

HVE 111

HUMAN VALUES AND ETHICS

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UNIT I

UNIVERSAL HUMAN ASPIRATION: HAPPINESS AND PROSPERITY

Happiness:

It describe, the state/situation in which I live, if there is harmony/synergy in it, then I like to be in that state or situation”. In other words state of liking is happiness. When we are in such a state of happiness– we experience no struggle, no contradiction or conflict within and we enjoy such a state of being and we wish to have its continuity. It is important to note that we do get an impression of happiness through our sensory interaction, such as while eating tasty food, seeing a beautiful picture, smelling a sweet fragrance, etc. However these impressions of happiness are always short-lived and their continuity can never be insured.

Prosperity:

It is the feeling of having or making available more than required physical facilities. To ascertain prosperity, two things are essential:

- a) Correct assessment of need for physical facilities, and
- b) The competence of making available more than required physical facilities (through production).

Prosperity often encompasses wealth but also includes other factor which are independent of wealth to varying degrees, such as health, spiritual notion, etc

THE BASIC REQUIREMENTS TO FULFIL BASIC HUMAN ASPIRATIONS

Right Understanding:

Lack of right understanding has led us into a variety of problem at different levels of our living, be it at the level of individual or a family or society or nature. As long as we live with wrong assumptions we shall continue to have the problems in ourselves and have problems in relationship, not feel happy or prosperous and will exploit nature.

In order to resolve the issues in human relationships, we need to understand them first and this would come from right understanding of relationship.

Similarly, in order to be prosperous and to enrich nature, we need to have the right understanding. The right understanding will enable us to work out our requirements for physical facilities and hence correctly distinguish the difference between wealth and prosperity.

Right relationship:

By relationship we mean the relationship that we have with other people or human being. We need to have mutually fulfilling relationships. If there is a problem in relationship, we feel uneasy, it bothers us. Even if we are interacting with someone and something we said or did offends them, it makes us uneasy, i.e. we want mutual fulfilment in relationship. Both I and the person we interact with need to feel fulfilled, need to feel satisfied from the interaction. This example from our daily life will elaborate it more. If we had an argument with a friend in the morning, after that we find that uneasy feeling stays with us for a long time. Although we may physically move from the place or stop talking to that friend, we still keep thinking about it and may get angry or frustrated. On the other hand, had there been no such problem with any of my friend rather I had a great time with the friend, then too it stays with us as a good feeling or good memory. Thus right relationship is something that we want in our life and we aspire for that.

Physical facilities:

Some of our desire or wants are so with physical things. We call these physical facilities. Physical facilities are necessary and complete for animals, while they are necessary but not complete for humans. To throw more light on that we need to ask our self a question. Do I want to live with a sense of prosperity or with a sense of deprivation? The answer is always wants to live with a sense of prosperity. Prosperity

means the feeling of having or being able to have more physical facilities than is needed. For ensuring feeling of prosperity, identification of need for physical facility is essential, over and above having wealth. So our assumption that accumulation of wealth is the only thing that we need and the rest shall be taken care of. But this is an incorrect assumption having wealth is necessary but not sufficient for prosperity. Right identification of physical facilities is the key towards prosperity.

HUMAN VALUES AND ETHICS: CONCEPT, DEFINITION

Human Values

Values are generally regarded as the moral standards of human behaviors in the society. It is a kind of quality of humans, which is applied to human activities. It is transmitted to a circumstantial factor which depends upon the judgment of the fact.

The word 'value' is derived from the Latin word '**valeo**' which originally meant strength and also health, and then by natural transition, it came to mean being effective and adequate.

In French the term '**valeur**' means excellence. Value is a mixture of three concepts such as Idea, Quality and Supervention.

Values can be defined as the principles that guide people's lives, and have varying significance. Values are the essence of our personality, and affect us to make decisions, trust people, and arrange our time and energy in our social life.

Values may be treated as keys to solving many world problems.

Values may be broadly categorized into two – (i) Intrinsic value and (ii) Extrinsic value.

Intrinsic values are those values which are associated with certain objects appearing to have such value that they would retain it even if they were to exist completely alone.

Extrinsic values are those values where certain objects have value as parts of other objects of value, or as means to ends of value. Values may be regarded as positive and negative. Anything that has positive value is considered to be good, whereas anything that has negative value is said to be evil.

The main functions of values are as follows:

1. Values play an important role in the integration and fulfillment of man's basic impulses and desires in a stable and consistent manner appropriate for his living.
2. They are generic experiences in social action made up of both individual and social responses and attitudes.
3. They build up societies, integrate social relations.
4. They mould the ideal dimensions of personality and range and depth of culture.
5. They influence people's behaviour and serve as criteria for evaluating the actions of others.
6. They have a great role to play in the conduct of social life.
7. They help in creating norms to guide day-to-day behaviour.

Significance of Human Values:

Human values have been a central concept in the social sciences since their inception. Human values play a vital role in the society, for they are said to be the basis of human beings for leading a better life.

The importance of values is frequently cited in relation to the global and national problems, whether it be in debates in international assemblies, in studies criticizing "value-free" approaches to research, or in discussion of quality of life and individual fulfillment.

There are individual morality and social morality. Individual morality provides the basis of decisions of and judgments by the individual: honesty, loyalty, good faith, being responsible. Social morality means fairness, which is one basis of law, which helps to govern society and to control individual behavior. Social morality considers whether an action threatens society's well-being.

ETHICS

Ethics or moral philosophy is a branch of philosophy that involves systematizing, defending, and recommending concepts of right and wrong conduct.

The term *ethics* derives from Ancient Greek (*ethikos*), from (*ethos*), meaning 'habit, custom'. The branch of philosophy axiology comprises the sub-branches of ethics and aesthetics, each concerned with values.

Three major areas of study within ethics recognised today are:

1. Meta-ethics, concerning the theoretical meaning and reference of moral propositions, and how their truth values (if any) can be determined.
2. Normative ethics, concerning the practical means of determining a moral course of action.
3. Applied ethics, concerning what a person is obligated (or permitted) to do in a specific situation or a particular domain of action.

