

THE SUBTLE ART OF UNLEARNING



How to Let Go of The Past to Achieve
Unparalleled Success

© Copyright - All rights reserved.

In no way is it legal to reproduce, duplicate, or transmit any part of this document in either electronic means or in printed format. Recording of this publication is strictly prohibited and any storage of this document is not allowed unless with written permission from the publisher. All rights reserved.

The information provided herein is stated to be truthful and consistent, in that any liability, in terms of inattention or otherwise, by any usage or abuse of any policies, processes, or directions contained within is the solitary and utter responsibility of the recipient reader. Under no circumstances will any legal responsibility or blame be held against the publisher for any reparation, damages, or monetary loss due to the information herein, either directly or indirectly. Respective authors own all copyrights not held by the publisher.

Legal Notice:

This book is copyright protected. This is only for personal use. You cannot amend, distribute, sell, use, quote or paraphrase any part or

the content within this book without the consent of the author or copyright owner. Legal action will be pursued if this is breached.

Disclaimer Notice:

Please note the information contained within this document is for educational and entertainment purposes only. Every attempt has been made to provide accurate, up to date and reliable complete information. No warranties of any kind are expressed or implied. Readers acknowledge that the author is not engaging in the rendering of legal, financial, medical or professional advice.

By reading this document, the reader agrees that under no circumstances are we responsible for any losses, direct or indirect, which are incurred as a result of the use of information contained within this document, including, but not limited to, —errors, omissions, or inaccuracies.

TABLE OF CONTENTS

Introduction.....	6
Chapter 1 - How Do Habits and Past Experiences Shape Our Mindset?	9
What are Habits?	10
The Importance of Habits	10
The Role of Past Experiences	11
Deal With Past Experiences and Habits.....	12
Chapter 2: Is Change Inevitable for Growth?	15
Ways to Move from Denial to Acceptance	16
Humans are Creatures of Habit.....	17
Change Often Entails a Loss	19
Fear of the Unseen.....	19
Positive Attitude Towards Change	20
Chapter 3: Why You Must Let Go of Limiting Beliefs	24
Limiting Beliefs	25
How Limiting Beliefs Are Formed	26
Free Yourself of Limiting Beliefs.....	28
Identify Your Beliefs.....	28
Face Them	30
Rewrite Your Limiting Beliefs to Limitless Beliefs	31
Chapter 4: Breaking Ineffective Communication Patterns.	33

Lack of Empathy	34
Offering Quick Response to Sound Intelligent.....	35
Interrupting Others	35
Speaking Too Fast Without a Break	36
Making Assumptions of Being Understood.....	37
Offering Advice Without Listening.....	37
Unintended Body Cues	38
Over Communicating.....	38
Lacks True Listening Skills.....	39
The Obsession to Always Be Right	39
Being Absent During a Conversation	39
Overuse of The Word, “Sorry”	40
Chapter 5: The Importance of Tracking Progress in Unlearning	42
Benefits of Tracking Your Progress	43
Why Do People Refuse to Track Their Progress?.....	44
Lack of a Clear Goal	44
No Set Deadline	45
No Plans.....	45
Inconsistent Tracking	46
Easily Discouraged.....	46
Choice of Tracking Tools	46
Easily Distracted	47
How You Can Start Tracking Your Progress	47
Chapter 6: Managing Setbacks and Failures	51
Kinds of Setbacks	52

Personal Setbacks	53
Financial Setbacks	53
Professional Setbacks	53
Environmental Setbacks	54
Ways to Deal With Setback	54
Don't Bottle Up the Emotions	54
Pause and Reflect.....	55
Use It As a Stepping Stone.....	56
Is It Possible to Use Your Setback to Make a Difference?	57
Chapter 7: Embracing Imperfection for Growth	59
Understanding the Concept of Embracing Imperfection.....	61
Fear of Failure.....	62
Chapter 8: Take It At Your Pace.....	66
Conclusion	69

Introduction

The illiterate of the 21st century will not be those who cannot read and write, but those who cannot learn, unlearn, and relearn.

- Alvin Toffler

To unlearn is as hard as to learn. What is that thing you have always thought about and that you have stood by all of your life? Is it true? Is there something that you have been quick to adopt without any form of questioning just because someone said so? Have they been true?

“Every generation laughs at the old fashions, but religiously follows the new.” That was written by Henry David Thoreau in his book *Walden*. It looks really simple, right? We laugh at the old and outdated thinking of our ancestors while simultaneously riding on the wings of the enlightened and new ideas of the new.

However, if you go by the adage that says, “there is nothing new under the sun,” we might be making a huge mistake. This means that while circumstances may change and shift, there is nothing really new to learn under the sun, only the ability to unlearn some parts. With this in our mind, how frequently do we stop to examine how backward- or progressive-thinking our society or culture really is? How well or how often do we question and to what degree do we allow ourselves to be conditioned to conform to the groupthink.

Let’s face this, there are several blatant falsehoods that have been sold to us as the truth. We are told to pursue the “perfect body” or even how the “perfect body” is to look like, we are told what success and happiness has to look like. However, if we truly want to live not according to the passing trends of the times but according to truth, then we have to unlearn the “wisdom” of this world. How can we achieve this?

Take time out to try out and test out your introspection. Take time out to contemplate the beliefs you have in quiet and let it connect you to your most authentic self. Interact and listen to open minds and you will be able to deepen your understanding of the world to achieve unparalleled success. The older we get, we must be willing to learn, unlearn, and relearn all the beliefs and behaviors we have grown with to become our best self.

CHAPTER 1

**HOW DO HABITS AND
PAST EXPERIENCES
SHAPE OUR MINDSET?**



Chapter 1 - How Do Habits and Past Experiences Shape Our Mindset?

The most useful piece of learning for the uses of life is to unlearn what is untrue.

- Antisthenes

Have you ever found yourself carrying out the same activities and actions day in and day out? That same monotonous lifestyle? That seemingly autopilot way of life? Yep, that's a habit! In full flesh and manifestation.

