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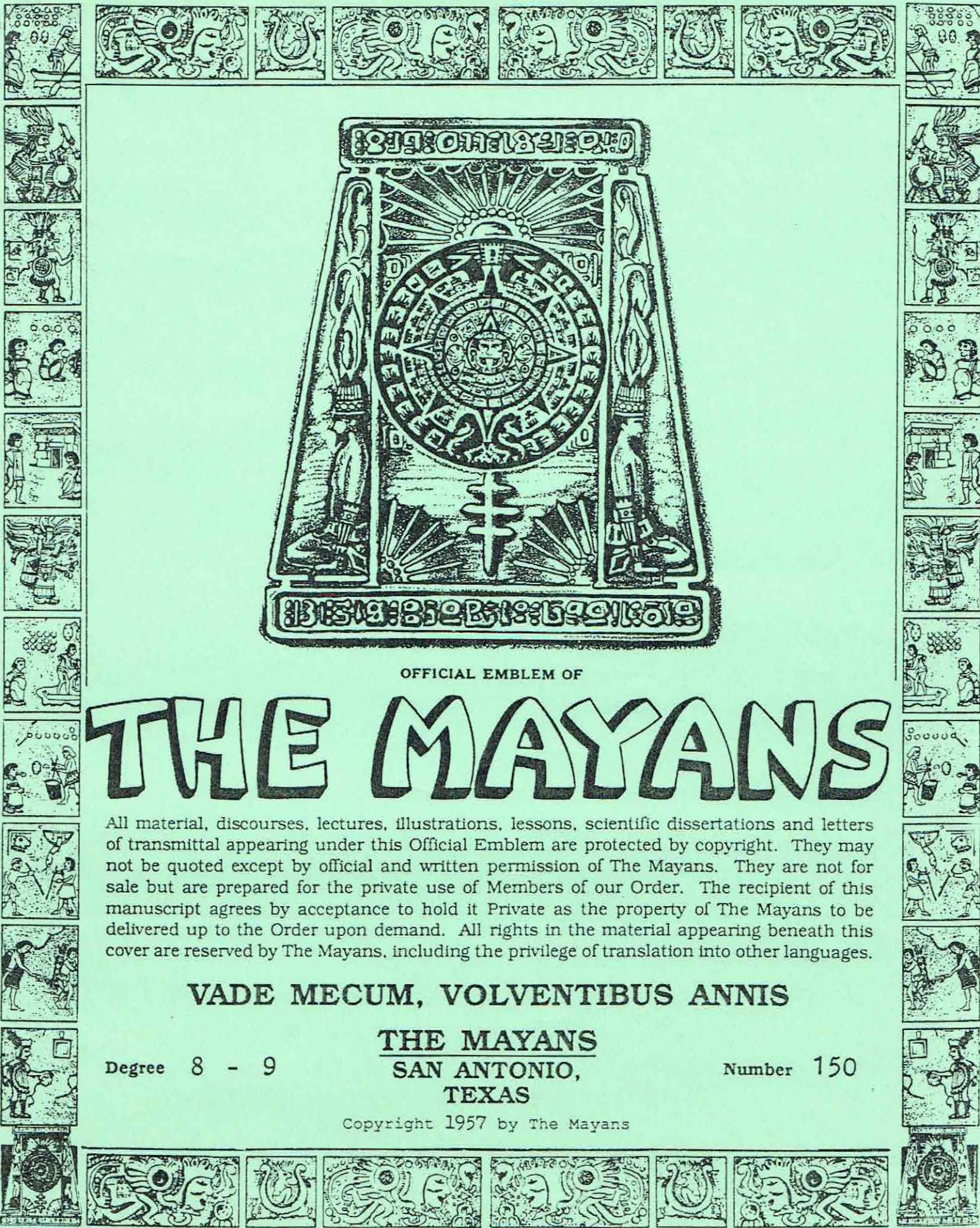
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