

# BEGINNERS

5 EASY STEPS TO DISCOVER

# GUIDE TO

A SOLUTION FROM A PROBLEM

# PROBLEM

WRITTEN BY

**FARHEEN SYED**

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# About the Author



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Author, Speaker, Entrepreneur

A girl from a third world country, who encountered number of challenges to transform her life; learnt the process to discover the solutions from the problems



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# Introduction

I have come across a lot of people in my life who have so much potential to make progress yet they spend their lives regretting the things they have not achieved. Their main reason for giving up is the problems and obstacles they face. Life is not unjust, as every single person in the world has some sort of problems. I do too, and I trained myself to deal with such problems, which stand in the way of me achieving my goals. In this ebook, I will share my step-by-step process for dealing with your problems, in order to get the desired results.

As a certified NLP practitioner, I learnt how to program myself to overcome the problems efficiently and transform them into opportunities to get the results I wanted. And I want the same success for you NOW !

I want:

- *For you to learn how you can achieve your goals while transforming your problems.*
- *For you to understand that no one is free of problems, but that there is always a way out if you know the right strategy.*
- *For you to realise that every problem comes with a solution.*
- *For you to start a new journey by making a commitment not to spend your life in regret, just because of problems which are essentially a part of life.*

**I can't wait to listen to your success stories.**

**Love,  
Farheen Syed**



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CHAPTER 01

# Problem

- Understanding the problem
- Types of problems in life
- Getting into the right mindset
- Asking powerful questions

# Understanding the Problem

A problem by definition is an undesirable situation that people do not like to be in. By this definition, we can easily understand that once a person knows that they do not wish to be in this situation then they must also know what their desirable situation is, which is called the solution. However, a lot of people believe that there is no solution to their problem, adding another problem to their bucket. But the reality is, when you face a problem, you also inherently know what the solution is; it is just the way towards that solution that must be discovered. Therefore, understanding exactly what a problem means is very important, regardless of its kind or type.

Once we understand any problem by its basic definition, we will also come to see that the solution exists. So how do we go about understanding what the solution to your problem is? It's simple; just think about what you *do* want. When we tell ourselves there is no solution, we are actually closing the doors of our thinking process where we can utilise our intelligence to work out the way towards the solution. We place our complete focus on the problem and not on the solution.

Working backwards can get you on the right path to resolve the problem. This means once you know what you want to be – which is, by definition, your solution – you can start thinking about the ways to get there. Now there can be so many ways to get to your solution, which can be either wrong or right. You might be thinking that option 1 is the right way to get to your solution, however in reality, option 2 could possibly be the right one. Therefore reviewing and analysing the methods you are considering is very important. In the coming sections, I will share the best pathway to solve any problem.

# Types of Problems

This is certainly an important topic to understand. Problems can be divided into several categories depending on which part of life they exist in. For instance, problems can be related to your profession, relationships, finances, goals and personal areas of your life. In order to solve the problem, the first step is to find out which category the problem belongs to. A relationship problem with your colleague will be tackled in a different way to a problem with your friends or partner. You cannot simply apply the same strategies to all problems. Therefore, identifying and really pinning down exactly what type of problem you are facing is extremely important, before you jump on the solution and start applying strategies to achieve your outcome.

This is one of the reasons that people believe that there is no solution to their problem: they mix up the problems with one another by repeatedly using the same tactics. So how can you identify the type of problem you are facing? You may need to identify the sub-categories.

To start with, you can simply divide your life in two perspectives: personal and professional.

Here is a list to assist you:

<b>Professional</b>	<b>Examples of problems</b>
Relationship	Relationship with boss, colleagues, business partner
Finances	Your earnings through your professional work or services
Goals	Not achieving your professional goals
Business	Poor business growth, low revenue, declining partnerships
Career	Career transitioning, challenges to accelerate, promotions
Education	Skill-based training, finding the right mentor

<b>Personal</b>	<b>Examples of problems</b>
Relationship	Relationship with partner, children, friends
Finances	Managing finance for family members
Goals	Not achieving your personal development goals
Health	Poor health management, no exercise, unhealthy diet
Spirituality	Mind-body harmony, religion
Social	Not spending enough time with friends and family

As you can see from the above examples, some categories are quite similar in both the personal and professional categories, however the difference is whom you have the problem with. This is where we need to apply and chose the right option to achieve our goal of solving the problem.