If you have found yourself scrolling mindlessly through social media when you are supposed to be working or even when you had just finished checking it out a few minutes ago, then that's a habit. The reason behind all of those subconscious behavior is the awesome power of habits. Habits have the ability to shape our lives, from complex things such as playing a musical instrument to simple things like drinking your morning tea without fail.

What are Habits?

Habits, simply put, are behaviors that have been learned and have now become automatic over the years. Looking at it from the perspective of neuroscience, habits are formed when certain neural pathways in the brain are strengthened. the more you repeat an action, the more your brain creates stronger and newer connections between the neurons connected with that activity.

However, this activity or process works in two ways. If we repeatedly engage in unhealthy activities, such as negative thinking or smoking, then the neural pathways and neurons associated with that activity can also be reinforced and strengthened.

The Importance of Habits

Habits play a vital role in your daily life, even down to the mundane things, such as taking your bath or brushing your teeth. On a really larger scale, habits when utilized well enough help you achieve your goals and attain success.

When you form useful habits, you begin to make progress towards the desired outcomes without having to exert too much energy towards it. In a way, it becomes like second nature to you. This not

only helps you save energy, it also helps you save time and also reduce the fatigue that comes with decision making. Now, you may not notice it but every decision that you make exerts a price on your brain.

This is the main reason your brain relies on responding habitually instead of making conscious decisions every time it is faced with multiple choices in the day. This simple technique allows you to focus more of your mental capacity and energy on tasks that require more creativity and greater thoughts.

The Role of Past Experiences

Your past experiences shaped the person that you are today. Yep, that includes the good part, the bad part and the downright ugly part. How you view your past experiences either consciously or subconsciously shapes how you approach life. They can also have a profound effect on the different areas of your life, such as:

- Your personality.
- Your habits - since humans are habitual species and the things we do day in and day out affect our emotional responses to it. Your past experiences influence your habits.
- Your handling of situations.

- Your hormones are released when you experience positive and stressful events.
- Your body and mind in relation to patterns and past experiences.
- Your feelings presently and your expectations about the future.
- Routine experiences and behaviors.

Deal With Past Experiences and Habits

One thing you have to know is this - the past is the past and the best you can do about the past is not to bury it but to change it by creating the present.

There are many ways to let go of the past and this is by controlling and reframing your views of negative experiences. Some of the best ways to do them includes any of the following:

- Turn off your auto pilot - Habits are always on autopilot, so you have to turn it off. Your mind is automatically conditioned to respond to a number of scenarios that come as a result of habit and it is much easier to just sail through on auto pilot and not really live.

- Let go of negative past experiences - It is your job to ensure that the negative experiences that you have gone through in the past do not shape who you are.
- See the negative past experiences as things that happened to you and that you had to encounter not as a part of you that you have to hold on to.
- Remember and celebrate the achievements and good times that you have in your life. Let them be the source of all the inspirations that you will have in the future.

Everything in your life that you have experienced so far has brought you right to this point but if you want to change the trajectory of your life now, then you have to be more intentional about it and do the needful. Can habits be broken? Yes, they can be broken with healthier habits. Can negative past experiences be reframed? Yes, they can with positive ones. The only limitation is you. Unlearn all that you have learned from your past experiences that are not beneficial to you and you will have a clear sight of success.

CHAPTER 2

**IS CHANGE INEVITABLE
FOR GROWTH?**



Chapter 2: Is Change Inevitable for Growth?

"Life is about not knowing, having to change, taking the moment and making the best of it without knowing what's going to happen next."

— Gilda Radner

Change and growth work hand-in-hand. For that miracle or magic that you are expecting to happen, there is a need for something to happen or shift. This exactly is what we refer to as change. To master the art of unlearning, one needs to make conscious efforts to adapt to and accept change.

Change has always been a part of human life. Sometimes, it seems to be happening faster than you expect. In this case, it becomes inconvenient and uncomfortable. Being able to adapt and respond effectively to the constantly changing world is a necessary skill that

you have to cultivate. However, each person responds to change in varying ways.

When the change is initiated by oneself, it is a different case as all things seem interesting and the experience, interesting. However, when it is imposed, one might begin to feel threatened and afraid because of the overwhelming feeling that accompanies it. In this case, one focuses on the threatening and fearful feeling as well as the negative outcomes rather than all the good things that might erupt from it.

Ways to Move from Denial to Acceptance

By resisting change, you consciously or unconsciously pass a message that you intend to keep things the way they have always been. Your actions and attitude are not in alignment with the new directions which leads to tension and discomfort. To help you move from resistance to acceptance, it is essential to understand that there are different reasons for this resistance or struggle. Understanding these reasons can help you move from resistance to acceptance.

Let's dig in!

Humans are Creatures of Habit

It's natural to feel a sense of discomfort and insecurity when faced with changes to how you do your job. However, it's important to approach these changes with a constructive mindset. Acknowledge your feelings and use them as an opportunity for personal growth and development. Seek support from colleagues and superiors, and focus on the new opportunities and experiences that change can bring about.

By doing so, you can become more confident in your abilities to adapt and learn, and ultimately thrive in a dynamic and evolving work environment. Remember, change is an inevitable part of life, and by embracing it, you can open yourself up to new and exciting possibilities.

In life, change is inevitable and can be daunting, especially when we are required to adapt to new directions. However, it is important to recognize that these feelings of discomfort and frustration are completely normal and to take time to understand what knowledge or skills we may be lacking in order to adapt to the new situation. One helpful strategy is to set a goal that focuses on doing our personal best within a changing environment. This can help to shift

our mindset from resistance to acceptance and empower us to take control of our own growth and development.