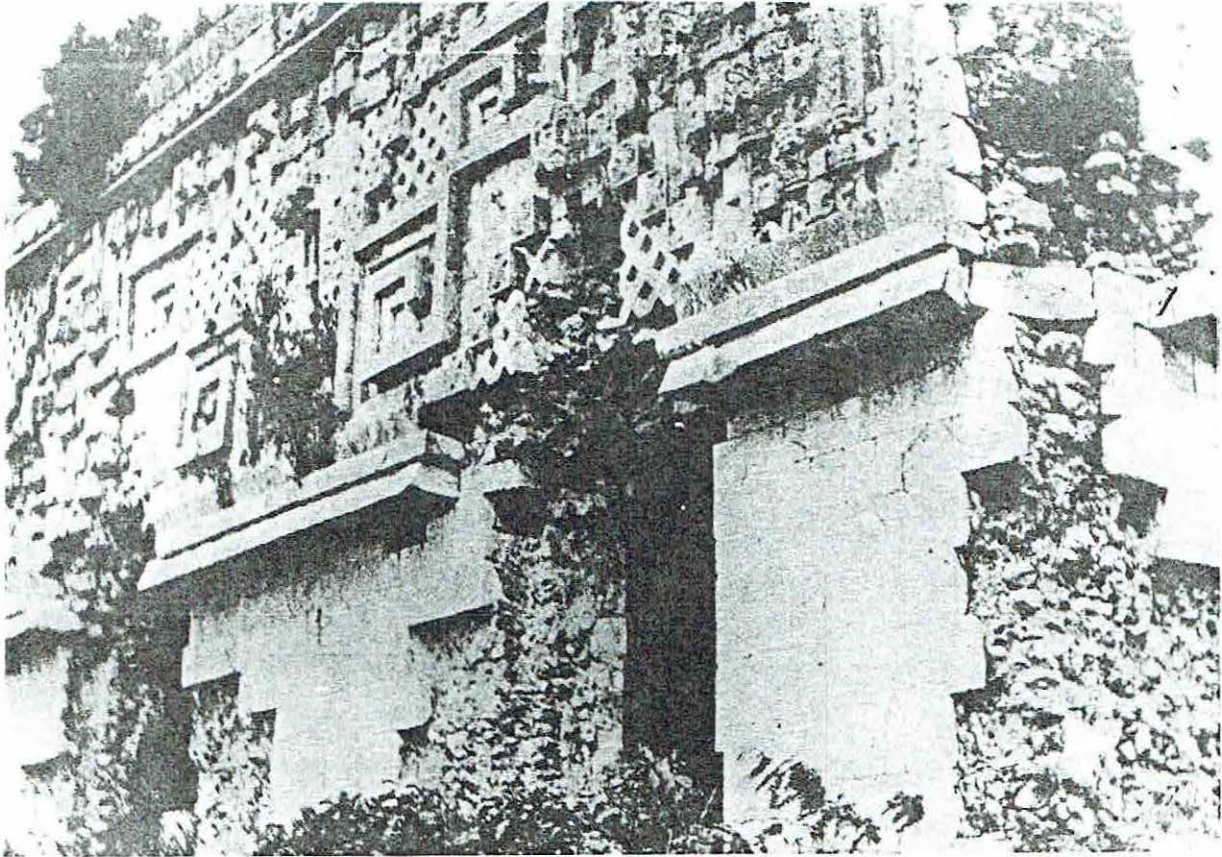
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**Casa del Gobernador
(House of the Governor)
Uxmal, Yucatan**



