

**FASTEN YOUR MIND
TO EXCEL**



An insight into

Mind Lab

K Jagadish

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By
K JAGADISH

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“When we are attending to our daily duties, our mind is usually not occupied with them but is wandering. Saints say, hold the reins of the mind tight in your hand throughout the day then, when you sit for studies, concentration will be quick and easy”.

..... a Spiritual Master

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PREFACE

This book is a supplementary to my first book titled “95%+ Success, a guide to MIND building”. The contents of this book is directly aimed at the teachers and student community. It should help them to straight away start practicing the suggestions. It is aimed as a sort of ‘hands-on’ and implementation of the methods. Therefore, it is best that you take a deep look at the contents of the first book since you will be able get to the roots of certain words and statements which needs a lot of attention and holistic understanding. As you get more and more exposed to dynamic situations in life as one grows up, the same statements in the book will appeal in a different manner and enrich you with new dimensions of the subject.

The word ‘fasten’ right away conveys that there is a need to ‘secure’ or ‘connect firmly’ on one hand and on the other ‘to focus attention; concentrate’ etc. The subject is such that we have to do all of them, simultaneously, to deploy the mind optimally.

This is a ‘walk-through’ of the routine of almost all of us - irrespective of the age group, the nature of job or any activity that we are into. However, to deliver maximum

value for your time, the example of students is taken benchmarking or highlighting their routine. Nevertheless, the subjects that have been touched upon is absolutely important and serious in nature and so versatile that it is applicable to every one under any category of life stage, starting from schooling to post retirement.

You will find, how, a few simple points, or rather the ones looking so, can change the results favorably provided we first recognize the situation holistically. Of late, it has become a social habit to say 'I am busy', 'I have no time' etc., and in most of the cases with no offence meant to anyone, perhaps it might as well be a sign of 'a symbol of social status' and a glaring demonstration of 'ego' only to impress others as if they have no work to do. The world has come this far for so long, and with advancing technologies, in fact, we should have had more time since the technology is in place. Ironically, every passing hour, we find that everyone is hard-pressed for time. What did the technology give us? Or, are we using the technology properly or abusing it? Is it also possible that we are 'addicted' to technology and thus losing time? Something is amiss in one or the other areas of activities in our routine.

It is quite possible that as you continue with this book on hand, you may find new meanings, definitions, ideas and hints to 'better' and 'quality time management' while your entire attention is on 'mind audit' to maximize productivity.

After all we have 24 hours a day at our disposal and no technology can increase or decrease while what and how we do our job is the only thing that we should take a call on. Mind is either the biggest culprit or the asset, and how we concentrate on our job not only increases productivity

per hour but also makes us more 'accountable' to ourselves and also to the family, society and nation as well.

Now, let's move on to Mind Audit, the concept, application and practice. I take this opportunity to say that in this book you will find an abridged version of some chapters of the book cited earlier viz., "95%+ Success, a guide to MIND building", but in reality, though abridged, you will walk through direct narration and 'ready to implement' aspects.

Happy reading!

K Jagadish

INTRODUCTION

For any discussion about 'mind', it is imperative that we take a snapshot of various aspects of human body. When we say human body, what strikes immediately for anyone is the medical professionals, quite obviously. But, mind is clearly outside their purview. However, 'brain' is the closest word to medical professionals since the word 'soul' is not in the medical dictionary, as we all know.

Brain is a part and parcel of human anatomy like any other organ, but, it has unique and extraordinary functions. In our context, let us say 'brain' is like a 'CPU' (central processor unit) in a computer, whereas mind can be compared to the software running using the CPU.

Therefore, any discussion and analysis of mind is possible only when we admit the fact of existence of 'soul'. Thus, there is a dire need to know the fundamentals of spirituality, contextually, and to the most minimum extent to understand what mind is.

This is where India stands out as far as the Vedic tradition and culture is concerned. As we all know, India had been home to many Saints, Sages and Yogis. Therefore, predominantly, we have the basic ideas as far as Spiritual

Science is concerned. However, we will touch upon rudimentary principles of Spiritual Science, which are absolutely necessary to proceed with the subject of mind.