It's also essential to acknowledge the losses that come with change, even if they are not immediately obvious. For instance, workplace changes may mean losing the opportunity to connect with certain people or activities that we once enjoyed. Identifying these losses and focusing on the personal benefits that come with change can help us maintain a balanced perspective. One helpful strategy is to clarify any issues that seem unclear by asking questions and staying focused on the task at hand. Recognizing that there are things we can control and things we cannot control can also help us to minimize worry and stress.

Cultivating a positive orientation towards change involves recognizing that disruptions are a natural response to change and being creative in finding opportunities that change creates. It also involves utilizing our personal resources and strengths to do the best we can and taking care of ourselves along the way. Remember to take things one step at a time and be patient with yourself as you navigate through the changes.

Change Often Entails a Loss

Change can be difficult, especially when it involves losses that are not immediately obvious. However, by taking a constructive approach and acknowledging these losses, we can better understand our own reactions to change and work toward adaptation and acceptance. For instance, in the workplace, changes to job responsibilities or team dynamics can result in losses of skills, experiences, or relationships that we once valued. By reflecting on these changes and identifying areas of loss, we can begin to shift our mindset from resistance to acceptance and focus on the opportunities that change can bring about. By embracing change and approaching it with a constructive mindset, we can open ourselves up to personal growth and development and thrive in a dynamic and evolving work environment.

Fear of the Unseen

During uncertain and unpredictable times, it is very possible to worry and fear about the unpredictable. Being anxious about where you are headed in life, and what the future looks like can be quite exhausting and frightening.

To clarify issues that seem unclear, it is important to ask questions and stay focused on the task at hand. When faced with uncertainty about the future, it is crucial to take action by asking yourself if there is anything you can do to change the situation. If there is, then identify the steps you need to take to achieve your desired outcome. If not, acknowledge that you have no control over the matter and shift your focus to things that are within your control. Remember that you have the power to influence your own life and take charge of your growth and development.

Positive Attitude Towards Change

Change is an inevitable part of life. Whether it's a shift in a personal relationship, a new job opportunity, or a major life event, change is something that everyone experiences to varying degrees. While change can be exciting and bring about new opportunities, it can also be challenging and uncomfortable to deal with, especially if it is unexpected or unplanned. However, no matter what kind of change you are faced with, it will be much easier to cope with and adapt to if you hold a positive attitude about change in general.

Having a positive orientation towards change involves several key factors.

- Firstly, it involves recognizing that disruptions are a natural response to change. Change often brings about a sense of upheaval and uncertainty, which can be uncomfortable to deal with. However, by acknowledging that these disruptions are a natural part of the change process, it can be easier to accept and move forward with the changes.
- Secondly, having a positive attitude towards change involves being creative in finding opportunities that change creates. While change can be difficult, it can also bring about new and exciting opportunities that one may not have otherwise encountered. By being open-minded and looking for the positive aspects of the change, you can better adapt to and thrive in the new situation.
- Thirdly, it involves utilizing personal resources and strengths to do the best one can. Change can be challenging, but it can also be an opportunity for growth and development. By using personal resources and strengths to navigate through the changes, you will not only adapt better but also develop new skills and abilities that can be beneficial in the long run.

- Fourthly, taking care of oneself along the way is an important aspect of having a positive attitude toward change. Change can be stressful, and it's important to prioritize self-care during this time. This can involve things like getting enough sleep, eating well, and engaging in activities that bring joy and relaxation.
- Lastly, taking things one step at a time and being patient with yourself as you navigate through the changes is also essential. Change can be overwhelming, and it's important to break it down into manageable steps. By taking things one day at a time and being patient with yourself, it can be easier to adapt to and accept the changes that come with life.

Having a positive attitude towards change is essential to navigate through life's challenges. By recognizing that disruptions are a natural response to change, being creative in finding opportunities, utilizing personal resources and strengths, taking care of oneself, and being patient, one can better adapt to and thrive in the face of change.

CHAPTER 3

WHY YOU MUST LET GO OF LIMITING BELIEFS



Chapter 3: Why You Must Let Go of Limiting Beliefs

The shortest and surest way of arriving at real knowledge is to unlearn the lessons we have been taught, to mount the first principles, and take nobody's word about them.

- Henry Bolingbroke

Have you ever been to prison or seen or even known anyone in prison before? Well, you have an idea of what limiting beliefs can do. Limiting beliefs are nothing more than self-imposed prisons. They block you from achieving true success and also reaching your full potential.

At times, you may begin to feel powerless and frustrated and it is at these times that your limiting beliefs become more empowered and strengthened. You see, limiting beliefs feeds off failures and setbacks. They tell you “I told you so,” “I told you you were not good enough,” “I told you not to do that.”

Funnily enough, this vicious cycle of limiting beliefs, failure and reinforced limiting beliefs lead to deeper emotions and feelings of depression, self-hatred, and anger. If left unchecked, you can get grounded by your limiting beliefs.

The key steps to overcoming your limiting beliefs are by recognizing them and working on ways to stop them. This opens up the door to actualizing your true potential and purpose. With the right amount of knowledge, you can unlock the potential of yourself and also encounter true success. The freedom to reach your success is evident and you can make it a reality.

Limiting Beliefs

“Do not limit yourself. Many people limit themselves to what they think they can do. You can go as far as your mind lets you. What you believe, remember, you can achieve.” Mary Kay Ash said that and it makes a lot of sense.

Limiting beliefs are a set of false assumptions and self-imposed restrictions about your potential, the world around you and yourself. They can hold you back from living your life to the fullest, reaching your goals, and also achieving success.

These limiting beliefs may have been rooted in you by society, family, and also yourself. However, regardless of your origin, they have a powerful effect on how you experience the world and how you see it. Limiting beliefs, usually, leave you with feelings of self-doubt, inadequacy, and fear that impede your progression in your personal growth and life.

Recognize and address your limiting beliefs and it will open you up to new realities and possibilities. You begin to live authentically and you are also free from the shackles of your mind. It is time for you to unlock your potential and also to break free from the chains of doubts.

