

An Optimal Guide To Live, Hustle And Grow

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An Optimal Guide To Live, Hustle And Grow

About

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Summary: This book has been crafted with great effort and best wishes to anyone who dreams of shaping all spheres of their life. As a team, we are quite delighted to have you onboard on this journey of transformation and we can't wait for you to discover a new side of yourself with us! This book has been handcrafted by life coaches and writers who are passionate and qualified about all things of life and work. We help people like you to be a little braver and do what you are capable of. We believe in opening minds to a limitless potential to help you take action in the most practical and simplified ways.

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About Us

About Us

This book has been crafted with great effort and best wishes to anyone who dreams of shaping all spheres of their life. As a team, we are quite delighted to have you onboard on this journey of transformation and we can't wait for you to discover a new side of yourself with us! This book has been handcrafted by life coaches and writers who are passionate and qualified about all things of life and work. We help people like you to be a little braver and do what you are capable of. We believe in opening minds to a limitless potential to help you take action in the most practical and simplified ways.

Our ICF ACC Certified Mindset Transformation and Life Coach who is also an Academician, Dr. Anupreet Vig has contributed her expertise and extracted the best chapters for you to learn from. She has worded her life-long experiences in a short and crisp manner, which is fairly easy to apply. Currently a director at Utkarsh Wellbe, she has been an avid mentor who specialises in mindset transformation and guides individuals to thrive for what they deserve. Bringing the best out of people is her forte. Inclusive, open-minded, result-oriented, focused, and creative are just a few words to describe her personality.

Our Content Creator from our Digital Marketing domain, Mishelle Anthony has also contributed to the book with a collection of different ideas, keeping in mind the theme of life coaching and Mindset transformation. A keen writer and explorer, her major interest lies in the working world and the dynamics related to it. "No dream is too big" is a motto she strongly believes in and urges people to open their minds to similar thought processes.

The process of making this book involved major brainstorming about the collective needs of people today. People from all backgrounds and walks of life are entitled to pursue their dreams regardless of any factors or limitations which inhibit them from doing the same. We believe that our goals are the true essence of life. We have strongly focused on starting from scratch and building up ourselves all the way to the leadership roles and the responsibilities and obstacles that come with the power of it. The mindful practices in this book can be used to rewire our brain to take the necessary actions and bring the needed changes and rectifications in all domains of our life. Remember that it's okay to make mistakes as you embark on your journey to your best self. It's a needed experience and will only help you to grow; so, give yourself grace and know that it's okay to make mistakes. We can always start over.

We have also marked certain keywords for you to always contact us (refer to the

end of the book with the respective keyword) whenever you need in-depth one-on-one guidance with our Coach. So, stay on the lookout for them! We hope that you'll find this book helpful in your beautiful journey.

Happy reading!

Chapter 1: Mindset Types and Growth

Chapter 1:

Mindset: Types And Scope Of Growth

"There's always room for improvement. That's my mindset."

– Aaron Donald

Mindset is a state of mind itself. It is the environment your mind is introduced to and the fuel to all activities in your day. The environment that you keep your mind habitual of impacts the way it acts and reacts in all scenarios.

The mindset you choose eventually ends up becoming a magnet to all the things you believe in. Having a positive outlook on life and thinking of going onward and upward conditions your mind to produce actions which are in alignment to those goals. However, if the opposite happens where your mind is leaning towards mistakes, fear of failure or something similar, then we tend to adapt destructive and self-sabotaging patterns that get us nowhere but into more troubles and more failures.

So, is there really a way to distinguish between the both? Can we use this knowledge to be a bit more in control of how we act and the way our brain influences our actions?

Of course! Knowledge is power, remember? Almost anything and everything in the world can be fixed; by the virtues of patience and vigilance.

Let's dive a bit deeper into this, shall we?

Simply put, there are broadly two types of mindsets. First called the "Growth Mindset" and the latter being the "Fixed Mindset". When we talk about both of these, it's quite easy to figure out what exactly both of them must signify.

A growth mindset is the mindset loaded with endless possibilities. It is the influencer of all small and big progressive actions and the keeper of all gigantic dreams and goals. It builds the foundation on the principles of capability and faith in oneself. One must be self-assured and secure in oneself about their abilities and dedication. This mindset influences us to learn when we are clueless about the task at hand and develop as we progress further.