Significance of Ethics

a) Inhibits Knowledge

First and foremost, ethical norms help in gaining knowledge, analyzing the truth, and avoiding any chances of errors while examining any given circumstance or situation. Thus, ethics are most efficient for

avoiding errors and prohibiting against fabricating, falsifying, or misrepresenting any data.

b) Enhances Cooperation

Working in any organization or workplace demands great deal of cooperation and coordination amongst people at different levels and different fields. As such, different values are promoted and shared amongst these people, such as trust, accountability, mutual respect, and fairness. These only contribute to better and improved working conditions, growth, and success, in turn.

c) Assists In Dealings

The right sense of thinking can help us deal with people on a daily basis in the right and positive manner. The absence of the right approach and wrong sense can only induce negative feelings, thereby affecting our communication with people as well. Ethics, which are built on trust, help in treating everyone as the children of GOD and love everyone. Hence, ethics that we pass onto others reveals the correct way of living.

d) Builds Public Support

By following proper ethical norms, they ensure building positive and strong public support. Say, for example, people are more likely to invest in a project or fund if they are guaranteed about the quality and integrity of the project. However, if they are unsure of the quality and growth, they probably will step back and look for another similar project that will fulfill their demand.

e) Promotes Moral & Social Values

Ethics are considered to be of utmost importance simply because they assist in promoting other significant moral and social values. As such, values like social

responsibility, human rights, animal welfare, compliance with the law, and health and safety, are some that are supported through practicing proper ethics. Any flaw in our values will reduce our ability to achieve success in our endeavors. For example, a person who fabricates data in a clinical trial can harm or even kill patients.

Sources of ethics

- 1) Genetic Inheritance
- 2) Religion
- 3) Philosophical system
- 4) Code of conduct
- 5) The legal system
- 6) Cultural experience



FUNDAMENTAL HUMAN VALUES

These fundamental human values are central to all cultures and ages, be it in the fields of religion, philosophy, ethics or law. They contain mankind's deepest moral aspirations and form the basis of our lives as individuals and as societies. An educational system based on human values helps students to develop a holistic understanding of body, mind and soul. They learn that true happiness can only be found within, not in the ephemeral outside world.

1. Right Conduct

Right Conduct has its roots in the Sanskrit word '**Dharma**'. This expression cannot be translated literally. It covers ethical guidelines, ethical behaviour and moral righteousness. The saying "Do good, see good and be good" captures the essence and intent of this value. It is rooted in attitudes and habits inculcated from early childhood that mature into respect and adherence to the duties and responsibilities that come with one's life circumstances.

2. Peace

Everyone wants and seeks peace. Lasting peace cannot be found in the material world. Peace requires the capacity for introspection and self-awareness. Self-awareness enables one to become mindful of his or her thoughts, words and deed. When self-awareness becomes a habit, the individual begins to monitor and modify the habitual patterns that interfere with inner peace. True peace requires an inner balance regardless of profit or loss, success or failure, pain or pleasure. To calm the mind and open the heart are essential steps to achieve this peace.

3.Truth

True happiness is only possible, when we realize, who we really are. Throughout the ages philosophers have stated that beyond the individual, egocentric self, there is a deeper reality and a higher self, which is our true being. This universal truth can be expressed in many ways and be explained by different names and forms, but ultimately it leads to the realization that everything is permeated by the one truth. The search for truth requires discernment, intuition and introspection. The highest truth is unchangeable in the past, present and future.

4. Love

The human value of love can best be expressed as the all-pervading life energy. In other words, this value has nothing to do with emotion, passionate feeling, desire or attachment. Love refers to something much deeper and more fundamental in the human nature. It is being selfless and detached from mutual expectations. All major religions emphasize the importance of love. It is kindness, caring, empathy and compassion.

5. Nonviolence

Nonviolence is expressed, when all the human values are understood and practiced. Nonviolence is the state of mind in which one recognizes the unity within

the apparent diversity. It manifests itself as a non-violation of the laws of nature and respect for law and order. Nonviolence requires restraint from consciously doing harmful actions, whether it is against oneself, others or nature as such. If the ethical principles of nonviolence are embraced as a means to world peace – then we can find global harmony.

PROFESSIONAL ETHICS

Professional ethics means to develop professional competence with ethical human conduct. Ethical human conduct means definitiveness of human conduct. Ethical human conduct is the foundation of professional ethics.

The only effective way to ensure professional ethics is through correct appraisal and systematic development of ethical competence in the professional (the human being). Profession is a significant domain of human activity targeted towards participating in the larger order which includes the society and nature around. Thus, it is a meaningful participation for each one in one or more of the five domains of human endeavor needed for a harmonious society. Ethical conduct of profession implies the right utilization of one's professional skills towards the fulfilment of comprehensive human goal and thus, meaningfully participates in the larger order. Professional ethics may be defined as a form of applied ethics that examines ethical principles and moral or ethical problems that arise in a business environment.

Professional ethics concerns the moral issues that arise because of the specialist knowledge that professionals attain, and how the use of this knowledge should be governed when providing a service to the public.

ENVIRONMENTAL ETHICS

Environmental ethics is the discipline in philosophy that studies the moral relationship of human beings to, and also the value and moral status of, the environment and its non-human contents.

Environmental ethics is the part of environmental philosophy which considers extending the traditional boundaries of ethics from solely including humans to including the non-human world.

It exerts influence on a large range of disciplines including environmental law, environmental sociology, ecotheology ecological economics, ecology and environmental geography.

Issues in Environmental Ethics

1. Consumption of Natural Resources

Our natural environment is not a storehouse to rob resources from. It is a reserve of resources that are crucial to the existence of life. Their unscrupulous depletion is detrimental to our well-being. We are cutting down forests for making our homes. Our excessive consumption of natural resources continues. The undue use of resources is resulting in their depletion, risking the life of our future generations. Is this ethical? This is an environmental ethics issue.

2. Destruction of Forests

When industrial processes lead to destruction of resources, is it not the industry's responsibility to restore the depleted resources? Moreover, can a restored environment make up for the original one? Mining processes disrupt the ecological balance in certain areas. They harm the plant and animal life in those regions. Slash-and-burn techniques are used for clearing land, that leads to the destruction of forests and woodland. The land is used for agriculture, but is the loss of so many trees compensated for?

3. Environmental Pollution

Many human activities lead to environmental pollution. The rising human population is increasing the demand for nature's resources. As the population is exceeding the carrying capacity of our planet, animal and plant habitats are being destroyed to make space for human habitation. Huge constructions (roads and buildings for residential and industrial use) are being made at the cost of the environment. To allow space for these constructions, so many trees have to lose their lives. The animals that thrive in them lose their natural habitats and eventually their lives. However, the cutting down of trees is seldom even considered as loss of lives. Isn't this unethical?

