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## Tool for improvement of personal effectiveness

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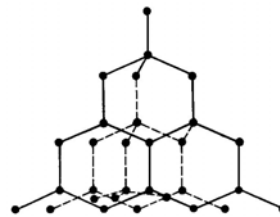
### Tool for improvement of personal effectiveness

Imagine you are a rough diamond and your predestination is to become a diamond. To achieve this one needs a good instrument and a crafty diamond-cutter. You are a rough diamond and a diamond-cutter at the same time. However, the surrounding world can help us turn into a diamond or turn us into an abrasive powder, and this is not always what we strive for. It is good if you were a rough diamond only suitable to be an abrasive powder initially and you can find useful application necessary for people. What if it is not?

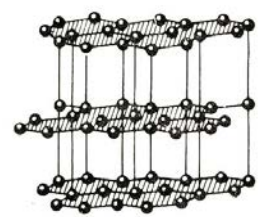
Look around. Everything you see is created by mankind and is made by human hands, instruments or machines invented by a human being. So, do not believe those who say that you can solve all your problems, cope with tasks achieve your goals with the help of the power of thought and attraction or other unexplainable way just falling back on the help of the universe or



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selecting favorable reality. No one has managed to cut it this way yet. You may ask the people who popularize such practices to pull a rough diamond out of the earth interior or grow it on the table in front of you. Out of curiosity search in the internet the information on how diamonds are formed, how they are mined and how diamonds are made to get rid of such delusions once and for all.

Newton is said to have figured out a design of God, i.e. the law of universal gravitation, but it has nothing to do with your success. Jumping up you will find yourself on the ground again whether you are aware of the law or not. Of course, they will say that you did not ask the universe correctly to save you from the forces of gravity. But the truth is that the law simply does not work in the sphere of your personal achievements and does not influence your success or misfortune.

Solar and lunar cycles, seasons, weather and climate change, natural phenomena such as earthquake and tsunamis, tornadoes, magnetic storms and a variety of radiation certainly affect us as well as other living beings and inanimate objects on the Earth, and no one questions it. But if you wish to become a diamond, the Universe will not help you personally and you will not select the reality in which you are a diamond. You should understand that you are a rough diamond that needs a reliable instrument and neat cutting. This is the only way you become a diamond. However, a rough diamond turns into black-chalk, and black chalk turns into a diamond only under certain condition, i.e. high temperature, pressure and optimal time of their action. To some extent it shows us that there is nothing impossible in life, if we have necessary energy that could lead us to such changes. There is one issue though: the energy of nature is external, not internal, which means that just as a rough diamond cannot turn itself into a diamond, a human being has a chance to facet himself but also has objective limitation for it. So, first of all, every person has to understand who he is, his potential and find use for himself in accordance with this knowledge, that will require much less energy and other resources.

For instance, if you are a carbon, and at birth the atoms in your lattice form black-chalk, and not a diamond, then it is not worth dreaming of becoming a diamond. Only understanding that you are black-chalk, you may become someone meaningful for yourself and your environment. For example, black-chalk may become a core of a pencil, and a great picture may be written

by it, or it may become a very important element of a modern nuclear power station, neutron moderator in a nuclear reactor, or an electrode, a brush of an electric drill, i.e. something absolutely necessary in life. Black-chalk, just as a diamond, has many applications that make human life better, not to mention carbon it consists of. Modifications of this chemical element in composition of various minerals show the nature of our unity and unique character, which are important when forming successful personal and professional path. The quality of life depends on us and our social and physical environment.

To start your path to quality life and learn to manage it you need to define the most important things for you, what you love and value, what you strive for and what you mean by the quality of life. It is vital for a person to free himself from vice and phobias, to be able to get on the path of systematic improvement of you personal qualities, get on the path of self-improvement, creation and successful personal fulfillment (see more in the chapter “Life as a project”). However, one should not get stuck on the idea of self-development and turn it into a goal in itself and one more problem in your life.

We all live life for the first and the only time, and nobody is perfect. The question is how to determine what we need, who we need and what for precisely and quickly. How not to get drowned and dissolve in the sea of information and junk information? What goals do I set and how? What if I am mistaken? These questions require answers. First of all, we ought to learn to ask these questions to ourselves. A human being is able to learn everything mankind knows if he searches the answers and is constantly in the process of learning to live.

“The Diary of High Quality Life” has been created to let any person solve his vital issues, work on himself, improve and manage the quality of life. Anyone is able to understand what one needs to achieve success in any sphere of life, i.e. personal and family relationships, work, social life etc., regardless of gender, age, religion, political and social views, race, nationality and income (see more in “Spheres of Life Quality”). Using the diary you will let you improve the culture of quality, prevent the occurrence of undesirable events or minimize their consequences, learn from your own mistakes and that of others, use positive experience for your own benefit. (See more “Culture of Life Quality” and “Life Quality Management”). You will get a unique tool for work on yourself that enables you to create your personal guidance for life quality and lets you achieve your goals!

Thereafter, your pathway from Homo sapiens to Homo qualitativus starts. Spin the pedals, keep the balance of the “quality bicycle”, enjoy your life, love and be loved, create a successful trajectory of your personal and professional life.

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## Life as a project

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### Life as a project

When a new person comes into the world, it is called birth. In the beginning he is guided by outer will, for example, by his parents or the people close to him; and they lead him the way they follow. Gradually he grows up, has to receive secondary education and choose his own path, i.e. get a profession, find work and succeed as a professional. Then he is to create a family, have children, create something and bring it in the world. Destiny is nothing but a project called LIFE. And this project, just as any other, has to be guided.

Life as a project has a start and an end, i.e. timeline, resources, goals, programs, partially laid in the DNA, but mainly defined by our own choice. One should start forming the success of the new project in a family long before the birth of the new life. Yes, the quality of life is formed before birth. It is absolutely necessary for everyone in conscious age to learn to manage the quality of life, and then the project called "LIFE" will be implemented successfully. The sooner we understand this the more time we will have to do good for ourselves and the environment. However, the paradox is we learn a lot and learn anything but the art of living. And usually it costs us dearly later.