YOU UNLIMITED
HOW TO ORGANIZE YOUR LIFE FOR LIVING

Prayer

Your Purpose
Checking Waste
Profit or Non-Profit
Laying Out a Plan

Personnel
Raw Materials
Keeping Going
Meditation

*B*eloved Centurion:

If this lesson reaches you at a time when your affairs are at a low ebb, and if you need help to keep on keeping on, I hope you will find in the message to follow the help which you need.

If, on the other hand, things are going very well with you, if you are realizing your heart's desires, the message given you here can be a still greater spur to action in the accomplishment of your purposes, ambitions, and desires. Someone has said, "High aims and lofty purposes are the wings of the soul, aiding it to mount to Heaven. In God's word we have a perfect standard, both of duty and character, that by the influence of both, appealing to the best principles of our nature, we may be roused to the noblest and best efforts."

Providence has nothing good or high in store for a person who does not resolutely aim at something high or good. A purpose for the eternal condition of success, and the reason for this series of lessons which we call YOU UNLIMITED, is to help you chart a real purpose, a real aim in building your life. We want to make every effort to bring about for each member on the Mayan Path the building of a perfect life in all its facets.

So many of our members have attained a successful way of life through Mayanry; many have completely rebuilt their lives. I have told you some of these wonderful success stories among our Mayans. In this lesson I want to tell you one of which I am very proud; of course keeping the name of the member in confidence. She writes:

"I sat at the breakfast table eating an early breakfast before the household arose, and I went back in memory over the years since I have been associated with The Mayans. They have been increasingly good years. Blessings and more blessings have come to me. And I thought, 'Why don't I tell them so?'

"I remember so well the Easter my first lesson from The Mayans came. It had been preceded by my chancing upon a copy of Daily Meditation, a copy rich in good things. That Easter my mother was ill. I was sick, too, with a very bad cold. It rained. Debts glowered from every side. We had only necessities - no luxuries, no nice furnishings, no money. I touched bottom that Easter Sunday as I walked from room to room and watched the rain, and felt my mother's feverish cheeks, and thought of all that needed to be done, and I so helpless - - -

"The ray of light was the first lesson in Mayanry. I put my foot on the first rung of the ladder and began to climb. Within a year I had a job on the news staff of our daily paper. My writing began to click other places. Money rolled in. Two sales to Good Housekeeping brought me \$1,000. I bought nice things for the home. I dressed myself and my daughter well and gave mother every comfort and convenience. I kept climbing. When I look back I can scarcely believe that all these things have happened to me. Friends, money, trips, good clothes, the

ability to do for others, many publications of my work, a college education for my daughter - she is a junior this year - and countless other wonderful things.

"The road has led steadily up, and I have kept on it. I want you to know that I feel deeply indebted to all of you."

All of these wonderful examples are proof of what can be accomplished through understanding of how to go about charting and building a new YOU, and it is the purpose of this series of lessons to teach you HOW TO BRING ABOUT THESE CHANGES. Something very important to remember is to keep your aim high - aim at the sun, and even though you may not reach it, you will fly much higher than if you had aimed lower.

We hope you are benefiting through these lessons in as great a measure as we are enjoying preparing them for you. Before proceeding with the lesson, please quietly say the words of the following prayer:

PRAYER

Heavenly Father, I earnestly approach the effort to live my life with the highest possible percentage of happiness, usefulness, and effectiveness. I claim Thy promise to help and guide me along the right paths. Amen.

YOUR PURPOSE

THE first thing to settle in any undertaking is its objective. Any business charter or the constitution of any organization definitely states at the beginning what the purpose of the organization is. One can hardly start on a journey to any given place unless he knows what that place is.

What, then, are you organizing your life to accomplish? The purpose you choose will determine the right road to take, the right way to go about your efforts. We all have some notion of where we want to arrive, but with many of us that notion is too hazy and uncertain to work toward. For your own sake, you need to develop a very definite idea of what it is all about. You are undertaking something, you know, not just anything, and certainly not an objective we would have to name nothing in particular. Have a purpose and see that it is not general, but specific.

You will want to be as systematic as any producer, only the things you will produce will be of a different and a more lasting order. Though they may give off ponderable by-products, they themselves will not be ponderable. They will, however, be far more important than many things that are.

We cannot list all the possibilities here, but we may mention enough of the

things you would probably want to produce to give an idea of their nature. They will be the kind of things that need to be more abundant in the world, and that are beyond price.

Surely one of the first would be a good name. That is something any firm or individual must have to trade on. It is not only more to be desired than great riches, but even great riches are not likely to be won without it. It is really an extension of your personal reputation.

But a desirable reputation and a name good enough to trade on in the field of everyday living are not complete within themselves. They are structures that can be enduringly built only on the foundation of character. Reputation is what others think of us. Character is what we know of ourselves.

Undoubtedly you are also organizing to produce progress. Anyone running any kind of a business in earnest is always trying to develop a better output. In this case that means an ever richer and fuller life. If that is not forthcoming day by day and year by year, the business is slipping. Here are some checks to apply. Do people trust you more? Do they imitate you more? Do you exert an increasing influence for what is worthwhile? Are you more at peace as you contemplate your work and its results?

The list is endless. Go on and develop it for yourself. But REMEMBER THAT A LIFE, LIKE A TREE, IS KNOWN BY ITS FRUITS. That will help you in building up the business of YOU UNLIMITED.

CHECKING WASTE

*T*HERE are matters of policy the manager of anything needs to think out and observe from the beginning. In any case one of them is to keep down waste. It creeps into any enterprise if it is not watched, and it can cause immediate loss and eventual failure.