# Getting into the Right Mindset

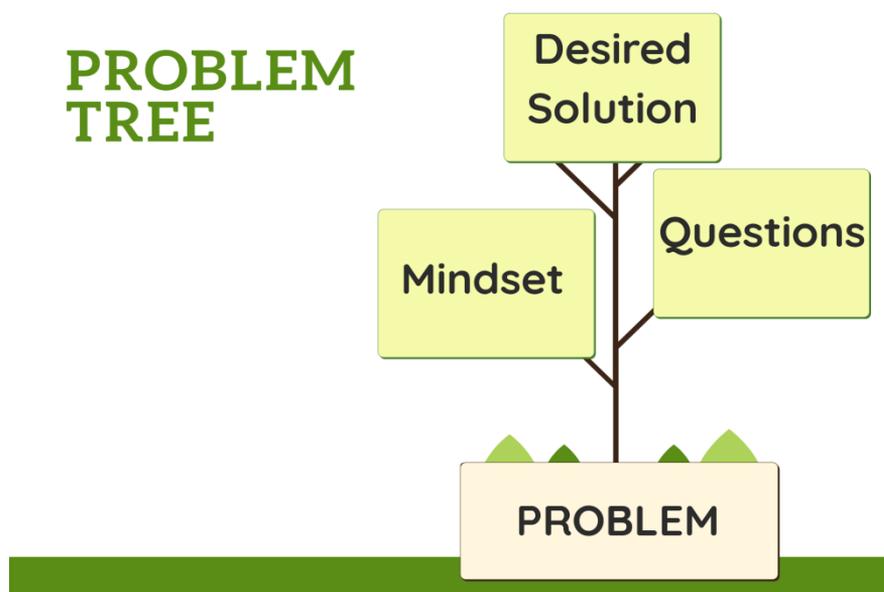
You can never solve any problem unless you are in the right mindset. To be in the right mindset, you must shift your entire perspective to see the problem. There is a famous saying that “A problem is not a problem unless you see it as a problem”. In the upcoming sections, I will deep dive into how to change your perspective. But right now, let’s focus on how to get into the right mindset to make yourself ready to solve the problem.

The first step is to recognise that there is a solution and you can get through it. Self-belief is the key to getting into the right mindset. The other thing is to accept the problem as a part of life. No one in this world is free of problems; some have more, some have less. Once you understand that problems are a part of life, you can get into a mindset that will eliminate the stress of seeing something as impossible. Because if problems are impossible to solve, no one would survive or progress in their lives. People progress and survive by overcoming and encountering the problems that arise on their journey of life.



# Asking Powerful Questions

Now that you understand exactly what a problem is, where it lies in your life; and you are in the right mindset, let's look at how asking powerful questions can direct you towards the solution gradually. Make a list of everything you think are problems in your life. Then review them in the context of all we have discussed so far. Are they really a problem? If you find the answer is YES, then ask yourself WHY it is a problem. A good way to think about it is to imagine if that particular situation (problem) stayed the same for the next few years. What positive and negative impact would it have on your life? This exercise will give you some in-depth insights in terms of finding the root cause and identifying where the real problem is. Sometimes, you will be surprised to realise that the situation you have been considering a problem has never been a problem at all, it's just a creation of your own thought process and you just need to change your thoughts. So you see, the solution to a problem can be as simple as just taking one step. For example, say whenever someone provides you with constructive criticism, you take it as a negative thing, thinking that you are not good enough, thus struggling with your self-esteem and self-confidence. Here you just need to change your thinking and start taking constructive criticism as a positive thing; something that will help you improve yourself.



CHAPTER 02

# Challenge

- Obstacles in Addressing the Problem
- How to see a Problem as a Challenge
- Overcoming Fear of Failure
- Leaving your Comfort Zone

# Obstacles in Addressing the Problem

One of the obstacles in addressing a problem has already been discussed, and that is getting into the right mindset. But while being in the right mindset allows you to see there is a solution, you might still find it extremely difficult to reach. This can slow down your motivation. However, when you break down the steps that need to be taken in order to reach the solution, you may find only one or two steps challenging – the rest might be easy.

Difficulties to overcome may be external obstacles like natural disasters, physical limitations or the actions of people around you. Today, COVID-19 is one of the biggest obstacles that must be overcome to solve so many problems around the globe. However, this doesn't mean that you should give up if something is out of your control. What is more important is your own behaviour and how you deal with such external obstacles.

