



RESOURCE BOOKLET

From the book:

“Take Time for Your Life”

By Cheryl Richardson

This RESOURCE BOOK has most of everything to help you get FIXED!

“What does she have that I can’t get fixed?”
-Mary Kay Ash on Top Performers of our company

“The ONE thing you’re not willing to do will be the ONE thing that will hold you back.”
-NSD Kathy Goff-Brummet

“You are where you are by the CHOICES you’ve made or have allowed others to make for you.”
-NSD Linda Toupin

“Frustration always precedes growth.”
-NSD Sue Kirkpatrick

“Pray for clarity. Ask God to help you figure out what your ONE THING is and FIX IT! Then move on to the NEXT one thing. It’s a process. Learn to enjoy the journey. Be at peace with the “lessons” of life that you are learning. Be excited that God has given you what it takes to handle the lessons he gives you. Remember...Peace is Priceless.”
-Future National Sales Director Melissa Mays

CHAPTER 1 Put Yourself at the Top of the List

Make the practice of extreme self-care your new standard for living. Build strong relationships with your inner wisdom to create the life you want. (I recommend the Mental Bath Weekly Plan Sheet to support Ch 1, 2, 5, and 7.)

CHAPTER 2 Get Your Priorities Straight

Stop reacting to life and take control of what gets your time and attention. Set new priorities that mirror what’s really important to you and learn strategies to ensure that they are honored. (I recommend using a journal in your quiet time.)

CHAPTER 3 What’s Draining You?

Identify and eliminate what drains you. Whether it’s a disorganized office, a cluttered home, or the friend that constantly complains and drains your energy. (Create a “Bugs Me” list in your journal or “Brain Book”.)

CHAPTER 4 Invest in Your Financial Health

Get your financial house in order and build reserves so that you no longer feel like a victim to life! You’ll attract more money by practicing these basic money management skills. (I recommend Ascend Live for your Mary Kay biz. For more info go to www.ascendfinancials.com)

CHAPTER 5 What’s Fueling You?

Kick the adrenaline habit and use healthier forms of energy—the company of good friends, fun exercise, and other “soul-nurturing” activities.

CHAPTER 6 Build a Soulful Community

Surround yourself with a community of high-quality relationships that will support, challenge, and encourage you to be your best. (Mary Kay provides this for us and other women need it! Never miss your meeting or company events.)

CHAPTER 7 Honor Your Spiritual Well-Being

Take time for the most important relationships of all—the connection to your inner wisdom, the voice of your soul. Create a personal practice and spend time every day nurturing your spiritual well-being.

CHAPTER 8 Your New Life

More websites and books to support you in your new life of EXCELLENCE!

Chapter 1 Put Yourself at the Top of the List

JOURNALS

Closerie Publishing, Inc.
1952 South La Cienega Blvd.
Los Angeles, CA 90034
(310) 559-9704

Closerie offers various kinds of blank journals.

Running Rhino & Co.
P.O. Box 24843
Seattle, WA 98124
(206) 284-2868

www.runningrhino.com

Running Rhino sells various-sized blank, wirebound journals (Rhino Journals)—great for writing and drawing.

SARK's Play!Book and Journal: A Place to Dream While Awake.

SARK (Berkeley, CA: Celestial Arts, 1993)

This unique journal prompts you to write by using fun and interesting questions.

WEB SITES

Dream Work: Dream Practices from Various Traditions

www.resonate.org/places/practice/dreams.htm

This web site provides various information on dream work.

OTHER

Center for Jung Studies Detroit
17150 Kercheval Ave
Grosse Pointe, MI 48230
(313) 881-7970

This organization offers programs on dream studies.

Inner Work: Using Dreams and Active Imagination for Personal Growth

by Robert A. Johnson (HarperSanFrancisco, 1989)

Noted author and Jungian analyst Robert Johnson shows how working with your dreams and active imagination can integrate your conscious and unconscious selves, leading you to wholeness and a more satisfying life.

Wayne McEwing
The Dream Connection
dreamcomm@aol.com
888-why dream

Wayne provides dream consultations nationally by telephone. He believes that dreams provide fresh information directly from a client's highest, most authentic self, and he helps his clients to use this wisdom in their daily lives.