The business of living has its own forms of waste to consider. The fact that they do not call themselves to attention makes it all the more important to watch for them. We have already referred to the waste of procrastination, or putting things off. Now let us notice a few other examples.

There is the waste of indecision, which is sometimes akin to procrastination. Of course one should take time to decide things rightly, but he should not let that time become mere delay. People sometimes think they are being deliberate when they are only letting things drag.

Be orderly, not random or haphazard. List your reasons on both sides, including any serious hunches you have. Make sure they are reasons and not prejudices. Consider the fact that some reasons are more important than others. Then decide on the basis of the weight of evidence. If you find you have made a mistaken decision, change it. Keep your decision mill working. Do not let things pend indefinitely. Do something about them or count them out.

Avoid waste in the form of physical energy and health. Discontinue at once any habit that is harmful to body or mind; and do it regardless of propaganda,

prevailing customs, and social pressure. Remember that doing it is no harder than thinking about it. Then WATCH YOUR HEALTH, for it is FIRST ASSET.

Then there is the waste of not working out the right balance among work, pleasure, and rest. This balance with the right mental and emotional attitudes is very necessary in preserving the fitness without which no one can do anything very well. Learn to eat in right proportions the things that build and maintain fitness. Learn to balance proteins, carbohydrates, and fats, for wellbeing.

If you are going to do well with your life you must learn not to be at home to those mischievous callers named ennui, discouragement, and depression. If you are addicted to them begin right now to substitute better mental attitudes. You may think it is impossible to change your thoughts, but it is not; it can be done. Probably you can do it through your religious devotions and meditations, but if you cannot, then get the necessary help from competent sources. And remember, your Mayan Order stands ready to help you, and to pray for you.

Let us not fail to mention that common pest, the waste of time, the loss of which is often more impoverishing than the loss of money, for time is worth money and SOMETIMES MORE. We waste it in needlessly slow motion, hesitation, doing the unimportant, and plain idleness. DO NOT LET THE HABIT UNDERMINE THE SUCCESS OF YOU UNLIMITED. Learn about time study and motion study in industry, and introduce them in this private business of yours.

PROFIT OR NON-PROFIT

*A*NYONE organizing a corporation must declare at the start whether the business is to be of the profit or non-profit type. Among business people the business of living would be considered non-profit but that is a matter of the way you look at it. The fact is that it is highly profitable, but the profits are of a different kind, a kind the worth of which cannot be measured in money values.

You are undertaking this project, of course, for a purpose, and that purpose is in one way or another to gain something. It will stimulate your usefulness, your enjoyment of life, and the value of your relations to others; and from all this you will derive benefit. Gain is not always or necessarily in terms of money and property.

You are undertaking a more orderly, systematic, and well thought out program of managing your life. If you succeed at it both you and others will gain and, as a matter of fact, none of us ever gains much at anything from which others do not also reap some benefit.

A more orderly, effective and purposeful way of living will naturally stimulate the excellence of your work along all other lines, even though that is only its secondary or even incidental purpose. The primary profit will naturally be in terms of the strength, influence, and satisfaction accruing from living one's life on a really good basis.

In a later lesson of this series we will consider more in detail some of the dividends you will receive out of the general gain you will make in happiness and

success. Living an orderly life is like managing an orderly business, say a farm. If the work is done well, there are bound to be crops, and these will consist of a variety of things.

We are now thinking of the general result, and of the fact that living life effectively is bound to produce values that will enrich you in the deeper sense. Your business here may be non-profit in name, but it will be highly profitable in fact, though your increased resources will be of a kind you do not have to go to the bank and open the vault to be sure you have it. You can feel its richness any time in the satisfaction of existence and the quality of everything you do.

Fortunately you will not have to make it a matter of official record whether you are working on a profit or a non-profit basis. So far as economics are concerned, it will be non-profit, but so far as life itself is concerned the profits will be very great.

How far would you get trying to buy in the open market the kind of things you will gain from living your life on the best basis you know? Think how many of them are priceless. Then think how lasting they are. The old saying that you can't take it with you does not apply when it comes to them. It appears, then, doesn't it, that YOU UNLIMITED is a rather important affair?

