

# HEALTHY RELATIONSHIP PREACH-IN



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**100 Tasks of Life**  
**English**

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## 100 Tasks of Life

### *Preface*

The following one hundred tasks of life were introduced by Venerable Master Hsing Yun, the founder of Fo Guang Shan Monastery, in 2005. They can be regarded as a motto for life. If you feel fully confident in achieving any one of these tasks, mark a ✓ inside the box. If you feel partially confident, mark a ○, or if you feel that a lot of effort is still required, then mark a △. If you score more than ten ✓s, you have passed this course. If you score more than twenty, you get a mark of 70. If you score thirty, then you get an 80, and if you score fifty, then you get a 100. The remaining fifty tasks can be regarded as potential improvements that should be made whenever conditions allow. You can even set up a one-year plan and assess yourself at the end of the year based on these tasks. You will then know whether you have improved or not.

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## On Daily Life

- 1 Read from at least one newspaper and one good book each day.
- 2 Keep a good balance between rest and work. Keep set hours for going to bed and waking up in the morning. Eat the same amount of food for your three meals each day.
- 3 Develop an exercise routine and walk at least five thousand steps each day.
- 4 Stay away from tobacco, alcohol, pornography, and drugs. Govern and regulate your own life
  
- 5 Cherish your blessings and be frugal. Do not buy things thoughtlessly or indulgently.
- 6 Do not eat snacks foolishly nor express anger thoughtlessly.
- 7 Recite the Buddha's name three times at each meal, and observe the Five Contemplations when eating at home.
- 8 Go on a journey by yourself.
- 9 Give away all your possessions at least once in your lifetime to experience the state of emptiness.
- 10 Manage your time well, use your space well, and be in harmony with the world.

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## On Establishing Oneself

- <sub>11</sub> Use your abilities to help other people.
- <sub>12</sub> Understand karma and the Law of Cause and Effect.
- <sub>13</sub> Develop right understanding and right view. Do not simply repeat what others have said and be led blindly by others.
- <sub>14</sub> Have confidence in yourself, have expectations for yourself, and set goals for yourself.
- <sub>15</sub> During your life learn at least three different specialized skills, like piloting an airplane, cooking, or doing electrical work.
- <sub>16</sub> Learn to speak and write articulately. Learn to listen, think, laugh, sing, and paint.
- <sub>17</sub> Whatever you do, do it well.
- <sub>18</sub> Do not be greedy for the possessions of others or stingy with your own wealth.
- <sub>19</sub> Learn to be a sharp observer and consider things from all angles. Be tolerant of others and all-encompassing.
- <sub>20</sub> Frequently share your joy, compassion, glory, and success with others.
- <sub>21</sub> Do not gossip.
- <sub>22</sub> Be self-disciplined, self-realized, and self-enlightened.
- <sub>23</sub> Control your emotions and your temper and do not be manipulated by them.
- <sub>24</sub> Plan ahead and use your time wisely.
- <sub>25</sub> Reach for your goals and aim high. Look to the future instead of looking back at the past.
- <sub>26</sub> Do not ask others for help, but find help from within.

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- 27 Change your bad habits. Create your own future instead of waiting for the right opportunity to arise.
- 28 Find joy and happiness in your work and then spread that joy to others.
- 29 Do not get angry and lose your temper, for this cannot solve your problems. Instead be calm and peaceful.
- 30 Prefer to be unintelligent rather than unreasonable. Prefer poverty to losing your compassion.
- 31 Take initiative and be fearless, but think before you act.
- 32 Know that there is no absolute difficulty or ease. Make what is difficult easy with diligence, and do not allow what is easy to become difficult through sloth.
- 33 Forget your selfish thoughts and dedicate yourself to justice, truth, fairness, and the common good.
- 34 Find the wisdom and strength to resist the temptations of wealth, sex, fame, and food. Do not handle official business with personal emotions, but make decisions based on morality and fairness.

## **On Dealing with Others**

- 35 Think of other people first when there is some benefit to be had, and do not betray others for your own gain.
- 36 Do not speak of your own merits or the faults of others.
- 37 Concern yourself only with what is right and wrong, not with what was gained or lost.
- 38 Do not violate the rights of others for your own benefit. Let other people benefit instead.
- 39 Do not ridicule others just to make yourself feel good. Praise others instead and earn their recognition.

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- <sub>40</sub> Do not become jealous of other people's good qualities. Respect these people and rejoice in their good example.
- <sub>41</sub> Plan your career well, use your money wisely, purify your emotions, and remain unattached to fame and honor.
- <sub>42</sub> Find peace wherever you are. Live in accordance with conditions as they arise. Find freedom in every thought and joy in every act.
- <sub>43</sub> Honor and disgrace are a natural part of life. Diminish your desire for all things so that you can be happy and contented.
- <sub>44</sub> Be a kind and honest person.
- <sub>45</sub> Do not forget your initial resolve, and be willing to forgive old grudges against friends. Do what is right without being asked. Be constant and yet adaptable.
- <sub>46</sub> Train yourself to be patient and understand, accept, take responsibility for, resolve, and remove external circumstances. Develop the patience for life, the patience for phenomena, and the patience for the non-arising of phenomena.
- <sub>47</sub> Learn to endure outside pressures as if there were no pressures at all. Instead, let these pressures give you power.