You begin to believe in yourself and to your abilities, you begin to realize that you have more power than you can think of. Do not let what others say or think stop you from achieving greatness. Let go of your beliefs that do not serve you anymore and embrace that new way of thinking.

How Limiting Beliefs Are Formed

How are limiting beliefs formed? They do not just form overnight. They have tendrils that spiral down and affect your life years later.

If you are not careful, limiting beliefs can tremendously affect your life and also your ability to reach your full potential.

These beliefs usually stem from the desire of the brain to protect you from fear and pain in the future. These may be based on impostor syndrome or past experiences. However, these thoughts and beliefs form over the years, starting from a young age and can go on to shape your life for decades to come if not addressed.

Here are nine of the most common limiting beliefs that most people experience:

- No matter what I do, I will never be good enough.
- I do not have what it takes to make a difference.
- I am not worthy of respect or love.
- People will not accept me for who I am.
- It is too late for me.
- I cannot do anything right.
- Things will always be the same.
- I am not smart enough.
- I am not good enough.

Free Yourself of Limiting Beliefs

The first step to freeing yourself from limiting beliefs is to see them for what they truly are - self-limiting beliefs. Then, with actions and intentions, you can break through the walls of rigid beliefs and find fulfillment. This way, you can focus on manifest success, build self-confidence, and also positive thinking.

The first step in freeing yourself from limiting beliefs is to first acknowledge that you have them. An enemy recognized is an enemy that can be defeated. So, start by identifying them.

Identify Your Beliefs

It will be a lie to say that you do not carry limiting beliefs, however, they can be easily and quickly identified when you reflect on the things that make you feel stuck and struck down. Write out your beliefs and write them down where you can easily take a good look at and attack them head on.

To identify your limiting beliefs, take a few moments to reflect on these deep questions. They will help you place in the correct proportion what you need to do.

- What areas do I tend to really procrastinate in?

- Are there any situations that make me feel particularly inadequate or insecure?
- What stories have I been telling myself about what I cannot do or can do?
- What lies have I told myself about my skills, talents, and abilities?
- Do I have any fears that have been consistently holding me down?
- What are the recurring themes in my life that come up when I am trying to take up a new challenge?
- Do I see my own value or do I constantly tend to compare myself with others negatively?
- Are there any conversations or topics that make me feel very uncomfortable?

When you dedicate yourself and give yourself a few minutes to address these questions, you can start to overcome your limiting beliefs and also unlock a life of success and joy.

Face Them

To unlock your full potential, you have to confront your limiting beliefs. Usually, one tends to accept their beliefs without questions and by doing so, they form an unhealthy codependent relationship with them instead of dealing with that major struggle of confronting the limiting beliefs.



Get a written list of your limiting beliefs and confront them. Think of all the possible ways that your limiting beliefs may be false and build an argument for reasons you should believe in yourself. This process will help you to tap into your full potential and guarantee your success.

Rewrite Your Limiting Beliefs to Limitless Beliefs

You have these limiting beliefs that keep you from ever achieving the success that you deserve. If you didn't, you would not have picked up this book. However, it is time for you to leave them behind and start replacing them with empowering beliefs that leave you limitless. Take all your limiting beliefs and rewrite them into limitless beliefs. This will help you remove all of the limits that you have placed on yourself and break free from all the limiting beliefs.

The bottom line is this - do not let your limiting beliefs limit you. I know that that's their job but do not let them trap you in that state of complacency and block you from reaching your full potential.

CHAPTER

4

BREAKING INEFFECTIVE COMMUNICATION PATTERNS



Chapter 4: Breaking Ineffective Communication Patterns

“Listen with curiosity. Speak with honesty. Act with integrity. The greatest problem with communication is we don’t listen to understand. We listen to reply. When we listen with curiosity, we don’t listen with the intent to reply. We listen for what’s behind the words.”

– Roy T. Bennett

Effective communication is a critical aspect of professional success, and it is essential to cultivate positive communication habits. It is, however, common for people to unknowingly engage in poor communication practices that hinder their ability to communicate effectively. Although it can be challenging to identify and change these habits, it is crucial to remember that improving communication skills is a gradual process.

By focusing on replacing poor practices with effective communication strategies, individuals can create a more constructive and successful communication style. With time and effort, anyone can enhance their ability to communicate and achieve their professional goals.

The following are examples of some of the bad communication habits that we tend to have developed over time.

Lack of Empathy

Effective communication requires us to be assertive and considerate of our audience. We must be mindful of our words and how they may be interpreted by others. Failing to do so can have disastrous consequences, including damaging relationships and causing unnecessary conflict. Therefore, it is imperative that we take the time to reflect on our messages and use inclusive language. We must also replace frequently used singular personal pronouns with their plural counterparts to ensure that we are speaking to the collective and not just ourselves. By doing so, we can become more confident and effective communicators, building strong and positive relationships with those around us.

Offering Quick Response to Sound Intelligent

It's essential to recognize that responding quickly in order to appear intelligent or competent can often be counterproductive. Instead, take the time to fully understand the issue at hand and ask thoughtful questions to encourage deeper exploration and understanding. Trust your intuition and share insights or observations that can help facilitate more productive and meaningful conversations.

By creating a safe and open space for dialogue, you can establish a more assertive and confident presence and build stronger relationships based on trust and mutual understanding. So, next time you feel the urge to respond quickly, take a step back, get curious, and communicate with intention and purpose.

Interrupting Others

Another bad habit which is often overlooked is interrupting others while they are speaking. Of course, you might have something more important to say. However, let the other party finish with their thoughts and perspective first before taking over. Doing something like this can be likened to a military government taking over a democratic rule.

Allow others to finish their thought so that you don't unintentionally make them feel unimportant or ignored. Whether it's deliberate or not, what you do is slowly killing the self-esteem of the other person, that is if this happens more often than it should. Rather than rudely interrupt people, learn to be an active listener.