Lack of knowledge about life and its management often leads to confusion: we either create families having no work or have children without a family. Some people go further in their mistakes. They lose values, understand everything perversely, even commandments of their religions, their gender, good and evil, the animate and the inanimate, the white and the black. Then the moment when life starts to fail comes: either one's career does not develop, or people cannot create a family, or the salary is low, or health issues appear. Millions of explanations and excuses may be found for that: the stars

have not settled down, the wrong inherited genes or the fate. As for the genes and life program at the level of the DNA, of course, their impact should be taken into account; however, we tend to look for the reasons beyond us, while primarily we are creators of our own destiny, and therefore, we should be responsible for everything that happens to it.

When problems and troubles pile up, a man becomes confused in his mistakes even more, and then depression and stress come. Satisfaction with life fades away, various crises start to attack: the transition period, midlife crisis etc. The most difficult case is loss of interest in life: moral and physical self-destruction, withdrawal into virtual reality, into oneself, addiction to drugs, alcohol, gambling and internet, and suicide, loss of freedom as a result of illegal actions and imprisonment, or severe health problems including disability. This can happen to people of any age, sex and social class.

Why does this happen? Is it a program failure? However, the program does not fail in the lives of those who are passionate for their life, who wish to create, who have constructive attitude and work on achievement of goals, who see individual path, general line of life understanding their own life and historical goals.

No one denies that implementation of any plan is affected not only by internal, but also external factors and risks that sometimes are beyond our control. Yet there is a concept of risk management. It is us who made decisions in key, turning points of life, for example, when choosing a career path, university, place of living and work, a spouse, friends; when choosing either to be lazy or work hard, break the laws, drink, smoke, take drugs or, do just the opposite, do sports, eat properly and lead an active lifestyle. Fortunately, not everything is predetermined by the fate; a human being still has the freedom of choice.

The feeling of physical and spiritual freedom is one of the basic human needs. Although, people may understand this feeling differently, freedom means responsibility and the ability to love, do what you want and realize your will without coercion from the outside. We should remember that our freedom should not obstruct or harm others. Respect for the interests and personal space of others is a necessary condition for peaceful coexistence of people and full development of the society. Confucius, the Chinese thinker and philosopher, formulated the golden rule of ethics: "One should not treat others in ways that one would not like to be treated". For example, everyone can choose whether to smoke or not to smoke. Nobody deprives you of the right to smoke, but do not smoke where you harm other people, children and pregnant women. And if you wish to contribute to the improvement of the world, start with yourself right now, quit smoking, save your body, and you will maintain the health of the people around you. As for female smoking, dear ladies, men love you not for holding cigarettes elegantly. In general, one

loves not for but in spite of something. The ability to smoke is not the ability to be proud of, while homo "sapiens" beats its own record smoking more and more cigarettes at the same time just to be included in the Guinness Book of World Records.

The answer to the question whether social or personal interests are more important lies within the area of social partnership and responsibility. This question constantly arises in front of us throughout life practically at any point of choice of personal and professional pathway and forms a still small voice. The freedom of choice means responsibility for yourself and your loved ones. And in this respect it is good not to give freedom of choice to those who cannot take it for objective reasons due to age or health issues. The Freudian "Superego" is a social conscience that makes us give up pleasures and even shares of possible happiness in favor of social interests.

Enjoyment and satisfaction with life are not equal in relation to life quality. Momentary enjoyment may cost huge dissatisfaction in the future, which is why we ought to commit well thought rash actions. It is a great misconception to believe that spontaneity is something totally unconditional. In fact, the subconscious and intuition have calculated the consequences of our "spontaneous" actions and have assumed the responsibility for the chosen behavior, as opposed to consciousness, which remained uninvolved. The heroism and self-sacrifice have deeper nature and are related to the core of personality and have nothing to do with spontaneous decision. Conscience defines our behavior and awareness of compliance or non-compliance of our own behavior with moral values of the society we live in. When we talk about compliance, we mean the quality that is true for the life of a human being.

Success lies in the development of our individuality, uniqueness and the sense of community. Not only is it true for personal success, but also for families, organizations, society, states and the civilization. Even when one cannot see the future due to certain reasons, for example, fatal disease, he can always see the future of mankind or his ancestors or his family and work for this sake, feel satisfied and find the meaning of life. Taking care of other people and their attention towards us give us strength in situations when our own life is threatened or we become people with disabilities. We can notice that following the post life values demonstrates interaction between private life of an individual and the society. However, it is very difficult to set such targets when one cannot see his own future.

When the situation is uneasy and beyond control, one needs to adapt to it and not worry that everything is so bad. One should learn to live with this "bad", even feeling physical and spiritual pain, concentrate his power and will, act and move on. This way one can take control of a difficult situation and gradually get out of it. Using this approach the people with disabilities cease to be such. Of course, the support of the loved ones and friends play a great

role. It literally works wonders. For example, look at the successful personal and professional life of Nicholas J. Vujicic, an Australian Christian evangelist and motivational speaker born with tetra-amelia syndrome, or the life of many Paralympians. People with disabilities show courage, create the quality of their life putting great efforts. Looking at their success stories, you will understand that the majority of problems of healthy people are not problems as such and do not preclude from living high quality life.

We can borrow many useful ideas from the quality management systems of organizations, from the bundle of professional knowledge as well as from observation of the world around us and the nature.

Imagine a company that has no strategic management and the analysis of long-term perspectives. Such business is doomed to failure in a competitive struggle. A prosperous business will be the one where managers persistently work for success and its maintenance in long term perspective, try to forecast and foresee its development and create the future. And this approach is justified as the world is constantly changing; certain professions, organizations and businesses may disappear due to changing technological structures of the economy.