Chapter 2 Get Your Priorities Straight

BOOKS

“First Things First: To Live, to Love, to Learn, to Leave a Legacy” by Stephen R. Covey, A. Roger Merrill,
Rebecca Merrill
(New York: Fireside Books, 1996)

“365 Ways to Simplify Your Work Life: Ideas That Bring More Time, Freedom and Satisfaction to Daily Work” by Odette Pollar
(Chicago: Dearborn Trade, 1996)

“Time Shifting: Creating More Time for Your Life” by Stephan Rechtschaffen
(New York: Doubleday, 1997)

Rechtschaffen teaches the reader how to “time shift”—move in rhythm with others, stretch th present, and practice mindfulness.

“The Circle of Simplicity—A Return to the Good Life” by Cecile Andrews
(New York: Harper Collins 1977)

Andrews offers creative practical ways to improve the quality of your life by simplifying and changing your behaviors.

“Slowing Down to the Speed of Life” by Richard Carlson, Joseph Bailey
(Harper SanFrancisco, 1997)

A simple and powerful guide to creating a peaceful life from the inside out.

MAGAZINE

Priorities Magazine—The Journal of Personal and Professional Success by Franklin Covey
In this bimonthly magazine, national contributors and experts offer advice on career, family, communication, leadership, finance, health, and fitness. To subscribe, call (800) 880-1492, or visit their online catalog at <http://www.franklincovey.com>.

Chapter 3 What’s Draining You?

PROFESSIONAL ORGANIZERS

National Association of Professional Organizers
<http://www.napo.net>
(512) 206-0151

To find a professional organizer near you, contact the National Association of Professional Organizers, a nationwide network of professionals in all areas of organization. They offer a referral service via e-mail.

OFFICE EQUIPMENT AND SUPPLIES

Office Depot
(800) 685-8800 www.officedepot.com

Office Max 3
<http://www.officemax.com>
(800) 788-8080

Staples
<http://www.staples.com>
(800) 333-3330

OFFICE SUPPORT AND PROFESSIONAL ASSISTANCE

International Association of Administrative Professionals

<http://www.psi.org>
(816) 891-6600

VIRTUAL ASSISTANTS

Assist U

<http://www.assistu.com>
(410) 666-5900

This organization offers training for virtual assistants and refers qualified VA's.

OTHER

Zero Waste Communities teaches you how to stop the flood of intrusive telemarketing calls, junk mail, and junk e-mail that is invading your life.

<http://www.zerowastecommunities.org/junkmail.html>

How to Have Big Money Garage Sales and Yard Sales

<http://win-edge.com/GarageSales.shtml>

(800) 841-4248

You can order a manual from his site that provides tips that guarantee to triple your garage or yard sale income.

To find garage sales in your community and to list yours free:

<http://garagesale.nearu.com>

For information on a national listing of flea markets, contact:

Flea Market Guide of U.S. Flea Markets

<http://www.bargain-mall.com/fleas.htm>

Salvation Army

<http://www.salvationarmy.org>

(800) 95-Truck

Goodwill

<http://www.goodwill.org>

(301) 531-6500

To place a free ad for things the average family needs to get rid of, contact 4
Classifieds 2000

<http://www.classifieds2000.com>

BOOKS

“Simple Abundance: A Daybook of Comfort and Joy” by Sarah Ban Breathnach
(New York: Warner Books, 1995)

A practical, inspirational daily guide that provides a meditation or exercise for every day of the year to help women pare down their lives and clear their mental clutter.

“Anatomy of the Spirit” by Caroline Myss
(New York: Harmony Books, 1997)

A great resource for understanding a different view of how our life energy is used and a bold presentation of the emerging field of energy medicine.

“The Simple Living Guide” by Janet Luhrs
(New York: Broadway Books, 1997)

An excellent resource for creating a simpler, more fulfilling life.

HOME SERVICES

www.peapod.com

An online grocery service that will deliver to your home.

Merry Maids
1 (800) WESERVE

A nationwide cleaning service. Call to get local rates.

Diet Pik-Up
(888) 344-DIET

Will find a distributor in your area to deliver a week’s worth of healthy meals to your home.

Chapter 4 Invest In Your Financial Health

BOOKS

“The Nine Steps to Financial Freedom” by Suze Orman
(New York: Crown Publications, 1997)

Suze Orman goes beyond the nuts and bolts of managing money to explore the psychological, even spiritual power money has in our lives.