Staying positive and striving through such obstacles will help you grow into someone better than who you were yesterday. Similarly, we also have internal obstacles, which can be related to our own minds; for instance, negative thoughts, low self-esteem, lack of confidence etc. Again placing the obstacles within the right category help in addressing the obstacles in the first place. Once you know what type of obstacle you are facing, you will start working towards getting through it.

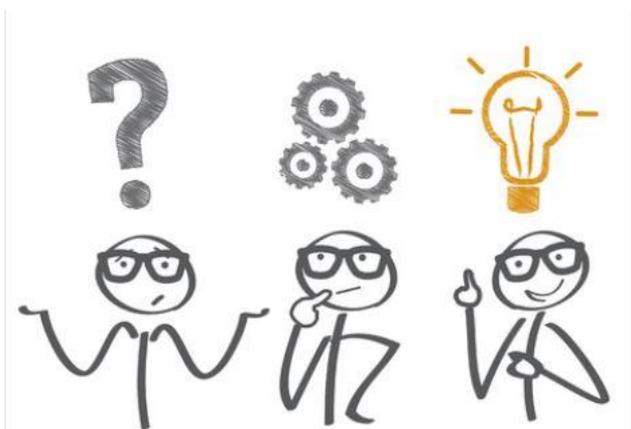


# How to See a Problem as a Challenge

A great technique is to start looking at a problem as a challenge. Think about the fact that life would be uninteresting if there were no thrills, adventures or challenges. Therefore, when you see a problem as a challenge, your perspective changes and you get into a powerful motivational mindset to prove yourself capable of overcoming it. Note you are to prove this to yourself only – not to anyone else.

Knowing how overcoming a challenge can boost your own self-esteem and can give you confidence to take the initiative towards solving the problem. Previously we learnt the definition of problem: an “undesirable situation”. Now let’s have a look at the definition of challenge: “a challenge is by definition a difficult task to do, or it’s a call to prove one’s self or it’s an invitation to a contest”.

Notice how these definitions are different from each other. The first describes only a situation, whereas the latter two are about actually opening a door of invitation to take action. That’s how the change in perspective help you to move towards taking action. It nudges you towards a test which can help you assess yourself and add value to your personal development. Challenges are always good to have if you are looking to improve yourself on regular basis.



# Overcoming Fear of Failure

This is one of the most important things that people usually encounter on their way to finding a solution to their problem. Sometimes the fear of failure is so big that people tend to give up halfway through. This should not be the case. Keep in mind that failure is just an additional step towards success.

Most people do not succeed without going through steps of failure – which I call a learning curve. Failures are meant to be learned from, and are not something to fear, or a reason to give up. When you fail, your focus should be on learning, and you should strive not to become demotivated. You only truly fail when you stop or give up.

Also, be kind to yourself. Life is a long learning process and you are a student who is learning something new every day. Therefore, if you do not know something, of course that you are going to make a mistake. But this doesn't mean that you have failed, it means you are learning.

However, the responsibility of making sure that experience doesn't happen again lies on your shoulders only. Life keeps throwing you the same obstacles until you learn the lesson. This is the philosophy of failure; once you learn then you will automatically move to the next step.



# Leaving your Comfort Zone



Always remember, change happens outside of your comfort zone. If you are sitting and waiting for things to happen by themselves, then it is never going to happen. Action is the key to success, and to take action you have to leave your comfort zone. Like I mentioned earlier, life throws new challenges or problems at you every now and then, and to solve them you may need new plans and strategies, which requires leaving your comfort zone.

Now what does it mean to “leave your comfort zone”? It means to start doing things with which you are not comfortable, or that are not a part of your routine. This requires courage and motivation. To push yourself out of your comfort zone, think of it as an exciting and thrilling journey in which you will be growing to the next level. Also, consider what your life will look like in a few years’ time if you work outside your comfort zone. Compare that progress to where you will be if you do not leave your comfort zone. This technique is extremely helpful, as it will show you an undesirable situation you do not want to be in over the next few years, hence creating an urgency to start taking action.

## CHAPTER 03

# Opportunity

- What is an Opportunity and Where do they Exist?
- Strategies to find Opportunities in a Problem
- How to Determine the Best Opportunity for You
- Why Seeking Opportunities is Important?

# What is an Opportunity and Where Do They Exist?

There is a myth in every age and society that there are no opportunities.

