1. Remember: **99%** of the things we worry about never happen.

2. Don’t let the little things get you down. Often we exaggerate the importance of petty worries and in this way give them power over us.

3. We are more prone to worrying when we are tired. Get sufficient sleep.

4. Don’t waste time and energy by worrying about things that happened in the past – things that are over and done with – and therefore cannot be changed. Don’t saw sawdust!

5. Don’t put off living effectively in the present because you are too consumed with worrying about the future. *Carpe Diem Seize the Day*

6. Approach each day as if it is the first you have ever seen – and the last you are going to see. Put all your focus and energy into making this day a great and productive one. Dante said: “Think that this day will never dawn again.”

7. Don’t give in to fear. Fear causes worry. Worry makes you tense and anxious. Say to yourself: “Just for today I choose not to be afraid.”

8. Learn how to co-operate with the inevitable. The masters of *jujitsu* teach their pupils:

   “Bend like the willow; don’t resist like the oak.”

9. Keeping busy will prevent you from worrying because it is impossible to think of more than one thing at a time. Try it: Close your eyes and think of the Statue of Liberty and, at the same time, think about what you have to do tomorrow.

10. Schedule a “worry appointment” with yourself (not longer than 30 minutes per day). By learning to worry only at your designated time, you can limit the impact of worry on your life. If you find yourself worrying during other times, remind yourself about your next “appointment” and let go of the subject.

**Additional Resources:**

Check out this excellent book, *How to Stop Worrying and Start Living*, by Dale Carnegie

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**ANTI-WORRY TECHNIQUE**

1. Analyze the situation fearlessly and honestly ask yourself, “What is the worst thing that can possibly happen?”

2. Prepare to accept it if you have to.

3. Now calmly devote your time and energy to try to improve upon the worst which you have already accepted mentally.