

SHORT FORMS
BIG TRANSFORMATION

CODES TO LIVE BY

Personal Reminders for a Better Life

B MADHUSUDAN RAO



BlueRose ONE .com
S t o r i e s M a t t e r

New Delhi • London

BLUEROSE PUBLISHERS

India | U.K.

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ISBN: 978-81-69761-47-5

Cover design: Aafiya Saifi
Typesetting: Namrata Saini

First Edition: August 2026

Over the years, I noticed something simple: **long advice is easy to admire, but hard to remember.**

Life does not always give us time for long explanations. In moments of stress, confusion, anger, fear, temptation, disappointment, or even joy, what we often need is not a lecture. We need a reminder. A short one. A sharp one. Something that stays.

Many of these abbreviations came to me in ordinary moments—while travelling in a bus, driving alone, sitting quietly in my library, reading a book, or simply reflecting on life. An idea would appear, and I would reduce it to a few letters so I could remember it whenever I needed it.

That is how these abbreviations began.

These are not corporate frameworks or academic models. They are simply personal codes I created to remember what matters—to calm the mind, simplify decisions, reduce emotional waste, and live a little better.

I do not offer these as rules. I offer them as reflections. I use them for myself first. If they help you too, I will be happy.

— **B. Madhusudan Rao**

Contents

Part 1: Mind, Emotion & Inner Peace 1

1. FoF & MoP	3
2. P the P and during P, P	5
3. IP is the NS.....	7
4. DEAFa	9
5. LG	11
6. DGT	13
7. CYB	15
8. NOK.....	17
9. FALA	19
10. MMI.....	21
11. STS	23
12. PPP	25
13.NOOT.....	27
14.ZTL	29
15.NCNE.....	31

PART II: Time, Patience & Perspective33

16. ZIZO.....	35
17. STTT	37
18. GTT	39
19. RTP	41
20. LLBS.....	43
21. BTB	45
22. BFB.....	47
23. BYP	49
24. WFW	51
25. CBC.....	53
26.TTSP.....	55

PART III: Action, Discipline & Character57

27. A&B	59
28. DSB	61
29. WHKH JHK.....	63
30. JTHWR (BY).....	65
31. IHC	67
32. DWC	69
33. DFDL.....	71
34. TTA.....	73
35. RWI	75
36. LTLL.....	77
37. CNC	79
38. YWYC	81
39.E&E	83
40.PPPP	85

PART IV: Self, Choice & Authentic Living87

41. NNCAI	89
42. NNC.....	91
43. NMI	93
44. MTS.....	95
45. EBS	97
46. SWS.....	99

PART VI: Borrowed Wisdom 101

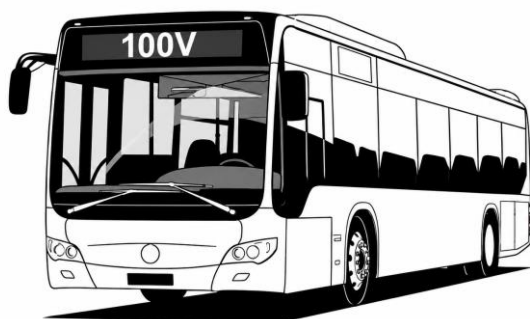
47. WOTWOM	103
48. [KTM] ²	105
49. KISS.....	107
50. HALT.....	109
51. THINK	111
52. WAIT	113
53. SMART	115
54. OODA	117
55. PDCA	119
56.FOMO.....	121
57.JOMO	123

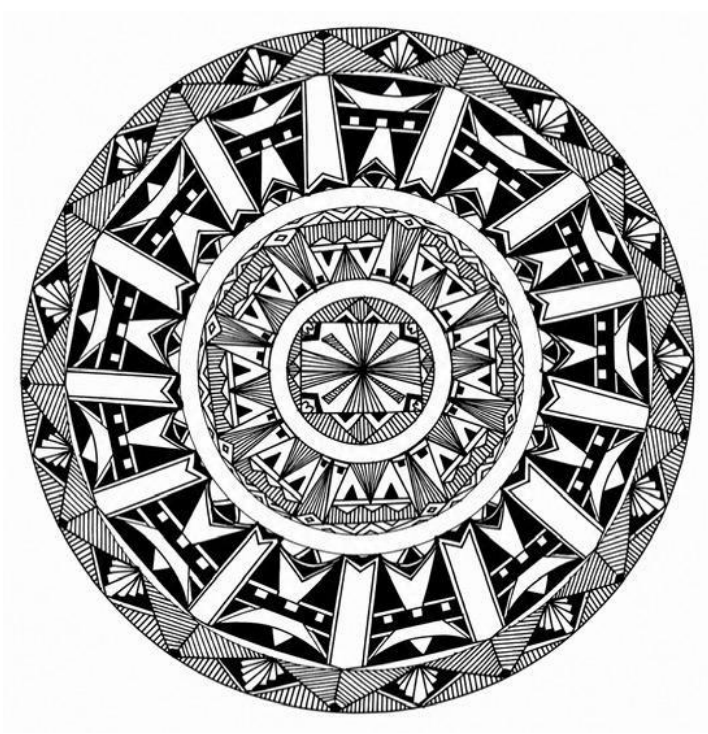
58. WIN.....	125
59. MBWA.....	127
60. Memento Mori.....	129
Closing Note.....	130

The more you know yourself, the more clarity there is. Self-knowledge has no end – you don't achieve, you don't come to a conclusion. It is an endless river. -Jiddu Krishnamurti

Part 1

Mind, Emotion & Inner Peace





1. FoF & MoP

Fear of Future & Memory of Past

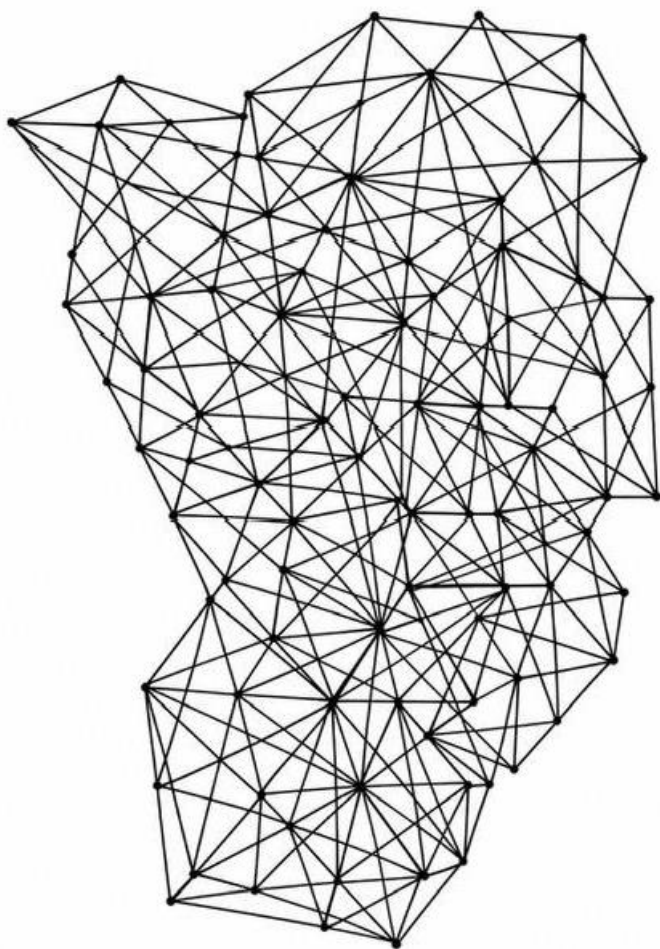
To be happy, delete both.

A large part of human suffering comes from living in two places where life does not exist. The future creates fear because it is unknown. The past creates heaviness because it cannot be changed. When you carry both every day, the present loses its freshness. Peace begins when you reduce both.

Happiness grows in the now.

Daily reminder: Less fear of tomorrow. Less attachment to yesterday.

“Living is the present, not the past or the future.”
— Jiddu Krishnamurti



2. P the P and during P, P

Practice the Pause and during Pause, Pray

The pause can protect your peace.

Many mistakes are made in speed. A quick reply, a quick judgment, a quick decision — and regret follows. The pause creates space between emotion and action. And if that pause becomes prayer, it becomes even deeper. Prayer is not only religion; it is grounding, humility, and alignment. Pause first.

Then proceed.

Daily reminder: Delay reaction. Deepen response.

*“Between stimulus and response there is a space.
In that space is our power to choose our
response.” —Viktor E. Frankl*



3. IP is the NS

Inner Peace is the New Success

Success without peace is incomplete.

The world still celebrates money, position, applause, and recognition. But real success asks a different question: are you at peace? Can you sleep well, breathe freely, and live without inner noise? If achievement brings constant agitation, something is missing. Inner peace is not weakness; it is emotional wealth. The calm person is often the truly successful person.

Daily reminder: Chase peace, not just progress.

“Peace comes from within. Do not seek it without.”
— Buddha



4. DEAF A

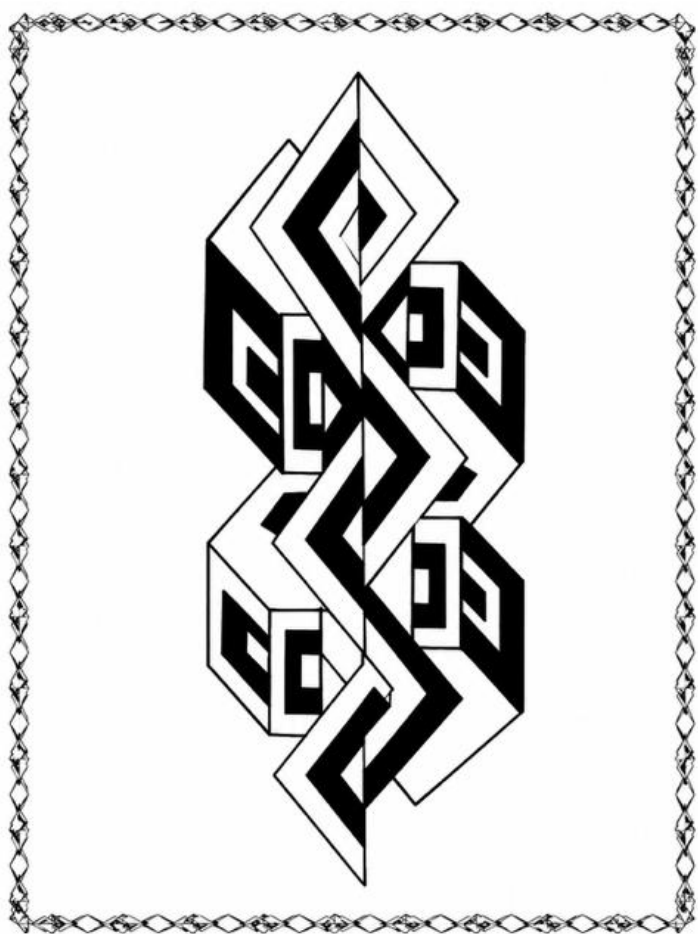
Don't Expect Anything From Anyone

Expect less. Suffer less.

Much disappointment comes from hidden expectations. We expect people to understand us, support us, reply on time, behave fairly, or care the way we care. When they don't, pain enters. This does not mean becoming cold or detached. It means becoming lighter and less dependent on others' behavior. Reduce expectation. Increase acceptance.

Daily reminder: Appreciation is better than expectation.

“Blessed is he who expects nothing, for he shall never be disappointed.” — Alexander Pope



5. LG

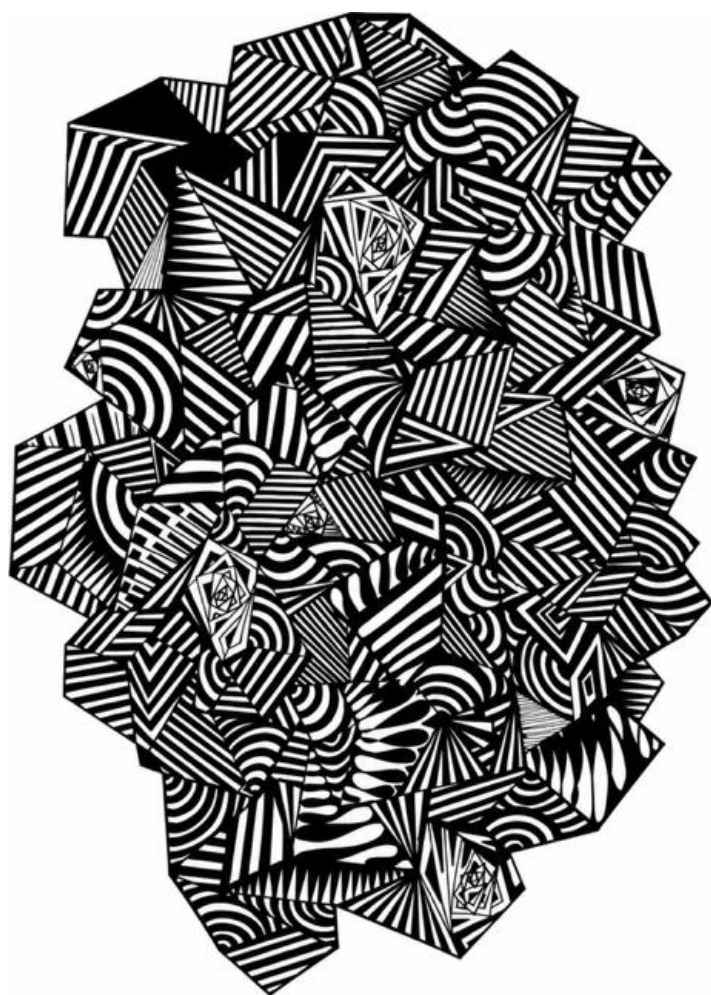
Let Go

Not everything deserves to be carried.