4. Harm to Animals

Due to habitat loss, animals may enter human settlements, thus posing a threat to the people living there. In some cases, these animals are killed. Secondly, animals serve as food sources of humans, for which they are killed. Also, animal studies cause harm to animals and even their deaths. This destruction has led to the extinction of many animal species. The reduction in the populations of several other animal species continues. How can we deny the animals their right to live? How are we right in depriving them of their habitat and food? Who gave us the right to harm them for our convenience? These are some of the ethical environmental issues that need to be addressed.

Our Moral Responsibility

Another important point in relation to environmental ethics is of our moral responsibility to preserve nature for our **future generations**. By causing environmental degradation and depletion of resources, we are risking the lives of future generations. Is it not our duty to leave a good environment for them to live in? Non-renewable energy resources are fast-depleting and sadly, it isn't possible to

replenish them. This means, they may not be available for the future generations. We need to strike a balance between our needs and the availability of resources, so that the forthcoming generations are also able to benefit from their use.

We are morally obliged to consider the needs of even the other elements of our environment. They include not just other human beings, but also plants and animals. It is only ethical to be fair to these elements and make a responsible use of natural resources. Environmental ethics try to answer the question of whether human beings have any moral obligation towards the **non-human entities** in nature. For the sake of development and convenience, is it morally right to burn fuels though pollution is caused? Is it morally right to continue with technological advances at the cost of the environment? Climate change is known to have a negative impact on plant diversity. It is a fact that the increasing pollution levels are hazardous for not only humans but also for plants and animals. Given this, isn't it our moral responsibility to protect the environment? We have certain duties towards the environment. Our approach towards other living entities should be based on strong ethical values. Even if the human race is considered as the main constituent of the environment, animals and plants are in no way less important. They have a right to get a fair share of resources and lead a safe life.


SENSITIZATION TOWARDS OTHERS PARTICULARLY SENIOR CITIZEN

Problems of Senior Citizens: -

Majority of the elderly in both rural 50.78 % and urban 57.35 % areas are totally dependent on others for economic support. Census reveals that a large number of the poor elderly people were not receiving pensions. Ageing is associated with the decline in physiological effectiveness. Not only elderly persons are at risk of particular age-related diseases; they may also suffer from combination of several

diseases. Senior citizens staying alone in the urban areas feel unsafe, Seniors are seen as a soft target by anti-social elements and dacoits. Crimes against seniors have seen a steady increase in recent times. Unhappy state of mind due to lack of exercise, lack of awareness regarding proper diet, lack of sleep due to stress, strain in relationships, financial constraints, fear psychosis, coping with medical emergencies. As per reports, 75-80 % of elders of middle class are lacking the respect, love, affection and protection.

What can be done to give relief to elderly people – Measures needed to be taken to control elder abuse –

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- To promote family values,
 - Sensitize the young on the necessities of older people and promote in them desirability of meeting familial obligations.
 - The most effective measure is through sensitizing children and strengthening inter-generation bonding.
 - Increased economic independence.
 - Initiate state policies to encourage young generation to co-reside with their parents by providing tax relief, allowing rebates for medical expenditures and giving preference in allotment of houses.
 - Short term staying facilities for older persons, so that family can get some relief when oldies go out.
 - There should be nation-wide programs in schools and colleges for sensitizing children and young adults towards the aging and the aged,
 - Sensitization of healthcare workers to recognize and develop a protocol for treating,
 - Develop a robust social security system that not only ensures income security to the older persons, but also gives them opportunities for income generation.
 - It is one of the primary ethical duty of any welfare government and its institutions to provide comfortable environment for elderly and terminally ill

persons or to ease their anxiety, stress, or pain and other problems, physical, psychological and spiritual by opening healthcare centers in each and every local area, to take care, genuinely and compassionately, of their day today physical, medical and mental necessities.

Government should build flats for senior citizens specially designed keeping in view the special needs of old-age – from grab rails in bathrooms and corridors to anti-skid flooring, arthritis friendly taps, wheelchair friendly lifts and flooring etc. It will give them secure atmosphere and live independently with dignity.



UNIT II

SPIRITUALITY

The word Spirituality is derived from **Latin** word **SPIRITUS** which refers to “**Breath**” or “**Wind**”

Spirituality refers to that part of human being that seeks meaning less through intra, inter and transpersonal connection.

Spirituality involves a belief in a relationship with some higher power, creative force, divine being or infinite sources of energy.

Spiritual needs for:-

Love, Hope, Trust, Forgiveness, Being Respected and Valued, Dignity, Fullness of Life, Values, Creativity, Connecting with higher power, Belonging to Community

Characteristics of Spiritual wellbeing:

- Sense of inner peace
- Compassion for others
- Reverence for life
- Gratitude
- Appreciation for unity and diversity
- Humor
- Wisdom
- Generosity
- Ability to transcend self

Spirituality in the work place:

Building spirituality in the workplace: Spirituality is promoted in the work place by adhering to the following activities:

1. Verbally respect the individuals as humans and recognize their value in all decision and action.
2. Get to know the people with whom you work and know what is important to them. Know their goals, desires and dream too.
3. State your personal ethics and your beliefs clearly.
4. Support causes outside the business.
5. Encourage leaders to use value based discretion in making decision.
6. Demonstrate your own self-knowledge and spirituality in all your action.
7. Do unto others as you would have them do unto you.

ATTITUDE

DEFINITION

Attitude is a mental position relative to a way of thinking or being.

A positive attitude helps you cope more easily with the daily affairs of life. It brings optimism into your life, and makes it easier to avoid worries and negative thinking. If you adopt it as a way of life, it would bring constructive changes into your life, and makes them happier, brighter and more successful.

With a positive attitude you see the bright side of life, become optimistic, and expect the best to happen. It is certainly a state of mind that is well worth developing.

Positive attitude manifests in the following ways:

- Positive thinking.
- Constructive thinking.
- Creative thinking.
- Optimism.
- Motivation and energy to do things and accomplish goals.

- An attitude of happiness.

A positive frame of mind can help you in many ways, such as:

- Expecting success and not failure.
- Making you feel inspired.
- It gives you the strength not to give up, if you encounter obstacles on your way.
- It makes you look at failure and problems as blessings in disguise.
- Believing in yourself and in your abilities.
- Enables you to show self-esteem and confidence.
- You look for solutions, instead of dwelling on problems.
- You see and recognize opportunities.

More Benefits of a Positive Attitude:

This might seem like a repetition of the above, but it helps to make this message clearer.

