



SELF HELP

LESSONS BY BEST SELLERS



WHAT YOU CAN LEARN
FROM THE 10 BEST
SELF HELP BOOKS OF OUR TIME

ЧТО МЫ МОЖЕМ УЗНАТЬ
ИЗ 10 ЛУЧШИХ
КНИГ ПО САМОПОМОЩИ
НАШЕЙ ЭПОХИ

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50 Self-Help Classics: 50 Inspirational Books to Transform Your Life from Timeless Sages to Contemporary Gurus – "Amazing "Cliffs notes" resource with many great ideas from many of the best books all rolled together in one volume."

Foreword

Self-help is a very important aspect in life that needs your attention. With this, facing the challenges in life and reaching out for your success will be more possible than before. Find out everything you need here.



Self Help Lessons By Best Sellers

What You Can Learn From The 10 Best Self Help Books Of Our Time

Chapter 1:

Introduction

Synopsis

What is self-help? Well, you should never take this as just a matter of realizing the weakness you have and finding the best ways to change them.

It will never end with visualizing a better alternative. Self-help is a fundamentally mental matter, but it does not necessarily mean that it happens at a theoretical “belief level”.

Self help strategies include introspection and consideration, but it also requires action to reach your goals.



The Basics

The books and seminars for self-help typically discuss the fact that individuals should control themselves, so that improving themselves will be much easier for them to do. It is a significant suggestion and when you fail to follow it, you may never get the chance to reach your goal anymore.

However, familiarizing yourself with and understanding the concepts of self-help could help you a lot to achieve a successful result, but this will only last for a while.

If you want to experience a persistent and almost a lifetime success, you will need to bear the skills needed to improve yourself. Taking for granted the needs of other people is a great epidemic within the society and it is a risky thing that can keep you from achieving success. The aspirations and goals you have should be further than thinking about your needs only. When it comes to self-help, you will find that you have more things to consider, so that you can make it in the best way as possible.

This book is meant to provide you with self help lessons that will be very helpful for anyone who aims to improve his or her self. Make your own self filled with more knowledge about self-improvement and have an in-depth understanding about the corners of it. This book is a compilation of the content that discusses everything about self-help. Read on.

Chapter 2:

*Man's Search For Meaning - "A must-read for EVERYONE.
A potentially life-changing and eye-opening book."*

Synopsis

Man's Search for Meaning is a book written by Viktor Frankl that chronicles his own experiences as an inmate throughout World War II. From this book, he described a psychotherapeutic method that includes the process of identifying the purpose of being positive when it comes to life.

According to the author, the way that a prisoner imagines his future will affect his longevity. This book aims to respond to the question "how the daily life in the concentration camp appeared in the minds of all average prisoners".



Man's Search

The first part of this book focuses on the analysis of the author about his experiences within all concentration camps. The second part presents his own ideas about the "Meaning" together with his theory known as logotherapy. These sections contain details which are all related to self help.

The author of this book said that there are 3 psychological reactions that the inmates experience at one degree to another. These 3 psychological reactions are the following:

- (1) The shock throughout the first admission stage to the concentration camp,
- (2) Indifference after adapting to the existence of camp and
- (3) The reactions of the moral deformity, depersonalization, disillusionment and bitterness when the prisoner survives and becomes liberated.

This book also discusses the "meaning of life" present in each moment of life. The author added that the life of a person never stops to acquire meaning whether he suffers or he is about to die. The author also believes that for every person who is in a dire situation, there would be somebody who watches over them. This person could be a friend, a member of your family or the Almighty God who will never disappoint.

The conclusion of this book includes the fact that the psychological reactions of a prisoner are not totally the outcome of the circumstances in his life.

These are also the result of the freedom to choose from the options available. The freedom to choose is always available even in the midst of serious suffering.



Chapter 3:

The 7 Habits of Highly Effective People - "The best of the best. Arguably the best self-help book of all-time."

Synopsis

This book was initially published and introduced to people in 1989.

This is a business and self-help book that you should read.

Its author was Stephen Covey. In this book, the author presents the way on how a person will become more effective in reaching his/her goals. He said that it will be done by aligning yourself to the so-called "true north" concepts of the character ethic which he presented as timeless and universal.

So, what are the things that must be done to become more efficient? Well, here are the seven habits that a highly efficient person possesses.

The 7 Habits of a Highly Efficient Person

This book initially introduced the principle of the Paradigm Shift. This will prepare you for a great change within your mindset. This will help you understand more about the existence of the unusual perspective. This is a viewpoint which might not be the same between you and the author of this book. After preparing yourself for this, you will learn the different 7 habits of the highly efficient people which are presented in a correct order.