I completely disregard it as I believe that opportunities exist all the time; we just need to discover them. Let's first have a look at the definition of opportunity: "An opportunity is a situation or circumstance that enables the possibility of doing something". Like I mentioned earlier, whenever there is a problem, there is a solution.



Hence there are always opportunities or circumstances that can lead towards the solution. This is so easy to identify, however the easiest things are often the hardest things to do. Some basic opportunities always exist with regard to every problem. They are always there. For instance, once we recognise the solution to a particular problem, there will an opportunity for us to help someone with the same problem.

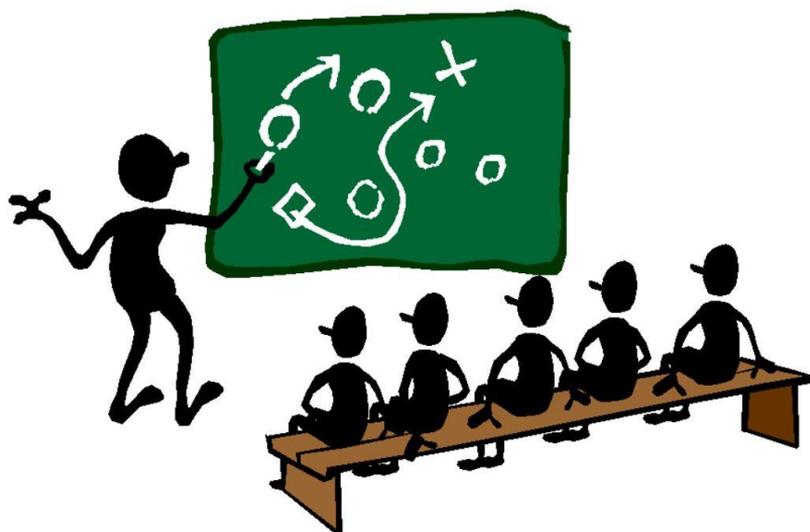
A lot of people use the same opportunity to transform their professional services; helping other people solve their problems with the solution they found. Using a problem to benefit yourself and others is a great opportunity to add value to your life and the lives of others.

# Strategies to Find Opportunities in the Problem

Here I am going to give you some strategies to find the opportunities within the problem. The first thing is to look for the growth you will experience once you solve the problem. Will you be growing personally, financially, emotionally? You will be motivated when you can foresee how you will grow after solving the problem. The gateway to growth is again seeking learning. When you seek learning, growth happens.

Therefore, find out what exactly you will be learning while going towards the solution for your problem. For instance, you might need to learn a new skill in order to get to the solution. And when you learn a new skill, growth will take place, and then of course you will be more capable of doing things than you were before you had this problem.

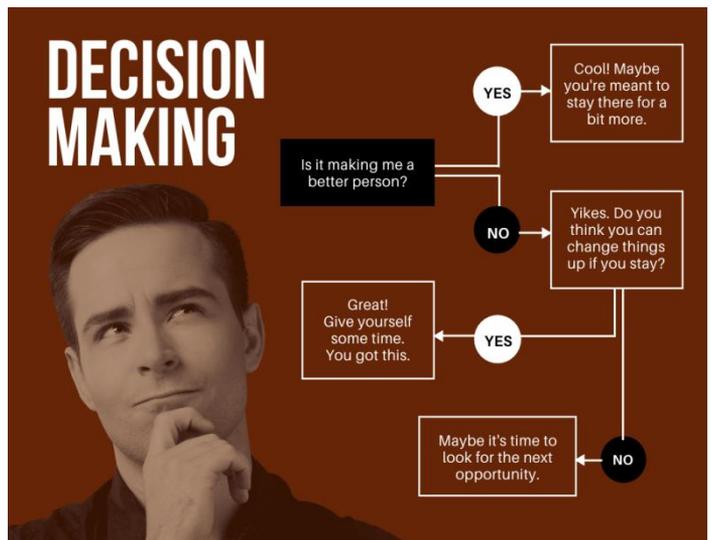
The last thing, that I can't stress enough, is to focus on the solution to always keep you excited. This is an opportunity for consistent motivation. When you think about the solution at all times, it makes you feel good, excited and also reduces stress.



# How to Determine the Best Opportunity for You

Sometimes, you may clearly see the opportunity a problem presents, however you may not be sure if it's the right opportunity for you. The best way to find out is to think about whether this opportunity will make you a better person. To understand what will make you a better person, you must have some personal goals to improve yourself.

