

JACK'S TOOLS

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If you want to be happy and content all the time use Jack's 20 Mental Tools

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To have a long and happy life you need four things – (1) good genes, (2) good luck, (3) a good attitude, and (4) a healthy lifestyle. You can't do much about your genes and luck, but use JACK'S TOOLS to have the right attitude and lifestyle. And when you wake up each morning remember this – “nothing is worth more than this day” (Goethe).

Have you ever been unhappy, depressed, worried, stressed out, frustrated, discontent or angry? Rebuild your life using all of JACK'S TOOLS and you won't have these unpleasant feelings again. Put them in your mental toolbox-use them every day.

TOOL 1 - KNOW WHAT'S IMPORTANT (NOTHING IS IMPORTANT)

Nothing is important. Do the best you can. But if things don't work out know that in the total scheme of things it's not important. This is a hard tool to use, and changing it some may help. For example, religion gives comfort to many, and considering it important will make using JACK'S TOOLS easier for some people. Don't second guess past mistakes. They're not important. Learn from them and focus on the future, not the past.

TOOL 2 - DON'T LET YOUR EXPECTATIONS EXCEED YOUR ACHIEVEMENTS BUT DO THE BEST YOU CAN

Don't let expectations exceed achievements. Let your achievements exceed your expectations and you will be happier when the goal is reached and more content and efficient trying to get there. This doesn't mean you should not do the best you can and achieve all you can. But if expectations exceed achievements you will be discontent and frustrated.

TOOL 3 - BE CONCERNED WITH WHAT YOU NEED - NOT WHAT YOU WANT

Eighty percent of what you want you probably don't need. It's OK to want things, but if you don't get them and you don't need them there's no reason for concern. Forget about keeping up with the Jones' – this not only gets you things you don't need but also things you don't want.

TOOL 4 - LIVE BELOW YOUR MEANS (HAPPINESS IS HOW YOU THINK NOT WHAT YOU HAVE)

Happiness is how you think, not what you have or where you live. Many live above their means and are usually frustrated. Try this. Be convinced you would be content living in a cardboard box on skid row. You should then be ecstatic living below your means, which for most everyone beats skid row. Moving to a new location won't change how you think.

TOOL 5 - HAVE A SENSE OF HUMOR (FUNNY COMMENTS AND LAUGHTER HELP US COPE)

Laugh at yourself and the world. It's amazing how funny comments relieve stressful situations and make things look better. Laughing makes you more content and humor makes you laugh.

TOOL 6 - BE OPTIMISTIC (SEE THE GLASS AS HALF FULL NOT HALF EMPTY)

Be positive. Some people are negative about good things. They may inherit \$1,000,000 and worry someone will take it from them. Others are positive when bad things happen. They may view a job loss as a chance to get a better one. Complain seldom and only for good reason. Constant complaining breeds pessimism and discontent.

TOOL 7 - BE TOLERANT (ACCEPT OTHER RACES, CULTURES, RELIGIONS, ETC.)

Accept other races, cultures, religions, political views, life styles, etc. It's fine to have opinions and preferences, but if you're not willing to accept others as they are you'll be discontent and frustrated trying to change them. Love and understanding will make you feel much better than hate and suspicion.

TOOL 8 - BE UNDERESTIMATED (DON'T BE AFRAID TO MAKE HARMLESS MISTAKES)

If you're underestimated you'll have a leg up on your competition, and you won't have to work as hard for success in things that really count. It pays to have people think you're not as smart as you really are and some harmless mistakes here and there can polish this image.

TOOL 9 - DON'T TRY TO BE PERFECT IN EVERYTHING YOU DO (FOCUS ON WHAT YOU DO BEST)

Being perfect in everything isn't possible. Don't even try. Work toward perfection in what you do best and devote time to what you do best. Don't practice a lot of basketball if you're under five feet tall.

TOOL 10 - BE FLEXIBLE (BE WILLING TO CHANGE)

You can't change your genes, but you can change your lifestyle for better health. You can't change your luck, but when good luck knocks be sure to open the door.