“Your Money or Your Life: Transforming Your Relationship with Money and Achieving Financial Independence” by Joe Dominguez and Vicki Robin
(New York: Penguin USA, 1993)

Joe Dominguez and Vicki Robin resent their revolutionary, inspiring, and empowering nine-step program

for transforming your relationship with money and achieving financial independence.

“Prospering Woman: A Complete Guide to Achieving the Full, Abundant Life” by Ruth Ross
(San Rafael, Calif.: Whatever Publishing, 1982)

In her work as a therapist, Dr. Ross has found that the closer many women get to personal success, the more uncomfortable they become. Writing with empathy and encouragement, she shows women how to overcome this barrier to prosperity and how to turn their special strengths into powerful tools.

“Dynamic Laws of Prosperity” by Catherine Ponder
(Marina del Rey, Calif.: Devorss & Company, 1984)

One of the all-time great books on manifestation. Have your journal ready to write down the affirmations contained throughout this book.

“The Seven Laws of Money” by Michael Phillips
(Boston, Mass.: Shambhala, 1997)

These seven simple laws are the secret to healthy, fearless attitude toward money, liberating its creative potential for everyone.

“How to Get Out of Debt, Stay Out of Debt and Live Prosperously” by Jerrold Mundis
(New York: Bantam, 1990)

This is an excellent resource by the founder of Debtors Anonymous. This book offers the first essential, complete, effective guide to getting out of debt once and for all.

“Spiritual Economics” by Eric Butterworth
(Unity Village, Mo.: Unity Books, 1993)

This book helps you to reshape your attitude about money, spirituality, and personal prosperity.

“Creating Money” by Sanaya Roman and Duane Packer
(Tiburon, Calif.: H.J. Kramer, Inc., 1988)

A step-by-step spiritual guide to creating money and prosperity.

“Smart Questions to Ask Your Financial Advisers” by Lynn Brenner and Mark Matcho
(New York: Bloomberg Press)

This book gets right to the heart of successful financial planning with smart, practical questions everyone needs to ask to assure themselves of getting the best return on their money.

“The Millionaire Next Door: The Surprising Secrets of America’s Wealthy”

by Thomas J. Stanley and William D Danko
(Marrena, Ga.: Long Street Press, 1996)

This book exposes how ordinary Americans get and stay rich without inheritance, advanced degrees, or lottery jackpots. Readers learn the seven common denominators that show up again and again among people who have built their personal fortunes from scratch.

“4 Easy Steps to Successful Investing” by Jonathan D. Pond
(New York: Avon, 1997)

This informative companion book coincides with the PBS broadcast and offers investment strategies for both the novice and the sophisticated investor.

“10 Steps to Financial Success: A Beginner’s Guide to Saving and Investing” by W. Patrick Naylor
(New York: John Wiley & Sons, 1997)

This ten-step, easy-to-follow guide provides novice investors with an understanding of sound money management and investing techniques. Contains financial planning for anyone—even those who can spare only \$25 a month.

“How to Retire Rich” by James O’Shaughnessy
(New York: Broadway Books, 1998)

Investment wizard James O’Shaughnessy offers valuable insight on everything from savings, to investing, to your 401(k), so that you can create the fully funded retirement plan you deserve.

“The Ultimate Credit Handbook” by Gerri Detweiler 6
(New York: Plume, 1997)
An excellent resource for improving your credit and reducing your debt.

BANKRUPTCY

The Bankruptcy and Financial Wellness Center

<http://www.bk-info.com/mh2.htm>

This organization gives great information about when and why to consider bankruptcy and what to do next if you decide that it's the best decision for you.

ABI World

<http://www.abiworld.org/consumer/A.html>

The American Bankruptcy Institute's Consumer Information Center provides information about bankruptcy, its terminology, the filing process, and where to find local assistance.

National Association of Consumer Bankruptcy Attorneys

<http://nacba.com>

(703) 803-7040

NACBA is an organization of more than nine hundred attorneys across the country who primarily represent debtors in consumer bankruptcies. This Web site is intended for use by NACBA members and also to provide information regarding bankruptcy law to the general public.

DEBT CONSOLIDATION

Debt Counselors of America

<http://www.dca.org>

(800) 680-3328

An IRS-approved, nonprofit organization that assists families and individuals with debt, credit, money, and financial questions, problems, or difficulties.