Some thoughts must go. Some grudges must go. Some habits, identities, and emotional burdens must go. Holding on is often mistaken for strength. But many times, true strength lies in release. Life becomes lighter when your grip becomes wiser.

Daily reminder: Release what is costing your peace.

“Some of us think holding on makes us strong, but sometimes it is letting go.” — Hermann Hesse



6. DGT

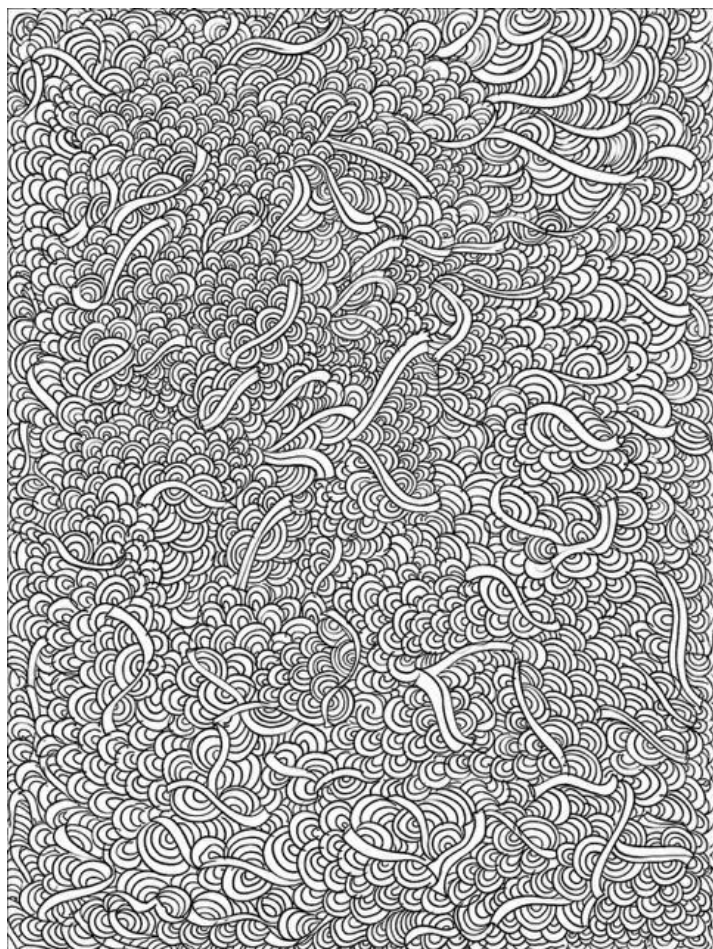
Don't Go There

Wisdom is also about where not to go.

Some places are not physical. They are mental loops, emotional traps, pointless arguments, toxic comparisons, and old triggers. You often already know the places that disturb your peace. The real test is whether you return there again and again. Self-protection is not weakness. It is maturity.

Daily reminder: Protect your mind by refusing entry.

“You do not have to attend every argument you are invited to.” — Unknown



7. CYB

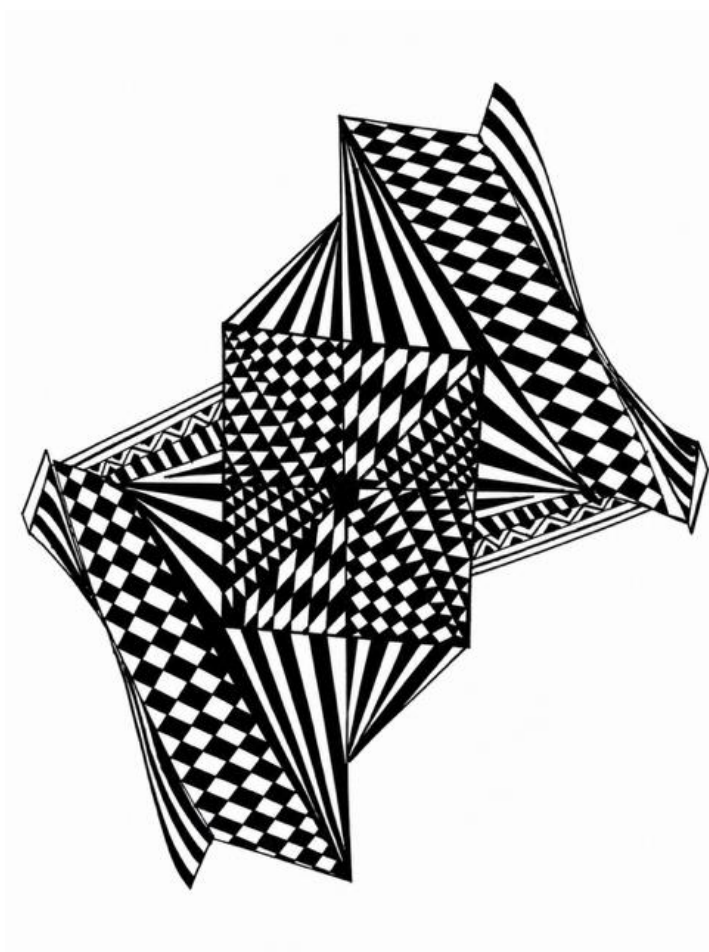
Count Your Blessings

The mind counts problems by default. Count blessings by choice.

If left on its own, the mind notices gaps, flaws, delays, and disappointments. It compares, complains, and magnifies what is missing. But life is also full of blessings that go unnoticed because they are familiar. Health, breath, food, friendship, family, freedom, and time are not small things. Gratitude does not remove difficulty. It restores balance.

Daily reminder: Count what is working too.

“Reflect upon your present blessings, of which every man has many.” — Charles Dickens



8. NOK

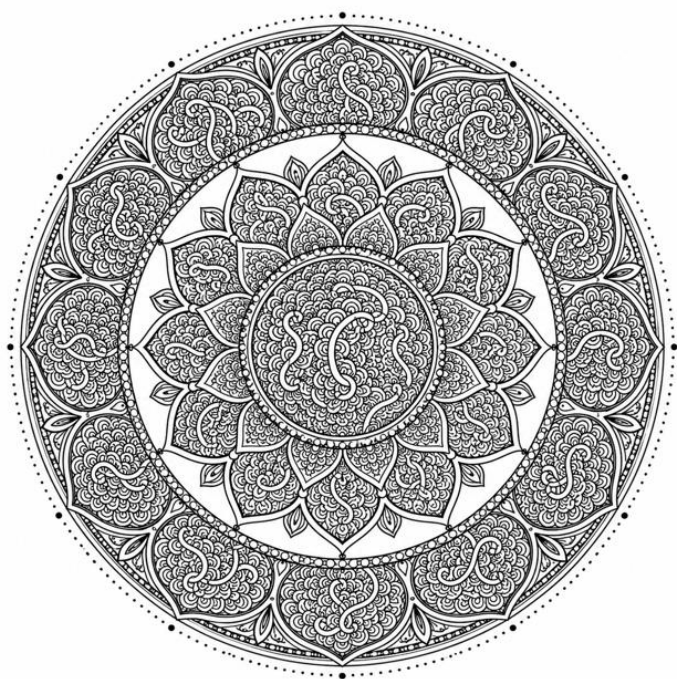
No One Knows

Humility begins where certainty ends.

People often speak with confidence about the future. Markets, careers, relationships, health, and life itself are discussed as if they can be fully predicted. But the truth is simple: no one fully knows. This is not pessimism. It is realism with humility. When you accept uncertainty, you become calmer and better prepared. You stop worshipping false certainty.

Daily reminder: Stay prepared.

“The only true wisdom is in knowing you know nothing.” — Socrates



9. FALA

Forgive All, Love All

A clean heart is a powerful advantage.

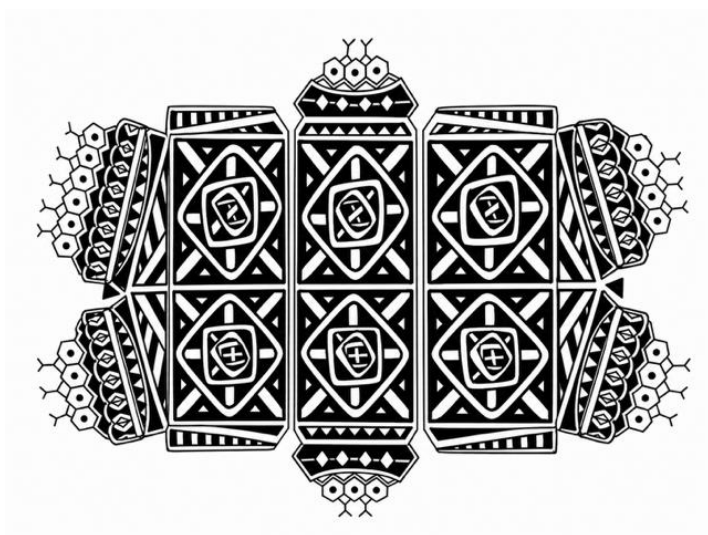
Carrying resentment is heavy work. It drains energy and occupies valuable space inside you.

Forgiveness does not always mean approval, reunion, or forgetting. It simply means you stop feeding bitterness. Love here means goodwill, softness, and freedom from poison. Forgive more. Love more.

Live lighter.

Daily reminder: Free your heart first.

“The weak can never forgive. Forgiveness is the attribute of the strong.” — Mahatma Gandhi



10. MMI

Mind Matters Inside

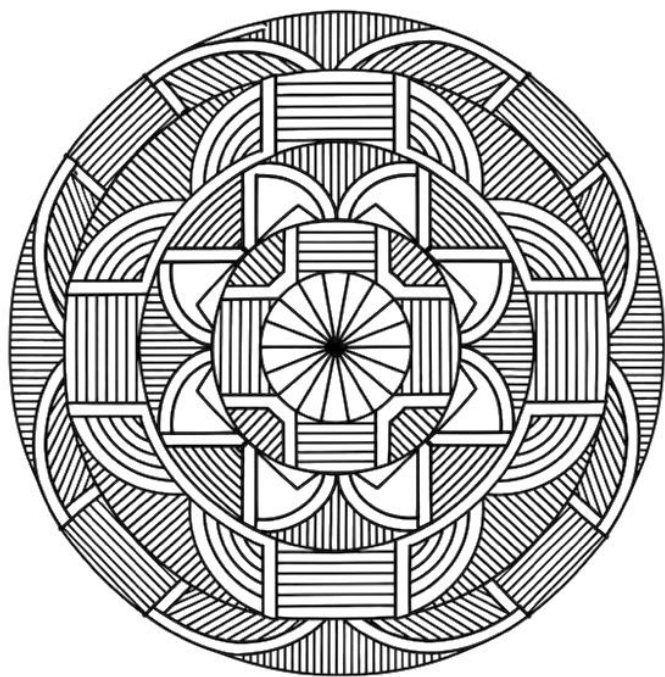
Your inner world shapes your outer life.

People spend a lot of time adjusting appearances and very little time adjusting the mind. But what happens inside eventually leaks outside. Anxious thinking affects speech, decisions, relationships, and health. A cluttered mind creates a cluttered life. A steady mind creates better action. Inner work is not optional; it is foundational.

Daily reminder: Clean the inside too.

For one who has conquered the mind, the mind is the best of friends; but for one who has failed to do so, the mind remains the greatest enemy.”

— Bhagavad Gita



11. STS

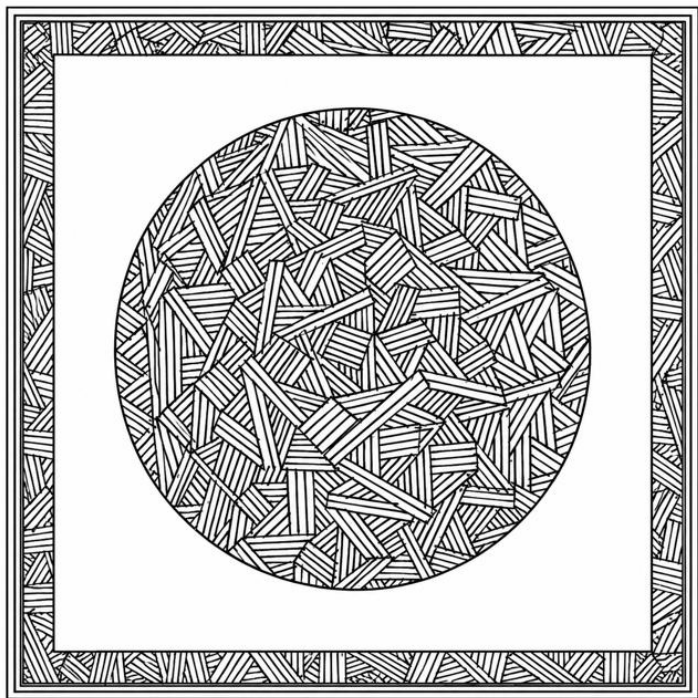
Stop The Story

The event is one thing. The story you build around it is another.

Many times, suffering is extended by imagination. Something happens, and then the mind starts writing a long internal story. It predicts, dramatizes, personalizes, and exaggerates. Soon the story becomes heavier than the event itself. Wisdom lies in noticing this quickly. Stop the story before it grows teeth.

Daily reminder: Facts first. Story later.

“We suffer more often in imagination than in reality.” — Seneca



12. PPP

Protect Personal Peace

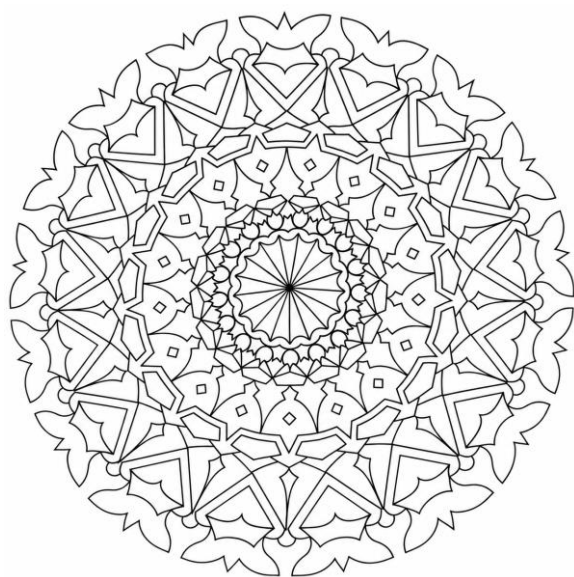
Peace must be guarded, not assumed.