Speaking Too Fast Without a Break

Communication requires understanding. So, it is not a good idea to think just about your own feelings, emotions, and thoughts alone. Ensure that you carry the other person along so that they don't feel inferior or dominated. Always give room for feedback. Speaking too fast without pausing or giving room for the listeners to assimilate what you are saying is a bad form of communication.

It is possible to be carried away and forget the presence of the other individual, especially when discussing something passionate or dear to your heart. However, don't be so selfish that you don't think of the feelings of others in your quest to share as much information as possible. Instead, ask questions and take consistent pauses for what you're saying to sink in.

Making Assumptions of Being Understood

Understanding is an important aspect of communication. Therefore, you have to carry other people along so that it doesn't seem as though you're just talking to yourself. It is important to note that the other person does not have to understand you at once just because you said it.

You need to be one and consistently be in unity with your body language, tone, and other forms of communication. It is always great to leave a room well-understood and so that there is no room for guessing or misinterpretation.

Offering Advice Without Listening

People are always ready to give others advice but don't like the situation when the reverse is the case because they are not willing to be attentive enough to listen. Take conscious efforts to prevent your internal chatter from disrupting or interrupting the conversation. Give other people the light of the day in a conversation with you.

Unintended Body Cues

Communication is not done just by talking. Your body language, tone, energy and expressions all tell a story. So, be watchful about the reactions you make especially when hearing something super sensitive. You might unintentionally send unintended body signals due to a bias or an effect of the negativity around. Rather than react this way, take a deep breath and ask yourself if it is worth it to express yourself. Divert the energy into a positive way and let go of the negativities.

Over Communicating

The fact that communication is not just about talking cannot be overemphasized. Talking too much instead of engaging and connecting with the other party is a bad form of communication. Take it upon yourself to be supportive so that they understand that they are not in this alone. A little act of kindness is powerful enough to eradicate the darkness that emits from a lonely and hurt soul. So, take time and be kind to yourself and others.

Lacks True Listening Skills

To be an active listener means to listen without bias or prejudice. Lacking true listening skills is a bad form of communication that can affect your relationship with others, especially those close to you. Don't listen to confirm your own beliefs. However, seek first to understand and then be understood.

The Obsession to Always Be Right

Another bad habit when it comes to communication is wanting to always be right. Whether in an argument or a friendly discussion with friends or family. Don't be too obsessed with your thirst for winning that you drive those around you away with your poor communication skills. You don't have to always be right. Backing down from an argument would neither kill you nor take from your wealth.

Being Absent During a Conversation

Being distracted during a conversation is not a very good idea. When talking or conversing with someone, ensure that you are there presently. Take away all distractions like your phone and you can even put off the TV or any other thing that may draw your

attention. Set your priorities straight by actively listening, asking thoughtful questions, staying genuinely interested, and waiting for the other person to finish talking before interrupting.

Overuse of The Word, “Sorry”

Many people feel saying sorry takes the pain, blame, and accusations away. Well, it does not. Most people just say the word sorry as a habitual escape out of their wrongdoings. When asked what they have done wrong, they come up blank and keep on repeating the same mistake. This is because they aren't being sincere or genuine about the issue, they just see it as a habitual phrase that makes them escape any sort of wrath. Hollow apologies like this mean nothing at all.'

In a nutshell, it is important to unlearn all of these bad communication habits. Once you do so, you can let go of the past bad habits and begin to groom yourself for an unparalleled success doing the right things.

CHAPTER 5

THE IMPORTANCE OF TRACKING PROGRESS IN UNLEARNING



Chapter 5: The Importance of Tracking Progress in Unlearning

“Progress means getting nearer to the place you want to be. And if you have taken a wrong turn, then to go forward does not get you any nearer. If you are on the wrong road, progress means doing an about-turn and walking back to the right road; and in that case, the man who turns back soonest is the most progressive man.”

— C.S. Lewis

There are different stages when it comes to setting goals. First, you need to be sure of what you want. Once you have figured this out, then you proceed to highlight them. At this point, you are conscious and aware of the goals that you want to achieve. The next course of action is to find ways to fulfill them. In the process of achieving these set goals, there is a need to keep a record of the things that are and aren't working for you. It is at this point that you begin to track your progress.

Progress or success does not happen in a day. It takes gradual efforts and steps. Whether your goal is steered towards the financial, academic, relationship, career or whatever area, tracking your progress helps to know what you're doing right and wrong. It also helps to find out how soon you are achieving all that you have set for yourself.

Benefits of Tracking Your Progress

As mentioned earlier, you need to monitor your progress regardless of the goal that you have set for yourself. This way, you can identify the stumbling blocks, learn from your setbacks and make the necessary adjustments along the way.

There are various benefits of tracking your progress. However, the most important of them all is the fact that it helps you remain motivated and on track. Getting discouraged or distracted along the line is very easy when pursuing a goal. However, when you see your progress, it helps you of course.

Also, tracking progress helps you identify any potential problems that may arise along the way. For instance, if you are consistently

falling behind on your studies, it may be time to reassess your approach. Once you identify these issues on time, you can find appropriate measures to get back on track.

Tracking your progress also helps you celebrate milestones as you gradually reach your goal. Seeing your efforts and labor towards achieving whatever goal you set provides a much-needed boost or motivation of some sort. So, don't undermine the importance of tracking your progress and celebrate your successes no matter how little. It goes a long way to boosting morale.

Why Do People Refuse to Track Their Progress?

There are various reasons why people don't track their progress. Understanding this helps to bring you to the awareness of why you should make conscious efforts to track your progress. The following are some of the common ones.

Lack of a Clear Goal

One major reason why people don't track their progress towards a set goal is because they don't have a clear vision to begin with. If

you are clueless about what you're trying to achieve then it becomes hard to measure your progress.

No Set Deadline

Another tangible reason why people don't track their progress is because they lack a set deadline. It is important to set deadlines for yourself, especially when undergoing an important project. This way, you are able to measure your activeness and overall indulgence. Without a deadline, you put yourself at risk of procrastinating which puts off your progress as a whole.