- It helps you achieve goals and attain success.
- It brings more happiness into your life.
- It produces more energy.
- Positive attitude increases your faith in your abilities, and brings hope for a brighter future.
- You become able to inspire and motivate yourself and others.
- You encounter fewer obstacles and difficulties in your daily life.
- You get more respect and love from people.

- Life smiles at you.

Simple Tips for Developing a Positive Attitude:

1. Choose to be happy. Yes, it is a matter of choice. When negative thoughts enter your mind, just refuse to look at them, doing your best to substitute them with happy thoughts
2. Look at the bright side of life. It's a matter of choice and repeated attempts.
3. Choose to be optimistic.
4. Find reasons to smile more often. You can find such reasons, if you search for them.
5. Have faith in yourself, and believe that the Universe can help you.
6. Associate yourself with happy people.
7. Read inspiring stories.
8. Read inspiring quotes.
9. Repeat affirmations that inspire and motivate you.
10. Visualize only what you want to happen, not what you don't want.
11. Learn to master your thoughts

SCIENTIFIC TEMPER

The Scientific temper is a way of life which uses the scientific method and which may, consequently, include questioning, observing physical reality, testing, hypothesizing, analyzing, and communicating.

Scientific temper refers to an attitude of logical and rational thinking. An individual is considered to have scientific temper if he employs a scientific method of decision-making in everyday life. **The term was coined by India's first Prime Minister, Jawaharlal Nehru, in his book 'The Discovery of India'.**

TEAM WORK

The process of working collaboratively with a group of people in order to achieve a goal.

Teamwork is often a crucial part of a business, as it is often necessary for colleagues to work well together, trying their best in any circumstance.

Teamwork means that people will try to cooperate, using their individual skills and providing constructive feedback, despite any personal conflict between individuals.

Why is Teamwork Important? 8 Good Reasons!

1. Creates synergy – where the sum is greater than the parts.
2. Supports a more empowered way of working, removing constraints which may prevent someone doing their job properly.
3. Promotes flatter and leaner structures, with less hierarchy.
4. Encourages multi-disciplinary work where teams cut across organizational divides.
5. Fosters flexibility and responsiveness, especially the ability to respond to change.
6. Pleases customers who like working with good teams (sometimes the customer may be part of the team).
7. Promotes the sense of achievement, equity and camaraderie, essential for a motivated workplace.
8. When managed properly, teamwork is a better way to work!

VOLUNTEERING

Volunteering is generally considered an altruistic activity where an individual or group provides services for no financial gain "to benefit another person, group or organization".

Volunteering is also renowned for skill development and is often intended to promote goodness or to improve human quality of life. Volunteering may have positive benefits for the volunteer as well as for the person or community served.

It is also intended to make contacts for possible employment. Many volunteers are specifically trained in the areas they work, such as medicine, education, or emergency rescue. Others serve on an as-needed basis, such as in response to a natural disaster.

RIGHTS

Rights are legal, social, or ethical principles of freedom or entitlement that is rights are the fundamental normative rules about what is allowed of people or owed to people, according to some legal system, social convention, or ethical theory.

1. Human Rights:

Human rights are defined as moral entitlement that place obligations on other people to treat one with dignity and respect.

Provisions under human rights are as follows:

- a) Right to pursue legitimate personal interest
- b) Right to make a living
- c) Right to privacy
- d) Right to property
- e) Right to non-discrimination
- f) No sexual harassment



2. Professional Rights:

Under professional rights, the following provisions are protected.

- a) Right to form and express professional judgment
- b) Right to refuse to participate in unethical activities
- c) Right to fair recognition and to receive remuneration for professional services
- d) Right to warn the public about danger
- e) Right to talk publicly about the job
- f) Right to engage in the activities of professional societies

RESPONSIBILITY:

Senses or meaning:

There are different senses of responsibility, such as:

1. Characteristics quality:

Primarily responsibility implies duty with care and efforts.

2. Obligations:

These are one's moral responsibility i.e. duty to act right and in moral ways. The obligations such as honesty, fairness and decency are incumbent on everyone. In addition to this, we have role responsibilities assigned by taking up various roles, such as parents, inspectors and employees.

3. General moral capacity:

One has the general capacity for moral agency, including the understanding and action on moral reasons.

4. Liability and Accountability:

Liability and Accountability for actions. It means that one is liable to meet the obligations in better ways. The person is likely to respond legally, if necessary.

Accountability means that one is willing to justify or defend the decision, action or means and outcomes.

Types of Responsibility:

Different types of responsibilities exhibited in human transactions are:

1. Moral Responsibility

Moral responsibility as applied to a professional: A professional must be responsible morally, in creating internal good or good outcomes, and eliminating or minimizing un-intended side-effects, from engineering and technology. It includes:

a) Obligations:

A commitment to moral actions(primary obligation to protect the safety of the human beings and respected their rights)

b) Conscientious:

A comprehensive perspective to accept the duties and diligently do the rights things by putting their heart, head and hands.

c) Accountability:

Being accountable for decision, actions and the results of product or project including safety.

d) Praiseworthy/ Blameworthy:

As applied to context of doing things right or doing things wrongly, respectively.

2. Causal Responsibility:

It is being a cause of some event for example, a child playing with matches cause a house burn. The child is causally responsible but the parent who left the child with matches, is morally responsible.

3. Job Responsibility:

It consists of assigned tasks at the place of employment and achieving the objectives.

4. Legal Responsibility:

It is the response required by law and includes legal obligations and accountability to meet them. Many of these responsibilities overlap with responsibility.

ROAD SAFETY

India has the second largest road network in the world with over 3 million km of roads of which 60% are paved. These roads make a vital contribution to the India's economy. On the whole, the facilities for the road users are not up to the mark, leading to a high toll of the death victims. Recently, there is a growing concern over the road crash problem.

Road safety is emerging as a major social concern in the country. The statistics are mind boggling with an average mortality rate of 100,000 persons dying in road accidents.

Few important Road Safety Tips are mentioned below :

1. Don't use your mobile phone whilst driving
2. Belt up in the back
3. Don't drink and drive
4. Always adhere to speed limits
5. Take special care about children, senior citizens and pedestrians.
6. Don't drive if tired.
7. Pedestrians should walk cautiously.
8. Always observe and anticipate other road users.
9. Keep your distances.
10. Always wear helmets and seat belts

Road Safety Tips for Pedestrian

Though Pedestrian is the most important constituent of traffic. He belongs to the high risk group on road. In order to remain safe pedestrians should cultivate the habit of using road infrastructure in proper manner. Subways, Zebra Crossings, foot over bridges should be used to cross the road. Short cuts and easy options of crossing roads can be dangerous and should not be resorted to.