Human Body

Human Body

It is created by the Creator and human beings are at the top of creation – ranging from ant to elephant, and there are supposed to be 84 lakh different kinds of species including plants and trees. Truly, this body of ours is called “The Temple of Living God”.

Our body is made of Panch Tatwas viz., fire, earth, water, air and aakash or ether. This activates the *Panchendriyas* – five sense organs that we possess viz., eyes, ears, nose, tongue and skin. These five organs lead to five faculties, ie., sight, hearing, smell, taste and touch. This in turn activates the nine portals or openings namely two eyes, two ears, two nostrils, mouth and the lower two excretory and reproductive organs. Through these nine portals we establish communication exchange with the outside world and the life goes on.

Most interestingly, the creative energy flows down from the tenth hidden portal which we call it as Shiv Netra or the third eye or the eye center. The pineal gland is just behind the third eye and is supposed to be the source of ethereal energy. We shall not go too much into this point as it is proved since times immemorial that this pineal gland is the connecting link between the physical world

and spiritual world from a spiritual perspective while the medical professionals too have in no uncertain terms agree about its critical connection to brain and so forth.

In the light of the points mentioned in the above paragraph, I would like to say that the eye center is the seat of the body currents, soul and the mind. Body currents, in simple terms, is nothing but our attention current. To understand it better, let us say, if an ant bites our foot, we know that something is happening and our attention is immediately drawn to that event or situation. This impacts the brain and we can term it as an 'impression' formed in the brain for ease of understanding and even in reality too. It is also an information to the brain as well.

The said nine portals activated by the *Panchendriyas*, working in tandem with each other, contribute information continuously to the 'brain', which we have termed it as CPU in a computer. The neuroscientists' estimate of information so acquired/contributed is as under:

Sight	75%
Hearing	13%
Touch	06%
Smell	03%
Taste	03%

Neuroscientists have estimated that the human retina can process a mind boggling data at the rate of 10 million bits per second! I think it justifies the statement 'a picture conveys 1000 words'. Interestingly, this also explains why our sight contributes as much as 75% information to brain as already explained above, followed by other sensory organs, whose contribution is less, percentage-wise, but all the more explosive in nature!

MIND

MIND

Mind is not to be mistaken for brain. Brain is like any other part of human body with its own specialties in number of ways, and one of them being the sophisticated blood-filtering mechanism called as 'Blood Brain Barrier', where the blood going to the brain is filtered. But for this sophistication in filtering the blood supply to brain, no one would survive.

Mind is the interface between the body and soul. Therefore, the eye center can be termed as the seat of the body currents, mind and soul. Typically, it is the most important '*Triveni Sangama*'. If the entire body or attention currents can be collected there, then the person becomes 'super-conscious' and traditionally it is the state of '*Samadhi*'. *Samadhi* is not a brick and mortar or a stone platform constructed at the spot where a holy person has been cremated whereas it is a 'state of mind'.

To make it even more clear, let me say that brain is the hardware and mind is the software which runs on it while operating system is the same for all. In such an event, everyone should have been the same – in behavior, attitude, intelligence etc. Then, why it is not so? Life is pivoted on the doctrine of Karma – 'as you sow, so shall

you reap'. Thus, Karmas are not the same for all. This is the software of mind and therefore the life of each one is so different.

Mind is a concept and it is virtual, say, like a software. Concepts are mental representations and in their simplest form can be expressed by a single word. Several concepts can be combined to form another concept. The best analogy to understand will be 'density', which is matter per volume - which is a stand-alone unit.

The mind has the following interdependent concepts:

Chitta - an ocean of impressions and also called the sub-conscious mind

Manas – a thinking engine

Buddhi – intelligent processing of information to take decisions, thus evaluating right and wrong

Ego – the 'I'ness, the superiority

The above four are like the four cylinders of an internal combustion engine which generates power. Mind is the engine which moves the automobile of our life with the body. A small thought wave blowing over or disturbing the ocean of Chitta can create a "Tsunami" like situation setting rise to a series of actions which impacts our life.