## **On Relationships**

- <sub>48</sub> Help other people. Helping others is the same as helping yourself. Being considerate towards others is the same as caring for yourself.
- <sub>49</sub> Accommodate other people who seek to do good and find a common goal.
- <sub>50</sub> Be polite, courteous, and humble. Work towards the greater good even if it gives you some trouble.
- <sub>51</sub> Be gentle and humble when dealing with others. Be kind to them in word and deed.

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- 52 Be calm, peaceful, and harmonious with others. Be diligent and hard-working at your job.
- 53 Treat others with honesty so that everyone is happy. Treat guests with respect to make them feel at home.
- 54 When meeting other people say at least three sentences to them and accompany them for a while. Be reasonable and always put a smile on your face.
- 55 Be respectful, praising, and tolerant of others.
- 56 Speak less when you are happy and do not take your anger out on others.
- 57 Listen well and be able to pick out the essence of what is said.
- 58 Do not be brash, but learn the noble art of subtlety.
- 59 Reproach others with comforting words, criticize with compliments, reprimand with praises, and give orders with respect.
- 60 Be sincere, passionate, and polite. Say “please,” “thank you,” and “sorry.”
- 61 Educate and encourage young people. Care for and look after the elderly. Assist and guide the disabled. Advise and be considerate towards the depressed.
- 62 Care for your neighbors and community, and participate in local events. Look out for each other and coexist in harmony.
- 63 Attend to and care for your parents and elders. Give young people opportunities and offer guidance whenever needed.
- 64 Help other people and never ask for anything in return. Do good deeds and be a volunteer for all of humanity.
- 65 Listen to words of kindness and do not forget them.
- 66 Be reasonable in all things.



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- <sub>67</sub> Reflect on yourself in all situations. Do not blame others for your unhappiness, for everything is due to cause and effect.

## **On Sincerity**

- <sub>68</sub> Do not be jealous of those who have done good deeds, spoken kind words, or are respected by others. Instead, follow their example.
- <sub>69</sub> Be thankful to the kindhearted, be grateful to those who help you, and be touched by virtuous acts.
- <sub>70</sub> Do things which touch other people's hearts, and allow yourself to be touched by the kindness of others.
- <sub>71</sub> Accept being wronged, unjust treatment, setbacks, and humiliation. Only then can you accept honor.
- <sub>72</sub> Strengthen yourself through ascetic practice.
- <sub>73</sub> Find three people who can serve as lifetime role models, then emulate them.
- <sub>74</sub> Draw yourself to good Dharma friends. If you encounter a wise teacher stay close to that teacher, be loyal, and do not disobey him.
- <sub>75</sub> Give up any unreasonable attachments and humbly accept the truth. Only by being humble can you gain something beneficial, for arrogance will surely lead to failure.
- <sub>76</sub> Discover your greatest shortcoming and be willing to correct it.
- <sub>77</sub> Admit your own mistakes.
- <sub>78</sub> Remember the mistakes you have committed in the past, constantly remind yourself of them, and do not make the same mistake again.
- <sub>79</sub> Reflect upon yourself before you blame other people. Only by fairly assessing your own merits and faults will you have the right to judge others.

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- 80 Cherish, protect, and respect life. Never harm life.
- 81 Do not become blinded by love or betray yourself for money.
- 82 Learn to accept disadvantages, and see that disadvantages can sometimes be advantages.

### **On Spiritual Cultivation**

- 83 Meditate for five minutes or read a prayer from *Pearls of Wisdom* once each day.
- 84 Spend at least half a day in solitude each week for self-reflection. Be a vegetarian for at least one day each month to foster compassion.
- 85 Each day do good deeds, speak good words, and keep good thoughts.
- 86 Observe the Seven Admonitions every day: not to smoke or use drugs, not to visit brothels, not to be violent, not to steal, not to gamble, not to abuse alcohol, and not to use harsh speech.
- 87 Have deep faith in the Dharma. Always do what is wholesome and do nothing that is unwholesome.
- 88 Keep your promises.
- 89 Feel shame for what you do not know, what you cannot do, the parts of you that are impure, and the wrongs you have done.
- 90 Think of what is good and beautiful instead of what is sad and sorrowful. Turn your mind into a factory that produces nothing but good.
- 91 Sympathize with those less fortunate than you and pray that they are blessed.
- 92 Give, for it brings true wealth. Let go, for it is the only way to gain anything.
- 93 Accumulate merit by giving according to your ability.
- 94 Become an organ donor.

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- <sub>95</sub> Allow other people to be great, and be willing to be small. Allow other people to have things, and be willing to go without. Allow other people to be happy, and be willing to suffer. Allow other people to be right, and be willing to be wrong.
- <sub>96</sub> Do not be suspicious or jealous of others.
- <sub>97</sub> Do not cling to gains or losses. Do not compare what you have or do not have to others.
- <sub>98</sub> Never infect others with your own sadness and do not bring your worries to bed.
- <sub>99</sub> Know how to change your mind, transform your nature, and turn around to mend your ways.
- <sub>100</sub> Ensure that your behavior and understanding are in accord with one another. Do not be enlightened in theory but ignorant in practice.