

From the Bestselling Author of **Yes! The Secrets
Work!**

Life's

ABCs

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A Gift to

On

Occasion

By

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Dedication

To all our students, young and old alike,
may this book bring new light and meaning to both
learning and living our lives to the fullest.

Life's ABCs

Recalling our ABCs is easy. More or less it will come out like this: A is for apple, B is for ball, C is for cat... or something like that, right? Without making an effort, it is amazing how our marvelous memory bank (brain) automatically produces what we have stored during our pre-school or elementary years. Yes, we can easily recall our alphabet. Oh, thank God for our mothers and fathers, teachers and grandparents, or anybody else who unselfishly had given up so much of their valuable time so that we could begin to learn how to read and write. Otherwise, our society will brand us as *illiterate*, and we are told we may not have a future.

I admit that I used to share the misconception that if you do not know how to read and write, it is almost impossible to survive in this competitive world, much less succeed. Well, I am not hesitate to admit that I was 'dead wrong' on this one. Over the years, I have found that there are lots of people who, for various reasons, did not have the opportunity to learn the alphabet or go to school, have no or very limited scholastic abilities, and yet became very successful in life. How is that possible?

Now wait a minute. Let's recall our classmates who were excellent in reading and writing or those who were very scholastic. How successful are they now? Apparently mastering our school ABCs and other subjects was not enough to guarantee us success in life. And what's more,

many who never learned the basics have succeeded in spite of their lack of formal education. How did they do it? That amazes me. Are we missing something here?

Education is considered very costly. Yet we seek and sacrifice a lot to be *educated*, because it will pay off. But does it always? Nowadays, we are seeing more dropouts and graduates who are more burdened with mounting debts than excited of the career they are getting into. They spent so much money and studied so hard for to prepare for their supposed future. It was too long ago, and I didn't know the name of the speaker whose comment I could never forget. He was saying that our schools are so good in teaching our youth technical know-how's to prepare them for future careers, but failed to prepare them for real life. Interestingly, I noted several people in the audience nodding their heads in agreement.

Perhaps we need to evaluate also what education and knowledge really mean. If you are seriously seeking the answer, let me share with you what I have learned over the years from watching, listening, talking and reading about successful, healthy and happy people; young and old, rich and poor, educated and illiterate. They are happy to share their secrets with anybody. Their secret, though they will say "is no secret," are that they learned and practiced Life's ABCs, meaning the basics of life, how to live it, and what is truly needed to learn and develop if we are to be successful in facing real life's challenging situations.

Except for the few words or concepts, most of what you will discover about Life's ABCs are familiar. Some you may already be practicing. Some you may find still an adventure to be learned. It is also never too late to learn. As you begin to practice each one of these, you will find new

meaning to life. You can actually begin to live your life to the fullest.

Here are the ABCs of Life:

A - Attitude - Yes! The first thing we need to develop is the right attitude, a good, positive outlook about anything and anybody. How do you see things? How do you react to situations? Having the right attitude is the ability to turn negatives into positives, to change unproductive thoughts to productive ones, to see and remember the good and beautiful things about a person or situation instead of the opposite. If you have the right attitude, you are already halfway there.

Appreciation – This naturally goes hand in hand with the right attitude. It is being appreciative, grateful or thankful for things and people.

B - Believe – Yes! Learn to believe! Have faith in yourself and others. Believe that good things can happen and that anything is possible if you believe enough. The more that you can expand your horizon of belief, the better you will be. When you believe in something (a cause, a program), or somebody (God, yourself, others), it automatically 'open the door' for an opportunity or a more meaningful relationship. Believing breaks the barriers, it bridges the gap. Try it!

C – Commitment – Is there anyone left who knows this word? Look at our divorce rate. Why we bury ourselves with tons of papers just to buy a home or anything of value? At the workplace, employers or businesses hire lawyers to do extensive documents to protect themselves for potential lawsuits. When was the last time you made a commitment and stood by it or pursued it? Honor the promises you have made. It takes commitment for any relationship to work, for the task to be accomplished, and for each of us to make this world a better place to live in.

Courage – it takes courage to make a commitment, to stand for something, to follow through on what you have promised. It takes courage to start something new, to adapt to changes, to face many challenges. Courage is what creates our heroes.

Communication – Keep your communication 'open'. Learn to talk and listen. Say what you mean and mean what you say.

Consideration – It takes careful thought not to hurt or inconvenience others.

Care and Compassion – Show or give attention and affection; thoughtful; show mercy. Nurses, caregivers, firefighters and volunteers are great examples.