Every chapter of this book discusses a particular habit that is characterized by the succeeding 7 imperatives.

Self-Mastery or Independence

The initial 3 habits are connected with the change from reliance to independence.

Habit #1 – Be Proactive

You need have to have initiative in your life by understanding that the decisions you make and the way they align with the principles in life are the basic determining factors intended for the efficiency within your life. You have to be responsible for the choices you choose and the consequences that will come after them.

Habit #2 – Start with the “End in Mind”

Discover then clarify your deep significant character life goals and values. Envision the perfect characteristics for every different

relationships and roles in life. You need to create your mission statement.

Habit #3 – Put First Things First

Plan, prioritize and implement your tasks for the week. You have to do them based on their significance instead of urgency. Assess whether the efforts demonstrate your desired personality values. You have to propel towards your goals and enhance the relationships and roles which are elaborated in the second habit.

Interdependence

The succeeding 3 habits are related to interdependence, and these are the following:

Habit # 4 – Consider Win-win

Strive for the mutually advantageous solutions and agreements when it comes to relationships. You have to give importance and respect the persons who surround you by realizing the “win” as the better resolution plan as compared when only one individual in the scenario had obtained his way.

Habit # 5 – Understand to Be Understood

You have to use definite listening to be fully influenced by another individual that compels a highly effective person to respond through listening. An efficient person is open-minded to accept influence by other individuals. It forms the ambience of care and positive way to solve any kind of problem.

Habit # 6 – Synergize

Mix the strength of individuals by means of positive teamwork. This will help in achieving the goals which are unattainable if the person will do it on his or her own.

Change of Behavior

When a person has the right behavior, nothing could become an obstacle to the efficiency of a person in his or her life.

Habit # 7 – Sharpen the Saw

Balance then renew the resources, health and energy you have to make a sustainable, efficient and long-term lifestyle. It will basically emphasize the exercise intended for physical regeneration, prayer as well as good reading that will help you in psychological renewal. It also covers the service offered to the community for spiritual regeneration.

Thinking about these habits and trying to possess and practice all of these in your everyday living will help you in making yourself a better one. By having these attitudes, you will be able to succeed in no matter what you do.

Chapter 4:

Feeling Good: The New Mood Therapy - "The best book for those who suffer from depression or anxiety."

Synopsis

Feeling Good: The New Mood Therapy is the famous book designed for those people who suffer from depress and anxiety. This book is also a self help book since it covers the best things to do to fight these two negative feelings. Its author was David Burns and it was initially published in year 1980. It discusses the cognitive attitude therapy.



Feeling Good

This particular book was written based on the dissatisfaction and traditional Freudian remedy for depression. The mentor of the author named Dr. Aaron Beck concluded the fact that people will never find empirical evidence designed for the success of all Freudian psychoanalysis in curing people who suffer from depression. The concept about negative feelings like anxiety and depression are caused by the person's thoughts and perceptions.

This book wants to tell you that when it comes to effective self-help for anxiety and depression, cognitive therapy is perfectly applicable. The concept behind this is that if you think that something is usually enough, you start to believe its reality. Depressed individuals are victims of persistent negative thoughts which are known as cognitive distortions that are typically the gross misrepresentation of the truth.

To make you understand more about this, you should consider this example: a person who is in severe depression will say to you that he/she is a failure at all things. When you examine this statement in a logical manner, you will see right away that this is too far from reality. The person may not be successful in some things, but he or she may have more success than failures.

For depressed persons, the previous events in their lives instantly fade from the positive view, then they focus more on the negative

side. What the cognitive therapy wants to let you know is that you need to refrain from committing logical errors. It will teach you to reframe your feelings in a manner that is more persistent with the truth. When you start on creating more positive and realistic statements regularly, you will be able to help yourself in getting over with the negative feelings you experience.

One of the best things that you should know about this book is that the author takes every one of the 10 usual cognitive distortions. He treats them one by one by providing strong coping techniques for each. This book will be a useful guide for you most especially if you are depressed. It will really help you whether you are taking medicines or therapy or you have these both. This will be an inspirational book for a person who is in the search for the best way to help him or herself without asking for the assistance of a medical professional.

Dr. Burns uses the tactics he use in his own life to fight stress and maintain his positive thinking. For these reasons, it is not a wonder why this book is among the best self-help books you can use to find out the best way to improve yourself.