Examples:

I'm a constantly evolving work in progress.

I only fail when I stop trying.

The more you challenge yourself, the smarter you become.

A fixed mindset is a mindset full of negative and fixed lanes of operation. It tends to shrink down the potential of an individual. It tends to limit us to our inhibitions and also attracts self-obstructive and destructive behaviours which reduces our overall performance.

Examples:

That's just who I am. I can't change it.

If I don't try, then I won't fail.

If you have to work hard, you don't have the ability.

You see the contrast? That creates a massive change in the way we act.

Yet, most of us are struggling with a fixed mindset...

If that's the problem, how do we fix this issue?

How do we unfix a fixed mind? Here are a few points to keep in mind:

Take on challenges

Pay attention to your thoughts and words

Focus on your journey and build your graph. It doesn't have to be perfect, but always keep moving forward.

If you haven't achieved something, don't cross it off of your list. Learn more and

come back stronger.

Build more friendships and relationships that help you boost yourself to higher levels and encourage you to perform better.

Chapter 2: Comfort Zone

Chapter 2:

Comfort Zone

"Be willing to step outside your comfort zone once in a while; take risks in your life that seem worth taking. The ride might not be as predictable if you'd just planted your feet and stayed put, but it will be a heck lot more interesting."

– Edward Whitacre, Jr.

Comfort zone can be thought of as an area which has bounds and limits and stretches to a foreseeable limit only. It is our safe space and a place where we feel confident to be whatever we wish to be or do whatever we seem fit.

Real life examples may include doing the same tasks which we are used to doing or staying in the same place and not moving to somewhere else because we find the stability and security of the whole thing extremely comforting to us.

We often tend to stick to our comfort zones without knowing or intending to because the idea of change seems daunting to us rather than exciting or hopeful. We tend to think that things would take a turn for the worse and we would regret the change we plan to induce. Somewhere, we get lost in our internal battle of "what ifs" where we are trying to figure out the future outcomes with the variables and events known to us. However, our need for certainty stems from either stress, anxiety, fear of failure or sometimes all of these factors.

We need to understand that there are things we can control and there are things we can't control at all. We can predict events and things to a certain extent, but beyond a certain level, you'll have to find peace in knowing that you'll figure out whatever life throws at you; after all, you were made capable enough even if you think you weren't.

Comfort zones should be thought of as the nurturing hotspots for your own sake. They are often perceived in the wrong light, but they are there for a reason as well. Not always comfort zones can make you stagnant. They are there to boost your confidence, promote consistency in your tasks or life, and notify you about your strengths and weaknesses while making you highly skilled in whatever you're doing.

The key is to know when to step out of it to grow more. It's necessary for us to use comfort zones to the best of our ability and then bid them farewell and explore more as we go.

Remember not to stress much about where you stand and make sure to not rush your progress. Everyone is different and we all need a different pace. Slight discomfort is natural and healthy as we need courage and strength every now and then; and strength takes time to build, something which can't be done overnight. However, imposing things on yourself which give you a really hard time and trying to set targets which may cause burnouts isn't healthy either.

Always try to find a middle ground for yourself to grow otherwise your efforts would do more harm than good.

Chapter 3: Dipping Confidence

Chapter 3:

Dipping Confidence

"No one can make you feel inferior without your consent."

– Eleanor Roosevelt

Confidence is the key to almost every door we wish to open these days. Whether it is your workplace, your relationships, your hobbies, your desires or even your ambitions, confidence is the one thing that is needed to feel a sense of achievement in every scenario.

For instance, think of a situation where you are supposed to give a presentation to your team and you come up with these fantastic ideas that are mutually beneficial for the organisation and employees both. Amazing, right?

Now there are two things that can happen here...

Number one: You are just a little nervous, something which is very normal. However, you are confident in your facts, content, and verbal skills which is why you ace it at the end of the day. Diving onto scenario number two; you have practised and practised but still feel doubtful about yourself or your content or maybe something is generally bothering you, which is taking your anxiety to unhealthy levels. This lack of confidence might take away your opportunity of performing to the best of your calibre.

So, what's the solution? How do we fix this?

To understand the solution better, let's try to understand the problem first.