No Plans

It will be hard to track your progress if you have no set plans on how to go about achieving them. Without a plan, it is easy to get sidetracked and distracted by other things that can't contribute to the progress of your goal. So, ensure that you make concrete and document plans to remind you of the end goal and prevent you from losing sight of what truly matters especially when things get tough.

Inconsistent Tracking

Inconsistency is the worst thing that can ever happen to a man. It's like a crooked road that takes super long before reaching your destination. Many people begin tracking their progress with all zeal but then give up after a while. This usually happens because of the absence of consistent tracking plans. In order to ensure that your progress tracking is effective, you need to do it on a regular basis. In this case, consistency is key.

Easily Discouraged

Another common reason people fail to track their progress is because they get discouraged easily. Not seeing results in time can cast a shadow of doubt. This makes it easy to give up and stop tracking progress altogether because it seems like a waste of time.

Choice of Tracking Tools

To effectively track your progress, you need to leverage the appropriate tools. There are a couple of available tracking tools online that you can use. However, note that they don't all produce the same results. So, there's going to be a couple of trials and errors until you find the one that perfectly suits your goal. However, most

people are not patient enough and just give up once a tool they once tried flopped.

Easily Distracted

In the modern world we live in, there are tons of distractions lurking around, this makes it quite difficult to stay glued to an already set goal. However, it is important to ensure that your gaze remains on your goal. This way, you can keep striving even when things aren't super palatable.

How You Can Start Tracking Your Progress

When it comes to tracking significant goals, there are a couple of approaches that you can take. While some people prefer to go on the journey alone, others prefer company. They seek out the help of role models, trusted friends or family. Which category do you belong to?

It is important to note that whichever route you choose, there are a couple of things to keep in mind before you begin. First you must have a clear understanding of what your goals actually are. What

do you hope to achieve? Get better grades? Keep your savings afloat? Purchase real estate?

The moment you can identify your goals, then you can begin to develop a suitable plan to achieve them. However, ensure that the plan includes both short-term and long-term goals. Also, note that your goals may change every time because the future is unpredictable. So, ensure that you review your plan regularly to ensure that it still aligns with what you want at the moment.

Ultimately, don't be too shy, timid, or scared to ask for help when necessary. No man is an island. So, we need one another to survive as social beings. There are a lot of resources available to help you track your progress and achieve your goals. So, if you are feeling overwhelmed, seek the help of a mentor, close friends, or trusted individuals. They might just have what you need to survive and remain on track.

Note that progress does not happen overnight. So, ensure that you give yourself enough time to achieve the result that you desire. Just remain consistent and committed to the course. In order to overcome the challenges of tracking progress, there are a couple of things that you should do. They are:

- Keep a journal

- Have a system in place
- Ensure that it becomes a habit
- Be patient
- Remain motivated



To achieve unparalleled success is no child's play. You need to have a personal routine that works and keeps you grounded. This way, you remain on course and don't get easily swayed by distractions and noises.

CHAPTER

6

MANAGING SETBACKS AND FAILURES



Chapter 6: Managing Setbacks and Failures

"Children have a lesson adults should learn, to not be ashamed of failing, but to get up and try again. Most of us adults are so afraid, so cautious, so 'safe,' and therefore so shrinking and rigid and afraid that it is why so many humans fail. Most middle-aged adults have resigned themselves to failure."

— Malcolm

Life is unpredictable. At times it is wonderful and beautiful. You feel on top of the world as seem as though you have all the secrets of the world figured out. This feeling often erupts when you are exactly where you want to be.

At other times, life sucks. It becomes so hard and complicated that everything feels tiring, tragic, awful and sad. At this point, you can't imagine whether to take one more step forward or hide away. It is important to note that everyone has got their good and bad days.

These bad days are often categorized as setbacks and failures. Those are times when things don't go your way and it seems as though the world is about to crash on your shoulders. For individuals, these challenges differ. While some are speed bumps that slows them down a bit, others are faced with a huge wall like that of Jericho.

These trying times offer a chance to stop, pause, rewind, reflect, learn, grow, and redirect your life. Life is not always a bed of roses, so it is left to you to make your bed however you wish to lay on it. Learn to honor these trying moments and use them as stepping stones for the success that you are expecting in the future.

Kinds of Setbacks

As you journey through life, there are various types of setbacks that you will experience. There is no manual or pattern that tells how to live life perfectly. We all make conscious and deliberate efforts to ensure that each day counts.

Personal Setbacks

These entail bodily harm like physical injuries, mental health problems, anxiety, depression, breakups, divorce, arguments, loss of a loved one, etc. All of these are personal setbacks that can discourage an individual and make them wallow in eternal darkness in the mind.

Financial Setbacks

Being jobless, losing investments or money are some of the ways that you can face financial issues. Facing this might seem like the end of the world and a project of failure.

Professional Setbacks

This is often associated with a career. It ranges from working under a mean boss to losing a big contract , being overworked, laid off, fired, or ignored for a promotion. These can be frustrating and annoying, especially when you are trying or tried your utmost best to reach where you are.

Environmental Setbacks

This type of setbacks include natural disasters like fire, hurricane, the COVID19 pandemic, etc. All of these incidents usually impact the people living within the area anytime they unexpectedly beckon.

Usually, these setbacks are often intertwined. For instance, the presence of the pandemic shut down many businesses and rendered them non-functional for a good amount of time. However, it is time to take a step back and insist on moving forward despite these obstacles.

Ways to Deal With Setback

There are certain ways to deal with setbacks. These tips can help you get back on track and learn from what happened. They are as follows.

Don't Bottle Up the Emotions

When bad things happen it is essential to let yourself feel the emotions no matter how painful. Are you hurt? Frustrated? Angry? Repressing emotions is not a very good idea as it can cause a

sickness to the mind. Many people make the mistake of wanting to fix the issue immediately without working through the emotions.