Then see whether this opportunity will allow you to achieve those goals. If the answer is YES, then you can probably go ahead with the opportunity. This is also applicable where you are looking to make a comparison between one situation or another, such as deciding whether it is better to stay in your current situation or move on. Think about whether you can make changes to your current situation so that it can be aligned with your goals. If you get the answer NO, then it's best to grab the other opportunity. This technique is very effective in the decision making process. Remember, your personal development goals determine whether or not you will be successful in any opportunity, and your goals must be aligned with your values. Values help identify what is most important to you. Only once you identify these can you truly grow.



# Why Seeking Opportunities is Important

If you want to change your current situation, then obviously seeking an opportunity is important, as this will open the doors of possibility to something that seems impossible. The more painful your problem is, the more willing you must be to seek the opportunity. That's why you often hear the saying "no pain, no gain".

Another advantage of seeking opportunities on a regular basis is that you will keep on learning new things quickly and smartly that can help you instantly solve upcoming problems rather than waiting for those problems to arise and then learning to solve them. Being proactive is always a good strategy in problem resolution. There are several ways of seeking opportunities; for instance, attending seminars in your area of interest, learning new skills, volunteering, doing research in your area of expertise and networking. Having a mentor is also very fruitful.

Life is an evolutionary process, and being an opportunity seeker enables you to keep up with the pace of life, where you get into new relationships, find new work and regularly come across new challenges. This will help keep you on the right track and can save you a lot of hassle.

CHAPTER 04

# Results

- How to Create an Achievable Action Plan
- The Power of Positive Thinking
- Write your Vision
- Give your Best Shot

# How to Create an Achievable Action Plan

Now we have discussed how a problem can be seen as a challenge and a challenge as an opportunity, let's look at how we can start working towards the solution. To work towards the solution, an effective and achievable action plan is required. That means your action plan should be realistic. It should outline how you will start taking action with the available resources and with your best capacity. The plan should include a number of factors, including how important the problem is for you to solve. If it's extremely important, you may need to park other things you do every day and take massive action towards resolution. On the contrary, if your problem is not big and you are OK to go slow, then you can just start by taking baby steps. However the tip here is that no matter whether your problem is big or small, always set a target date for the resolution. Without having an action plan in place, it's hard to achieve the goal, as you do not know what you have to do, plus you also cannot keep track of what you have tried so far. Once you allocate the date of resolution, start writing the action plan and divide the steps up accordingly within the given time frame. One suggestion here is always to set up a weekly target and set a minimum and maximum benchmark. This will help you to keep track very well. Here is an example:

I have poor communication skills and I first want to solve the problem of my body language. My target timeframe is 4 weeks.

- Week 1: Complete reading 2 books on body language
- Week 2: Join any institute of public speaking or communication skills
- Week 3: Pay attention to my body language and take notes for future improvement

- Week 4: Start practising my body language with my peers and note their feedback

### Week 1 breakdown example:

Let's say 2 books have total of 500 pages. To achieve this goal in 1 week's time, you will need to set a minimum threshold, which is reading 72 pages per day. The maximum could be 100 pages per day which can save 2 days and allow you to fast track the process.

This also gives you flexibility; for instance if one day you achieve your minimum benchmark, which is 72 pages and another day you achieve the maximum benchmark of 100 pages, you can then read less on a third day to balance the equation.

### Exercise

## SOLUTION DESIGN

Choosing the best way to create your own results

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What is the action plan?	How to stay committed?

# The Power of Positive Thinking

Earlier, we discussed how to set an achievable action plan. However, an action plan is not achievable without positive thinking. Your thought process is one of the most important ingredients for solving any problem. For instance, when you start implementing the action plan you may find it hard, and of course it will be because you are working out of your comfort zone and trying to do something you have never tried before. Working out of your comfort zone will never be without pain.

However, what can keep you going through all this pain and struggle is your positive thinking. Thinking positive means having self-belief, a positive mindset, focusing on a goal, and having an attitude of never giving up, no matter how hard to take the action is. This is very helpful, especially when you are struggling and things are not working out. If you have a positive attitude, you will be learning from your mistakes. If something is not working then you will be ready to change your strategy rather than give up.

Positive thinking also helps you to focus on the good rather than the bad in any situation. This has a great impact on your mental health and will boost your energy, which can eventually help you overcome any issues while solving the problems in your life.