Chapter 5:

Awaken the Giant Within: How to Take Immediate Control of Your Mental, Emotional, Physical and Financial Destiny! - "Supremely inspiring, from possibly the most famous motivational speaker of all-time."

Synopsis

Awaken the Giant Within is also a self-help book that was published in the year 1992. It is the expansion of the author's personal improvement strategies and techniques discussed over an encouraging self-help type of approach.

Anthony Robbins provided the differences between each one of his techniques. This book will tell you something about the Neuro-Associative Conditioning which is completely different from the NLP or Neuro-Linguistic Programming.

It is for the reason that the distinction between these two is described by the use of "conditioning" to the new personal development strategy or skill.

Awaken The Giant

In this book, Anthony Robbins revealed the “personal power” that is present in millions of people all over the world. In this advanced audio production based on the widely famous “Date with Fate” seminars, the author shows you the unconscious giant that is present within your inner self. It will teach you how to control your untapped capabilities, skills and talents.

This book is known for being the eventual program that will help anyone how to develop the qualities of the life’s aspects. This book will provide you with the necessary tools that you can use, so that you will become the master of your own destiny.

The founder of the acclaimed personal development programs together with the author of this book reveals the effective steps for self-mastery.

When you read this book, you will find that Robbins shared the secrets behind of his “Date with Fate” seminars. It describes the way on how unconscious beliefs can control a person’s attitude in making quick changes to reach his/her goals. This book is also helpful when it comes to developing your own self.

Chapter 6:

The One Minute Manager - "Arguably the top management/leadership book ever."

Synopsis

The One Minute Manager is written by Spencer Johnson and Ken Blanchard. Based on the official website of Blanchard, this book was sold in over 13 millions of copies and its content was translated into thirty seven languages.



The One Minute Manager

Its brief volume will tell you a story that mentions 3 techniques used to become an efficient manager.

This is comprised of 1-minute goals, 1-minute praising as well as 1-minute reprimands. Each of the techniques will take a minute, but will give you long lasting benefits.

The One Minute Manager is concise and its content is readable.

This book is the right one for you if you are searching for practical management strategies. The story will unfold the different studies about medicine as well as the attitude sciences which will make you understand the reasons for the effectiveness of these techniques.

After reading this book, you will know the best way to apply these techniques in your everyday life.



Chapter 7:

Eat That Frog!: 21 Great Ways to Stop Procrastinating and Get More Done in Less Time - "The top book on procrastination."

Synopsis

This book written by Brian Tracy is also a great book classified as a self-help book. According to him, consuming your frog is something about facing all your daunting tasks and finishing them. The idea here is the same with eating an elephant. The main point of the author is that you have to eat the ugliest frog at first followed by the next one until you are done with them completely.

When you eat them, you will become empowered, energized, happier and you will be more productive. The principles shared in this book are the principles that Brian Tracy got as a result of spending 30 years in learning time management. He used these principles throughout his life and he became successful

Eat That Frog

Here is the list of principles mentioned by Brian in this book:

Principle #1 – Setting the Table

It is about finding out what you really want to finish and it has something to do with your objectives and goals in life. Two of the reasons why most people procrastinate are confusion and vagueness on the things they would like to do in their lives. He shared a 7-step formula that you can use in setting and reaching your goals, and those are the following:

- Choosing what you like to do in your life
- Write down all your goals
- Make a deadline for each one of your goals
- Create a list of all things that you want to do to attain success
- Arrange the list to turn it into a plot. Don't forget to arrange them by sequence and according to their importance
- Take actions right away – implementation is everything
- Try to do something that will bring you closer to all your goals

Principle # 2 – Make a Plan Every Day Ahead

It is primarily about creating your to-do list. Just like with an elephant, you have to eat frogs one by one in just one bite. To become efficient and to achieve success in everything you do, it would be good if you will break your biggest tasks into smaller parts. This will give way for you to finish the job easily. Making a plan ahead of time is the

key to overcome procrastination. The author introduces the 6-P formula designed for this principle: “Proper prior planning prevents poor performance”.

Principle #3 – Use the “80/20” Rule

This principle explains that a 20% of the activities you have accounts for the 80% of the results. The activities which give the highest return on your investment are the frogs. The most important tasks you have are the most difficult ones, so you have to consider whether the task you are going to do is included in the 20% task. The rule used by the author here is to “resist the attraction to solve small things first.”