Give yourself the time to accept and let yourself feel before proceeding to do damage control. Take the time to truly feel your emotions. You can cry, scream, write, or talk to someone you trust about all the emotions that you are feeling. Know what your feelings are saying and deal with them once they pass.

Pause and Reflect

Life can be full of unexpected challenges and setbacks. When faced with such obstacles, it is important to take a step back and reflect on your past actions. By doing so, you may be able to uncover clues about how to achieve the unparalleled success that you are striving for. It may not be immediately apparent, but the change brought on by setbacks is often trying to bring something to your consciousness.

To make the most of this opportunity for growth, it is important to take a few key steps.

- Identify what you truly want in life, and use this as a guidepost as you reflect on your experiences.

- Take the time to reflect on the setback itself, and try to pick out a lesson or insight that you can carry forward into the future.
- Be grateful for the opportunity to learn and become stronger through this experience.

While setbacks can be difficult and painful, they also offer a chance to reevaluate your life and appreciate the things that you are truly grateful for. By taking the time to pause and reflect, you can turn even the most challenging experiences into opportunities for growth and self-improvement.

Use It As a Stepping Stone

Now that you have had the opportunity to reevaluate and process your setback, it is time to stop wallowing in pity or despair. Think of it as a progression towards something better and bigger. Thinking this way helps you view hardships, failure, and setbacks as a staircase taking you through the unlearning period to achieve that successful height. Each setback serves as an additional strength that you add up your sleeve to help you get close to your destination.

Is It Possible to Use Your Setback to Make a Difference?

There are various ways through which you can use your setback to make a difference for others. Not only is there a way, these approaches are also quite powerful enough to influence people. Whatever challenges you face on your journey to achieving your set goal, you can coach others to ensure that they don't repeat the same. You can use your experience to make life a whole lot easier for someone else. It can be as little as giving advice.

Just note that in the journey of life, nothing is set. We all learn and unlearn day after day; all for the quest to achieve success. The ripples you make no matter how big or small are capable of making a difference. Setback is a norm of life. They are a part of our makeup and we have a couple of inventors to prove this. Before the invention of the light bulb that we enjoy today, Thomas Edison made 1000 attempts. This is proof that without failure, some of the world's greatest inventions and discoveries couldn't and wouldn't be.

CHAPTER 7

EMBRACING IMPERFECTION FOR GROWTH



Chapter 7: Embracing Imperfection for Growth

“Imperfection is in some sort essential to all that we know of life. It is the sign of life in a mortal body, that is to say, of a state of progress and change. Nothing that lives is, or can be, rigidly perfect.”

— John Ruskin

As we go through the complexities of life, there is one thing that remains constant. This is the fact that nothing is perfect. In short, perfection is a myth that people try to attain without success. In this digital world where things are judged mostly by social media, we are constantly surrounded with the images of flawlessness and success. This makes it easy to fall into the trap of despair after numerous attempts of unattainable perfection.

What if we told you that embracing your imperfections is a key to personal growth and success? Will you believe it? Well, whether

you do or not, at the core of embracing imperfection is all about accepting the fact that yourself and others are flawed afterall.

Once you come to accept your imperfections, you will also understand the fact that mistakes and setbacks are not signs of failure but rather opportunities for growth and learning. We have discussed this in detail in the previous chapter. from Thomas Edison's several failed experiments while inventing the light bulb to J.K. Rowlings numerous rejections before publishing Harry Potter, there is a visible connection there. These real-life scenarios emphasize the fact that imperfection is the driving force behind innovation and creativity.

It is important to note that imperfection is not just about accepting our own shortcomings. There is a need to also foster a culture of empathy and understanding towards others. Indeed! Everyone is on their own journey navigating life as they deem fit while facing particular challenges. However, there is a need to make the world a more compassionate place where everyone can feel inclusive, valued, and supported.

Understanding the Concept of Embracing Imperfection

Embracing imperfection lets us break away from the shackles of perfectionism which is accompanied by a fear of failure. Rather than being obsessed with the need to do everything right, you can opt to try new things and take risks. Pursue your passions with courage and strong conviction.

Note that this is not a call to support or encourage mediocrity. Embracing imperfections is not a way to justify our flaws but an avenue to accept them for what they are while striving to become better versions of ourselves. Accepting your imperfections is not an excuse for delusion or escaping reality. Instead, it is an acknowledgment of your humanity and an unspoken commitment towards growth.

It is not wrong to strive for perfection too. Just ensure that you take your time to celebrate your progress and accept your flaws as well. However, ensure that you embrace your flaws too as a source of resilience, strength, and authenticity.

In a world where success and perfection are often celebrated, it becomes easy to forget the lessons derived from failure. Below is the major reason why people are so closed off about setbacks that they fail to acknowledge their flaws.

Fear of Failure

A lot of us have been programmed to fear failure from a very tender age. This fear stems from the pressure to succeed, avoid mistakes, and meet the expectations placed upon us by society, family, and friends. This can be quite overwhelming to the extent that it prevents us from taking risks and exploring new opportunities. Actually, failure is not the end of the road. Rather, it is a stepping stone to success.

Therefore, it is important to note that;

- Failure is not the opposite of success but a part of its journey. So, see failure as an opportunity to learn, unlearn, adapt, and improve. Rather than dwell on all the negative aspects, view failure as a valuable teacher that gives insight into what you did wrong previously so that you don't repeat the same mistake.
- Resilience is built when you embrace imperfection. Being resilient indicates a strong trait that is crucial to combat life's

challenges. Hence, once we acknowledge and learn from failure, we become more adaptable and better suited to handle setbacks and obstacles.