Simple actions on road will keep you safe:

Teaching your child safe crossing behavior

- Walk with care.
- Look towards oncoming traffic.
- Never assume that driver has seen you when you are about to cross the road, it is your responsibility to save yourself.
- Avoid crossing road where drivers may not be able to see you.
- Wait for suitable gap in the traffic flow before crossing the road.
- Never jump over the divider railings. You may tumble on to the traffic.
- Always hold hands of children while crossing the road.
- Avoid using roads for morning walks and jogging.
- Take extra care if you have to cross the road on or near a crest or curve.
- Avoid crossing road between parked cars.
- Crossing road by the shortest and most direct route reduces your time on road.
- Do not overestimate your child. It is important to teach your child from an early age to STOP, LOOK, LISTEN and THINK before crossing.
- STOP one step back from the kerb.
- LOOK in all directions for approaching traffic. Encourage your child to turn his head, looking in all directions - not just left and right.
- LISTEN for approaching traffic.
- THINK whether it is safe to cross. Make an eye contact with drivers to ensure that they have seen you.

Harmony In The Family

Family is the Basic Unit of all Interaction: Each of us is born into a family which includes a number of relationships. These relationships are the reality of our life. We recognize and identify these individuals. We share our feelings, tastes, interests and understanding with these people and have an affinity for them.

Beginning with our family as the basic unit of interaction, we extend our interactions to the immediate neighbourhood such as the shopkeepers, servants, classmates, teachers, colleagues etc. Thus we extend our interactions from beginning from our family to a bigger social order and then move further to a still bigger web of interdependency.

Set of proposals to verify Harmony in the Family:

- 1. Relationship IS and it exists between the Self ('I') and the other Self ('I'):** In a family, we do not create relationships. Instead we are embedded into relationships that are already there and all that we need to do is to recognize them and understand them.
- 2. The Self ('I') has feelings in a relationship. These feelings are between ('I') and ('I'):** In any relationship, it is the person's Self (I) that is related to the other person's Self (I). The body is only a means to express our relationship. For example, in a mother and a child, it is the Self of the mother and the Self of the child who feel connected. Their bodies are incapable of understanding or having feelings.
- 3. These feelings in the ('I') are definite. i.e. they can be identified with definiteness:** The feelings in a relationship between "I" and "I" such as Trust, Respect, Affection etc., can be identified with clarity. These feelings are the values which characterize any relationship.
- 4. Recognizing and Fulfilling these feelings lead to Mutual Happiness in a relationship:** Once we recognize the values essential for any relationship, we start working and behaving according to these feelings. We begin evaluating ours' and others' feelings in the relationship. Thus living with these values leads to mutual fulfillment and happiness in all our relationships.

Understanding Values In Human Relationships

Foundation Value and Complete Value in Human Relationship:

There are certain basic and important values in maintaining relationship. These values, we all know, are the backbone of health and happy family relations. The feelings, emotions, sentiments and respect all are of real importance. These values lead to elimination of friction and establishment of total harmony in relationship on long term basis. Values that are important in any relationship are:

Feelings / Values in Relationships	
S.No.	Feeling
1	Trust / Visvasa
2	Respect / Sammana
3	Affection / Sneha
4	Care / Mamata
5	Guidance / Vatsalya
6	Reverence / Shraddha
7	Glory / Gaurava
8	Gratitude / Kritagyata
9	Love / Prema

1. Trust:

Trust or vishwas is the foundational value in relationship. “**To be assured that each human being inherently wants oneself and the other to be happy and prosperous.**” If we have trust in the other, we are able to see the other as a relative and not as an adversary.

There are two aspects in trust:

- i. Intention (wanting to – our natural acceptance)
- ii. Competence (being able to do)

Both intention and competence are the aspects of trust. Intention is what one aspires for (our natural acceptance) and competence is the ability to fulfil the aspiration. In intention every human being wants to do what is right, only the competence may be lacking which needs to be developed through proper understanding and practice. But what we are doing today is that when we are judging our self we are judging on the basis of our intention, whereas, when we are judging the other we are judging him on the basis of his competence.

2. Respect:

Respect means individuality. The sense of individuality is prime object. This is the first basic step towards respect (sammana). Once we realized that we are individual then only we can see our self different from others. In other words, **respect means right evaluation, to be evaluated as I am.**

3. Affection:

Affection is the feeling of being related to the other. Affection comes when I recognize that we both want to make each other happy and both of us are similar.

4. Care:

The feeling of care is the feeling to nurture and protect the body of our relative. Or in other words a state of mind in which one is troubled; worry, anxiety, or concern is called care.

5. Guidance:

The feeling of ensuring right understanding and feelings in the other (my relative) is called guidance. We understand the need of self ('I') for right understanding and feelings. We also understand that the other is similar to me in his/her faculty of natural acceptance, desire of wanting continuous happiness and the program of living in harmony at all the four levels.

6. Reverence:

The feeling of acceptance of excellence in the other is called reverence. When we see that the other has achieved this excellence- which means to understand and to live in harmony at all the levels of living ensuring continuity of happiness, we have a feeling of reverence for him/her.

7. Glory:

Each one of us wants to live with continuous happiness and prosperity. Each one of us has the similar faculty of natural acceptance, has the same goal and program and we have the same potential to realize this. **Glory is the feeling for someone who has made efforts for excellence.**

8. Gratitude:

Gratitude is the feeling of acceptance for those who have made efforts for my excellence. Gratitude is an emotion that occurs after people receive help, depending on how they interpret the situation.

9. Love:

Love is the emotion of strong affection and personal attachment. In other words, love is a feeling of warm personal attachment or deep affection, as for a parent, child, or friend. This feeling or value is also called the complete value since this is the feeling of relatedness to all human beings. It starts with identifying that one is related to the other human being (the feeling of affection) and it slowly expands to the feeling of being related to all human beings.

The word *love* can refer to a variety of different feelings, states, and attitudes, ranging from generic pleasure ("I loved that meal") to intense interpersonal attraction ("I love my wife"). "Love" can also refer specifically to the passionate desire and intimacy of romantic love, to the sexual love of Eros (cf. Greek words for love), to the emotional closeness of familial love, or to the platonic love that defines friendship, to the profound oneness or devotion of religious love. This diversity of uses and meanings, combined with the complexity of the feelings involved, makes

love unusually difficult to consistently define, even compared to other emotional states.