National Credit Counseling Services/Genus Credit Management

<http://www.nccs.org>

(888) 793-4368

A nonprofit community service organization that provides a wide range of financial counseling services and educational programs for consumers to help financially distressed families and individuals more effectively manage their personal finances and credit.

Credit Counseling Center of America

<http://www.cccamerica.org>

(800) 493-2222

A nonprofit organization that provides free credit counseling for individuals or families who are having trouble making payments to credit cards, banks, or financial institutions.

BOOKKEEPING SYSTEMS

Quicken

<http://www.quicken.com>

QuickBooks

<http://www.intuit.com/quickbooks>

Peachtree 7
<http://www.peachtree.com>

MYOB
<http://www.myob.com>

One-Write Plus
(800) 649-1720 or (603) 8805100 (manual and electronic)

OTHER

Payco American
Brookfield, WI
<http://www.payco.com>
(800) 826-4271

Payco American Corporation (Payco), provides a full range of accounts receivable management services to credit-granting clients. Payco serves clients through a nationwide network of offices, including an office in Puerto Rico.

Credit Bureau Systems
<http://www.creditbureau.com>
(800) 688-0048

Provides support with collections, receivables management, skip tracing, etc.

Check Free
<http://www.checkfree.com/topics.htm>
(770) 441-3387

Provides information on bill payment software.

CreditComm Services LLC
10400 Eaton Place, STE 400
Fairfax, VA 22030
(800) 789-9952

For approximately \$30, this organization will provide you with an easy-to-read report on your personal credit history from the three major bureaus in the United States. They also provide assistance for correcting inaccurate information and, for an additional fee, will monitor your credit files from all three throughout the year.

Assist U
<http://www.assistu.com>
(410) 666-5900

Assist U makes referrals to virtual bookkeepers.

Institute of Certified Financial Planners
<http://www.icfp.org>
(303) 759-4900

The Institute of Certified Financial Planners (ICFP) is a professional association with more than 12,000 CFP licensees and candidate members nationwide.

American Accounting Association
<http://www.rutgers.edu/Accounting/raw/aaa/aaa.htm>
(941) 921-7747

American Institute of Certified Public Accountants 8
<http://www.aicpa.org>

Chapter 5 What's Fueling You?

BOOKS

“Succulent Wild Woman: Dancing with Your Wonder-Full Self” by SARK

(New York: Fireside Books, 1997)

This delightful book, handwritten and painted by the inimitable SARK, exults in the pleasure of living life to its fullest.

“Women’s Bodies, Women’s Wisdom” by Christiane Northrup

(New York: Bantam Books, 1998)

I recommend this book to every woman I work with. From A to Z, this book contains everything you’d want to know about women’s health from a well-rounded holistic/traditional perspective. A must read for every woman.

“Enter the Zone” by Barry Sears and Bill Lawren

(New York: ReganBooks, 1995)

Developed by respected researcher and health consultant Dr. Barry Sears, this program is a lifelong lasting weight-loss plan based on a simple, nonrestrictive diet with easy-to-follow steps that link food to hormone “switches” in the body.

“8 Weeks to Optimum Health” by Andrew Weil

(New York: Alfred A. Knopf, 1997)

This book provides an excellent, practical, step-by-step plan for enhancing and protecting your health.

“When Working Out Isn’t Working Out” by Michael Gerrish

(New York: St. Martin’s Press, 1999)

A cutting-edge fitness guide that reveals unidentified fitness obstacles.

“How to Get a Good Night’s Sleep: More Than 100 Ways You Can Improve Your Sleep” by Richard

Garber and Paul Gouin

(Minneapolis: Chronimed Publishing, 1995)

“Power Through Constructive Thinking” by Emmet Fox

(San Francisco: HarperSanFrancisco, 1989)

Fox shows how, through constructive thinking, we may achieve the personal power to overcome failure and discouragement, opening the way to a fuller, richer life.

“The Power of Positive Thinking” by Norman Vincent Peale

(New York: Fawcett Book Group, 1996)

Filled with inspiring stories and spiritual wisdom, this book is a classic.

“Think and Grow Rich” by Napoleon Hill

(New York: Fawcett Book Group, 1996)

The world’s number one motivational book tells how to be a winner. Hill has inspired millions to make their dreams come true.