- By accepting imperfection, you can also overcome the stigma associated with it. Society usually associates failure with weakness or incompetence. It is high time we challenge this stigmatization and accept the fact that even the most successful or coordinated individuals have faced numerous failures in their lifetime. Rather than hide away, share your story of failure with others to motivate them.
- Cultivate a growth mindset which helps you remain persistent even when facing difficulties. As we see our abilities and intelligence as malleable, we become more open to learning and accepting the journey regardless of how imperfect.

In today's digital age, the pressure to achieve perfection is ubiquitous. Social media, advertising, and even our personal and professional lives demand a flawless performance at all times. However, this constant pursuit of perfection can often be unrealistic and lead to disappointment and frustration. Instead, it's important to embrace imperfection and view failure as an opportunity for growth and development.

When we accept that imperfection is a natural part of life, we can learn to be more forgiving of ourselves and others. Rather than seeing failure as a sign of weakness or incompetence, we can see it as a chance to learn from our mistakes and improve ourselves. In fact, some of the most successful people in history have experienced failure and setbacks, but it was their ability to learn from these experiences that ultimately led to their success.

By striving for imperfection, we can break free from the constraints of perfectionism and discover our true potential. We can take risks, try new things, and push ourselves beyond our comfort zones. By doing so, we open ourselves up to new opportunities and experiences that we may have otherwise missed.

In a nutshell, it's essential to embrace imperfection and view failure as a valuable learning experience. By doing so, we can cultivate personal and professional growth, discover our true potential, and ultimately achieve success on our own terms.

CHAPTER 8

**TAKE IT AT
YOUR PACE**



Chapter 8: Take It At Your Pace

“If a man does not keep pace with his companions, perhaps it is because he hears a different drummer. Let him step to the music which he hears, however measured or far away.”

— Henry David Thoreau

Setting your own pace is all about taking control of your time and energy. It means doing things at your own speed, on your own terms, and in a way that feels true to yourself. There are different ways that you can begin to set your own goals.

To achieve success, it's crucial to set clear and specific goals that are aligned with your values and priorities. You should break down these goals into smaller, more manageable steps to stay focused and motivated while tracking your progress. Remember to take ownership of your pace and be assertive in achieving your goals. Celebrate your successes along the way, and don't let setbacks

discourage you. By taking a proactive approach, you can achieve unparalleled success and reach your full potential.

It's crucial to learn how to say no assertively to things that don't align with our goals or values. Saying no is not a sign of weakness but a way to take control of our time and energy. We need to prioritize our own needs and not let others dictate our schedules. We can't please everyone, and we shouldn't try to. If something doesn't align with our priorities, we should say no without hesitation. It's important to remember that saying no is not a rejection of others, but a way of protecting our own boundaries and focusing on what truly matters. By saying no to things that don't serve us, we create space for the things that do and can achieve our goals with more clarity and focus.

Incorporating self-care practices into your daily routine is not just a luxury, it's a necessity. It's important to prioritize taking some time each day to relax and recharge in order to feel your best, both physically and mentally. This can include activities like meditation, yoga, or simply taking a few moments to practice deep breathing exercises.

Self-care is not selfish, it's essential for maintaining a healthy and balanced lifestyle. When we take care of ourselves, we are better

equipped to handle the challenges that come our way, including adapting to change and unlearning old habits. So, don't feel guilty for making time for yourself. In fact, it's crucial for your overall wellbeing and productivity.

Make sure to incorporate self-care practices into your daily routine and make it a non-negotiable part of your day. Remember, you deserve to feel your best and taking care of yourself is a key component of achieving that.

Finally, remember that finding balance and making choices that align with your values and priorities is crucial. It's not about controlling everything in your life, but rather taking charge of your life and moving with ease and confidence. By doing this, you'll be able to make the most of each and every day and achieve true happiness and fulfillment.

It's easy to fall into the trap of thinking that taking on more commitments leads to more success. However, overwhelming ourselves with too much can lead to not doing anything well, burnout, and a lack of enjoyment in the things we once loved. Instead, it's important to recognize our own pace and not succumb to the pressure of external milestones. By doing so, we can focus on doing things well and finding joy in the present moment.

Conclusion

“Life is an ongoing learning path where you make mistakes & you learn from it. You get better, you grow emotionally, socially and mature gradually. There are significant times when we are good and when we are not so right; but later on, what we choose for our-self from that learning defines how better we can become.”

— Deepak Chandra

We live in a world where learning is continuous. It is something we actively participate in as long as we remain living beings. Sometimes people talk about learning but how often do they dedicate their time to unlearning?

Today, we have so much going on that we tend to forget how to unlearn in this chaotic yet organized world. Well, it is as simple as it can be. All you have to do is let go of the bad habits, and relearn the proper way to do things to get the desired results.

Are you a good unlearner? It is important to note that unlearning is a serious task that shouldn't be ignored. It is the ability to face change squarely and welcome new ideas, contexts and perspectives that can help become a better person.

“That's the way we have always done it.” This statement does not encourage room for growth. It makes education seem rigid and unyielding. However, this is not so.

In order to become proficient at unlearning, it is essential that we begin by cultivating a heightened sense of awareness. We must consciously acknowledge the need to unlearn and then seize every opportunity to practice. Fortunately, we encounter numerous situations in our daily lives where we can exercise our unlearning skills.

From fostering effective communication to embracing setbacks and challenges, setting goals, keeping track of progress, etc. These are some of the basic things that keep us occupied and willing to unlearn and relearn.

Often, we tend to underestimate the value of the insights and experiences of those who have come before us. In this particular instance, we can refer to the wise words of Alvin Toffler, who had

provided us with a critical piece of advice way back in 1970. He had stated that the people who will be illiterate in the future won't be those who cannot read or write, but those who cannot learn, unlearn, and relearn.

This statement holds great significance in today's world where the pace of change and innovation is rapid, and the ability to adapt and learn continuously is crucial for success. It reminds us that learning is a lifelong process, and we must remain open to new ideas, perspectives, and ways of doing things.

Enjoy your process of unlearning and good luck achieving that successful height that you desire while adhering to these tips.