Principle #4 – Think About the Consequences

Having future orientation will let you analyze the choices and it will turn your attitudes persistent with what you want to happen in your future. You have to figure out the probable consequences that you will experience when you do or you failed to do what must be accomplished. The governing rule in this principle is: “future target influences and usually determines the present actions”. When you are fully aware about your wants for you future, the things that you do at present will be clearer for you.

Principle # 5 – Practice and Use the ABCDE Strategy Continuously

This is a priority setting strategy that will assist you on how to become more effective and productive. The concept behind this strategy is when you invest more for the investment in setting and

planning priorities, there will be more things that you can do and you can make them faster when you begin.

A is the frog or the task to be done, B is the mild consequences, C is the action that does not have any consequences, D is the thing which you could delegate to somebody and E is that something which you could eliminate, as it makes no difference anymore.

Principle # 6 – Focus on the Major Result Areas

This is related to focusing on the task that you do at this moment. Each task can be divided into “major result areas”. These results are the ones which you should aim for. You have to identify these areas and make a list of the responsibilities you have for each one of them. After that, you have to rate yourself from 1 to 10 for every result area. Determine your strengths and weaknesses, so that you know which you need to improve in yourself.

Principle # 7 – Follow the Forced Efficiency Law

People tend to become stressed out each time they procrastinate and while they think about the deadlines. When you start to panic, you make more mistakes than when you are calm while doing the task.

Principle # 8 – Prepare Everything Before You Start

Preparing everything you need prior to starting the job is the best way on how to achieve successful outcomes. You have to forget everything that is not useful and make a workspace where you will enjoy doing the task.

Principle # 9 – Do Your Assignments

Other reasons why people procrastinate are the negative feelings such as lack of self-reliance, feeling of lack, and poor competence within the main part of the task. To fight these problems, you have to work more and strive more to develop yourself.

Principle # 10 – Leverage the Special Talents You Have

You have to know what unique skills you have and you should begin to do some actions to develop them. This will fasten your improvement.

Principle # 11- Find Our Your Main Constraints

Limiting the factors that affect the way how you do well in doing the tasks you have is important. This is one of the most important paths to attain your goals. Find out these factors by determining what holds you back and concentrate on solving those factors if possible.

Principle # 12 – Take It as a 1 Oil Barrel at One Time

The meaning of this concept is that you have to go far as you could see and once you reach there, you will be able to see farther. Always have self confidence and the succeeding step will be clear.

Principle # 13 – Put Pressure to Encourage Yourself

To become efficient, you have to be capable in work with minimal to no supervision. According to the author of this book, there are only around 2% of people who have this capability. To achieve this, you

have to set some standards which are superior than what others can do. It is all about self-confidence.

Principle #14 – Maximize the Personal Powers You Have

The mental, emotional and physical energies form your productivity and performance. Therefore, you have to improve the level of your energy. When you are tired, take time to rest and after that, you will be able to work and do more.

The general rule here is that a person’s capability to become productive declines after 8 to 9 hours every day. Find out the number of times you can do the best and be sure to use that times in facing the “frogs”.

Principle # 15 – Encourage Yourself to Move

This is about managing your thoughts, then motivating your own self through acting as a coach. The way you take your own self will determine the emotional responses you have. On the other hand, the way you interpret the things that happen to your life will determine the feelings you have. Be optimistic.

Principle # 16 – Practice and Apply Creative Procrastination

It is the personal performance principle that will teach you about the way to face smaller and less ugly “frogs”. It is about setting your priorities which could be something that you do often, then setting “posteriorities” which is something that you do seldom. The rule here

is that you could set your life and time under your control to the extent where you stop less valuable activities.

Principle # 17 – Perform the Most Complex First

It is the most difficult principle for the reason that you have to “eat the frog”. To become effective and to help yourself improve, you should think about the most difficult tasks to be done first.

Principle # 18 – Slice then Dice Your Task

To achieve success in doing a big task, you should divide the task you have into smaller ones, then do it one by one. In doing so, you will be able to perform your task better and more effectively.

Principle # 19 – Make Big Time Chunks

This is about making a schedule of the large task which you need to do. In making significant development on the tasks you need to do, you have to make a schedule when you need to be more productive. The best thing to do here is to plan the task to be done ahead, then make a schedule of fixed time blocks.

Principle # 20 – Practice a Sense of Importance

The main objective here is to become action-oriented. The sense of importance is the inner drive to start the job fast and finish it right away. Take time to consider and make priorities and then start to do something to achieve them.

Principle # 21 – Single Hand Each Task

This is about focusing on a single task every time you have to do something. To become more efficient, you should focus on one project or task at a time and finish it before you proceed on the next one. Hard concentrated job precedes each great achievement that will come your way. You need to have discipline to achieve successful outcomes.