Apply the table of information input to mind mentioned earlier and visualise how it can trigger actions by the interdependent concepts of Chitta, Manas, Buddhi and Ahankar. Is it not obvious that eyes are logging in huge information followed by ears. Nevertheless, even the information input from touch, taste and smell, although

comparatively less, percentage-wise, they are potential 'silent blasters' in reality.

To get an insight about how our mind becomes a dumping yard of information garbage, it is best to take a serious look at the routine activities. Most of the activities incidental to the main activity of the day may be a potential source of hazard contributing to the garbage of information leading to terrible immediate distractions and as well for future distractions. For example, a student who has to attend school at a fixed time would invariably be required to be early, by say, 15 minutes than the schedule. In those 15 minutes, perhaps it would have become a habit to just chat unnecessary things with the peers and derive some sort of pleasure. It may be good to see students being happy, but at what cost? This is one example. Likewise, after the classes are over, again while waiting for the transport, the process of chatting continues.

In the above scenario, perhaps all of us would say 'Oh! Children are always like that and that is the way of life of during schooling days'. Yes, it is true that it is going on like this since ages and what can anybody do about it and what is there to be done is how we convince ourselves. This is exactly the crux of the issue wherein I would say that there are lot of things that can be done to improve not only the academic performance, but also mold the life of children for future too. In fact, the purpose of this book lies in touching upon these points apart from imparting steps to increase the concentration of students.

Therefore, our attention should be drawn to the following points and all of which are to be dealt exclusively by ourselves (the person interested), by sheer determination.

In fact, the whole subject of MIND is so exclusive only for the person involved and no external trainer can ever be involved at all:

Creating an awareness in ourselves and also students:

- Recognizing a weakness or irregularity and providing innovative methods of inculcating some good habits.
- Educating the students about the pros and cons of 'so called' routine actions/habits.
- Giving them actionable hints, tips and suggestions and, of course, methods to implement them.
- Evaluating the improvement in the short term, medium term and long term.

Is it not that we are now on a path of analysis of the time spent during the day on different headings and its impact on the mind as well? Incidentally, concentration is the opposite of distractions. If distractions are minimized, automatically concentration increases. Thus, the method can be termed as a 'crowbar system'. If one end comes down, the other end moves up. Remember what Archimedes said "Give me a lever long enough and a fulcrum on which to place it, and I shall move the world". As far as mind is concerned, fulcrum is your determination and the lever is CONCENTRATION. Therefore, there are number of peripheral points in addition to specific method that will ensue in this book on concentration.

It is quite unfortunate that we have so far not taken cognizance of many vital points in our own life let alone the students. As already mentioned earlier, all of us claim to be

busy and may be so, not to offend anyone, but it could be that we can improve ourselves and be even more efficient and productive. Further, activities incidental to the main activity are a potential source of information garbage seeping into our mind not only wasting our precious time, but also triggering our sub-conscious mind. Sub-conscious mind is like a 'serpent in the basket' on the negative side while it is an elephant on the positive side only if we properly channelize our attention in the right direction.

In effect, we have to be conscious of both time and mind, simultaneously. Let us call it 'time audit of routine' and 'mind audit'. They have to go hand-in-hand.

Time Audit

Students should do a 'one time' job of jotting down their routine 'things to do' including bath, breakfast, lunch and dinner apart from sports and studies. Of course, sleeping hours is anyway there, but define it.

Mind Audit

Mind Audit

This is the trickiest portion and the most difficult, misleading all of us. At the same time, it is a golden opportunity to increase the mind power only if we understand the method to do it. Mind has immense power provided we are doing our work in a very systematic and disciplined and sincere manner. I have the following serious points for your consideration:

- When we are under the shower, what is the mind doing? Is there any application of mind on what matters to us? What are we thinking and what is the productivity? Just think of a student who is finding it difficult to cope with an equation in mathematics. Can the student decide to use the time under shower to keep repeating the equation and the steps further to solve any problem?
- Next, breakfast. Is our mind engaged in any productive thought? Why not that time be deployed for something very important.
- Travelling. Are we using our mind for something? Say a student travelling in a school bus - is there

any job for the mind? Why it cannot be used for something related to some subject or the other?

- What about chatting with friends in person or over cell phone. How productive it is and let alone productive, what an amount of distraction it creates.