Present Scenario: Differentiation (Disrespect) in relationships on the basis of body, physical facilities, or beliefs –

Respect means accepting individuality and doing right evaluation (to be evaluated as I am). Our basis for respect today is largely quite contrary to our discussion above. Instead of respect being a basis of similarity or one of right evaluation, we have made it into something on the basis of which we differentiate i.e. by respecting you mean you are doing something special, because you are special or have something special or are in some special position. Thus, all of us are running around seeking respect from one another by trying to become something special.

Today, we are differentiating in the name of respect. We either differentiate people on the basis of their body, on the basis of their wealth and possessions or on the basis of their beliefs. There is no notion of respect in terms of right evaluation. Thus, there is no real feeling of relationship, only one of differentiation.

On the basis of body

- **Sex/gender:** We ignore the fact that being male or female is an attribute of the body, and not an attribute at the level of 'I'. And differentiate in giving respect on the basis of gender called male and females. In many countries, people even prefer a male child to a female child, and in some other societies, the other way round.
- **Race:** If the person is of the same race as oneself, then we treat them differently. For example, we differentiate on the basis of skin colour – white, brown, black etc. or on the basis of whether the person is of Aryan race, Mongolian race etc. or on the basis of caste. Again here, we don't do the evaluation on the basis of 'I', but on the basis of the body

- **Age:** We have notions such as ‘one must respect elders’. There is no such notion as respect youngsters. Here, we see that we are again evaluating at the level of the body – age is related to the body, and not to ‘I’.
- **Physical strength:** If someone is stronger, we again treat him/her differently. This is again at the level of the body. In fact, we think that we are respecting the other while it is fear; the fear that if we do not treat them like this, we will be harmed.

On the basis of physical facilities

- **Wealth:** We differentiate people because some have wealth than others. What we term as a “rich person” gets idolized. We don’t even bother to find out whether such people are feeling prosperous, or if they just have wealth. This way, we are over-evaluating physical facilities first, which are just meant to fulfil the needs of the body, and then on this basis, we are wrongly identifying our relationship.
- **Post:** We try to respect on the basis of a person’s position. The post is wrongly evaluated as the mark of a person’s excellence and differentiation sets in. The post is considered important either on the basis that it gives more physical facilities or on the basis that certain positions are assumed to be important. In our education, we are trained directly or indirectly to earn posts for us to fetch respect.

On the basis of beliefs

- **‘Isms’:** ‘Ism’ means any belief in terms of a ‘thought-system’ that we have, or that we have adopted. There are also many modern ‘isms’ such as capitalism, socialism, communism, etc. The people following these sets of beliefs are called capitalists, socialists, communists, and so on. The people that have adopted them or are following them have been exposed to them since childhood. Believing theirs to be the right belief. However, all beliefs, as we have seen are at the level of desires, thoughts and expectations (selections) in ‘I’. There is no definiteness at this level, and hence, this becomes a cause for differentiation.

- **Sects:** People of one sect only consider those with a similar belief system to be their 'own' and worthy of respect. Following a particular tradition, or what we call as religion, becomes the basis of respect and disrespect in relationship.

The Problems Faced Due To Differentiation In Relationships:

Differentiation based on sex/gender: Issue of women's rights, and women protesting and demanding for equality in education, in jobs, and in peoples' representation. People are insecure and afraid of one another based on their gender.

Differentiation based on race: there are many movements and protect against racial discrimination and demands for equality, racial attacks, movements against cast discrimination has people living in fear of such racism, racist attacks, casticism and discrimination.

Differentiation based on age: Protests and movements demanding for equal rights for children on the one hand and for rights for elderly people on the other, generation gap

Differentiation based on wealth: Class struggle and movements to do away with class-differentiation. Many people suffering from a lack of self-esteem and some even committing suicide,

Differentiation based on post: Protests against high handed government officials. At the level of the individual, leads to depression, etc.

Differentiation based on 'isms: Fights, turmoil, terrorism and war, people converting from one Ism to another in order to be able to get more respect.

Differentiation based on sects: Countless religions and sects and each sect has its own movement to ensure that there is no discrimination against people of their belief and demands for special provisions in jobs and in education.

VALUE CONFLICT

Although sharing a set of common values, like hockey is better than baseball or ice cream is better than fruit, two different parties might not rank those values equally. Also, two parties might disagree as to certain actions are right or wrong, both in theory and in practice, and find themselves in an ideological or physical conflict. Ethnomics, the discipline of rigorously examining and comparing value systems enables us to understand politics and motivations more fully in order to resolve conflicts.

An example conflict would be a value system based on individualism pitted against a value system based on collectivism. A rational value system organized to resolve the conflict between two such value systems might take the form below. Note that added exceptions can become recursive and often convoluted.

- Individuals may act freely unless their actions harm others or interfere with others' freedom or with functions of society that individuals need, provided those functions do not themselves interfere with these proscribed individual rights and were agreed to by a majority of the individuals.
- A society (or more specifically the system of order that enables the workings of a society) exists for the purpose of benefiting the lives of the individuals who are members of that society. The functions of a society in providing such benefits would be those agreed to by the majority of individuals in the society.
- A society may require contributions from its members in order for them to benefit from the services provided by the society. The failure of individuals to make such required contributions could be considered a reason to deny those benefits to them, although a society could elect to consider hardship situations in determining how much should be contributed.
- A society may restrict behavior of individuals who are members of the society only for the purpose of performing its designated functions agreed to by the

majority of individuals in the society, only insofar as they violate the aforementioned values. This means that a society may abrogate the rights of any of its members who fails to uphold the aforementioned values.

SENSATIZATION AGAINST DRUG ABUSE

Top 10 Ways to Prevent Drug Use:

1. Abstinence

Abstinence is the best way to prevent drug abuse or addiction. Some drugs are highly addictive, with many people becoming addicted after using them just once. For some people, it is really easy to never touch drugs. However, for others, it can be incredibly difficult, especially for people experiencing peer pressure or who are in chronic physical or emotional pain. In these cases, completely abstaining from drug use can take a lot of skill and willpower, much of which can be gained.

