL you know to be valid into the address bar of your browser. This will prevent your vulnerability to phishing attacks.
6. Do not become involved in financial transactions with strangers.
7. Don't get rid of a computer without destroying the hard drive. My favorite data security tool for old hard drives is a sledge hammer. (Wear safety glasses to protect your eyes.)
8. Remember, "www" also stands for "Wild, Wicked Web." Protect yourself!

(Source: *Wheatworks Software's Blog*. <http://www.wheatworks.com>)



Questions/Comments to:

Evelin Saxinger, Work/Life Program Manager, esaxinge@hq.nasa.gov or 358-1311.

An online version of this newsletter may be found at http://www.hq.nasa.gov/office/codec/cc/navig-4_05.pdf