In the modern world, disturbance is easy. A message, a comment, a comparison, a headline, or a memory can hijack your mood. That is why peace needs boundaries. Not every conversation deserves entry. Not every issue deserves emotional investment. Protecting peace is now a life skill.

Daily reminder: Guard your calm like an asset.

“Nothing can bring you peace but yourself.”

— Ralph Waldo Emerson



13.NOOT

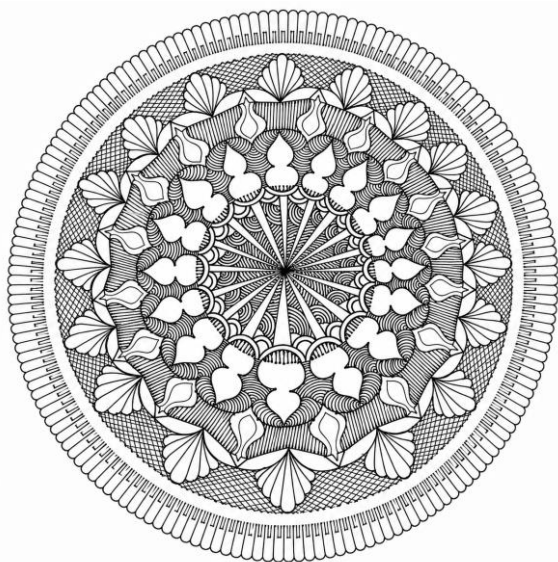
No Overthinking

Thinking helps. Overthinking hurts.

Most decisions do not require endless analysis. The more we replay possibilities, the more confidence we lose. Action brings clarity that thinking alone never can. Think enough to be prepared, then trust yourself and move forward.

Daily reminder: Don't let thinking replace doing.

“The obstacle is the path.” - Zen Proverb



14.ZTL

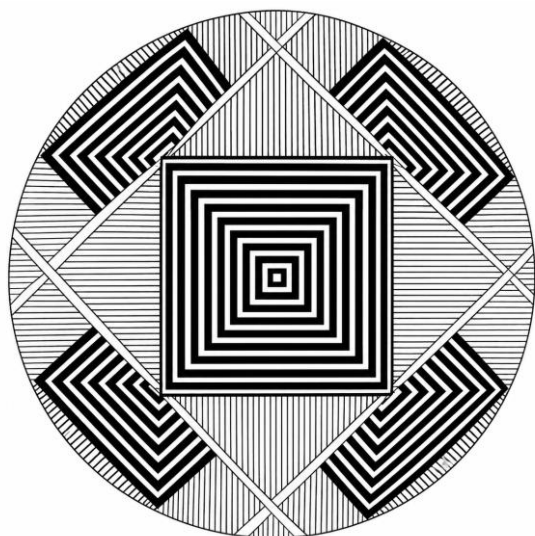
Zip Those Lips

Not every thought needs to become words.

Many problems disappear when we choose silence over reaction. Listen more. Observe more. Speak when your words add value. Silence is not weakness; it is often self-control in action.

Daily reminder: Speak less. Mean more.

“Better than a thousand hollow words is one word that brings peace.” - Buddha



15.NCNE

Never Complain. Never Explain.

Complaints rarely change reality, and constant explanations rarely change opinions.

Let your work speak. Let your character answer. Save your energy for improvement rather than justification. Not every criticism deserves a response.

Daily reminder: Spend less time defending yourself and more time becoming better.

“Silence is sometimes the best answer.”

- Zen Proverb

Notes

Build Your Own Codes

What are the five reminders you wish you never forgot?

Reduce each to a few letters. Keep them where you'll see them.

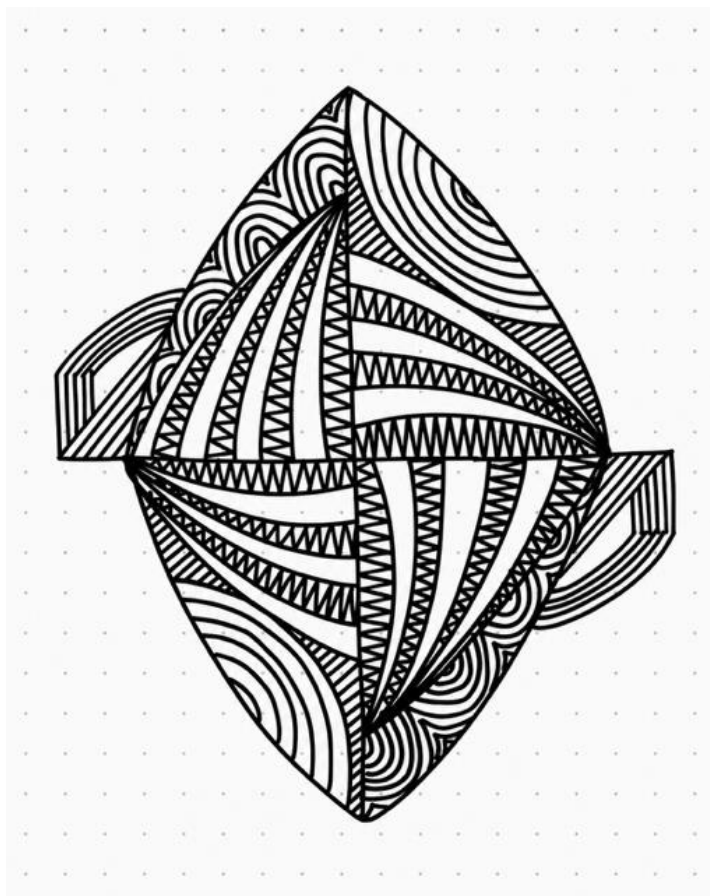
The best code is the one you will remember.

Abbreviation	What does it mean to you?
_____	_____
_____	_____
_____	_____
_____	_____
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PART II

Time, Patience & Perspective





16. ZIZO

Zoom In and Zoom Out

Life needs both detail and perspective.

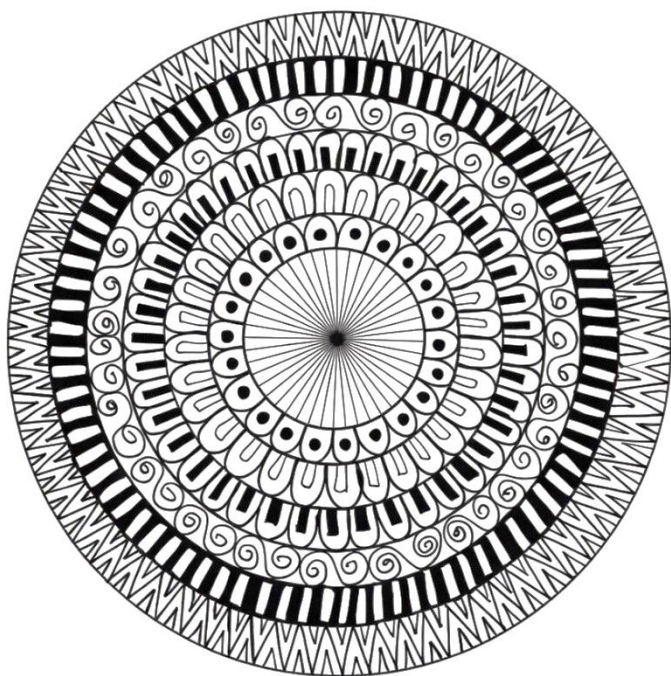
Zoom in when quality matters. Zoom out when context matters. One helps you execute with precision.

The other helps you understand the larger picture. Many people suffer because they stay trapped in only one lens. Wisdom is knowing when to shift.

Daily reminder: Zoom in to improve. Zoom out to understand.

*“Not everything that is faced can be changed, but
nothing can be changed until it is faced.”*

— James Baldwin



17. STTT

Some Things Take Time

Not everything responds to urgency.

Healing takes time. Trust takes time. Skill takes time. Results take time. The world may be fast, but life still moves at its own speed. Respect the process. Some things simply take time.

Daily reminder: Don't rush what is naturally slow.

“Nature does not hurry, yet everything is accomplished.” — Lao Tzu



18. GTT

Give Time Time

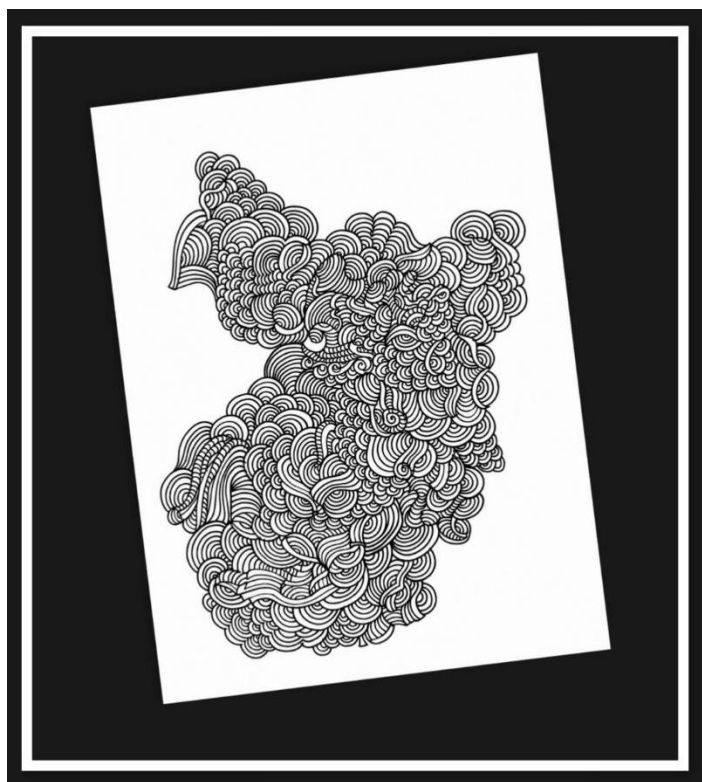
Sometimes time does the work.

Not every confusion needs instant solving. Not every relationship needs immediate fixing. Not every discomfort needs a dramatic response. Time reveals, heals, softens, and clarifies many things.

Sometimes, the wisest move is patient non-interference. Give time, time.

Daily reminder: Stop forcing premature answers.

“Adopt the pace of nature: her secret is patience.”
— Ralph Waldo Emerson



19. RTP

Royal Time Pass

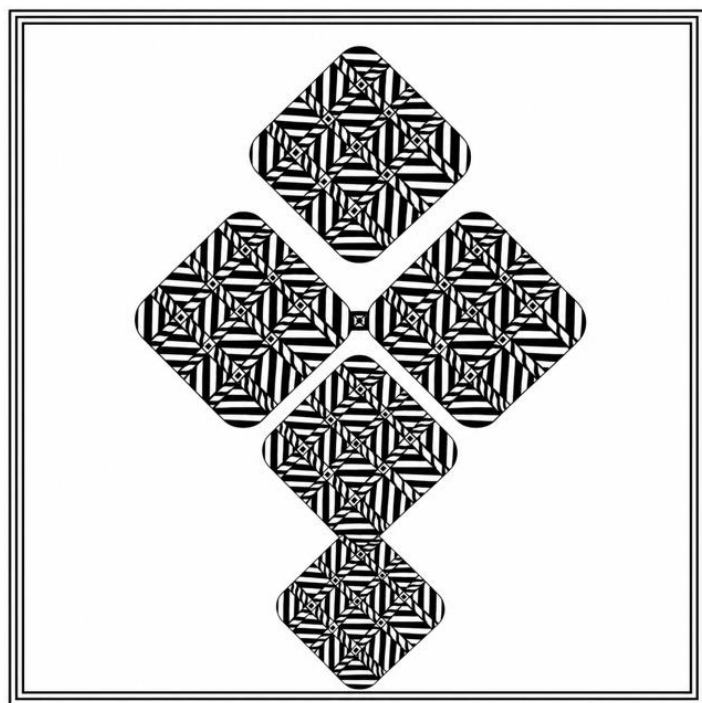
Relax without guilt.

Not all unstructured time is wasted time. There is a graceful way to rest. A cup of tea, a quiet walk, a harmless detour, an unhurried conversation — all can be Royal Time Pass. The key is consciousness, not carelessness. Leisure can also be elegant. Enjoy without apology.

Daily reminder: Rest well, not recklessly.

***“Almost everything will work again if you unplug
it for a few minutes, including you.”***

— Anne Lamott



20. LLBS

Let Life Be Simple

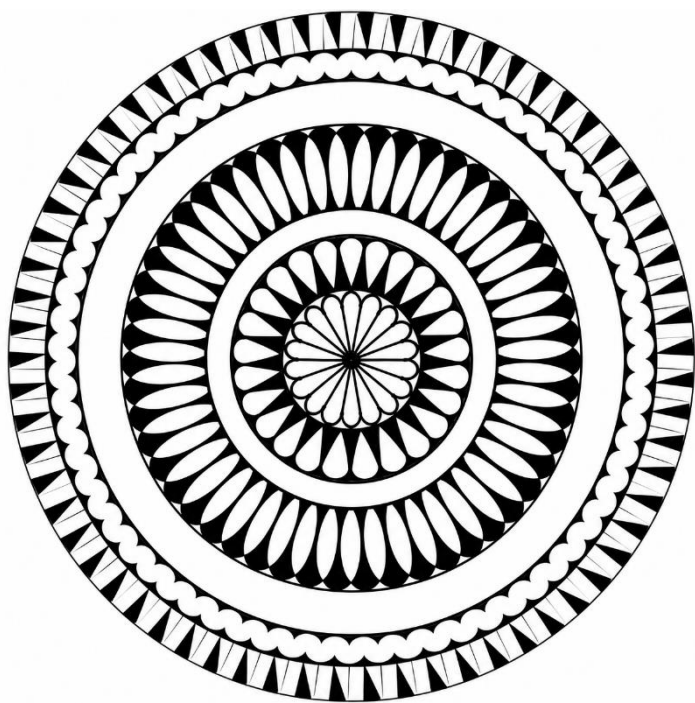
Simplicity is strength.