Collaboration –working together, collectively and cooperatively, instead of unhealthy competition.

D - Dream or Vision. The ability to see what your mind can conceive and hold on to it until it is achieved. Believe in your dreams, they can happen.

Decision/Destination – Accomplishment starts from a decision to commit to do something. Have a sense of direction; know where you are going. Your decision leads to the road map to your chosen destination.

Determination – Your ability to persist, to keep on, to not give up or quit. You know you will meet obstacles, but nothing will or can stop you.

Discipline – Develop self guidance and self motivation; be more responsible for your actions.

Do it! – Take action. Do it instead of just saying it. As you do it, give only your best. Remember, to do to others what you want others to do to you.

E – Enthusiasm – learn to live with excitement and energy from within. Life and others can and will get you down. But it is up to you to bear your own light of excitement for living. No one else will be excited about your life and accomplishments if you aren't.

Environment – each of us needs to strive to preserve our environment for our next generation to still enjoy quality of life in the future. Our environment is not just the trees, the ocean, the air or the endangered animals. It is also US, the 'people.' You and I need to work together to focus and help preserve the best quality of life for everybody to share.

Empathy – understanding other people better by putting yourself in someone else’s shoes or position.

F – Focus – concentrate and don’t lose sight of your goals and dreams; keep your eyes focused on the target.

Family – the central unit of our society that we should all strive to preserve.

Flexibility – the ability to adjust or to adapt to changes when new situations arise. This is one trait or skill that when developed can tremendously help you in every areas of your life.

Forgiveness – to cease to feel angry, bitter or resentful and to heal oneself as well as others. When you heal yourself first and the relationships around you, you are that much healthier and productive.

G – Goal – establish your short and long term goals, of what you wish to accomplish. Do what is needed and stick to it.

Generosity – the giving principle: “It is when you give that you receive.”

H – Honesty – Be truthful, trustworthy, in both words and in deeds.

Humility – Be humble; stay low key; don't boast and consider yourself above others. Give others a chance also.

Humor – "Laughter is the best medicine." A sense of humor can help you relax and uplift your spirit.

I – Integrity – An upright character built on honesty; honoring one's word with deed.

Industrious - No one dies of hard work. Know your limits, but always do and give your best.

Interest - Always remain interested to learn, to listen and to improve. This way, for both personal or financial, it means 'growing.'

J – Joy - Seek happiness, to be joyful. It is more than laughter and having fun. It is an overwhelming peace and happiness called 'joy', independent of your situation in life.

K – Knowledge - Be informed, "Knowledge is treasure."

L – Love "Love conquers all." Can you imagine what our world would be like if everyone experienced true love? What are we without it? Love does not require technical training or a higher education. It is the best answer to just about anything. Love is the most beautiful thing you will

experience, recall, long for, and share with others. It is the greatest gift of all.

Listen - Don't we love to talk? Wouldn't it be great to be heard, too? Learn to listen and pay attention. We were given two ears and one mouth so we could listen twice as much as we speak. You will find that you will come away with much more insight and knowledge.

Listen - Don't we love to talk? Wouldn't it be great to be heard, too. Learn to listen. Pay attention.

M – Manners - Practicing good conduct and using the positive words and phrases like "please," "thank you," "you are welcome," "pardon/excuse me," "good morning," and "I love you" create wonders. Use them frequently wherever you are.

(Look for) **Meaning** - Don't just do things for the sake of doing them. Find meaning to what you are doing, to your situations, to your life.

N – Nature - Our natural wonders and anything natural bring healing and rejuvenation. When it comes to keeping ourselves young and healthy, the closer you are to nature the better it is.

O – 'Other' is as important as I, me and myself. Make it a habit to be considerate of others. It tends to come back to you.

Opportunity - Seek and embrace every opportunity. Every minute, every situation is an opportunity to learn, to grow, to develop, to succeed. Grab it while it is there. It may come but once.

Organize - It is very important to learn how to plan and have a systematic approach to carry out and accomplish set goals and tasks.

Obedience - To follow, to be coachable, to be a good student. Later you can lead or teach others.

P – Patience - Endurance. Learn to take time for quality results.

Persistence/Perseverance - Don't quit or give up; keep on.

Practical - Simple common sense; ability to practice what you have learned.

Priorities - Establish your priorities and set your priorities straight. Practice it.

Peace – Get along with others. Be in harmony with people. Practice calmness, quietness, and peace of mind.

Praise - (Recognize). Express your approval or appreciation of something or somebody whenever appropriate.