In life, just as in business, sometimes it is necessary to tighten your belt for the sake of your future, while you may wish to have everything now. It is necessary to learn to foresee the future and form it today. In the future all hardships, deprivations may pay back with interest or former luxury may be over. Nevertheless, you need to see and form your future and for this purpose you need The Diary of High Quality Life, turn it into you personal guidance to the quality of life considering your own needs. You ought to visualize your future and refer to your past experience for inspiration and support. Use photos or pictures that give you strength in difficult situations as well as the photos of what you aim at and dream about. This will help you to concentrate on your goals in different situations (see "The Diary of High Quality Life" pp. 6 and 8).

One way or another we have to anticipate unwanted situations or, ideally, even prevent their occurrence, recognize problems, i.e. make a sober estimate of the present situation and be constructive. It is more than being optimistic; it means to be adequate and take corrective actions to improve the situation. To live high quality life is more than being happy, wealthy and successful, it means to enjoy life, conform to your requirements and the requirements of the surrounding physical and social space.

Let's go back to the reasons for success in life. For example, if we do not set a goal to reach financial independence, then it is most likely we reach less in

this matter than those who make an effort for its achievement. Many famous people who achieved unprecedented financial well-being wrote books about how and what to think to become rich. At the same time there are those who would give anything to... There are many good books about life management. Many qualified psychologists and so called advisors, i.e. coaches, magazines, TV programs, web-sites, chats, blogs, astrologists, not to speak of religious organizations, politicians and economists teach how to find happiness, wealth and harmony. Sometimes, they offer a variety of solutions that do not require special care and work. The only thing is that we and the world around us do not get better due to these unsophisticated recipes because it is only us who can change ourselves for the better, and only then the world would improve.

Unfortunately in the modern technocratic world a human being is very lonely. A human being seeks for salvation from his aloofness from the society and loneliness joining different groups based on national, religious, political, economic, ideological and other principles. Finding support in these groups, often he loses his freedom to a certain extent. In extreme cases he joins the groups of fanatics that have their own rules and laws which do not tolerate freedom of an individual. There is no love without freedom, and its absence is bad for the quality of life. We ought to remember about it to preserve uniqueness in a society, in a crowd, in a band or in a flock. The important thing is not to become someone's tool for achieving goals. We should learn to see a wolf in sheep's clothing.

**People, do not let the sellers of happiness, services and goods, politicians, false prophets, sectarians, extremists and swindlers mislead you! Always ask questions and assess situations independently.**

Why do many of us have no sufficient time to fulfill themselves and unleash their potential in full?

The most important and critical resource in life is time, which is so necessary for a human being or a business to achieve any goals. So, if goals were not set or were set inaccurately for successful trajectory of personal and professional life initially, then they could not have been achieved.

A goal is a conscious image of anticipated result you work on. Dale Carnegie believed that 'definition of a purpose' is a starting point for any success. The one who knows exactly what he wants believes in himself and reaches success easily. Later The Napoleon Hill Foundation officially used this concept to improve personal efficiency of many people. The cost of your desired future depends on your resources, motivation and efficiency. In any case, smart goals, consistency and persistence are necessary conditions for successful achievement of your future.

How do you define your predestination, your mission and the meaning of



your life? How do you know your dream, work out the idea of your desired future and formulate your own 'smart' goals? How and by what means do you achieve them and reach the results? First, you need to ask these questions to yourself and start to think, plan, do and control what you manage to reach and act better. If you can answer these questions and write them down, then your chances to achieve the desired future increase significantly. Do not worry, if you do not manage to answer the questions straight away or it appears to be very difficult to give truthful answers. Everyone understands their purpose in life with time, when a person gains maturity to understand who he is and where he is going. He just has to live, create himself and the world around him.

Continue searching and refining and working on yourself and move towards enlightenment!

Remember about your project called LIFE, the necessity to implement it, live with dignity in order not to feel sorry and ashamed for the wasted life! Live a high quality life!

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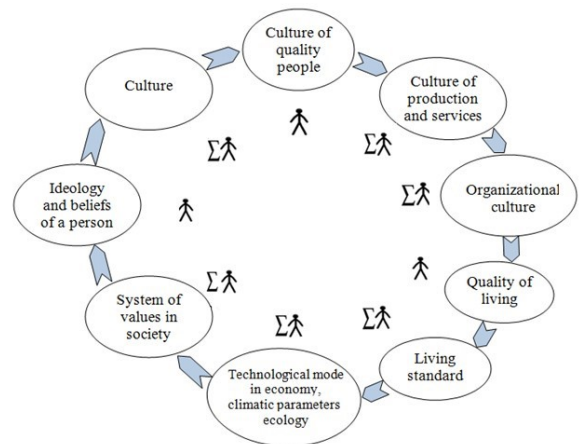
## Culture of life quality

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### Culture of life quality

A society creates human individuality and individuals create a society.

When it comes to life quality it is directly related to correspondence or lack of correspondence of life to personal and external requirements. The world around us shapes the culture of quality of a person before his birth. A society creates human individuality and individuals create a society. The same refers to the culture of quality. To live a really high quality life we ought to consider its all components and factors. To understand the concept look at the picture below. It shows a cycle shaping the culture of quality. The important idea to understand is the quality culture defines a person's ability to manage the quality of his life and change it for the better.



Obviously, the quality culture does not depend on gender, age, religious beliefs, race, nationality and social status of a human being. If someone sits on a chair with a protruding nail, nobody will like it. We all understand the

quality of goods and services the same way irrespective of groups we belong to and our differences.

Understanding a person and his life in terms of quality allows managing the quality of life efficiently and achieving goals. Thus, improving a certain area of life, for example, financial situation, a person can easily lose family, friends, health etc.

How to be efficient not trying to solve financial issues by any means, stepping over yourself and the law? How not to become a slave to money and not to develop rationality growing into greed? True, it is easy to talk about it for anyone who is not burdened with bank accounts. One should set financial goals and reach them just as spiritual ones. At the same time, the formula of Margaret Mitchell's heroine Scarlett in "Gone with the wind" is hardly acceptable: never be poor whatever it costs. Scarlett said: "God is my witness, I'd rather steal or kill, but I will not starve!" Is it faith in God? So says Homo sapiens but not Homo qualitativus, who in the first place is rich spiritually. At the same time Homo qualitativus should not be poor financially. The question is about the purpose and means, i.e. whether needs justify deeds, has no a straightforward answer. Everything depends on our internal and external state. However, we must always remember that the road to hell is paved with good intentions.