Life becomes complicated partly because life is complex, but mostly because we keep adding to it. Too many explanations, too many comparisons, too many possessions, too many emotional side trips.

Simple food, simple habits, simple priorities, and simple speech create strength. A simple life is not a small life. It is often the clearest life. Let life be simple.

Daily reminder: Remove what is unnecessary.

***“Simplicity is the ultimate sophistication.” —
Leonardo da Vinci***



21. BTB

Back To Basics

When confused, return to fundamentals.

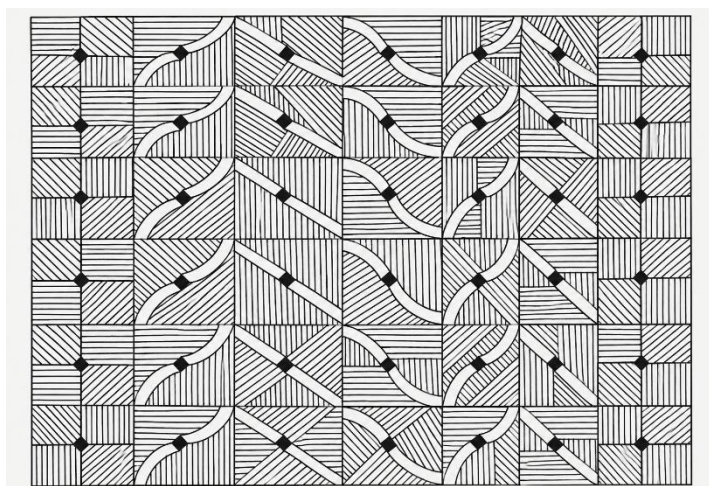
In difficult phases, people often look for complicated solutions. But many times the answer is basic.

Sleep better. Eat better. Move better. Think clearly. Speak honestly. Return to what always mattered.

Basics are not outdated. They are your foundation.

Daily reminder: When lost, return to the basics.

***“It’s not the daily increase but daily decrease.
Hack away at the unessential.” — Bruce Lee***



22. BFB

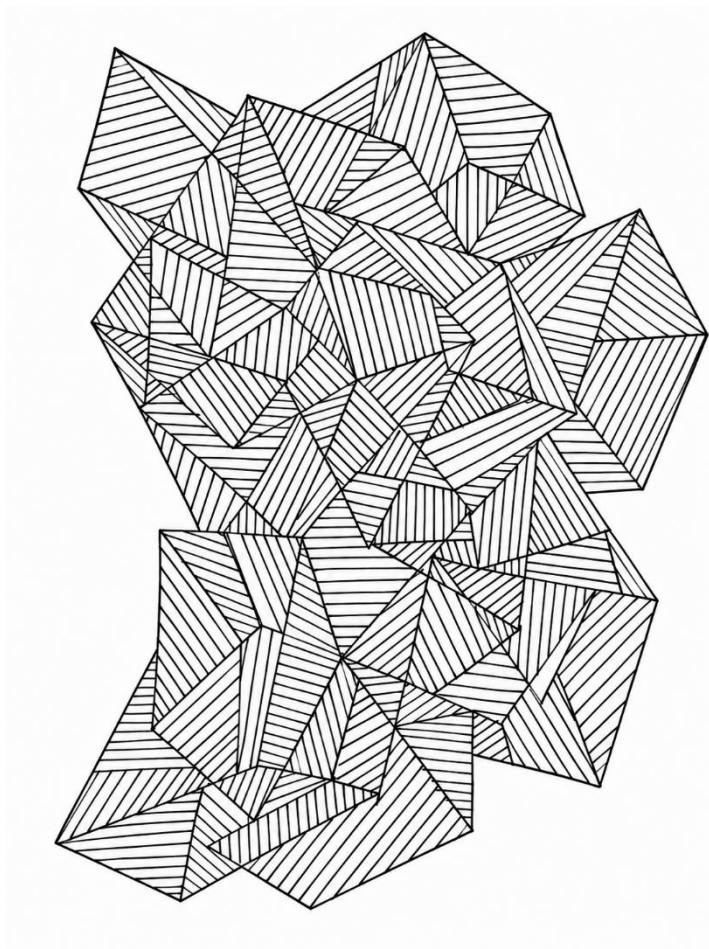
Build From Buffer

Buffer is underrated intelligence.

Life becomes stressful when everything is tight — time, money, energy, patience, relationships. A small delay then feels like a disaster. Buffer gives breathing space. A time buffer reduces panic. A money buffer reduces fear. An emotional buffer reduces reaction.

Daily reminder: Build margin before you need it.

“In preparing for battle I have always found that plans are useless, but planning is indispensable.”
— Dwight D. Eisenhower



23. BYP

Build Your Pace

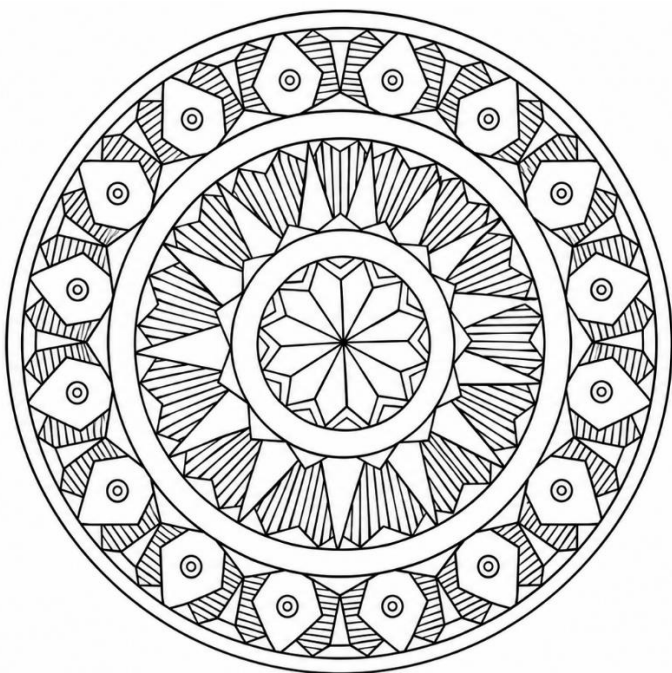
Not everyone's speed is your speed.

Many people get disturbed not by their own journey, but by comparing pace with others. Someone else is ahead. Someone else is faster. Someone else seems more successful. But pace is personal. What matters is whether your pace is sustainable, healthy, and true to your path. Fast is not always wise.

Build your own pace.

Daily reminder: Own your rhythm.

“It does not matter how slowly you go as long as you do not stop.” — Confucius



24. WFW

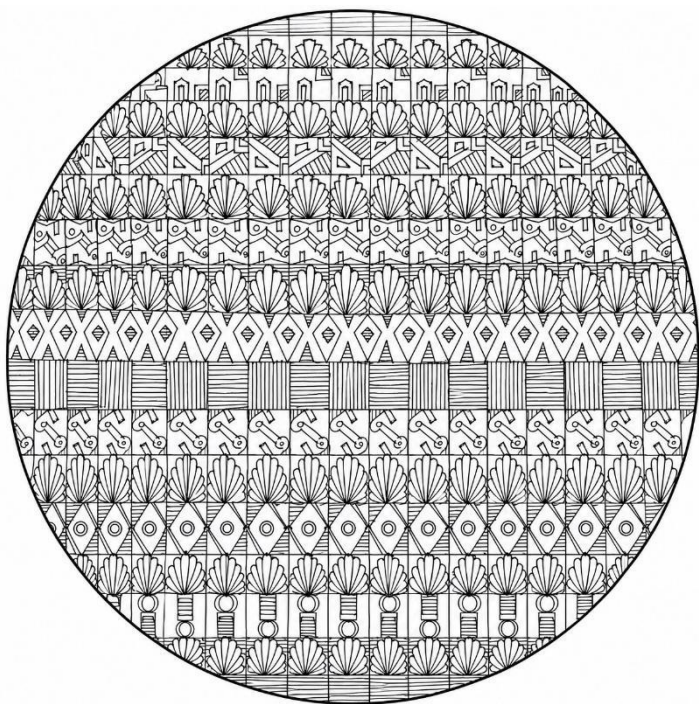
Wait For Wisdom

Not every strong feeling deserves immediate expression.

A powerful emotion often demands quick release. Anger wants speech. Hurt wants reaction. Excitement wants announcement. But wisdom rarely arrives at top speed. Sometimes the best thing to do is wait.

What feels urgent now may feel unnecessary later. Wait for wisdom before acting.

***“Daily reminder: Feel fully. Act carefully.”
The best fighter is never angry.” — Lao Tzu***



25. CBC

Clarity Before Commitment

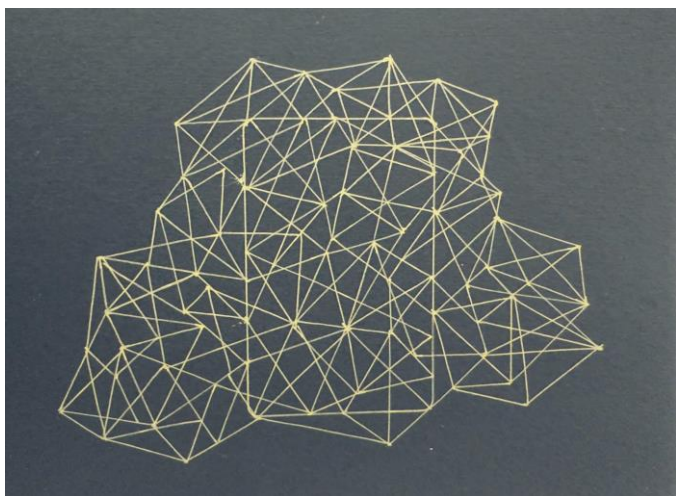
Many problems begin before the commitment, not after.

People often say yes too early. They commit before they understand, promise before they think, agree before they ask enough questions. Then confusion becomes frustration. Clarity is not delay; it is respect for consequences. A well-understood commitment is lighter to carry.

Daily reminder: Understand first. Commit next.

“Whenever you see a successful business, someone once made a courageous decision.”

— Peter Drucker



26.TTSP

This Too Shall Pass

Life moves in seasons.

The difficult days do not stay forever, and neither do the glorious ones. Pain fades, success changes, emotions settle, and circumstances evolve. When life becomes overwhelming, remember that permanence is an illusion. Stay humble during victories and hopeful during hardships.

Daily reminder: Don't become too attached to today's pain—or today's success. Both are temporary.

Let what comes come. Let what goes go —
Ramana Maharshi

Notes

Build Your Own Codes

What are the five reminders you wish you never forgot?

Reduce each to a few letters. Keep them where you'll see them.

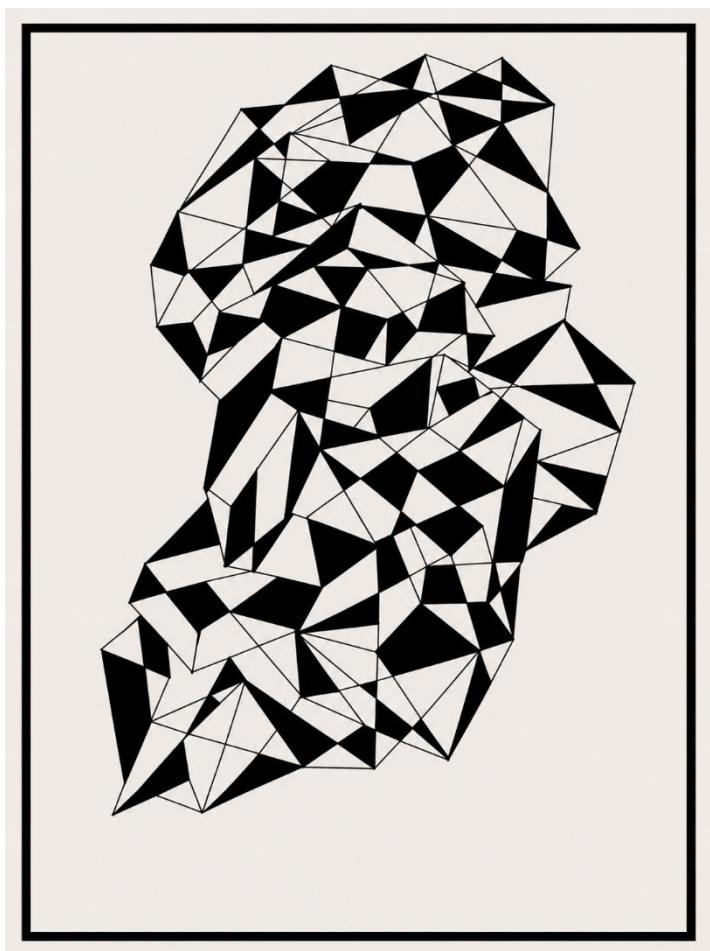
The best code is the one you will remember.