“Secret of the Ages” by Robert Collier

(New York: Robert Collier Publications, 1984)

One of the best books ever written on the power of thought.

NURTURING ENVIRONMENTS

The Feng Shui Guild
<http://www.fengshouguild.com>
(303) 444-1548
info@fengshuiguild.com

For practitioner referrals and more information on how you can create a nurturing environment using feng shui principles.

Sacred Space—Creating and Enhancing the Energy of Your Home by Denise Linn
(New York: Ballantine Books, 1995)

In this book, Denise shows you how you can dramatically change your life by changing the environment in your home or office.

HEALTH-RELATED RESOURCES

Dr. Christine Northrup's "Health Wisdom for Women" Newsletter
Phillips Publishing, Inc.
7811 Montrose Rd.
Potomac, MD 20854
(800) 804-0935
Twelve Issues for \$39.95

Dr. Andrew Weil's "Self Healing" Newsletter
P.O. Box 792
Mt. Morris, IL 61054-8468
(800) 337-9345
Twelve issues for \$29

SARK's "Magic Museletter"
Eight issues for \$23
Payable by check only, write to:
CampSARK, Attn: Museletter
P.O. Box 33039
San Francisco, CA 94133

The Austin HealthMate Air Purifier
Phillips Publishing, Inc.
7811 Montrose Rd.
P.O. Box 59750
Potomac, MD 20859-9750
(800) 905-5559

Dr. Glen Rothfeld
American Whole Health
180 Massachusetts Ave., Ste 303
Arlington, MA 02174
(781) 641-1901

Rothfeld offers information and telephone consultations on a wide variety of health-related issues including adrenal system tests.

Hale Baycu-Schatz 10
P.O. Box 504
Lexington, MA 02173
(781) 863-9997

Hale is a nutritional educator and consultant who helps individuals find their own unique way of eating for optimal health. Available to work with clients by telephone, she maintains a national practice of individuals and groups.

MESSAGE AND OTHER RELATED BODYWORK

American Massage Therapy Association (A.M.T.A)
820 Davis St. STE 100
Evanston, IL 60201-4444
(847) 864-0123

www.amtamassage.org

This organization provides state referral telephone numbers to locate a massage therapist in your area.

Associated Bodywork and Massage Professionals (A.B.M.P.)
28677 Buffalo Park Rd.
Evergreen, CO 80439-7347
(800) 458-2267

www.abmp.com

This organization provides local referrals for massage therapists as well as other types of bodyworkers.

American Polarity Therapy Association (A.P.T.A)
2888 Bluff St. #149
Boulder, CO 80301
(303) 545-2080

www.polaritytherapy.org

This organization provides referrals for polarity therapists in your area.

Healing Hands
849 Lexington Ave.
New York, NY 10021
(800) 636-7360

This organization dispatches massage therapists to private homes and hotels in Los Angeles, New York, San Francisco, West Palm Beach, and Miami Beach and may be able to provide a therapist in your area.

RELAXATION TAPES

Peggy Huddleston
“Prepare for Surgery, Heal Faster” audiotape
\$9.95 plus shipping and handling

<http://www.healfaster.com>

(800) 726-4173

Although this tape was originally used for patients undergoing surgery, it has become popular with a wider audience through work of mouth. The tape does not mention anything about surgery, and Peggy’s calming voice guides the listener through a twenty-minute relaxation process that has powerful results. Not only will you find it easier to relax, but you’ll find it has a positive impact on your overall health.

Brian Weiss 11
“Healing Meditation”
“Meditation to Inner Peace, Love, and Joy”
<http://www.brianweiss.com>
(305) 661-6610

Weiss, author of *Many Lives, Many Masters, and Only Love is Real*, is a Yale-trained psychiatrist and pioneer in the field of past life regression therapy. Guided by his hypnotic, soothing voice, each of these tapes will lead you into a state of bliss..

OTHER RELAXING MUSIC

Enya–“Shepherd Moon”
Yanni–“Reflections of Passion”
Narada–“Decade–The Anniversary Collection”
Liz Story–“Solid Colors”

HIGH-POWERED NUTRITIONAL GREEN DRINKS

Barleygreen
AIM International
3904 E. Flamingo Ave.
Nampa, ID 83687-3100
(800) 456-2462

This nutritious drink has been a lifesaver for me when I’m busy and want to be sure that I’m fueling myself with good food. One teaspoon of organically grown Barleygreen is equal to two heads of broccoli.