Pray - Begin your day with prayer. Let it guide you in your decision making. If everything else fails, if nothing or no one is there to help, remember to pray. God is just a call away.

Q – Quality - “Quality is better than Quantity.” Do your best at all times, marking your work with quality care or service.

R – Read - Reading and being informed is good for you. There is so much to learn. Be selective. Invest your time reading good informative books and publications and anything that uplifts your spirit and inspires you to do great things.

Resourcefulness - Make use of whatever is available at the time.

Respect - Give consideration and attention. Show politeness and courtesy.

Responsibility - Be responsible and accept accountability. Be trustworthy.

S – Simple/Simplicity - Being humble and uncomplicated; there is beauty and wisdom to it.

Smile! A smile is free, yet it is so good and very essential or meaningful to both the giver and the receiver.

Sportsmanship - Be fair, reasonable, generous, courteous.

Stewardship - Manage what is entrusted to you wisely.

Share - Give cheerfully a portion of your talents, time, and resources to others.

T – Time - Value time. Use it wisely for 'time is gold.' It is one thing you will never get back once you lose it.

TEAM – Together Each Accomplishes More.

U – Understanding - Learn to have insight or good judgment or empathy towards others.

V – Visualize – whatever you can see in your mind and believed with all your heart, can be put into action and can bring into a reality. Visualization is a powerful means to blend your creative imagination with actualization.

Victory - Be victorious! Succeed in any contests, game or battle of life in spite of the obstacles.

W – Wisdom – Seek wisdom, be wise and use good judgment.

Be a **Winner!** To be a winner does not mean that you will have to pull somebody else down to reach the top.

X – Be eXtraordinary in a good way, beyond average and being ordinary.

Y – YOU are important and very special! Find yourself a more fruitful, meaningful, productive and purposeful life.

Z – Keep the **zeal** (passion and enthusiasm) in your heart and in your life.

To better our chances of success in life, and affect many others along the way, stay away from these negative words. Start using more of these positive and productive words, encouraging others to use the ABCs of Life. We need to be careful of the words we use. As the saying goes, "Your WORD declares the outcome." The words you use can manifest, and can be a reality.

Positive words and actions produce POSITIVE RESULTS. These positive results in turn produce a chain of positive effects that lead to a better quality of life for everyone.

Negative words and actions, in contrast, produce negative results. Negative and vulgar words should be eliminated from our daily vocabularies simply because these words have nothing good to bring to us. "Positive words" are called positive because the effect ADDs to our life. The negative words only reduce, minimize, undermine. More and more people are carelessly using these undesirable words without realizing the immediate and lasting negative effect or damage these words are creating. They hurt, demean, and dehumanize an individual or group. Quick, short,

casually used words that can create a negative, sometimes even devastating, effect on people and our surroundings should be avoided.

Powerful Living Words and Thoughts: **Wonderful! Awesome! Amazing! Marvelous! Terrific! Fantastic! Fabulous! Super! Great! Love, Joy, Faith, Believe, Peace, Hope, Abundance, Victory.** If what you are expressing is a living word (healthy, healing word), GO SAY IT! **“I love you.” “I forgive you.” “You can do it!” “You’re a superstar!” “I believe in you.”** These are the thoughts that should fill your mind and what should be spoken most to others, especially to children. It will make a huge difference to you and everyone around you.

Keep Smiling!!! ☺ GOD LOVES YOU!!!

Diary: You may log your own experience and progress on this section:

37 Ways to Make a Difference **To Yourself and Others**

“Making a difference” is not just a scheduled event or activity, but a moment anytime when a person finds it in his/her heart to do something good, to care or to share, or to make a voluntary contribution to another individual, a community or our society.

When we consciously give or do whatever we can to help maintain the wellness of individuals and families in our communities, these acts also contribute to the best quality of life of everyone in our society. Let us continue to gather more bright ideas for our own lives and our surroundings. Let’s now begin to count the ways and put them into action...

The time has come... We say “No more to gloom and doom!” It is time to rise to our true potentials... to experience *total wellness* in every area of our lives, contributing to SOLUTIONS to maintain the *quality of life* we enjoy in our communities. It is time for each of us to care more, to shine, and to carry the light of HOPE everywhere! No one individual or one group, not even our government, can do it alone! This is the time that we need each other most, to work-together, joining our hands *together in making a difference*.

For YOURSELF:

1. SMILE more often! Be amazed of how many will be happy to smile back at you. Besides this is the best facial exercise you can make to delay aging signs - so smile!