Abbreviation	What does it mean to you?
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

PART III

Action, Discipline & Character





27. A&B

Above & Beyond

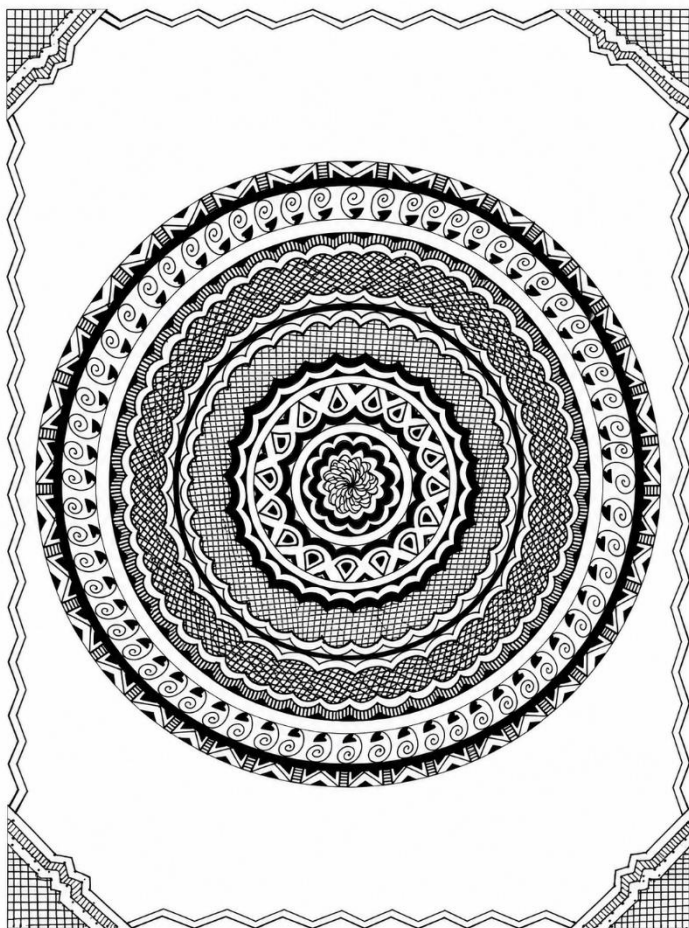
The extra mile still matters.

Doing the minimum may get the job done. Doing a little more makes you memorable. This is not about overworking. It is about choosing care, quality, thoughtfulness, and excellence. People remember the extra effort. A&B; is where ordinary becomes remarkable.

Daily reminder: Add a little more than expected.

“There are no traffic jams along the extra mile.”

— Roger Staubach



28. DSB

Do Something Bro

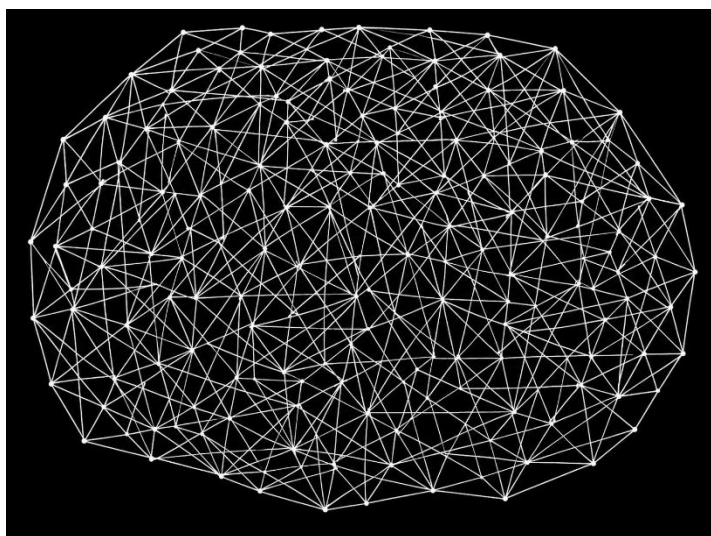
Action beats overthinking.

Many people confuse overthinking with seriousness. But movement solves what thinking alone cannot.

A call, a walk, a draft, a start, a workout, a decision — something. You do not always need the perfect plan. You often just need momentum. When stuck, DSB.

Daily reminder: Start small. Start now.

“The way to get started is to quit talking and begin doing.” — Walt Disney



29. WHKH JHK

Woh Hi Karna Hai Jo Hai Kehna (in Hindi)

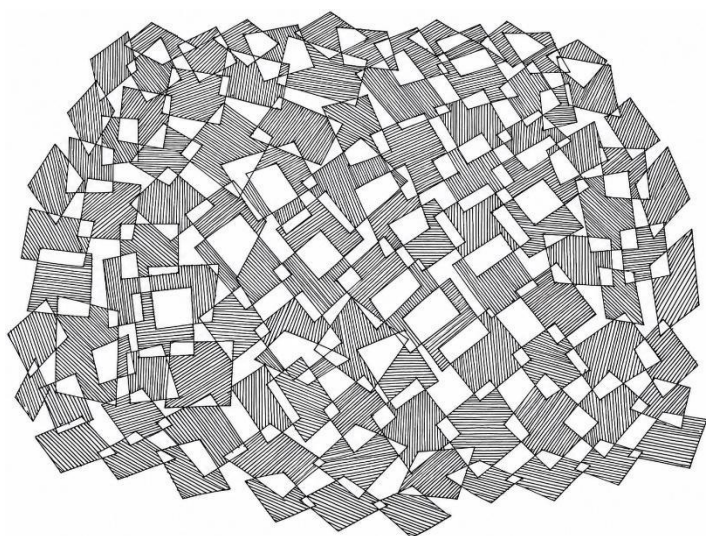
Do what you say. Say what you will do.

Integrity is not complicated. It is alignment between speech and action. Many people speak with enthusiasm and execute with inconsistency. Trust is built when promises become patterns. This applies to leadership, friendship, family, and work. Say less. Mean more. Do what you say.

Daily reminder: Let action validate speech.

“Well done is better than well said.”

— Benjamin Franklin



30. JTHWR (BY)

Jaisi Tu Hein Waisi Rehna (in Hindi) — Be Yourself

Authenticity is a quiet superpower.

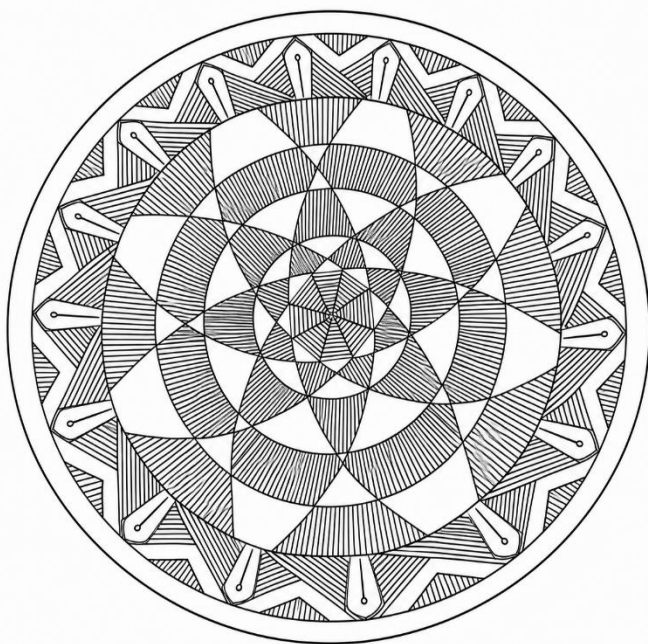
The world constantly tries to shape people into acceptable versions. It rewards imitation, conformity, and performance. But there is deep freedom in remaining fundamentally yourself. Growth is good.

Pretending is exhausting. Be better, yes — but do not become artificial. The real you is still your strongest brand.

Daily reminder: Improve yourself, not replace yourself.

“Be yourself; everyone else is already taken.”

— Oscar Wilde



31. IIHC

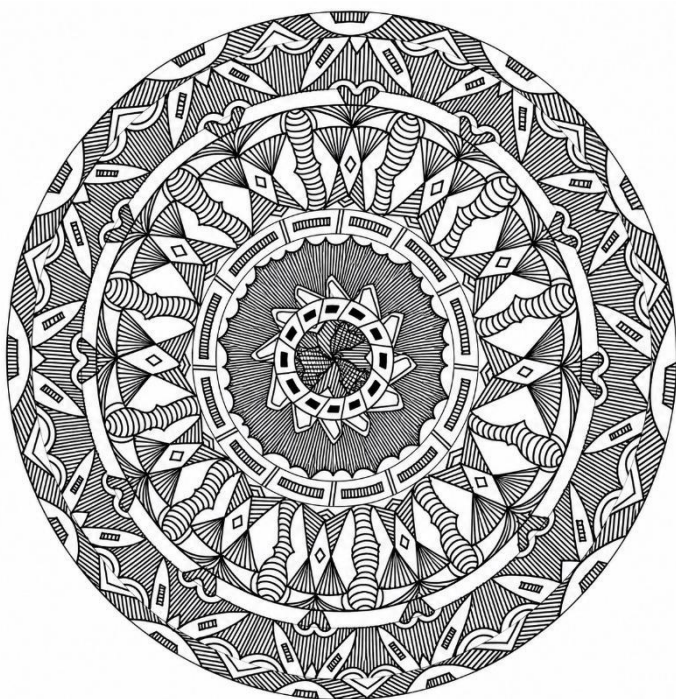
Invest in Health and Children

Few investments compound like these.

Health gives you the ability to enjoy everything else. Children represent continuity, responsibility, and the future. Money invested elsewhere may multiply. But these two investments transform life itself. A healthy body and well-guided children create long-term value beyond money. If in doubt, invest here first.

Daily reminder: Prioritize what truly compounds.

“The first wealth is health.”
— Ralph Waldo Emerson



32. DWC

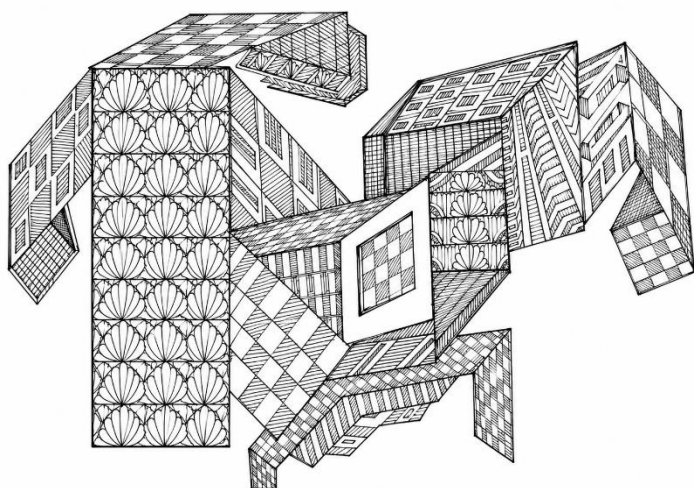
Do What Counts

Being busy is not the same as being useful.

Many days get consumed by activity without meaning. Calls, messages, meetings, errands, updates — everything looks important. But not everything truly counts. The challenge is not working hard. The challenge is working on what matters. A useful day is not always a crowded day.

Daily reminder: Don't just stay busy. Stay meaningful.

“What is important is seldom urgent and what is urgent is seldom important.”
— Dwight D. Eisenhower



33. DFDL

Discipline First, Drama Later

Results respect routine, not mood.

Most people want outcomes without structure. They want fitness without training, peace without restraint, success without consistency. Then when things don't move, drama begins. Discipline is quieter than drama, but far more powerful. Routine builds what emotion cannot sustain. Put discipline first.

Daily reminder: Build systems before stories.

“We are what we repeatedly do. Excellence, then, is not an act, but a habit.” — Aristotle



34. TTA

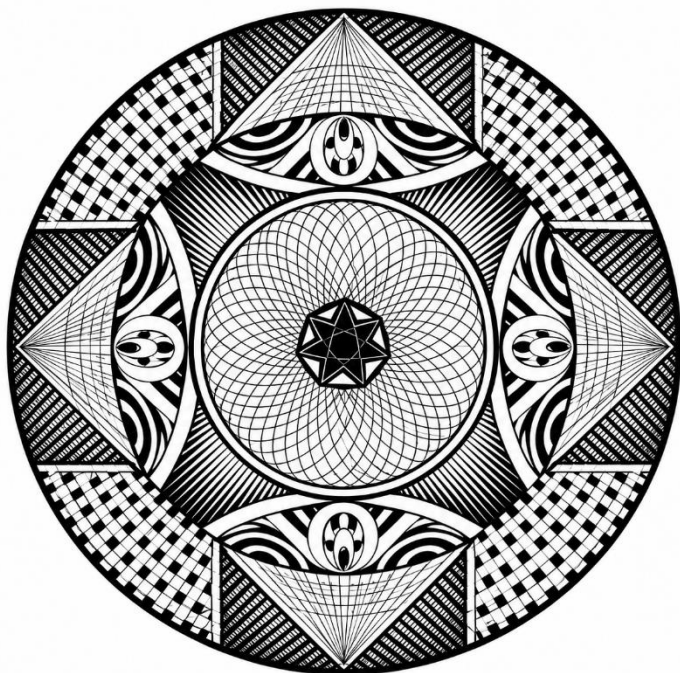
Think Then Act

Simple advice. Lifelong value.

Many avoidable problems come from acting before thinking. Words spoken in haste, deals entered blindly, reactions given impulsively — all leave a cost. Thinking first is not hesitation. It is respect for consequences. Even a short pause can improve the quality of action. Think, then act.

Daily reminder: A little thought prevents a lot of repair.