LAYING OUT A PLAN

EVERYTHING that has ever been said or written about undertaking anything of a long-range nature has emphasized the importance of planning, and probably it will always be so. We do not insert these observations because they are anything new or original, but because no survey of any project would be complete without it. If you do well without considering it, it will be an accident. Yet, it is often and easily overlooked. Never forget for a moment that you must plan, that you must do it well, that you must carry out your plans, and when you have done that you must begin making new and better plans.

As the mariner must chart his course, as the roadbuilder must survey his route, as the builder must make his plans, so one who wants to improve his life must consider systematically how to go about it.

You know that many people let themselves miss the mark they have chosen, whatever it may be, because they lacked a plan. You know how some merely drift along, letting things happen as they will, and what the results are. You do not know how far they fall short because you do not know what objective they had in mind, but you can see that they do not arrive anywhere in particular. You also know that you can avoid letting that happen to you.

Not that these people who do not plan their lives are not happy after a fashion. They do not know what they have missed, and what people do not know does not worry them. But the loss is there just the same, and this is written to tell you that you can avoid it. Existence is automatic, and that is a marvelous thing; but real living must and can be lived to design, and that is a magnificent thing. Lay out what you want to do and have the faith to think you can do it, and let that be your chart to follow.

Think how this great country has been developed to the present point. It has been done by people developing, building, advancing, pioneering. But they did not do it at random. They followed plans. Think how this republic has held together and made its way. It has not done so by chance. It had a chart to follow. Think of any successful achievement you will. It has developed in the same way. In terms of its own nature and situation that is also the way to manage a human life.

You need not let this process be a feverish one. It should not overburden you or increase the tension of your life. To plan things well and do them rightly should make it easier and more pleasant to live, not harder and less enjoyable. Set your goals and live toward them rather than try to reach them with one wild rush.

The result should be that at the end of each day you know you have made your life a little richer, more effective, and more adequate; and each morning you should view a more favorable prospect ahead. That is the normal profit to be gained in the operation of YOU UNLIMITED.

PERSONNEL

ONE of the most important things about carrying on an enterprise of any kind is personnel, the people who work with you and compose your organization. Some business organizations have such large and complex working forces that it requires special offices, staffs, and equipment to manage them. Your personnel responsibility is simpler, but there is one.

Perhaps you are already laughing up your sleeve at such a statement. You may be asking, "How can there be a personnel phase to the living of my life when I am the only one concerned? Only I have it to do, and only I am affected by the results."

Don't be too sure of that. You would find the business of living pretty hard to manage all alone. You will need many helpers as you go along, and let us hope you will have them. Your success or failure will affect many people besides yourself before you are through. Let us hope it will affect them in such a way as to preserve good will and cooperativeness all the way around. YOU UNLIMITED now becomes a corporation which must interlock with everything about human progress. It is best done by working according to the rules of collective happiness, welfare, and success.

Of course it is probably true that you are the one actual member of the staff definitely committed to the task in hand. That places you in the peculiar but real position of having to do both the leading and the following, both to make the plans and carry them out, both to give the orders and to take them. If that were all, do you not think it is enough of a personal responsibility to require some real management?

Have you not already discovered that one of the most difficult people in the world to manage is one's self? This naturally becomes the more especially so when you become both your own manager and employee, your own superior and

subordinate. You will need to know what to do and have the authority to do it some day when you feel like locking your helper out or declaring a strike against your boss!

Personnel administration involves many important principles, most of which are applicable in one's management of himself. Here we will speak of only two, both of which you will find important from the start. One is the matter of job description, and the other is the matter of incentives.

A job description is the actual charting of what one is supposed to do, getting it down in black and white so it can be followed consistently, omitting nothing. Of course this description changes with conditions and methods, and must be kept up to date. Its use will save much groping and loss of effort.

Any worker does better when he has incentive. In business this takes various forms, like bonuses, profit-sharing, promotions. But you will have to promote and reward yourself. Accomplish that by doing better all the time. It will keep you busy, interested, enthusiastic, happy, and successful.

RAW MATERIALS

*W*E have indicated that you are really setting up in business to turn out happiness and success which will be divided into several different kinds of dividends for your business profits. Any business that produces something to be distributed for use has been organized to do that from raw materials suitable for that purpose.