If only we can recognize so many points in line with what is stated above, we can very well estimate the extra mind space and time that will be available for the goals that we have on hand and at the same time it makes way for lot of productivity. For most of our routine jobs which accounts for major part of the day, and time spent at home excluding the hours of sleep, we will not be using the productive energy of the mind. To give an example, let us say we are doing some calculation and in such a situation, the mind is certainly engaged, almost fully. We need to identify such situations and do the needful to discharge our duties. However, rest of the time, the mind is simply logging in unwanted information. Taking a hint from this example, this is precisely the area where students can take maximum advantage to focus on academics.

It is almost sure that we are not interested in going into details and deal with things on a surface level in the first place. Mind is fundamentally 'pleasure loving' and no pleasure satisfies it for long and it keeps on demanding varieties. Mind derives pleasures from sense organs and is enthralled by sense gratification. This is a natural instinct of everyone and it is by birth. Thus we feel it as so natural. We do not find any fault or wrong with such a habit and we accept it wholeheartedly. As a result, we are always driven away from what is really in our best interest.

It has also become a habit with us to generalize and go along with what is going on around us and that is termed 'normal' while in reality it is absolutely 'abnormal and erratic'. We satisfy ourselves saying that 'this is the way of the world, what can we do'? This book is certainly not for them.

If we have to accomplish something important, we have to pay a proper price for it and nothing comes cheap except what can ruin us. Accomplishment comes with a sacrifice for sure. We are unwilling to accept the hard realities in life and thus go along with the rest of the society. Changes are not welcome and following the routine and copying others has itself become a social order.

In a class, why only few students score more than 80% always? In what way they could be different is more by their habits, discipline and concentration on studies while the fact is almost all students can fare well or even better than those scoring 80%+ provided they follow some rigid steps and implement the suggestions given in this book, sincerely.

Distractions of any type, small or big, are like viruses in a computer, and in the case of mind, we have to 'quarantine' the mind and not the viruses. This is because of the fact that no one has any control whatsoever on extraneous matters as the whole world is going along with it and we cannot change. We need to change ourselves, independently and exclusively, that too internally, and by building our mind strongly wearing a 'helmet of self-discipline, self-appraisal, determination and CONCENTRATION'. It is a challenging decision to decide whether we want to be one among the 650 crore population of the world or should we be

different. The choice is ours. Patience and perseverance are the key factors to achieve the goal. There are no 'quick fix' solutions because the Creator is neither an alchemist nor is in the business of fireworks. Everything has happened gradually and therefore, self-discipline and concentration is not a smooth cakewalk.

Let us now move on to talking about in simple terms the Do's and Don'ts to practice concentration. Here, I am directly addressing the students instead of citing examples and giving analogies to convey my thoughts directly. However, it is applicable to all of us. When I say students, I must honestly admit that it includes the author too. From the point of view of concentration, all of us are students since there is so much to do if one really wants to collect the entire body currents and focus at the eye center or the Shiv Netra.

- Do not sit idle even for short durations under the pretext of relaxing
- Mind should be engaged always in matters connected with academics and related activities. It can include sports and related activities to an extent it demands
- Manage time intelligently and in a focused manner keeping a certain and definitive objective with a target date and time to complete
- Never be lenient or give excuses after setting the objective as above
- Be happy and cheerful, internally and externally. Avoid loose talks especially on subjects beyond the academics

- Spend 'quality time' exchanging views in the capacity of a student generally on academics. Avoid gossip about relatives, friends etc.
- Do not criticize while you can always use your discreet views, but always in the context of academics
- Love your teachers as your elder brother/sister etc., naturally, and avoid synthetic and artificial talk. So should be the case with your peers.
- Start loving the academic subject/s that seems difficult, first. Avoid aversions in the mind. Pay more attention to it and mentally determine that you will score more marks in those subjects than the subjects that you really love.
- Never criticize anyone while you can express your opinion, decisively.
- Do not argue, but mention your points of view politely. Winning an argument is only inflating the ego.
- Success in any activity should always make you more and more humble.
- Be kind and yet fearless. When you are sure of being right, where will the fear come from?
- Being right is not a license to be arrogant. It should only teach humility.
- Always volunteer yourself for acting responsibly and independently.