“Measure twice, cut once.” — Proverb



35. RWI

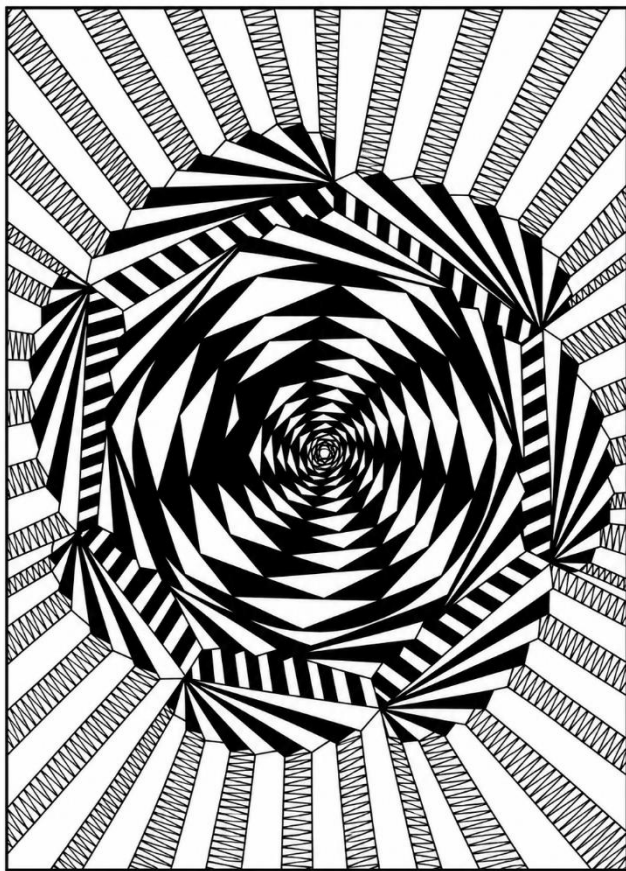
Respond With Intent

Reaction is default. Response is maturity.

A reaction is immediate and emotional. A response is considered and purposeful. One is driven by impulse. The other is guided by awareness. This difference shapes relationships, leadership, and self-respect. When life presses hard, intention matters more.

Daily reminder: Don't just react. Choose your response.

“Respond intelligently even to unintelligent treatment.” — Lao Tzu



36. LTLL

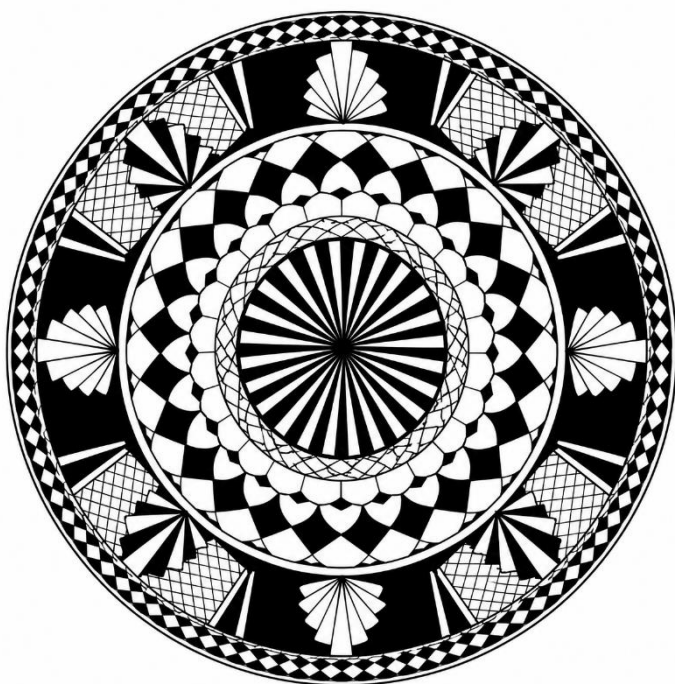
Less Talk, Less Leakage

Too much talking weakens seriousness.

Words consume energy. The more you explain, announce, promise, and discuss, the less force remains for action. Not every intention needs broadcasting. Not every plan needs a public preview. Silence can preserve focus. Speak with purpose, not habit.

Daily reminder: Save energy for execution.

“Silence is a source of great strength.” — Lao Tzu



37. CNC

Choose, Not Complain

Complaining is often delayed decision-making.

Many people stay stuck in repeated dissatisfaction. They complain about jobs, people, habits, schedules, and circumstances. But complaint without movement is emotional recycling. At some point, you must choose — change it, accept it, or leave it. Choice creates agency. Complaint alone drains power.

Daily reminder: Decide instead of repeating discomfort.

***“You can complain because roses have thorns, or
you can rejoice because thorns have roses.”***

— Zig Ziglar



38. YWYC

You Win, You Change

Success reveals and reshapes people.

Winning changes status, attention, ego, expectations, and identity. It can make people more generous or more arrogant. It can deepen wisdom or expose insecurity. Victory is not just an achievement; it is a test of character. How you change after winning matters as much as winning itself. Success should enlarge grace, not ego.

Daily reminder: Let success refine you, not distort you.

“Success is a lousy teacher. It seduces smart people into thinking they can’t lose.” — Bill Gates



39.E&E

Energy & Enough

Knowing when to say “enough” is wisdom.

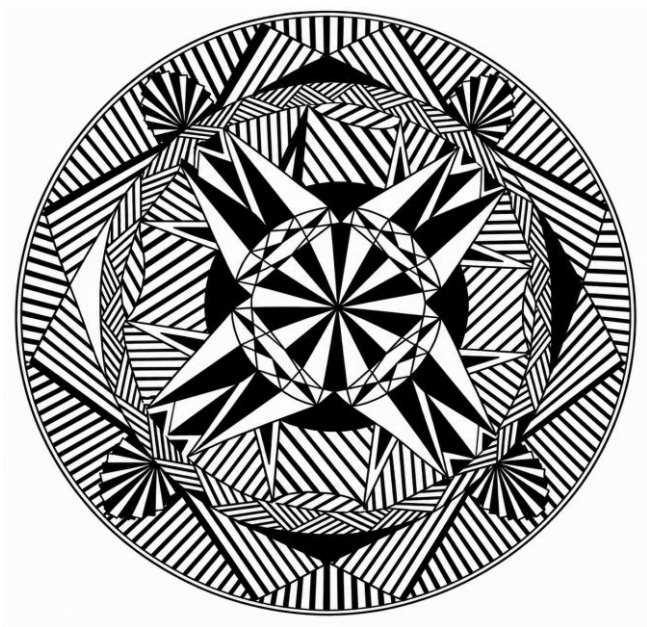
But first, build your energy.

“Enough” should come after you have invested in yourself, developed your abilities, created options, and given your best. Saying “enough” too early may simply be another form of settling. When your energy, health, skills, finances, and opportunities are strong, “enough” becomes a conscious choice rather than a forced compromise.

“Enough” is a good philosophy only when it comes from abundance, not from exhaustion.

Daily reminder: Build your energy first. Then decide what is enough.

*“He who knows that enough is enough will
always have enough.”- Lao Tzu*



40.PPPP

Prior Preparation Prevents Panic

Poor preparation predicts poor performance—and panic.

Preparation builds confidence before the challenge arrives. Whether it's an exam, a presentation, a meeting, or life itself, preparation reduces uncertainty and allows you to perform with calmness. Success often begins long before the event.

Daily reminder: Prepare. Prepare. Prepare. Show up. See what happens.

“Sweat more in training, bleed less in battle.”

- Greek Proverb

Notes

Build Your Own Codes

What are the five reminders you wish you never forgot?

Reduce each to a few letters. Keep them where you'll see them.

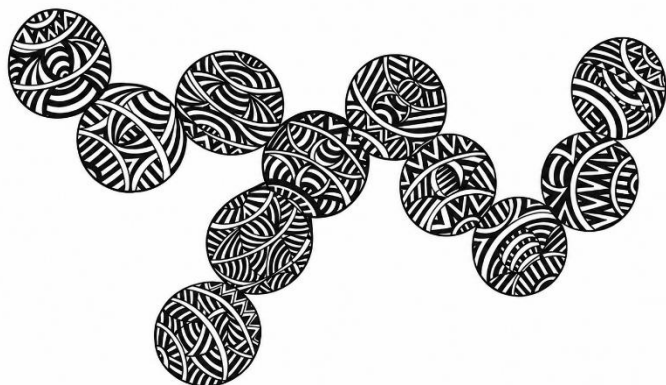
The best code is the one you will remember.

Abbreviation	What does it mean to you?
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

PART IV

Self, Choice & Authentic Living





41. NNCAI

Naaku Nenu Chesevi Anni Isthram (in Telugu)

Like the life you build for yourself.

There is peace in liking your own choices. Not every decision has to be approved, understood, or celebrated by others. When your actions align with your values, external validation loses power. This is not selfishness. It is self-respect. A good life is one you genuinely like living.

Daily reminder: Build a life you personally admire.

“To be yourself in a world that is constantly trying to make you something else is the greatest accomplishment.” — Ralph Waldo Emerson



42. NNC

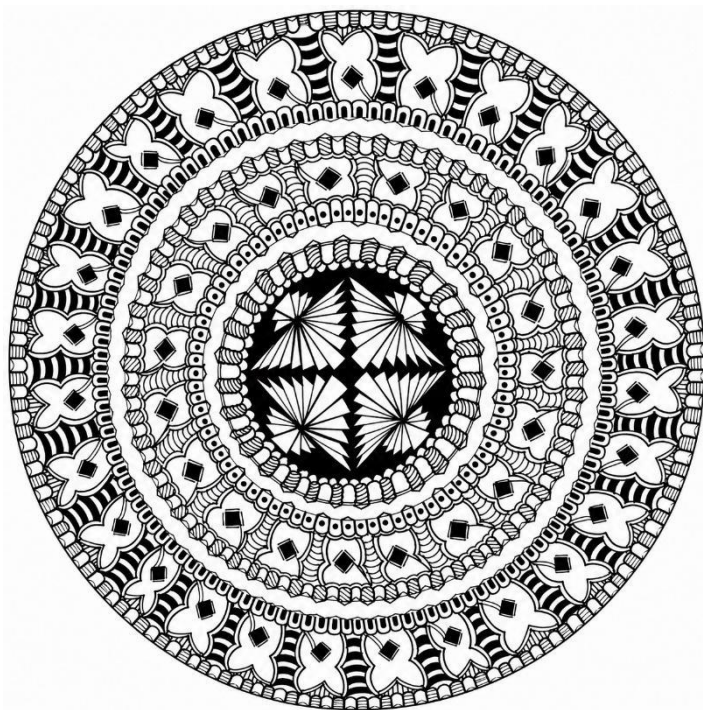
Naaku Nachinde Chesta (in Telugu)

Do what genuinely feels right to you.

Many people live by borrowed desires. Society's expectations, family pressure, and peer comparisons become invisible scripts. But a life built only on external approval becomes exhausting. Doing what you truly like does not mean irresponsibility. It means living with inner consent. When the choice feels true, energy follows.

Daily reminder: Let your choices have your signature.

***“Your time is limited, so don't waste it living
someone else's life.” — Steve Jobs***



43. NMI

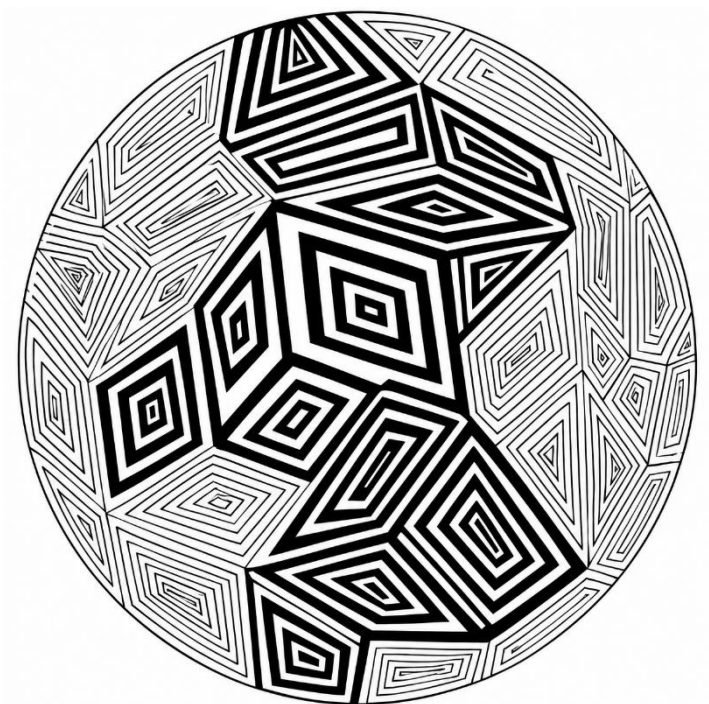
Not My Issue

Every issue does not deserve your emotional investment.

Many people get tired because they carry what is not theirs. Other people's drama, opinions, habits, and mistakes become mental baggage. Compassion is good, but over-involvement is costly. Maturity includes knowing where your role ends. Everything cannot become your burden. Some things are simply not your issue.

Daily reminder: Care wisely, not endlessly.

“You are not required to set yourself on fire to keep other people warm.” — Unknown



44. MTS

Mind The Source

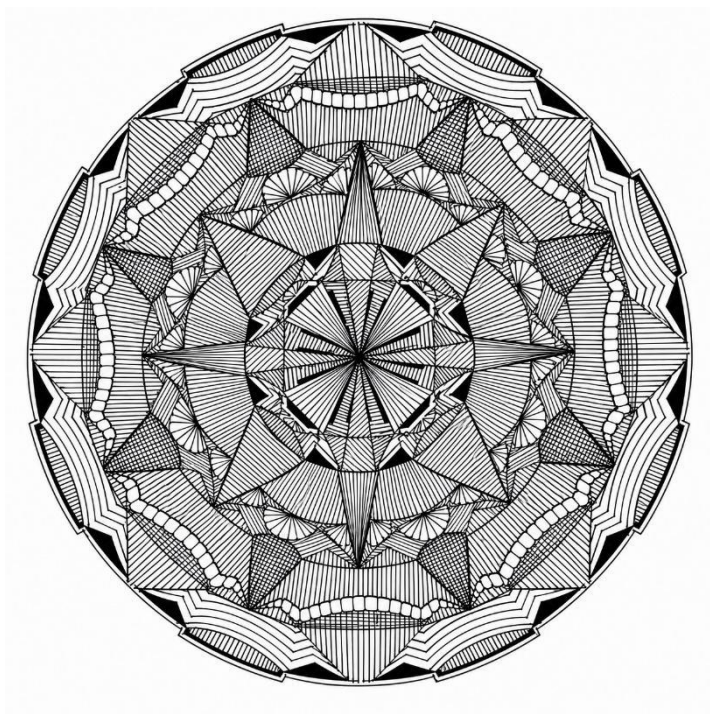
Advice is not equal just because it is available.