2. Take Time for Yourself

Modern life is filled with stress, which increases a person's risk of abusing drugs or developing an addiction. With the ease of receiving work email and phone calls on a mobile device, many people find it hard to leave work at the office, which increases the amount of stress they feel. This is added to the pressures of family obligations, social activities, and commuting to work, causing many people to be in a chronic state of stress with no time to take care of themselves and relax. Chronic stress causes many physical and mental health problems, which can lead to a person turning to drugs and alcohol for relief. People can prevent some of these triggers by just taking time to relax and take care of themselves. This could include setting aside a few hours a week to journal, read, take a bath, or get a massage, or turn off the phone for one day a week.

3. Live a Healthy, Well-balanced Life

Along with finding healthy ways to reduce stress, living a healthy, well-balanced life is another way to decrease the risk of drug abuse. A healthy lifestyle

includes healthy eating, regular exercise, an active social life, and not smoking. By incorporating these activities, a person tends to have a happier and healthier life overall, which minimizes some of the temptations and triggers of drug abuse. An added bonus is that it also reduces the chance of developing many preventable diseases, including diabetes, heart disease, and cancer.

4. Learn Coping Mechanisms

Many people abuse drugs and alcohol in order to numb negative feelings. To prevent abusing drugs for this reason, it is important to learn healthy coping mechanisms. Everyone feels sad, lonely, isolated, ashamed, embarrassed, unworthy, and other negative emotions at various points in his or her life. There is nothing wrong with feeling these emotions. The best way to deal with these emotions is to learn how to properly process them, which may include talking to someone, writing in a journal, exercising, meditating, and more. Through knowing the right way to cope with these thoughts and feelings, a person will not be tempted to numb them through drugs.

5. Spend Time with (the Right) Friends and Family

Socializing is an important aspect of a person's overall health and wellbeing. However, the wrong relationships can trigger drug abuse. For example, being surrounded by others who abuse drugs will increase the risk of also abusing drugs. Conversely, being surrounded by those who do not use drugs will limit a person's exposure and the peer pressure to be a user. Additionally, by choosing friends and family members who show love and support and provide a positive environment, a person will have less risk of encountering emotions that trigger drug abuse. However, being around people who constantly belittle a person and make him or her feel unworthy will facilitate negative feelings and emotions that could cause a person to turn to drugs and alcohol to feel better, which can lead to addiction and other problems.

6. Learn to Handle Peer Pressure

Peer pressure can play a significant role in drug abuse, especially for teenagers and young adults. By learning the best way to handle peer pressure and say no to using drugs, a person will be better able to withstand the temptation to use drugs. Likewise, avoiding situations where certain drugs and alcohol will be around, such as raves, parties, or other events, can help a person avoid such peer pressure.

7. Education

Knowledge is power, which is a true statement in regards to drug use. Knowing about the risks, health and legal consequences, and other information about drug use will provide many people with a stronger reason for avoiding drugs. Although some people will use drugs even when they know the consequences, many people abuse drugs without realizing the consequences, especially from using legal drugs such as pain medication, some designer drugs, and in some cases marijuana. When they are unaware of the health risks involved, it is easier for them to join in with their peers and abuse drugs. Education is a great tool for parents wondering “how can we prevent drug use in our children.”

8. Engage in Mindfulness Activities

Mindfulness activities, such as meditation and yoga, have been shown to help with managing negative emotions, reducing anxiety and stress, and improving a person’s overall health and wellbeing. Engaging in these activities will decrease many of the common triggers of drug abuse, including negative emotions. It has also been shown to provide some mental illness help.

9. Use Medication Only as Prescribed

Although marijuana is often called the gateway drug, prescription pain killers are now one of the most common ways that people become addicted to drugs. Opioid pain medication can be addictive, especially when not used according to the prescription. Many people who become addicted to opioid pain medication find themselves turning to heroin because it provides a similar high but is often easier and cheaper to obtain. However, heroin is not regulated and many people inadvertently overdose because the quality and strength varies. Whether they remain on the

prescription or turn to illegal drugs, prescription drug addiction is becoming a problem that can be solved by managing the drug use, using it only when necessary, and only as prescribed.

10. Seek Help

One of the best ways to prevent drug use is to seek help for mental illness or behavioral health problems. When a person feels overwhelmed by stress or emotions, talking to a therapist helps manage the situation so he or she will not feel the need to turn to drugs. Treatment will also help those who already find themselves abusing drugs.

DEVELOPING PERSONAL CODE OF CONDUCT (SWOT ANALYSIS)

SWOT analysis aims to identify the key internal and external factors seen as important to achieving an objective. SWOT analysis groups key pieces of information into two main categories:

1. Internal factors – the *strengths* and *weaknesses* internal to the organization
2. External factors – the *opportunities* and *threats* presented by the environment external to the organization

Example of Student SWOT Analysis

You are student and want to know and try to create your personal SWOT Analysis, you can use the example below for your reference. Remember, if you can identified your strengths, weaknesses, opportunities, and threats then you will know what you should do and what strategy what will you choose for the future. This method absolutely the right way to "sell yourself".

Strengths

- 1. What do you do well?**
- 2. What unique resources can you draw on?**

- 3. What do others see as your strengths?**

- Good at character creation
- Can talk and present in front of large crowds/public speaker
- Pretty tech savvy
- Good with detailed lines, cross hatching
- Can draw with a graphics tablet
- Variety of unique styles
- Uses colour schemes well

Weaknesses

- 1. What could you improve?**
- 2. Where do you have fewer resources than others?**
- 3. What are others likely to see as weaknesses**

- Easily distracted
- Jump to the final image without showing development
- Not always confident with diverse poses
- Don't read through the brief properly so I sometimes miss crucial parts
- In order to get things right in my head I have to talk it through out loud
- Struggle to make fast decisions

- Impulsive

Opportunities

- 1. What opportunities are open to you?**
- 2. What trends could you take advantage of?**
- 3. How can you turn strengths into opportunities?**
 - The colleges printing facilities offer me a chance to work with new media
 - I have been taught how to make basic zines which I could sell at fairs for a small profit
 - Digital workshops
 - Weekly updates for potential job
 - Get to collaborate with others to make images and product e.g. badges, tee shirts and small characters prints

Threats

- 1. What threats could harm you?**
- 2. What is your competition doing?**
- 3. What threats do your weaknesses expose you to?**
 - Others illustrators -- large competitive field
 - Similar styles to me -- don't want to blend in with the crowd
 - Getting easily distracted can hinder the quality of my work
 - Lack of development doesn't support my image making and is bad practice

- Being impulsive can lead me to making drastic choice about my work which I could regret further down the line.