PureSynergy Superfood
The Synergy Company
CVSR Box 2901
Moab, UT 84532
(800) 723-0277

<http://www.synergy-co.com>

This Superfood is a powerful combination of ingredients that include several forms of algae, Chinese and Western herbs, Asian mushrooms, spirulina, and more to provide another easy way to fuel yourself with premium nutrition.

DANCING

<http://www.io.com/~entropy/contradance/web-page-index.html>

This site provides a geographic listing of contra dance groups.

<http://www.idir.net/usdanew/sdlinks.htm>

This site provides information about square dancing, contra dancing, clogging, and round dance clubs around the world.

SLEEP

National Sleep Foundation
<http://www.sleepfoundation.org>

The National Sleep Foundation is a nonprofit organization dedicated to enhancing the quality of life for millions of Americans who suffer from sleep disorders.

GAMES

Mindpack–McQuaig Group
Trivial Pursuit–Parker Brothers
Jeopardy–Tiger Electronics

MOVIES

Blockbuster Video
<http://www.blockbuster.com>

TRAVEL RESOURCES

Specialty Travel Index
<http://www.specialtytravel.com>

Provides detailed information about thousands of unusual vacations, offered by over six hundred tour operators and outfitters around the globe.

Wild Women: A Touring Company

<http://www.wildwomenadv.com/wwcom.html>

A unique travel company that arranges hassle-free trips for small groups of women. They are dedicated to the proposition that you can restore, energize, and empower yourself while exploring the world.

The Green Travel Network

<http://www.greentravel.com>

Spa Finders

<http://www.spafinders.com>

Custom Spa Vacations

<http://www.spatours.com>

Vacations worldwide for fitness, relaxation, beauty, stress reduction, weight loss, and lifestyle changes. International spas combine spa vacations with interesting sites.

INSPIRATION

Inspire

<http://www.infoadvn.com/inspire>

A free daily e-mail broadcast that gives inspirational quotes. Give a gift subscription to a friend!

Daily Motivator

<http://www.greatday.com>

Great motivational messages delivered to you in e-mail six days a week. \$15 a year.

Chapter 6 Build a Soulful Community

(Mary Kay!!! We have what women need!)

GAMES

“Therapy”

Pessman Toy Corporation

“To Know You Better”

Games Partnership

116 New Montgomery, Ste 500

San Francisco, CA 94105

(800) 776-7662

www.timefortwo.com

The company has a collection of games for couples that promote positive communication.

“Compatibility”

International Games, Inc. (A Mattel company)

Syosset, NY 11791

This game helps friends and family to identify ways they think alike.

BOOKS

“How Not to Stay Single: 10 Steps to a Great Relationship” by Nita Tucker and Randi Moret

(New York: Crown Trade Paperbacks, 1996)

I recommend this book to any client who is interested in finding a romantic partner.

Relationship expert Nita Tucker presents a unique six-week action plan for finding that elusive, emotionally fulfilling attachment. This book teaches readers to stop waiting for a relationship and start making it happen.

“If . . . Questions for the Game of Life” by Evelyn McFarlane, James Saywell, David Rosenthal (editor)

(New York: Villard Books, 1995)

“If 2: More Questions for the Game of Life” by Evelyn McFarlane, James Saywell, David Rosenthal (editor)

(New York: Villard Books, 1996)

“If 3: Questions for the Game of Love” by Evelyn McFarlane, James Saywell, David Rosenthal (editor)

(New York: Villard Books, 1997)

“All About Me” by Philipp Keel

(New York: Broadway Books, 1998)

A unique write-in book to help share yourself with others.

“Getting the Love You Want: A Guide for Couples” by Harville Hendrix

(New York: Perennial Library, 1990)

Another recommendation for every client, this is the bible for healthy and loving communication. It is an extraordinary practical guide to resolving problems, using sixteen exercises to enhance communication, stop self-defeating behavior, and achieve mutual emotional satisfaction.

“Keeping the Love You Find: A Guide for Singles” by Harville Hendrix 14
(New York: Pocket Books, 1993)

Hendrix has developed a brilliant, thought-provoking, innovative self-help program for single people who yearn for the pleasures and rewards of a loving, long-lasting union.