We live in a world flooded with opinions. Everyone speaks. Everyone suggests. Everyone comments.

But advice must be weighed by source. Who is saying it? How do they live? What have they done? Bad sources create bad direction. Mind the source before you mind the advice.

Daily reminder: Check the source before accepting the message.

“When the student is ready, the teacher will appear.” — Zen proverb



45. EBS

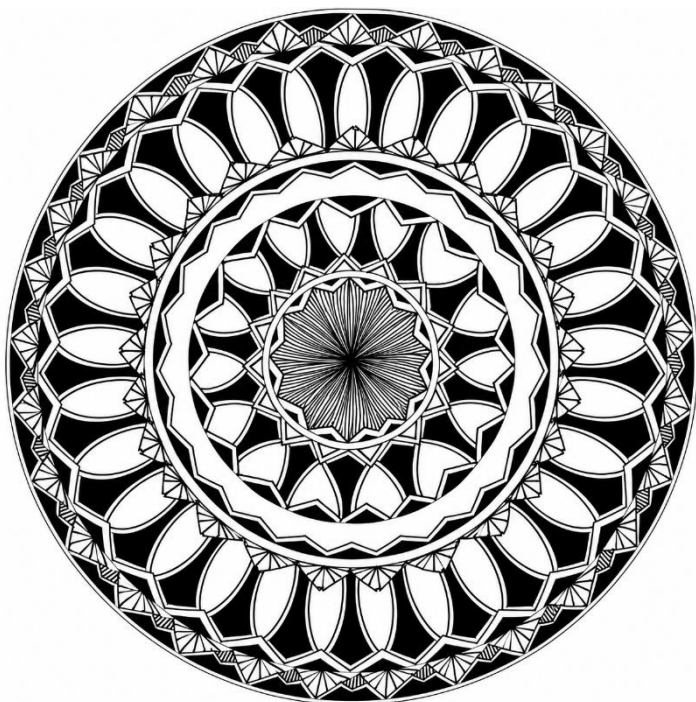
Energy Before Strategy

A tired mind cannot build a strong plan.

People often try to solve big problems in depleted states. No sleep, low energy, high stress — and then they expect clarity. But strategy depends on state. A drained system produces weaker thinking. Before solving everything, restore energy. Many problems look different after rest.

Daily reminder: Recover first. Then reason.

“Almost everything looks better after a good night’s sleep.” — Unknown



46. SWS

Sleep Wins Silently

Many victories begin the night before.

Sleep rarely gets public credit. People celebrate hard work, willpower, and hustle, but ignore recovery.

Yet poor sleep weakens judgment, discipline, mood, and health. A well-rested mind makes better decisions. A well-rested body performs better everywhere. Sleep is a silent force multiplier.

Daily reminder: Protect sleep like performance capital.

“Sleep is the best meditation.” — Dalai Lama

Notes

Build Your Own Codes

What are the five reminders you wish you never forgot?

Reduce each to a few letters. Keep them where you'll see them.

The best code is the one you will remember.

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_____	_____
_____	_____
_____	_____

PART V

Borrowed Wisdom

Timeless Codes That Have Stood the Test of Time

Not every useful idea has to be original.

Throughout history, philosophers, leaders, teachers, scientists, entrepreneurs, and practitioners have created simple frameworks to explain complex ideas. Some originated in business, some in psychology, some in military strategy, and others in ancient philosophy.

Like my own abbreviations, these are memorable because they compress wisdom into a few letters or a short phrase. They have endured because they are practical, repeatable, and applicable across different stages of life.

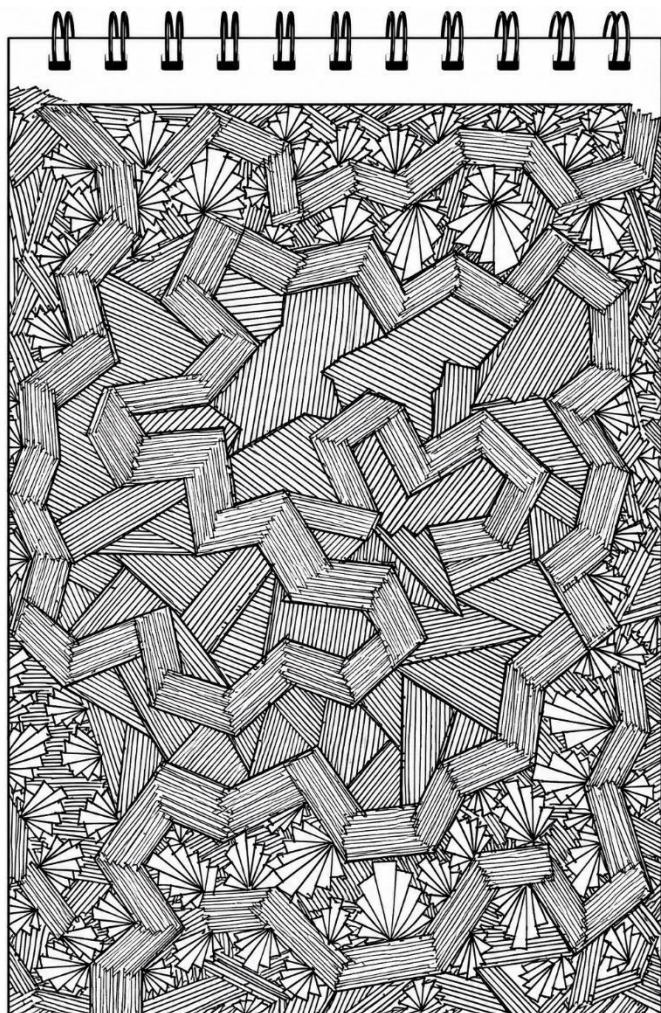
This final section is my tribute to those timeless ideas that have influenced millions of people, including me.

Some may already be familiar.

Some may become lifelong companions.

The source may be different, but the purpose is the same:

To think better. Live better. Become better.



47. WOTWOM

Waste Of Time, Waste Of Money

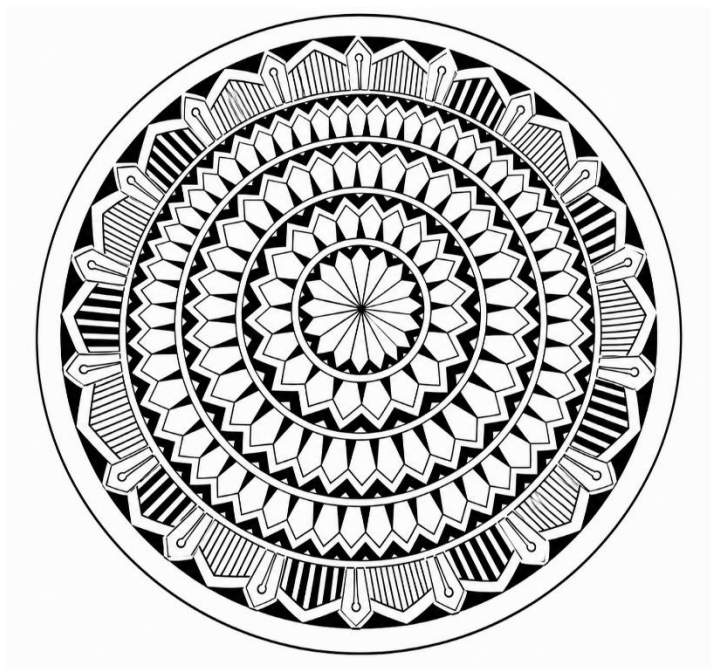
Time and money are two of our most valuable resources. One can sometimes be earned back; the other never can. Whenever an activity wastes both, it deserves serious reconsideration. This simple reminder encourages us to invest our attention where it truly matters.



48. [KTM]²

Keep The Main Thing The Main Thing

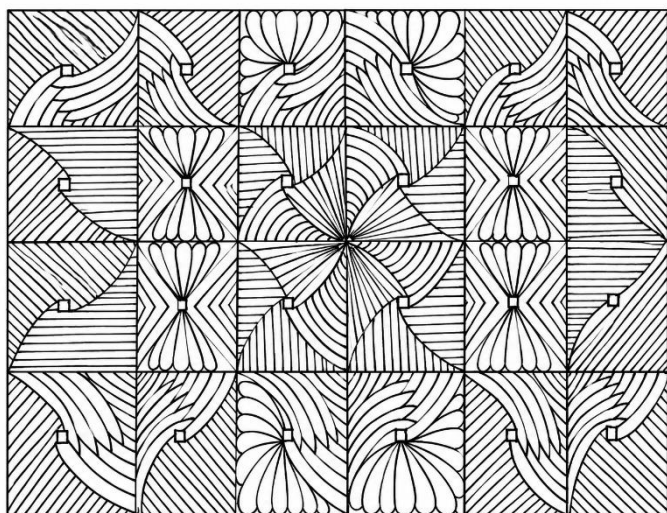
Distractions multiply as success grows. Opportunities become more numerous, but so do diversions. This principle reminds us to protect our priorities and avoid losing sight of what matters most. Simplicity creates focus.



49. KISS

Keep It Short & Simple

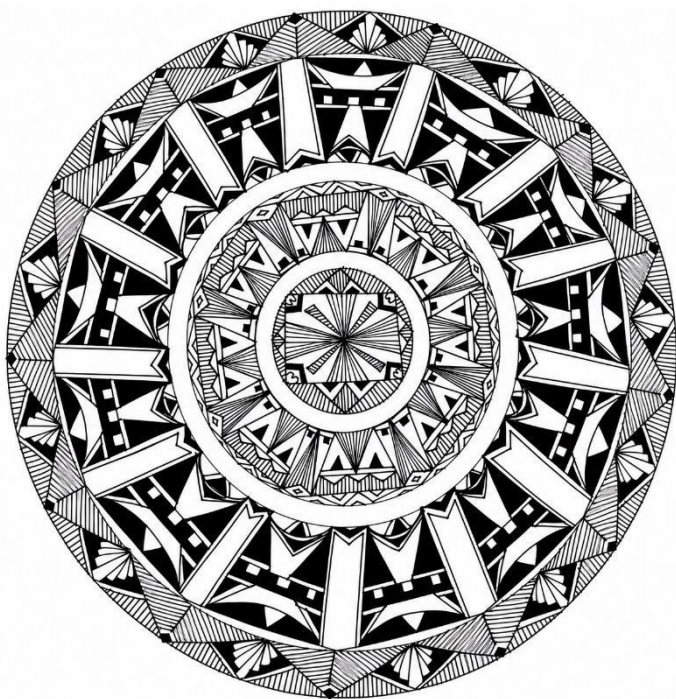
Complexity often impresses people, but simplicity solves problems. Whether communicating, designing, managing, or living, the simplest effective solution is usually the best one. Simplicity is clarity in action.



50. HALT

Hungry • Angry • Lonely • Tired

Many poor decisions are made when we are physically or emotionally depleted. Before reacting, ask whether one of these four conditions is influencing your judgment. Sometimes the solution is rest, not another argument.



51. THINK

Is it True?

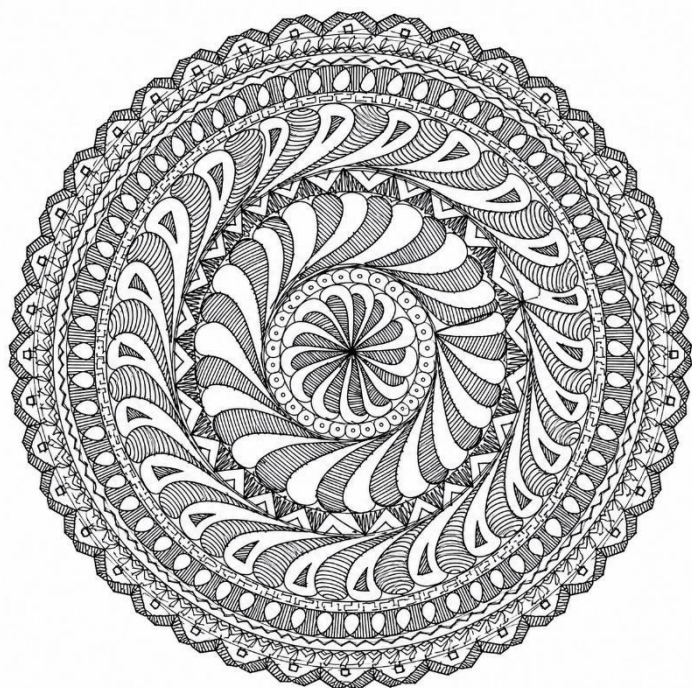
Helpful?

Inspiring?

Necessary?

Kind?

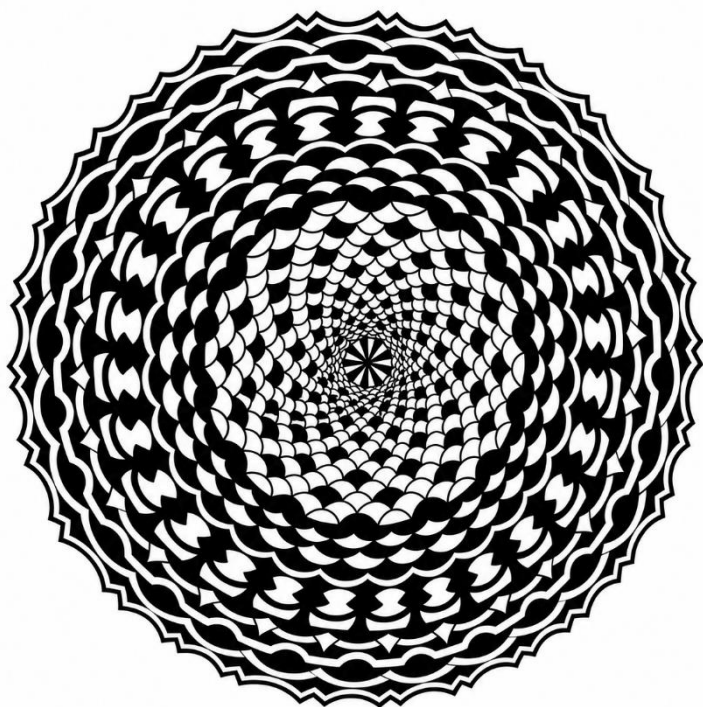
Words can heal or hurt. Before speaking, pause and run your message through these five filters. Conversations improve when intention replaces impulse.