Availability of financial resources appears to be a factor of freedom of choice if handled properly: what to eat, what to wear, what to do, where to work and where to go on holiday, and, most importantly, to create, improve oneself and the world around and help people. In addition, money is an essential source for ensuring survival of yourself and your loved ones in emergency situations. This will be so as long as commodity-money-relations exist. Perhaps, one day it goes into the past and "The Diary of High Quality Life" turns into a tool for self-improvement, self-development and turns a person into a creator of the living knowledge.

The objectives for each component of the quality of human life and organization should be defined clearly. We all know the examples, when not very gifted children and their parents set goals, worked hard and achieved outstanding results. Remember the success story of Irina Rodnina, the repeated Olympic Champion. There are many other equally striking examples and stories about the people who surround us in everyday life. Many prominent people of the past, for instance, the violinist Paganini and his father, and our contemporaries set goals, worked hard and reached perfection. The same refers to businesses. Thus, the Japanese company Toyota catches up and is ready to overtake the world leader in automotive industry the US General Motors in production and sales of cars, because their goal is to be the best in their business and improve constantly. The Toyota has its own tools, philosophy of quality required for success – the Toyota way.

The Japanese implement the Russian principle “the slower you go the further you get”, the so called Kaizen. It implies constant improvement step by step. This principle is easily applicable to both personal and professional life. Improve yourself by 0.1% a day and you improve yourself by 1000% in ten years, says Brian Tray. This way he helped to improve life to 2 million people in 25 countries around the world. Why don't we create our own philosophy of life quality and increase the quality of our personal culture?

The only issue is one has to know what and how to improve, and most importantly, the reason for improvement. For example, if we look at income, sometimes 10 years pass and the level of income remains the same at the best case. If take into account inflation, we all know about, and if we do not, the prices in shops will teach us, our revenue has not increased a thousand times. When talking about income we imply the income of those 80% of people whose earnings are not very high, once established empirically by Pareto, while 20% of the world population concentrated 80% of all material and financial resources. The Pareto principle 20%/80% is very important for us. For instance, solving only 20% of our problems we will get 80% of the result. The task is to detect the 20% and act.

A person has to determine what undesirable events are, how to prevent and minimize their consequences and avoid their recurrence. Basing on his own assessment of his internal and external circumstances, he should learn to foresee the future, formulate “SMART” goals, plan and create a successful trajectory of his personal and professional life. And “The Diary of High Quality Life” will help you.

The concept of the diary is based upon the philosophy of marketing quality management. Creating guidance for life quality based on the diary, Homo sapiens gradually measures its culture of quality and transforms into Homo qualitativus. In turn, formation of a man of such type carries a conscious social evolution and maintains the human race in the age of rapid changes, caused by the effects of changing technological structures in the economy and climate change. Managing the quality of life Homo sapiens evolves, shows the characteristics of Homo qualitativus more often and longer. He is able to preserve human attitude in any situation and not turn into a human-machine or a human – mutant as a result of scientific-and-technological advance and the development of genetic engineering.

Marcus Porcius Cato (234-149BC), the word cultura was first mentioned in his treatise on agriculture De Agricultura (around 160BC).

Culture (from the Latin verb colo, colere – cultivation, later – upbringing, education, development, respect) is a concept that has many meanings in various spheres of human activity. Culture is a subject of study of philosophy, culture, history, art studies, linguistics (ethno linguistics), political science, ethnology, psychology, economics, pedagogic etc.

Basically, the term culture understands human activity in its various manifestations, including all forms and ways of human self-expression and self-understanding, skills accumulated by a human being and a society.

Culture appears to be the expression of human subjectivity and objectivity (personality, competence, skills and knowledge).

Culture is a set of sustainable forms of human activity, without which it cannot reproduce and exist.

Culture is a set of codes that impose certain behavior to a human being, typical feelings and thoughts, and therefore influence him.

Human activity, knowledge and creativity consider being the sources of origin of culture.

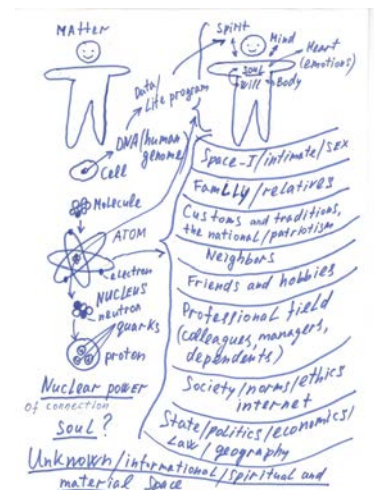
Material from Wikipedia – free encyclopedia.

# Spheres of life quality

## Spheres of life quality

**What are the components of life quality? There are an inner core and a surrounding outer sphere – the space (see the picture). It is similar to the structure of an atom. On the one hand, everything seems very simple, but on the other, it is mysterious like space, the bowels of the Earth and the world of atoms.**

The first five your life quality components consist in conditions and characteristics of your inner core. These components are the abode of your soul – your body and your mind (intellect), your heart (emotions), your will and your spirit. Soul unites all these elements of the cores of quality and keeps life in the body.