VOLUNTEER ORGANIZATIONS

Esalen
Highway 1
Big Sur, CA 93920
(408) 667-3000

Omega Institute for Holistic Studies
260 Lake Drive
Rhinebeck, NY 12575-3212
(914) 266-4444

New York Open Center
83 Spring St.
New York, NY 10112
(212) 219-2527
Mentoring Hotline
(800) 914-2212

Big Brothers Big Sisters of America
<http://www.bbbsa.org>

Big Brothers Big Sisters of America, the oldest mentoring organization serving youth in the country, remains the leading expert in our field. BBBSA has provided one-to-one mentoring relationships between adult volunteers and children at risk since 1904.

OTHER

The Letter Exchange
P.O. Box 6218
Albany, CA 94706

A place to meet other letter writers by mail.
Send a self-addressed, stamped envelope to:

Camp SARK
P.O. Box 330039
San Francisco, CA 94133

For information on how to start a succulent wild women group (by SARK)

Ed Shea
239 East Wilson
Elmhurst, IL 60126
(630) 530-1060

Coachimago@aol.com

Ed Shea, known as “The Relationship Coach,” works with couples and individuals to help them enhance communication and use their relationship as a path toward personal growth and healing. He works nationally with people over the phone.

Hallmark Connections 15

<http://www.hallmarkconnections.com>

Great card and gift ideas to say thank you or let someone know you care.

Card Central

<http://www.cardcentral.net>

Card Central contains hundreds of sites from which to send virtual cards and presents!

Marliese Designs

32 Partridge St.

Franklin, MA 02038

(508) 520-4839

Marliese is a motivational artist who combines words with art to motivate and inspire people. She creates beautiful hand-painted affirmation cards that can be used as gifts and inserts in mailings.

The Gift Basket

1500 Main St.

Waltham, MA 02154

(781) 642-1200

www.tgbi.com

This organization specializes in creating gift baskets for all occasions. It creates theme baskets like golfing baskets, baby baskets, and regional specialties (e.g., New England), occupation baskets (doctors, lawyers, etc.), and food baskets (nuts, chocolate, popcorn, cheese, crackers, candies, cheesecake).

Green Field Paper Company

744 G Street

San Diego, CA 92101

(888) 433-6133

This company offers unique note cards made from recycled products. Its "Grow-a-Note" collection seeds so the receiver can actually grow the card, and its "AromaNote" collection contains the most popular scents of aromatherapy.

1-800-Flowers

<http://www.1800flowers.com/flowers/welcome>

(800) FLOWERS

Send flowers to someone, or to yourself!

Toastmasters International

World Headquarters

23182 Arroyo Vista

Rancho Santa Margarita, CA 92688

(800) 993-7732

A group of businesspeople who meet regularly to discuss and practice presentation skills. Call to find a local group in your area.

Chapter 7 Honor Your Spiritual Well-Being

WEBSITES

Bible Study Fellowship

Bible Study Fellowship International provides you with the tools, the environment, the relationships, and the support you need to grow deeper in your knowledge and understanding of God and the Bible.

<http://www.bsinternational.org>

Joyce Meyer Ministries

One of the world's leading practical bible teachers. Wonderful free monthly magazine.

Great cd/dvd resources that will take you to the next level in your spiritual walk.

<http://www.joycemeyer.org>

BOOKS

“Sanctuaries: The Complete United States: A Guide to Lodgings in Monasteries, Abbeys, and Retreats”
by Jack Kelly and Marcia Kelly
(New York: Bell Tower, 1996)

This book features wonderful low-cost places throughout the United States that welcome people of every denomination. Most are Christian, but many are Buddhist, Sufi, and Hindu, and a few are without specific religious ties.

“Creating Sacred Space with Feng Shui: Learn the Art of Space Clearing and Bring New Energy into Your Life” by Karen Kingston
(New York: Broadway Books, 1997)

This easy-to-understand, illustrated guide shows how to apply the art of space clearing and other principles of feng shui to create inner peace and comfort in the home and workplace.

“Illuminata: A Return to Prayer”
by Marianne Williamson

(New York: Random House, 1994)

A beautiful book filled with rich prayer and wisdom that encourages the reader to “look to God” to deliver us from the pain of living.