52. WAIT

Why Am I Talking?

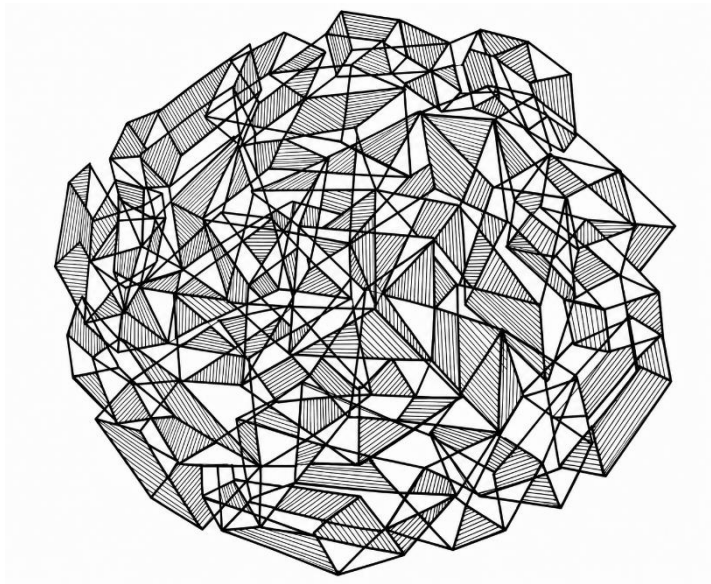
Silence is underrated. Many conversations become better when we speak less and listen more. This question encourages awareness before filling every silence with words.



53. SMART

Specific • Measurable • Achievable • Relevant • Time-bound

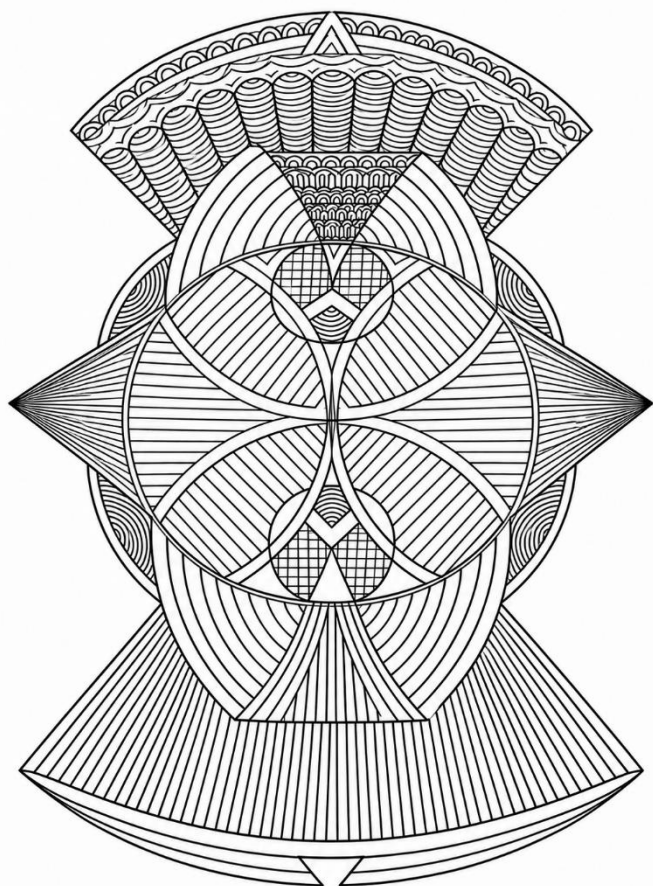
Dreams become plans only when they are clearly defined. SMART has remained popular because it transforms vague ambitions into actionable goals. Clarity increases the chances of execution.



54. OODA

Observe • Orient • Decide • Act

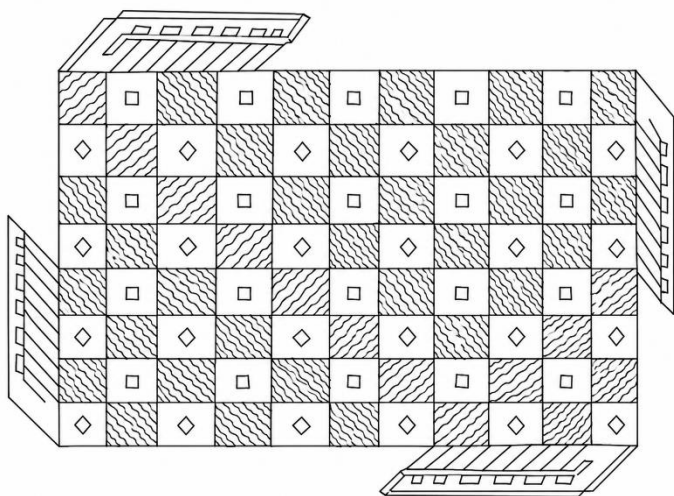
Created by military strategist John Boyd, this framework teaches rapid decision-making. First understand reality, then interpret it, decide wisely, and finally act. Speed without awareness rarely leads to good outcomes.



55. PDCA

Plan • Do • Check • Act

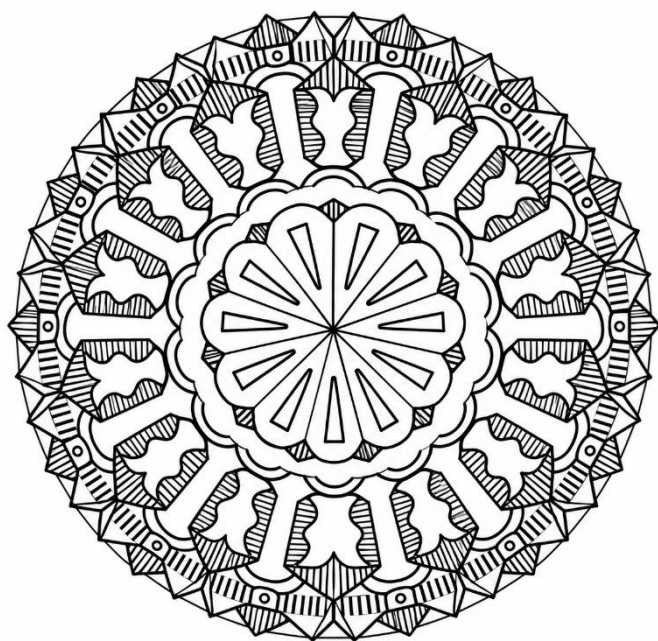
Improvement is rarely accidental. PDCA reminds us that progress comes through planning, execution, review, and refinement. Excellence is a continuous cycle rather than a destination.



56.FOMO

Fear Of Missing Out

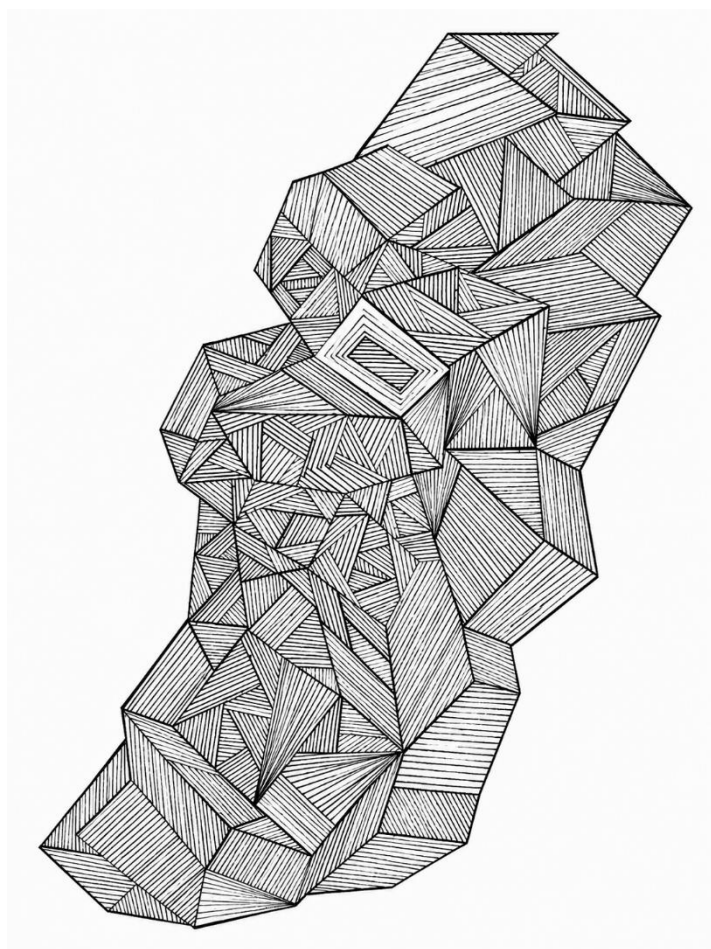
The fear of being left behind drives many unnecessary decisions. Chasing everything often leads to appreciating nothing. Learn to choose rather than collect experiences.



57.JOMO

Joy Of Missing Out

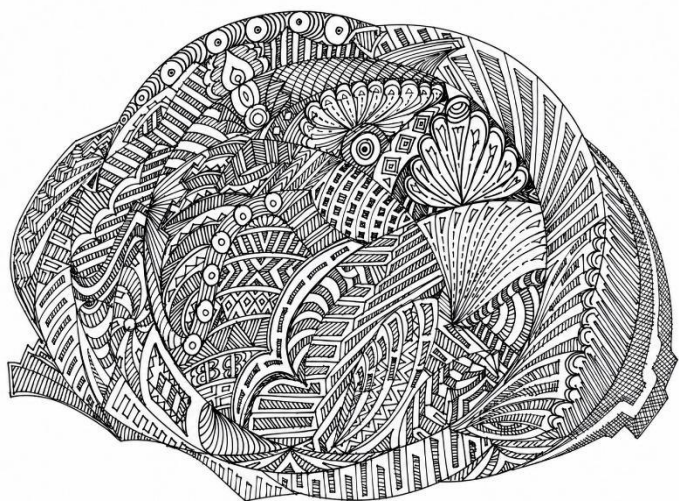
The opposite of FOMO. There is freedom in not attending every event, following every trend, or saying yes to every opportunity. Contentment grows when comparison decreases.



58. WIN

What's Important Now?

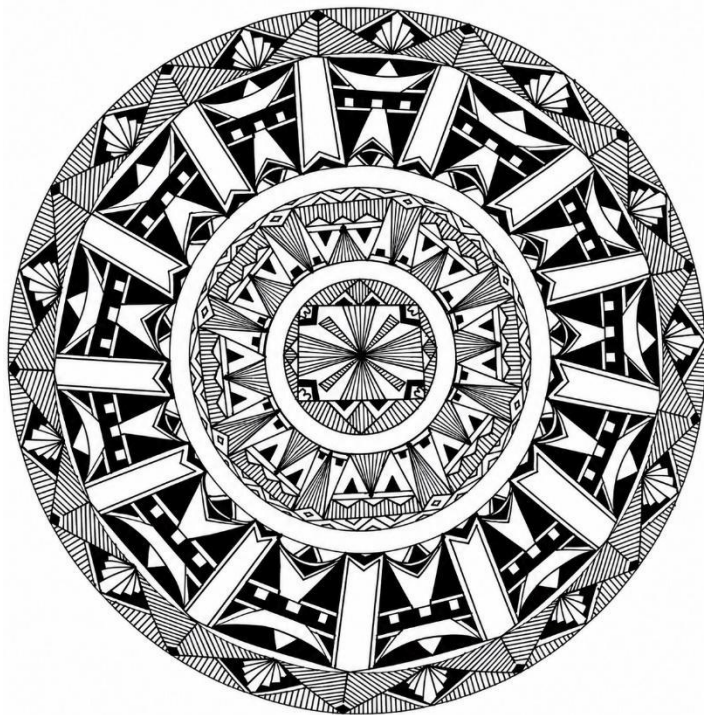
When overwhelmed, stop and ask one simple question: What deserves my attention at this moment? The answer often restores clarity immediately.



59. MBWA

Management By Walking Around

Leadership is not confined to offices and meetings. Great leaders stay close to people, observe reality firsthand, ask questions, and build trust through presence rather than reports.



60. Memento Mori

A Stoic reminder that life is finite. Remembering mortality helps us prioritize wisely, forgive sooner, love deeper, and waste less time on trivial concerns.

Original ideas enrich us.

Borrowed wisdom humbles us.

The truly wise person knows the difference and is grateful for both.

Notes

Build Your Own Codes

What are the five reminders you wish you never forgot?

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The best code is the one you will remember.

Abbreviation	What does it mean to you?
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_____	_____
_____	_____

Closing Note

Life keeps teaching — sometimes loudly, sometimes quietly, and sometimes repeatedly.

If there is one thing I have learned, it is this: wisdom does not always arrive as a grand revelation. Often, it comes as a small reminder at the right time.

You do not need to remember all the codes. You only need to remember the one that saves you when life gets noisy.

If life feels crowded or emotionally expensive, begin with one simple code: **LLBS : Let Life Be Simple.**

— Madhusudan