- Remember that you are totally accountable for every minute, both inside the house and at the school.
- Never get into light-hearted and half-hearted thoughts or actions no matter how small and silly the issue is.
- Always select a TV channel which is knowledge-based. Do not divert your attention to entertainment channels and develop a liking for A, B, C actors. It is of no use to you.
- Do not copy a friend's habit of watching lengthy sports and start either liking or hating the sports or the participants. You have your own sports time set for the purpose of physical exercise. Watching Television does not help you in any manner and it is a colossal waste of time and a sure way of destroying the career. A terrible source of distraction.
- Be clear about acquiring general knowledge and most often you don't get it from TV.
- Make reading books a habit.
- Always keep a dictionary and a note book while reading books. Note down any new word that you come across.
- Learn at least one new word a day from the dictionary.
- Take pleasure in handwriting. Memory is best when you write. It synchronizes many faculties simultaneously and thus the retention and recall will improve.

- Always select your circle of friends very carefully from an intellectual perspective, but do not discriminate on personal biases, likes and dislikes.
- Make it a habit to sync thoughts, words and action. Do not talk when you cannot act.
- Be extremely economical in words. Talking drains out a lot of energy.
- It is best not to even look at things that is not required. This means the focus should always be on our goal. Even a casual look at things or items not required will create problems.
- Irritation and anger is free for all. No one has to put any effort to be angry. Always maintain calm.
- If you are 15 years' young, think and act as if you are 50 in terms of responsible behavior.
- Always respect your elders. They too can be wrong, but politely put your right ideas and convince, but not argue.
- Being a student is a point that you should always remember when you are in a family function. Be strict to allocate a limited time to be in a function. Your main job is studies. Functions, relatives and others are not going to help you write your examination.
- Be polite to visitors at home, but at the same time you should not waste your time in pleasing them. There are others to do that.
- Taste is a big enemy. At your age, no doubt you should eat well. ***Healthy food may not be tasty***

and tasty food may not be healthy. Avoid fried and spicy stuff and be on vegetables and fruits. Don't feel hungry nor make the stomach full. Say firm 'no' to ready-to-eat and off-the-shelf food.

- Sleep is almost directly proportional to the quantity of food you consume. Dinner should be carefully chosen both in terms of quantity and punctuality.
- Don't get attached to your belongings, but be careful not to lose them either.
- Carefully understand the difference between entertainment, relaxation and recreation. Always be extra careful in allocating time for these headings.
- Conduct yourself in such a way that whoever meets you, they should feel like taking you home as if you are their own son or daughter.
- Never entertain any bad ideas.
- Competition: Always welcome and look up to give healthy competition. There is always more to learn from failures than success. Success limits, failures open up new channels and thoughts. There is enough place on earth for everyone to put a ladder to the sky. Don't worry.
- Never be depressed at anything - be it matters at home or school.
- Face is the index of mind. Be cheerful, but at the same time serious in your work.
- Never be jealous about anything or anyone.
- Do not copy habits from others. Others should copy your good habits.

- Never compare yourself with anyone. You are a selected human being created by God. Always be 'yourself'.
- Everything on earth belongs to God but given to us for temporary use. Start looking at world from this point of view.
- Public property is your own too. Use it with utmost care since you own it.
- Do not participate in discussions on politics etc. It is of no use.
- Know the law of the land. Follow all rules even if it is difficult or looks unreasonable.
- Never entertain any short cuts for anything, but be intelligent in approach. God is not an alchemist nor is in the business of fireworks. Everything has happened gradually.
- Whatever religion you belong to does not matter. Experience God and no need to believe in anything.
- Whenever you mention any time in any context, it should be adhered to strictly. Always be punctual.
- Punctuality in habits, no matter how silly or insignificant it is, will pay good returns.
- Never take a casual look at any subject or event.
- Never curse your luck or fate. What we are today is for what we have done earlier.