These principles will help you become more efficient and productive. Apply these principles in your every day work to see the benefits.



Chapter 8:

How to Win Friends & Influence People - "A classic lesson in interpersonal communication."

Synopsis

How to Win Friends and Influence People is among the best-selling books categorized under self-help. It was initially published in the year 1936 and sold 15 millions of copies around the world.

It contains 6 major sections and the main principles for every section that you should know are provided below. This book will teach you how to make yourself an efficient and admirable leader of an organization.



Fundamental Strategies in Managing People

1. Avoid criticism, complaint and condemnation
2. Provide honest and serious appreciation
3. Provoke others through setting a good example

Also, there are certain ways that you can use to make other people want you. These strategies are the following:

1. Be interested in other individuals
2. Always smile
3. Always keep in mind that the name of a person is the most vital and sweetest sound in any language
4. Try to be a listener and motivate others to say more about themselves
5. Talk about the interest of other people
6. Make others feel that you give importance to them and do it with sincerity

Additionally, there are ways for you to win individuals in your own way. These strategies are the following:

1. The ultimate secret to get the best in an argument is avoiding it
2. Show respect to the opinions of other people
3. When you are wrong, accept it emphatically
4. Start with a friendly manner

5. Begin with questions where other persons would say “yes”
6. Allow others to do greatly in talking
7. Allow the other individuals experience that the concept is her or his
8. Try to see the things from the opinion of other people
9. Be sympathetic in terms of the ideas of the other people
10. Appeal to nobler motives
11. Dramatize your own ideas
12. Throw down the challenge

Moreover, this book will tell you the ways on how to change other people without offending them and avoiding resentment to arise. Other sections that this book has are the letters which produce miraculous results and 7 rules to make your life at home happier.

All of these will help you in improving yourself effectively.

Chapter 9:

Organizing from the Inside Out, Second Edition: The Foolproof System For Organizing Your Home, Your Office and Your Life - "Teaches you everything about getting more organized and less cluttered."

Synopsis

Getting organized at all times is the skill that you should possess, and this is a very important aspect that you should take into consideration if you want to become successful.



Organizing

Julie Morgenstern is the author of this book. She wrote this book to help those people who are aiming to make themselves better when it comes to organizing everything. The primary steps included here are Analyze, Attack and Strategies which are all applicable in any situation in life.

In this completely revised version, the author added new ideas to answer the feedback given by her customers and audiences. These changes involve the following:

- New chapters in living and working with somebody who is incompetent
- New chapters in arranging the photographs, briefcases, handbags as well as travel bags
- Expanded program for arranging your kitchen
- New guide on how to get started
- Completely updated and comprehensive resource guide

Chapter 10:

Flow: The Psychology of Optimal Experience - "This is an amazing, thought-provoking book about being "in the zone" and experiencing life optimally

Synopsis

This is a book based on the scientific study about the individuals if they are within the “flow” or “the zone”. Read it and assess your experiences. When you’re in the flow, use the contents of this book to make your life get back on the normal “flow”. All play and work and the most ordinary tasks could be turned in the flow.



Flow

Here are the Factors of Experience Flow:

- Clear goal – knowing what must be done in a particular moment is the main element on the “flow” experience
- Feedback – you have to learn the way on how to determine whether you are already near to your goals or not
- Challenges that match skills – make sure that everything you do will match your capacity to accomplish it
- Concentration – pay all your attention to one task at a time
- Focus – concentrate on one task for a specific period of time
- Control – if you are on the “flow”, you will feel that you can actually control your actions and feelings
- Loss of self-awareness – you should never allow persistent self-monitoring to captivate you.
- Time transformation – time will adapt itself based on your personal experiences.

Wrapping Up

50 Self-Help Classics: 50 Inspirational Books to Transform Your Life from Timeless Sages to Contemporary Gurus – “Amazing “Cliffs notes” resource with many great ideas from many of the best books all rolled together in one volume.”

This book is also a book that you can use to improve your own self. It gives commentaries that will assess the effect of every classic. It summarizes every classic's main ideas which will help you choose from a wide selection of books available in the market.

It is an inspirational, interesting and practical guide to literature that you should never miss to read. It covers the books and contents written by other writers such as Marcus Aurelius, Dale Carnegie, M Scott Peck, Deepak Chopra and many more. Tom Butler-Bowdon, the author of this book, provided the best tool that you can use for personal development.

This will be ideal for people who want to change the direction of their career.