2. EAT RIGHT! Boost your immune system by eating more natural food, like fresh fruits and vegetables. This alone can significantly reduce your weight and health concerns.
3. EXERCISE regularly. The reason is not just to lose weight, but it's a great habit to maintain good health by improved circulation, elimination of body toxins, etc.
4. DRINK WATER more than 'colored drinks' for your health. Water has no sugar or additives.
5. READ and LEARN more. Devote time and money for *self-improvement*, the best investment you can make that truly pays-off.
6. LOVE, CARE, GIVE and SHARE more. This practice is the very purpose of your life.
7. KEEP BELIEVING. PRAY. Nurture your spirit. This won't cost you any, but help or answer to your needs can be just a prayer away.

For those YOU CARE MOST:

8. If you love them, then SAY it and SHOW it! Do not take them for granted. They need both to hear and see you care.
9. Spend more QUALITY TIME with them. It is what they'll remember most.
10. VISIT, WRITE, CALL those you haven't for a while.

For our SENIORS:

11. Give a HELPING HAND and CHEERS – cooking, cleaning or whatever they are limited to.
12. Giving a RIDE or offer to CARPOOL with them whenever there's a need.
13. INVOLVE THEM on activities that will continue to stimulate their senses, or they can contribute their gathered wisdom.

For our CHILDREN or YOUTH:

14. WALK or CREATE PROGRAMS for YOUTH to benefit them and rally for their good future.
15. Give them more OPPORTUNITIES to EXPLORE and DEVELOP their natural GIFTS and TALENTS, express their DREAMS and GOALS.
16. ENCOURAGE our children more by your WORDS and EXAMPLE. Stay POSITIVE!

For our VETERANS: (For the FREEDOM we now enjoy is due to their sacrifices.)

17. Send CARDS or anything to show you remember and appreciate them.
18. Recognize them, give a SMILE, a SALUTE or HIGH-FIVE when you see them around.
19. SUPPORT their EVENTS and FUNDRAISING efforts to help themselves.

For our HOMELESS Citizens: (Just like you and me, they need care and understanding.)

20. ENCOURAGE THEM by taking time to help them get the help that they need/resources to get back on track.
21. VOLUNTEER in your local shelters. There are many ways you can help or contribute.
22. Help CREATE MORE PROGRAMS to help them get out of their situation.

For our VOLUNTEERS: (For helping us make things happen.)

23. BIG "THANK YOU!" note or anything to show your appreciation of them.
24. JOIN them and be prepared to do a RANDOM ACT of KINDNESS anytime.
25. How about "VOLUNTEERS APPRECIATION DAY" to celebrate them and have a good break?

For our ENVIRONMENT: (We only have one planet, so we must take care of it.)

26. CLEANING and TREE PLANTING with your workmates, neighbors, etc. anywhere permissible.
27. RECYCLE consciously, not just plastics and papers, but clothes and others you can share. CLEAN UP your closet, garage or storage for everything that you don't need. Do a yard sale or simply drive to or call local charities for pickup. This is one recycling to meet needs of others.
28. Learn more of what's causing the GLOBAL WARMING and contribute to preventions/solutions.

For ALL of US:

29. SING, DANCE, be HAPPY no matter what. Brighter days are yet to come!
30. SPEAK the TRUTH. Seeking the truth can set someone FREE.
31. NOTICE and SAY something good or positive to someone, and mean it.
32. Learn SURVIVAL techniques. Always BE PREPARED for any EMERGENCY.
33. ACCEPT YOURSELF. You are gifted and blessed more than you know.
34. Be FORGIVING & UNDERSTANDING as you seek forgiveness and understanding.

35. Learn how to BUDGET or how to manage your money, spend only on needs and the money that you actually have.
36. Be INVOLVED in your COMMUNITY in making good things happen!
37. Will you support me on my personal goal to make a difference? i.e., to reach at least three million people everywhere to bring HOPE and more OPPORTUNITIES for people to live better lives. When you purchase **Yes! The Secrets Work!** you are *giving a gift that lasts a lifetime*. Investing in people is the best investment you'll ever make, as you are making an impact on your recipient's life and also contributing to these projects:
 - FEED hungry CHILDREN, locally and globally.
 - Build SELF-SUSTAINING COMMUNITIES for the poor of the poorest.
 - HEALTH and MEDICAL MISSIONS
 - Local FOOD PANTRIES.

Thank you! Together, we can make a world of difference!!!

For more information or ideas on "Making a Difference," visit www.makeadifferenceday.com. The stories will surely inspire you.

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