Steps to practice Concentration

Steps to practice Concentration

- Get up at least 30 minutes earlier than your usual time every day.
- Freshen up a bit.
- Sit cross-legged in a quiet room. Spinal cord should be erect. Support to the back is OK.
- Sitting position should be fully relaxed.
- Close your eyes normally as you do when sleeping.
- Start repeating any name say, Ram or Om or Allah or Jesus - whatever you wish according to your family tradition. Repetition should be done mentally. Never do it by tongue, lest the tongue will mechanically do it and mind will be somewhere else.
- Do not move the body, but don't tighten up your limbs.
- Imagine a point at the center of the eyes and focus all your attention there.

- Looking at the darkness at the eye center keep repeating the name chosen by you mentally and you should not think of anything and no thoughts should crop up in your mind.
- Your entire attention should be only on repetition as you internally focus at the eye center.
- Don't be conscious of time and surroundings.
- Don't bother about any noise around - may be within your own place or adjacent.
- Your only job is to keep repeating mentally with your full attention as said earlier.

Effects

- It may look impossible to resort to this mental exercise in the beginning and you may feel like giving it up.
- Have patience and keep following the schedule, day on day.
- Hold on to the same time and place. You have to be absolutely punctual.
- Attempt whole-heartedly and decide to be successful.
- As you continue doing it, gradually the stray thoughts that might cross your mind will start reducing. Every time you know that you are not continuing repetition, bring back the mind to repetition again. Perseverance is absolutely essential.

- Don't yield to legs paining. Resist the pain and do not move.
- Gradually, you will experience the legs becoming numb. Do not worry, the blood circulation will not stop and there will be no damage or injury for sure.
- When the attention currents move up, the body becomes numb and senseless. This is an excellent sign of concentration.
- Repeat the process every day with no break. Never give any excuse to miss it for a day even. If you do that, then it becomes a habit to be lenient and the discipline is lost.
- Do not worry much about small body problems or injury. The Creator has provided an automatic healing system. This happens by using less of spiritual energy by putting the body to sleep. This is why doctors recommend rest and sleep.

If you follow the above steps sincerely, honestly, devotedly, regularly and punctually, your level of consciousness increases automatically resulting in willpower getting stronger by the day. But don't expect hasty results. It can never happen overnight. As you keep on practicing this kind of concentration, you will experience miraculous changes in yourself and overall efficiency of the mind keeps on increasing. Whatever assignments that you take up, you will be able to put your best efforts.

Concentration is the key to success. You have to struggle in the beginning to achieve concentration and it is not an easy walkover. Never be hasty and get disappointed. If you

start practicing as described above, let us say when you are 12 years old, you will see for yourself the great all-round progress that you make not only in studies but also in each and every job. You will be right through cheerful, happy and accomplish all your goals. Of course, there is always destiny for everyone, but despite that you can surely enjoy success.

* * * * *

This book is directly targeting the students to hit the 'bull's eye' not just from an academic perspective, but also setting the trajectory of their future life, holistically. It gives an insight into cultivating habits, of course, by rigorous practice and strict self-discipline. Creating an awareness of 'quality time management' is the first step towards success. The book highlights and points out as to how one can suitably modulate the 'habits by birth' and gain extra time and 'clear mind space' to accomplish the set goals. In a lighter vein, call it an effort to extend the day of 24 hours to 28 hours by suitably collating the thoughts in the laboratory of Mind!

Foundation years of children is the best period to inculcate 'habits of excellence' by default, and not by choice. Let old, unproductive and general habits die and the new good habits remain for ever.

- Plant the seed of 'accomplishment' in the fertile 'mind space'
- Water with strict 'discipline'
- Nourish it with 'sincerity'
- Spray the pesticide of 'anti-distractions'
- Lest, distractions will knock off the seed itself and makes it a big tree of 'destruction'
- Enjoy the fruits of concentration for "Unending Success"

Readers including students are welcome as 'Guest Writers' to write articles and also to send their reviews, comments, suggestions and participate in the opinion poll at the web address given below. The author proposes to publish select articles of interest written by Guest Writers on the subject to spread awareness about the importance of Mind in the larger interest of the society. Therefore, this is an interactive book. Terms & Conditions apply:

<https://enlightenmind.org/fastenyourmind/>



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