# Write Your Vision

A vision is the very first thing you need to have when it comes to solving your problem. Like we discussed earlier, sometimes a problem is not a problem, it's just our thoughts that we need to change. But at times there are real problems in life. Vision helps you identify the real problem. Vision is the ability to think and plan the future.

When you are clear on your vision, you will know exactly what desirable situation you require in order to achieve your goal. You will then work out how to create or work towards such a situation. This gives you clarity on what you do and don't want to achieve in your life. You can then also align your values and goals towards that vision. Here are some tips on the characteristics of a vision:

1. A vision should be big enough to move you out of your comfort zone
2. Write your vision in present tense
3. Make sure it aligns with your values and goals
4. Including graphics on your vision can be a great help in achieving it
5. Make it simple and clear



# Give Your Best Shot

To get the best results, you need to give your best in all actions you are taking to solve your problem. The key is to utilise your available resources as much as you can, accept help from others and try your best in all you do. This means you will be overcoming procrastination and other obstacles at the same time. When you know you have to give your best, you will be indirectly looking after yourself, because you will only be in a position to give your best if you are physically and mentally healthy. If you are tired, stressed and unhealthy, there is no way you can give your best shot. Hence, giving your best not only merely means pushing yourself out of your limits, but it also means you must prepare yourself to be your best.

A lot of people work too hard and fail to create balance within their lives. Conversely, many people waste their time with unnecessary activities. Cut down the optional things in your life, and learn to recognise things you are just doing to fill up your time. For instance, watching TV for long hours can be cut down so you can concentrate on your goals. Hanging out with friends more than two times in a week is not necessary; as long as you are in touch with your friends once a week, this will fulfil your requirements of being relaxed and having fun. Talking unnecessarily over the phone for long hours is another activity that can be removed. Be mindful of how you are going to utilise your time in order to give your best shot. Having a balanced lifestyle surely allows you to achieve your required results.



CHAPTER 05

# Momentum

- Be Grateful
- Re-start if you Fall
- Keep Setting Bigger Goals
- Take Responsibility for Your Actions



# Re-start if You Fall

There is no end unless you stop. I cannot stress this enough. Do not give up and keep trying as this is the only key to success. Hence, whenever you feel overwhelmed or tired, then go for a short break. Connect with nature and spend time with friends and family. Pray, meditate and relax. Then come back and re-start from where you left.

Sometimes there can be natural calamities that delay your results, but that doesn't mean it is the end. Accept what life throws at you and keep your behaviour optimistic, believing that you will achieve success sooner or later. Earlier, I talked about the target date for resolution of the problem. Of course in such cases that target date can be affected. You may not be able to achieve the resolution by that time due to unexpected circumstances. In such a case, simply set another target date once you have dealt with the sudden interruptions. Your only job is to keep re-starting and continue on your journey. That way, you will always be one step closer to your solution than yesterday.

## Keep Setting Bigger Goals

Finding the solution to your problem can give you a boost in self-confidence, but setting bigger goals can help you keep up your momentum, as well as help you locate potential problems before they happen. You will be in a better position to assess the risk in upcoming situations. It will help you become proactive, as opposed to waiting for the problems to happen and then taking action.

Keep in mind that finding a solution to one problem doesn't mean you will never have any more problems. Therefore, it is smart to prepare yourself in advance for any trouble that might arise.

Setting bigger goals is extremely important for building momentum and achieving continuous motivation. Life is an evolutionary process and if you stop after achieving something, it can become uninteresting. Having motivation allows your life to be thrilling, adventurous and interesting. Once you have non-stop motivation, momentum can build by itself. This ongoing momentum keeps you on the right track and allows you to live a meaningful life.

# Take Responsibility For Your Actions

Last but not the least, being responsible for your own actions is one of the key things to remove any self-created doubts or thoughts. What does that mean? If you blame others or your circumstances for not taking action, you will be stuck there forever. However, if you believe that things happen in life, but you are responsible for how you respond to such situations, then it will lead to self-improvement. Remember, no one can take action beside you. Even a mentor is meant to merely guide you; the rest is up to you. When things happen in your life, seek learning and take responsibility for how are you going to use the opportunity to achieve your ultimate vision. Similarly, there can be some unavoidable distractions in your life. For instance, if you have an infant child who needs 24/7 care, you may need to find a way to manage it and keep moving towards your vision. Just make sure that you are taking steady action towards your vision. Even if you are taking baby steps, they will keep adding value to what you are trying to achieve.

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