TOOL 11 - TAKE TIME OUT FOR MUSIC (IT'S RELAXING, THAT'S WHY IT'S SO POPULAR)

Listen to or, if you have the talent, play your favorite music. Music is soothing, relaxing and uplifting. That's why it's so popular. It should cheer you up when you find it hard to use some of the other tools. If you have no interest in music, that's OK, the rest of JACK'S TOOLS will pull you through.

TOOL 12 - DON'T PROCRASTINATE (DO TODAY WHAT CAN WAIT TILL TOMORROW)

Waiting until the last minute is stressful and frustrating. Plan ahead. Finish things that matter before their deadline. If you're pressed for time stop doing make work things that add nothing to being happy and content.

TOOL 13 - HAVE A HEALTHY LIFESTYLE (DON'T DO SELF-DESTRUCTIVE THINGS)

Avoid activities known to cause bad health (unless you are lucky) such as drug use, smoking, too much alcohol, the wrong or too much food, and a lack of exercise. If you are not healthy it will be hard to use JACK'S TOOLS.

TOOL 14 - HAVE FAITH IN REWARD AFTER DEATH (THE FUTURE WILL ALWAYS LOOK BETTER)

Religions teach this. Jews, Catholics, Mormons, Muslims, Protestants, Hindus, Jehovah's Witnesses, Evangelists, etc. are taught this. Faith in the hereafter will make JACK'S TOOLS easier to use since you can say to yourself, well, if it's bad here I know things will be better when I kick the bucket. Faith can be had by anyone. To have faith belonging to a church may not be needed for some, but is probably necessary for most. It's having faith that counts, not how it's achieved. Religions provide inspiration and make it easier for the faithful to be happy and content.

TOOL 15 – TAKE CONTROL OF YOUR LIFE (DON'T SIT WAITING FOR THINGS TO HAPPEN)

Happiness is not granted, it's earned. Contentment is not granted, it's earned. Don't sit waiting for things to happen. Take control and steer life's ship in the right direction. Few things will make you as happy and content as working hard and being successful in things you enjoy and are capable of doing.

TOOL 16 – FOCUS ON PLEASING YOURSELF, NOT EVERYONE ELSE

No matter how hard you try nor how talented you are there will be some who don't like what you do. Trying to please everyone is a recipe for frustration and wasted energy. Focus on pleasing yourself. This doesn't mean you shouldn't do things for others and lead an honest and moral life since this helps keep us happy and content – loving and doing things for others is part of pleasing yourself. But you can't please everyone.

TOOL 17 – DON'T GET SICK AND IF YOU'RE SICK GET WELL

Your best chance of achieving this is to use all of Jack's other tools.

TOOL 18 - BE DEDICATED TO USING JACK'S TOOLS

To achieve things you must be dedicated. Be dedicated to using JACK'S TOOLS. It's not likely you will be 100% successful, but you should be happier than you are now.

TOOLS 19 & 20 – IF 18 TOOLS ARE NOT ENOUGH ADD A COUPLE OF YOUR OWN

SOME COMMENTS

You may not like all of the tools. And you'll no doubt find you are able to use only some of the tools all the time. That may be enough to keep you happy and content most of the time. Work first with the tools you find easiest to use.

Some may say using JACK'S TOOLS is for lazy, underachieving couch potatoes with no ambition and no concern for others. Just the opposite is true. If you're happy and content it will be easier to be all you can be, easier to achieve success, easier to have compassion and help others, and easier to be one others like and respect and enjoy being around.

You no doubt think you must die to go to heaven. If you use all the tools 100% of the time, you can have heaven here on earth. If being happy and content all the time isn't heaven, what is? Don't be concerned that you can't achieve this. It's not likely anyone ever has. Do the best you can and you'll be closer to 100% than you are now.

JACK'S TOOLS probably won't work for most talented, hard-driving working people with expectations above their achievements. With rare exceptions they must by nature be discontent a lot to achieve a lot. However, there are the very few who make the world work and instinctively use JACK'S TOOLS or similar tools. They are the ones who achieve the most for both society and themselves.

SUMMARY OF JACK'S TOOLS

TOOL 1 - KNOW WHAT'S IMPORTANT (NOTHING IS IMPORTANT)

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