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The presence of soul is an axiom. However, nobody knows what exactly it is, though we all feel its presence. Nobody knows what happens to it after death, whether it continues to live or shreds away like smoke, but many believe in its indestructibility. It is good if faith helps them to improve themselves and change the world for the better. Thus, the light of the missing stars continues its path in the universe billions of years, despite the fact that there is nothing faster than light. Vestigial radiation we observe today is information about long past birth of our galaxy. The truth is we still do not know many things about the universe. For example, we are made of atoms, that constitute us a particular period of time, and it is also a miracle and mystery. And then after death these atoms do not disappear, unlike us as creatures constituted by these atoms. Perhaps, it is similar to reincarnation of the soul, because these

atoms, that were once ours, can be whatever and anywhere. Just as during combustion of coal containing carbon, the carbon atoms do not disappear, they are connected to two oxygen atoms:  $C+2O=CO_2$ . One way or another our body and soul go back to the turnover of the nature that, we may say, constituted us and continue existing. Perhaps the belief in immortality of soul helps someone to live, and there is nothing wrong with that. Faith and hope are necessary for all of us, just as love. One needs to believe in science, God or oneself sincerely and purely. However, as a rule Homo sapiens remembers about faith only in desperate situations, and different structures take advantage of desperation and try to manipulate his mind, not always with good intentions. We must understand that the processes going on today in relation to the main religions, have nothing to do with true faith, and contemporary politics has nothing to do with what it promises and proclaims. There is no tolerance where everyone has its own one and is detached from human values. But the time quality culture comes uniting everyone and preserving all our differences. It may well be the quality culture that will become the basis for universal human values and true tolerance saving us from double standards.

The following ten constituting spaces surround the core of the life quality. The first space is a transitional one that covers the inner core of the life quality and connects it to outer spheres of life quality. This is an area of social responsibility and partnership. First of all, it concerns the responsibility towards oneself and the society.

1. The first space is an intimate space of the inner self, i.e. "Who I am", the core of a person, his inner super-I. This is a space of love and respect for oneself, including the ability to love and to be loved. A human being must keep this space to himself only; its destruction is disastrous for a person and his individuality. Sex grows out of this space, turning from love for oneself into love between sexes in the second space. Staying in love is work, especially on oneself since maximum merge of two inner cores of two persons who used to be independent requires an effort to save two free individuals, two autonomous quality cores, as there is no love without freedom. Physically this space is not only inside us, but also at arms length.
2. The second space is the space of love between sexes, family, relatives, close people, guardians or those people who are your family. It involves

housing, HOME as a place and people you live with side by side both literally and figuratively. Every living being has its habitat, a place to sleep and to rear posterity. For example, yurt of the nomadic people is a very convenient option of mobile homes, their native open spaces and nomads tents are their HOME. Unfortunately, there are people who do not manage to find or acquire HOME during their lives. They are deprived of this space absolutely necessary for productive life and development. It is a space of love for the closest people and includes mutual respect, care and understanding. This space is for love between spouses, parents and children, maternal and fraternal love. This is one of the spaces of self-realization and the main factor for life quality.

3. The third space includes ethnos, traditions, customs, national identity and race. This space implies love for your nation, adherence to traditions, customs and your ancestors. It is the basis for individual differences at the ethnic level. Ethnicity unites people of common origin, customs, language, lifestyle and way of life (religion, art, aesthetics, ethnics, cuisine, housing, farming, ceremonies such as wedding ceremony, funerals etc). The unity is based upon the unity of native and geographical origin of ethnic groups.
4. The forth space consists in neighborhood in the area you currently live or stay. This is the space around our homes, an area that defines the comfort of our living and mobility. It is a space of peace, tolerance and love for others, help and participation, an important component of collective security. Love for neighbors, not the close people, mutual help and support are the basis for peaceful coexistence of diverse individuals.
5. The fifth space is the space of our friends, hobbies, entertainment and leisure. This is the space of love to do or create something beyond main work with those who share your interests and hobbies. This space brings people together into groups and communities by interests or gives a chance to escape from everyday affairs and concerns. Here are love for nature, creativity, art and sport.
6. The sixths space is a space of professional, labor and financial relations, i.e. your work and activity as a source of self-realization and financial well



being, relationship with colleagues, your managers and subordinates and partners. If your profession coincides with your interests, then you are lucky because you earn your living by doing something you enjoy. If not, then you will have to love what you do. It consists in your love for your profession, your professional pride and career.

7. The seventh space includes society, virtual and social network. This involves love for strangers and good attitude to them in real and virtual social spheres. It does not depend on the place of living or mobility.
8. The eighth space is about politics, economy, law, religion, ethics of the state you were born and/or live or the state you visit as a tourist or on business purposes. It is important to respect the laws and rules of any state; otherwise you will not fit the external requirements, which can have a negative impact on your life. This space involves love for your country or the country that has become your homeland, respect for the differences of our countries and understanding the possibilities of peaceful coexistence for all of us in the same country and in the world. The independence of your state and its interests must be protected from both internal and external infringement. Everyone should know the history of his homeland. The sovereignty of your country is the main factor of the quality of your life in this state. Remember, what fascism, genocide, interference in the internal affairs of sovereign states, imposition of pseudo-democracy lead to. Theft, murder and violence are illegal in any state of law. It is important to remember it when being an expatriate or travelling to another country. Besides, every citizen should participate in expression of the will of the people and should not remain uninvolved. It is unacceptable that others decide the destiny of your nation for you, or later you will have to defend your right to life with lethal force.
9. The ninth space consists in civilization you belong to and mankind in general. This is the space of true human values: humanness, love for the world you live in, acceptance of its diverse forms of existence and manifestation, except the ones that are contrary to human values, unfair, indignant and draw a protest. Thus human values have nothing to do with so called "democracy" and "tolerance", which have completely discredited themselves due to the policy of certain countries. These

countries the creators of democracy have long nothing similar to this very democracy and tolerance. Love to evil, tolerance to what must not be tolerated is what we should not let happen. Evil and violence can be stopped only by counterforce. For every action, there is an equal and opposite reaction. Thus the forces always go in pairs, i.e. interact. This is the Newton's third law. Love is a factor that not only prevents the emergence of evil and violence, it is an instrument of the good in the struggle against the evil, because the good and the evil, the black and white, poison and antidote take place in our lives and still can not defeat each other, perhaps, due to the Newton's law, also because there is a tenth space.