In this work of managing your life you will be turning out products, but they will be qualities, attitudes, and achievements. To make them you will be using raw materials which will be capabilities, habits, and practices. We will now refer to a few to show what they are like. You can then extend the list as you find it possible to do so. What, then, are some of the raw materials you will be running through your mill? I would suggest that you make a list of these things:

One of the first needed will be a habit we will call thoughtful observance because it is a combination of thoughtfulness and observance. It is the habit of taking second thought and look, and it needs to be unfailingly observed. You often find that your first thought about a person or thing was hasty and that your first look was deceiving. If you follow the habit of second thought you will often revise the first to your advantage, and if you take a second look you will have a much clearer idea of what you are doing. Both will save you from having to do many things over.

Another important raw material is a friendly and sympathetic human attitude. Our first thought of persons may be scornful and unjust because they do not spring from our better natures. To follow them is a good way not to succeed. A fixed attitude of good will would often enrich us by a new friend or a new helpfulness we would not otherwise have had. This habit is a good basis for friendliness, which is a good basis for success.

A very necessary raw material you will need in the business of managing your

life is naturally EFFORT. Success at anything requires work, and this is no exception. But the labor you will invest in YOU UNLIMITED will be different. It will be a process of building wisdom, judgment, friendship, and creative imagination into a life structure. It will be the work of an architect and a builder all in one, and every time you adjust something or improve something you can be assured that you are getting on.

A rich life is always expressing confidence, faith, kindness, culture, taste, beauty, and strength of character; but it cannot express them unless it has them. An important part of your development program, then, will be acquiring these raw materials as rapidly, as abundantly, and wherever and whenever you can. You will need to stake no claim and enter no competition for possession. They are all in public domain where you can help yourself.

These are only a few examples to get you started in your search for raw materials. The list is endless. Seek, possess, process, and use, everything that makes for nobility and worth. Then give freely of its benefits. The difference between the raw materials and the finished life is your task.

KEEPING GOING

THUS far we have been discussing the planning and organizing of YOU UNLIMITED so you can get its work under way. When you have done so one problem will still remain - that of KEEPING GOING. The commercial reports will tell you that the mortality rate among business concerns is high. Many who begin well decide soon or late that they cannot go on.

This need not happen in the life building business, but it can and does. That is the more pitiful because there the opportunity is unlimited, and capital is no consideration; but still it does occur. The reasons are similar but not quite the same. Business men may not be able to help it, but YOU CAN. Conditions may be to blame for their quitting. Only you can be to blame if you quit.

The old adage not to be weary in well-doing is worth more than a passing thought. Some fail in business because they chose the wrong location, but you can succeed anywhere in yours. Some fail in business because they find there is not enough demand for their product, but the demand for yours is limitless. Some fail in business because they run out of working capital, but yours is boundless and self-renewing. YOU NEED NEVER RUN OUT OF INTEREST, ENTHUSIASM, AND EFFORT.

In the conduct of life we can meet certain things that interfere with our keeping on. One is discouragement. If we do not think we are succeeding, or if others discourage us, we get disconsolate and are tempted to give up. You must be proof against that danger. When you think you are failing may be the very time when you are succeeding best. If others do not understand and appreciate what you are doing, they will as you go on and results begin to show more plainly. You owe it to them to convince them and to yourself to succeed. YOU MUST BE TOO STRONG TO GIVE WAY TO SO DECEPTIVE A FOE AS DISCOURAGEMENT.

Another threat to your success is boredom. It comes in three forms - not being physically well, letting your work grow stale on you, and being just plain

tired. You know what to do about ill health. Anything will become stale on one if he works at it too much and too long.

Tiredness often comes from trying to hurry things that take time. DON'T HURRY THE FLOWERS IN YOUR LIFE. KEEP THEM GROWING, AND THEY WILL BLOOM WHEN THE TIME COMES. DON'T TAKE GOD'S BUSINESS ON YOUR OWN SHOULDERS. IN ANY CASE DON'T BE A QUITTER. It is the last mile, not the first, that wins.



MEDITATION

I seek to lay the groundwork for a life that will be strong and useful. I will shape the pattern with care and be faithful in the building.

YOUR CLASS INSTRUCTOR.



Your next lesson will be PROMOTION, and in it we take up the following subjects:

PRAYER

BROADENING YOUR BASE

THE GROWING EDGE

PUBLICITY

GOOD WILL

A GOOD NAME

TO SUM UP

SELL YOURSELF AT HOME

MEDITATION