MANAGEMENT OF ANGER

Anger or wrath is an intense emotional response. It is an emotion that involves a strong uncomfortable and hostile response to a perceived provocation, hurt or threat.

Anger can occur when a person feels their personal boundaries are being or are going to be violated. Some have a learned tendency to react to anger through retaliation as a way of coping.

Anger is an emotional reaction that impacts the body. A person experiencing anger will also experience physical conditions, such as increased heart rate, elevated blood pressure, and increased levels of adrenaline and noradrenaline.

Anger management: 10 tips to tame your temper

Ready to get your anger under control? Start by considering these 10 anger management tips.

1. Think before you speak

In the heat of the moment, it's easy to say something you'll later regret. Take a few moments to collect your thoughts before saying anything — and allow others involved in the situation to do the same.

2. Once you're calm, express your anger

As soon as you're thinking clearly, express your frustration in an assertive but non confrontational way. State your concerns and needs clearly and directly, without hurting others or trying to control them.

3. Get some exercise

Physical activity can help reduce stress that can cause you to become angry. If you feel your anger escalating, go for a brisk walk or run, or spend some time doing other enjoyable physical activities.

4. Take a timeout

Timeouts aren't just for kids. Give yourself short breaks during times of the day that tend to be stressful. A few moments of quiet time might help you feel better prepared to handle what's ahead without getting irritated or angry.

5. Identify possible solutions

Instead of focusing on what made you mad, work on resolving the issue at hand. Does your child's messy room drive you crazy? Close the door. Is your partner late for dinner every night? Schedule meals later in the evening — or agree to eat on your own a few times a week. Remind yourself that anger won't fix anything and might only make it worse.

6. Stick with 'I' statements

To avoid criticizing or placing blame — which might only increase tension — use "I" statements to describe the problem. Be respectful and specific. For example, say, "I'm upset that you left the table without offering to help with the dishes" instead of "You never do any housework."

7. Don't hold a grudge

Forgiveness is a powerful tool. If you allow anger and other negative feelings to crowd out positive feelings, you might find yourself swallowed up by your own bitterness or sense of injustice. But if you can forgive someone who angered you, you might both learn from the situation and strengthen your relationship.

8. Use humor to release tension

Lightening up can help diffuse tension. Use humor to help you face what's making you angry and, possibly, any unrealistic expectations you have for how things should go. Avoid sarcasm, though — it can hurt feelings and make things worse.

9. Practice relaxation skills

When your temper flares, put relaxation skills to work. Practice deep-breathing exercises, imagine a relaxing scene, or repeat a calming word or phrase, such as "Take it easy." You might also listen to music, write in a journal or do a few yoga poses — whatever it takes to encourage relaxation.

10. Know when to seek help

Learning to control anger is a challenge for everyone at times. Seek help for anger issues if your anger seems out of control, causes you to do things you regret or hurts those around you.

STRESS MANAGEMENT

Stress is defined as “a state of psychological and physiological imbalance resulting from the disparity between situational demand and the individual's ability and motivation to meet those needs.”

Stress management is a wide spectrum of techniques and psychotherapies aimed at controlling a person's level of stress, especially chronic stress, usually for the purpose of improving everyday functioning.

In this context, the term 'stress' refers only to a stress with significant negative consequences, or distress in the terminology advocated by Hans Selye, rather than what he calls eustress, a stress whose consequences are helpful or otherwise.

Causes of Stress

The major causes of stress at work or
in **organization**:



Try these tips to help you with general stress reduction as well as specific anxiety-provoking experiences.

1. Step Back and Put the Problem in Perspective

Maybe you're disappointed that you didn't get a promotion you were up for or concerned that money is a little tight this month because of an unexpected medical bill. Feeling stressed is a natural reaction. But try to take a step back and ask yourself: Will this issue still matter in a year? In five years? If the answer is no, take a deep breath and try to move forward. Keeping things in perspective is crucial to managing stress.

2. List Some Solutions and Come Up With a Plan

If there's a specific problem you need to fix, make a list of all possible solutions and pick the best one for your situation. Realizing that you have options and coming up with a concrete plan will have a direct effect on stress reduction. "Break the task into smaller parts so you can try to accomplish what you need to in an hour, a day and then next week so the problem becomes more manageable,"

3. Accept Those Things Beyond Your Control

Some circumstances are simply beyond our control, and we have to learn to cope with and accept them. Fortunately, you do have control over how you react to stressful situations. Staying calm and being willing to accept emotional support from others can help in managing stress.

4. Give Yourself a Break to Relax and Recharge

Daily stressors can creep up on you before you realize it, so treat yourself to at least one relaxing activity every day. Listening to music, meditating, writing in a journal, or enjoying a soothing bubble bath are all great ways to relax and relieve stress. "Meditation allows us to clear our minds and be able to see things in a more

realistic perspective," Taking time for yourself is important for both preventing and managing stress.

5. Try to Get Some Regular Exercise Every Day

Exercise is one of the best methods for managing stress because it can relieve both the physical and emotional effects of stress. Consider fitness choices that also deliver specific stress-reducing effects like yoga, tai chi, Pilates, or one of the martial arts, all great ways to get rid of pent-up stress and negativity. "Exercise can help regulate and dissipate in a productive way those 'fight or flight' stress chemicals in the brain,

6. Open Up to People and Express Your Feelings

If something's bothering you, don't keep it to yourself. Talk to people you trust, like friends, family, or coworkers, about what's on your mind. Even if you're not looking for specific advice, it usually feels good just to get your feelings out into the open.

7. Set Reasonable Expectations in Your Daily Life

Being busy is sometimes inevitable, but regularly taking on more than you can manage can cause unwanted and unwelcome stress. Tell yourself that it's okay to say no to activities at your child's school or to extra projects at work — you are not obligated to accept every request made of you. Additionally, don't take on more financial responsibilities — such as a new car or a bigger house — if you think they'll be a stretch. Being realistic about your finances is an important strategy for managing stress.

8. Resolve Issues Before They Become Crises

It's human nature to avoid unpleasant topics and circumstances, but if you're concerned about a brewing situation, whether it's at work or at home, address it early

to keep it from becoming more serious, harder to solve, and more stressful for you. Problems are always easier to handle before they develop into full-blown calamities.

Everyone feels stress — it's impossible to avoid it all the time. But it is possible to keep stress under control by setting realistic expectations of yourself, learning how to keep problems in perspective, and enjoying relaxing breaks from the daily demands of life.