10. The tenth space is the space of the unknown, the environment of our physical and spiritual living, climate, the Earth and the Universe. It is a material, spiritual and informational space that encurtain our life. For some this space consists in the unknown laws of nature or undiscovered intentions of God, for others it is something they believe in. For some, it is love for God or his love for us. For others, it is love for nature, its laws and curiosity. It is a space of devotion to this or that idea without fanaticism. Fanaticism is a disease that has nothing to do with love. Love in itself is a mystery for us in all its manifestations; love not for, but in spite of something. This is the space we were born, we live and where we will return. It is wonderful when children appear and grow in love. Love is something we should all strive for. Staying in love in all the spaces leads to true satisfaction with life, determines the quality and the level of life and brings harmony with oneself and the surrounding world. However, it is almost impossible to feel satisfied, stay in love and be happy all the time. We can set different goals and achieving them, strive for profound and unchanging goal to be in love and be happy. This is a normal process of life. This is the space of your spiritual and ideologic development, enlightenment, beliefs and worldviews.

All the spaces are interconnected, they interact, form and influence us, and we create some of the spaces in a lifetime. Together they define the space of knowledge that impacts the quality of our lives. We must learn to filter this information space when searching useful information, distinguish facts, truth and lies.

Going through all the spaces that define the quality of our life, the expression "love and beauty will save the world" takes on a real meaning. There is a lot of

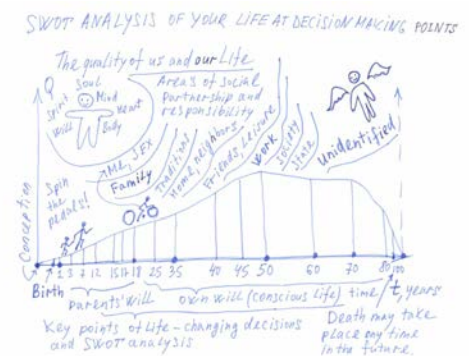
dark matter not only in the universe but inside us as well, and only love, care and responsibility give rise to the good to resist the evil. The space of the unknown may manifest itself as hostile, very cruel to us all or each of us individually, not only in the form of natural disasters but also in the form of social disruptions, which can dramatically worsen the quality of life or, in extreme cases, terminate it. Therefore, we should value the time given to us to stay in love, do things in a big way, and see true life goals and values. We and the society cannot be ideal, but that's a mercy to strive to be Homo qualitativus, the creator of life knowledge and life, live with dignity and die, leaving the Earth and its biological diversity for future generations.

# Life quality management

## Life quality management

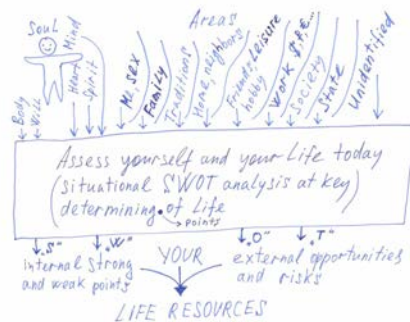
None of the management processes deals without the analysis of the current situation, based on the results of measurement of various parameters, conditions and risks, followed by the evaluation of the dynamics of change and the forecast of consequences and perspectives.

The same way life quality management requires periodical assessment of situations and the degree of satisfaction with life, audit of objectives and plans to improve the efficiency, for example, in the key points when making fateful decisions, choosing a path of personal and professional life or creating your reality.



To do this, "The Diary of High Quality Life" provides special tables and indexes. They help to measure the level of satisfaction with the quality of life considering the importance of its components, life priorities at any given moment. So, any person can measure the index of satisfaction, assess objectively the quality of his life today and plan improvements. To start with, read about the proposed instruments for analysis and assessment on the pages 16-17 and 22-29 of the diary. One needs to assess his strengths and weaknesses, external opportunities and risks from the point of view of set goals and tasks in order to assess the current situation, formulate SMART

goals and measure the success of their achievement. In fact, one needs to conduct SWOT analysis taking into account all the components of the quality of your life, your life goal, purpose and dreams and vision of your future.



The assessment is based on a five-point system considering the importance ("I") of each component and your level of satisfaction with it today and in the future ("S"). Then you can calculate your current index of satisfaction ("IS") with each sphere of your life, summarizing all 15 multiplications of "I" by "S" and dividing by 15. This way, you will get the index of satisfaction on a scale from 1 (absolute dissatisfaction) to 25 (absolute satisfaction) points. In reality, the level of your satisfaction will vary at different periods of your life within these values. It will demonstrate the changes of your personal performance in accordance with your "SMART" life goals.

The index of satisfaction is assessed within the established lower and upper boundaries of the acceptable values that you set relative to the average value of satisfaction scale 12.5. For example, if the value is  $\pm 3.5$ , then you are effective within 9 and 16 points, if lower than 9, your efficiency decreases, and increases if above 16.

Your effectiveness is the ability to achieve the goals you set, and your efficiency is the ability to achieve it with minimum loss of time and other resources. This method of assessment of your effectiveness considers all spheres of your life and proves that happiness is not only in material well-being and money, but your happiness consists in your satisfaction with life and depends on many components. Achievement of your life goals defines the level of your satisfaction. Any result is just an excuse for further work and adjustment of your life. To estimate the index of satisfaction, you should fill in the questionnaire on the pages 28-29 of "The Diary of High Quality Life".

The index of satisfaction based on the components of the quality of life should be determined (found, calculated) at least once a year when conducting life SWOT-analysis and always at key points of making important

decisions.