“Many Lives, Many Masters” by Brian L. Weiss
(New York: Fireside Books, 1989)

This book takes readers on a unique spiritual journey that will change their lives.

“Celestine Prophecy” by James Redfield
(New York: Warner Books, 1993)

This spiritual adventure contains vital lessons in the form of nine insights that put the reader on a path toward a completely spiritual culture on earth.

“Living in the Light: A Guide to Personal and Planetary Transformation” by Shakti Gawain
(New York: Bantam, 1993)

One of the original, best books for developing your intuition and learning to follow it.

“Sermon on the Mount” by Emmet Fox
(HarperSanFrancisco, 1989)

This book offers practical guidelines to people of all faiths who seek to bring health, happiness, and true prosperity into their lives and the lives of others.

“Six Months Off: How to Plan, Negotiate, and Take the Break You Need without Burning Bridges or Going Broke” by Hope Dlugozima, James Scott, and David Sharp
(New York: Henry Holt, 1996)

A take-action how-to book on how to plan for a sabbatical or time off from work.

“Awakening the Buddha Within” by Lama Surya Das 17
(New York: Broadway Books, 1997)

Written by the most highly trained American lama in the Tibetan tradition this book is accessible and compelling to the modern-day spiritual seeker.

OTHER

Rock and Roll Fantasy Camp
252 West 71st Street
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Chapter 8 Your New Life

BOOKS

“No Excuse” by Jay Rifenburg with Mike & Marjorie Markowski
(Success Publishers 1995)

This book is a treasury of ideas and action steps that will help you overcome your obstacles and empower you to be all you can be. You’ll learn how to live the “No Excuse” lifestyle build on a solid foundation of self-responsibility , purpose, and integrity.

“Creating You & Company: Learn to Think Like the CEO of Your Own Career”
by William Bridges
(Reading, Mass.: Addison-Wesley, 1997)

This book walks the reader through a series of self-assessments and planning exercises in order to construct a successful career by thinking like the head of a small independent company supplying an employer.

“I Could Do Anything If I Only Knew What it Was” by Barbara Sher and Barbara Smith
(New York: Delacorte Press, 1994)

This book helps readers discover what they really want and how to get it.

“Take Yourself to the Top” by Laura Berman Fortgang
(New York: Warner Books, 1998)

A great book from America’s #1 career coach. This book shows you how to leap out of a midcareer rut, identify obstacles that keep you from reaching your goals, honestly assess your career’s progress, and more.

“Power Through Constructive Thinking” by Emmet Fox
(Harper San Francisco, 1989)

A collection of thirty-one inspiring essays that show the reader how to have it all using the power of constructive thought.

“The Power of Positive Thinking” by Norman Vincent Peale
(Fawcett Books, a unit of CBS Publications 1952)

This famous book will show you how faith in yourself makes good things happen to you. How to break the worry habit. How to get other people to like you. How to energize your life-to give yourself the vitality and initiative needed to carry out your ambition and hopes. How to live a controlled, relaxed life no matter how fast the pace may be, and much more.

“The Dream Giver” by Bruce Wilkinson

“Finding Your Perfect Work: The New Career Guide to Making a Living, Creating a Life”
by Paul and Sarah Edwards
(New York: Putnam, 1996)

This book helps readers define what they really want in life and lists over sixteen hundred

“When Money is Not Enough: Fulfillment in Work” by Eileen Hannegan
(Beyond Words Publishing, 1995)

A guide to building healthy organizations and finding fulfillment in work.

“The Corporate Mystic” by Gay Hendricks and Kate Ludemant
(New York: Bantam, 1997)

A guidebook for twenty-first-century leaders.

“The Artist’s Way at Work” by Mark Bryan, Julia Cameron, and Catherine Allen
(New York: William Morrow, 1998)

The authors have adapted their techniques for fostering creativity as a means to spiritual fulfillment in the workplace.

“Doing Work You Love: Discovering Your Purpose and Realizing Your Dreams”
by Cheryl Gilman (Contemporary Publishing, 1997)

Cheryl Gilman offers practical techniques and no-nonsense suggestions on everything from identifying the “right” job and networking to perfecting a resume and interviewing, self-employment occupations.

MAGAZINES

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www.workathomemag.com

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