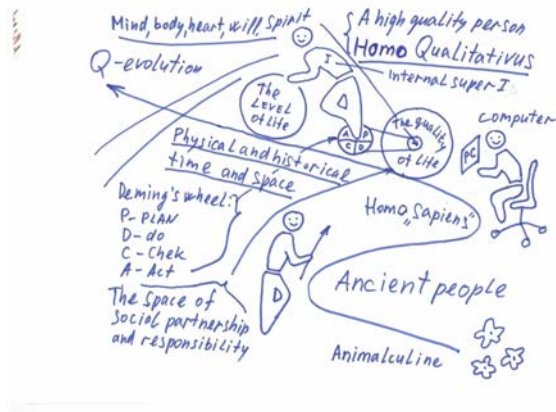
Following the same scheme, you can mark the degree of satisfaction and the level of importance of each day in your diary and then you will get the index of life satisfaction per different periods: per day, week, month, quarter, and year and per any important period of time. In this case you simply specify the corresponding period of time in the questionnaire: a week, a month, a quarter etc. On the basis of these calculations you can construct graphs of changes of the degree of your satisfaction in the course of time.

Even if you do not calculate numbers by formulas and tables and simply mark the importance and satisfaction every day, you will see the number of days you felt maximum satisfaction, the number of important days you had per assessed period. They are also targets for improvement of your life quality that allow to plan changes in a particular area not at the expense of other areas or compensate losses in one sphere by your success in others. In addition, they allow establishing consistent patterns and determining the reasons for occurrence of certain situations in life, distinguishing real problems from the situations that only seem so. This way you can keep the balance between all spheres of your life and strive for harmony with yourself and the world around you.

**Not only do the events, but also our attitude to them define our state. Often assessment of events from the point of time perspectives puts everything in its place. If you feel good, then develop the success of those events that lead you to this state. If the unwanted events take place in your life, eliminate their causes and consequences; make sure they do not occur again. If you cannot solve the problems in one area, look for help and solutions in other areas. If you cannot solve them yourself, ask others to help and support you. In any case, do not give up, fight for the quality of your life!**

To prevent the unwanted events and achieve your goals you ought to plan the achievement of your goals and foresee the occurrence of possible unwanted consequences basing on your SWOT-analysis. Before planning, define your purpose, who you want to become and when, and your priorities. Understand who you want to be in the future, try this image on to see what needs to be done to make sure it fits you, or choose something more suitable. It is an uneasy task, but understanding the components of your high quality life, makes the search for answers easier. Setting priorities and "SMART" goals require consideration of the current situation, your strong points and shortcomings, external risks and opportunities in order to act using internal and external resources and outsourcing. In this respect assess your current situation daily, weekly, monthly, quarterly and annually. Basing on the assessment of the current state improve the quality of your life taking into account all its spheres. This way you will apply the Deming's wheel to each

sphere of your life. So, forming your own guidance for high quality life based on the "The Diary of High Quality Life" you create a "quality bicycle" for yourself, the carriage of which consists of the Deming's PDCA improvement cycle (P – plan, D – do, C – check, A – act). The back wheels with the star are the components of your life quality, while the front wheels show the level of your life. You choose the direction, spin the pedals and keep the balance, improve the quality of your life and go ahead towards your goals realizing your mission and achieving the future you wish.



Use everything helpful for you, use the experience of other people; many successful companies do this and call it benchmarking, i.e. alignment with the leading brand. The elder friends or mentors are absolutely necessary, listen to them and work in their teams. Form your own team with the ones with whom you are on the way. Manage the knowledge and changes, be persistent, act and improve the quality of your life. Consider your life as the most important project. Direct it! Be honest with yourself. Your problems will begin to get resolved when you recognize them. Constructivism is your strength; whiles optimism and pessimism as such are useless unless you take into account external and internal circumstances.

Do not doubt it, it does work. However, effectiveness does not depend on you only; it also depends on how much you work on yourself to achieve your goals. Not a single sports champion has become a champion without hard and persistent work mostly on himself. Do not trust the advice to live your life easily and carefree.

**Enjoy your work on self improvement!**

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## Work with the diary of high quality life

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### Work with the diary of high quality life

#### Turn the diary into a guide to high quality life

1. Turn the diary into a guide to high quality life considering your individual circumstances. Your guidance to quality life will become a tool for self development and self improvement. Learn to master the tool for personal effectiveness and constantly improve your skills. Answer the question what life quality is for you and what are its components. Make a cause and effect diagram of the quality of your life considering all the components.
2. Define what you would like to achieve in life most. What are you dreaming about? What is your predestination? How do you see your future and who do you want to become? Formulate the general line of your life.
3. Carry out a SWOT analysis considering all spheres of your life or high quality life components ( see pp.16-17, 22-26 "The Diary of High Quality Life")
  - Estimate how far you are from the designed image or scenario of your future, how far and which way you have deviated from your successful trajectory of personal, professional and social life.
  - Assess the level of satisfaction with the quality of each component of your life; calculate the index of satisfaction for greater objectivity. Evaluate the quality of your current life basing on your understanding of life quality.
  - Define your current status. Answer the question what is important for you currently and in the foreseeable future. Understand the most important



causes of discrepancy between your results and goals.

<https://ru.wikipedia.org/wiki/SWOT>

4. Define your priorities and direction of actions for corrections in your personal and professional path. Write down the scenario of your life. Determine what you want to achieve in life, your life mission and your predestination. Also consider your individual peculiarities: health, age, gender, nationality, belief and external social (economic, political) physical and geographical living conditions.
5. Visualize your future, for example, with the help of photos and symbols. Stick the photo into your diary and put the symbol on your desk or hang it on the wall. Coin a slogan to maintain the spirit when moving towards quality life.
6. Form your "SMART" goals to achieve what you wish and implement your mission. Evaluate you internal and external resources. Think of your moral principles and human values. Also, remember about your post life goals that reflect what we leave behind, how you stand before the eternity and what people remember about you. Post life goals give us strength and remind us of the meaning of life in difficult situations.
7. Identify the main purpose of your life, define the parameters to achieve the main objective, produce decomposition of indicators of achievement of goals for each area of life quality; set targets for each indicator and each space for the specific period of time: a year, a quarter, a month, a week, a day etc.
8. Periodically assess your life in key points when making important decisions. Remember that our choices and decisions, actions and their consequences change the trajectory and scenario of both our lives and that of our loved ones and others. Be aware that the consequences of decisions may be irreversible.
9. Use everything that can be helpful in terms of improving the quality of your life, including the experience of other people and businesses. Learn from your own mistakes and that of others and prevent their recurrence. When planning your future, try to avoid undesirable situations and events.
10. Decide what you believe in. Believe in yourself. Everyone has their own way of life.
11. Do not let anyone lead you astray, do know to ask questions to yourself and others. Common sense and human values should lead us in any and every situation for correct evaluation of the ongoing events. Love your motherland, your people, your loved ones and yourself. Respect the right of others to love their homeland, their people, their families and themselves. Remember that the Earth is our home. The world is inside

each of us. We work and learn to improve the world around us.

12. Plan the current year; define the objectives of a given year on the basis of the main purpose of your life on the relevant pages of "The Diary of High Quality Life".

Plan the current quarter and define the goals considering the purposes of the year.

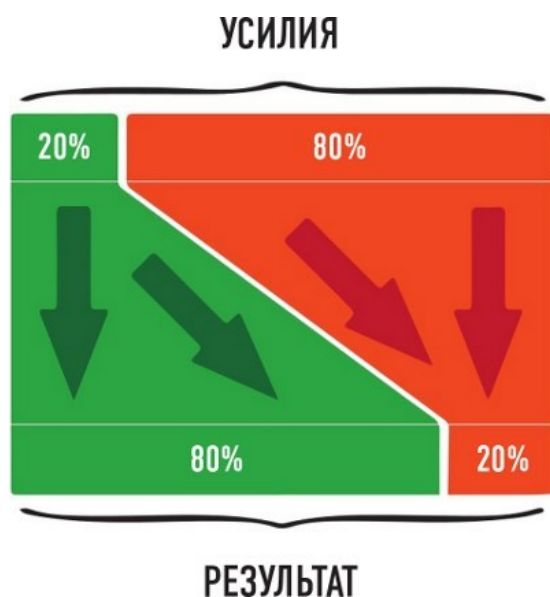
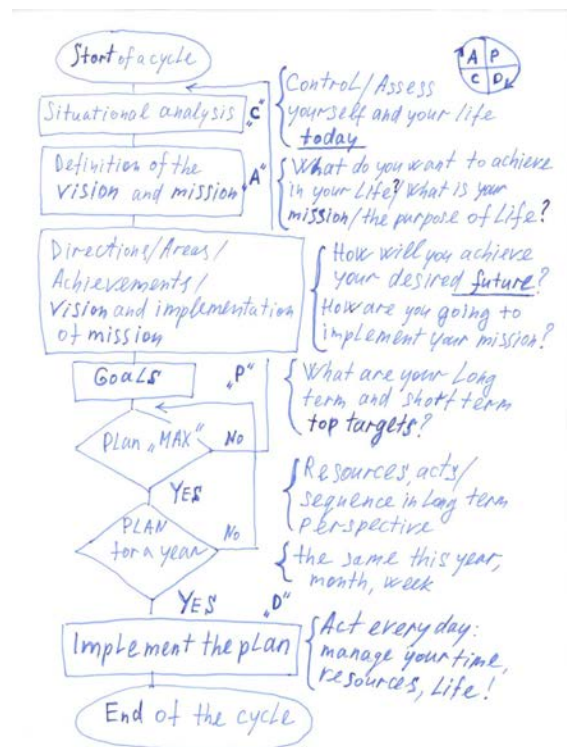
Plan each week including weekends, public holidays and vacation. Plan and alternate work and leisure. Set goals for a week considering the purposes of a particular month.

Plan each day. Define the main target of the day taking into account the tasks and objectives of the year, the quarter, the month and the week.

13. Try to do what was planned for a particular day and remember to have rest. Reward yourself with something for a productive day.
14. Assess the year, quarter, month, week and day you lived through by a five-point scale of satisfaction in view of the important goals set for these period. Calculate the index of satisfaction per period; reveal the changing trends of your level of satisfaction monthly and yearly. Evaluate the importance of each day and the degree of your satisfaction with the help of "Results of the day" scale on each page. Plan next year avoiding the mistakes of the previous one. Refresh your vision, life mission, the direction you follow towards your desired future and realization of your mission constantly. Set "SMART" goals, act, and reach the new quality and the new level of life. Implement marketing management for your life quality. The following algorithm is cyclic and presents the Deming wheel of improvements.

The PDCA – cycle is a concept of constant improvement: Plan-Do-Check-Act. It is a widespread method of continuous quality improvement. Its second name is the Deming wheel (or the Deming – Shewkhart cycle) and appeared thanks to graphic interpretation of its stages. Deming advocated the use of this cycle as the main means for continuous improvement of the quality.

Resource: <http://www.klubokl.net>



Remember the Pareto law, act to achieve your goals, have rest, gather strength, do not waste time sitting in front of the TV or in social nets. The Pareto law, or the Pareto principle, or the 20/80 principle is a rule of thumb named after the economist and sociologist Vilfredo Pareto and says: "20 per cent of efforts provide 80 per cent of the result, while the remaining 80 per cent give 20 per cent of the results"

15. Improve everything you do, avoid the unwanted events and situations, and prevent their occurrence when planning your life (p. 472 NOTES). Try to keep the situation under control in any situation, act and try to keep up your spirits. Eliminate the consequences of the unwanted events or minimize them, eliminate the causes of their origin primarily in yourself.

This is your year of high quality life that starts the day you decide to take your

life under control and manage its quality. Create your own project called LIFE. Write down your short-term and long-term goals and plan their achievement on the pages of "The Diary of High Quality Life". Act and realize your plans every day, approaching the desired results. Achievement of your "SMART" goals is your effectiveness; achievement of your goals with the least expenditure of resources is your life efficiency. Live a full high quality life! Create your high quality life! Manage the changes of your life! Spin the pedals of the "quality bicycle" and keep the balance between all spheres of your life! Remember the features that distinguish Homo sapiens from Homo qualitativus. Health and well being to you and your family! World peace! Be in love and harmony with yourself and the world around you, do good and create life! Save the Earth and its biological diversity for future generations.