The thing is that confidence is not built overnight. Whatever we experience, the type of people we meet, the kind of feedback we receive, our successful attempts at things, our mistakes and all sorts of such little things becomes the fuel for our confidence. Based on whether or not you have been given positive experiences, these things nudge your confidence in the right direction or the wrong one. Demotivating and unsupportive remarks lead to a dip in confidence which we might already have and positive feedback and support lead to its rise. All we need to make sure is that we are not letting our confidence levels dip and keep them steady while trying to build onto it.

Now that we know what confidence is and how it works for us or against us, let's

try to break down the steps which can help you build yours.

NUMBER 1: Surround yourself with supportive people

Supportive people are always there to help us out with our shortcomings and give us the needed hype whenever we do something well. A good support system would always help you know your mistakes without lowering your confidence and celebrate your best victories that would strengthen your faith in yourself.

NUMBER 2: Don't be too hard on yourself

No matter how much we try to ignore the negative remarks that make us feel unsure of our abilities, if we manage to get rid of them but still when we talk to ourselves negatively telling that we are not good enough, it is still not good for us. We are our worst critics and sometimes we need to keep that critic at bay when it doesn't contribute to our growth. Know that you are worthy of all the praise you receive and go on to be better everyday.

NUMBER 3: Try new things and learn to laugh at yourself

Many times when we are closed off to new experiences, we tend to not experience everything around us. We eventually get great at things we do everyday and without even batting an eyelid, it comes to us naturally. However, it is important for us to push ourselves out of our comfort zone every now and then and not take things too seriously even when we make mistakes. Laugh off your mistakes and learn to loosen up a little every now and then. Stress is the killer of all joy. Do everything with immense joy and meet your own lighter self.

Keep trying new and amazing things and be the splendid human you are. You are brilliant and you are more than enough for all your big and grand dreams. Keep going!

Chapter 4: Get Organised And Ready

Chapter 4:

Get Organised And Ready

"Every day the clock resets. Your wins don't matter. Failures don't matter. Don't stress on what was, fight for what could be."

– Sean Higgins

Chaos... ugh! Oh how we hate a messed up life routine and a messed up schedule which doesn't help us grow or makes us feel lost. How do we manage to get out of the mess we didn't choose to create? Maybe our lifestyle pushed us into having less time and maybe being busy and caught up in everything left no room for a sense of organisation. In cases as such, we are left feeling like a mess and creating more mess in an attempt to do things right while navigating through that mess.

A chaotic life is something no one wishes for. As humans, all of us have adapted certain cycles (good or bad, based on our environment and work) and we wish to have a certain amount of timing and purpose in everything we do. We wish not only to create patterns, schedules and cycles which help us better, but also create these things with purpose. If we hate what we do, no matter how organised and fitting it seems, it would still be out of place for us and we would feel out of alignment, which would lead to us creating a mess in the future.

With that being said, every mess has its own purpose too. There are times when we need to learn and gain something out of chaos and the only person who can do that is you. No mess or chaos needs to be figured out overnight, no mountain needs to be flagged in a day, and no transformation needs to be rushed. We all need to take our time to figure out everything little by little.

When it comes to figuring things out, we pick up lessons and things from our past experiences and apply what we've learned and how we can do it better or differently. One of the key concepts is to experiment a little and be open to setbacks and wins. Take baby steps everyday to see if certain habits, routines or values or methods sit well with your body, mind and soul. Is it fulfilling and does it make you happy? If something aligns with you, keep at it and continue doing it. However, if it doesn't help, or feels unaligned, or maybe even worse than what you started with, fret not; because now you know what you shouldn't do. Now, you hold the power to reroute the course of your journey again; it is somewhat similar to how maps in our devices reroute us to the right path if we steered in the wrong direction or missed a turn. Make sure you give yourself grace even through all your mistakes and be patient with yourself. Transformation is a

process and you are the best project you will ever work on. So, be patient when you sculpt the best version of you. It's gonna happen, even if it seems that it won't. Hang on to that hope.

This was the mental aspect which tells you how to approach a messy or chaotic phase of your life. Yes, you heard it right... It's a phase; which means that it's not permanent at all. Now, on the metaphysical plane or on an executional level, you can go ahead and use the following tips to complement your approach and make things a little less foggier:

Declutter your space; your bed, your workspace, your lounge, or any place where you spend your time in.

Journal*; a chaotic mind makes more chaos. Write your thoughts down and let them flow through your system (even if they feel messy). Do a ***mind mapping**** and see what works best for you.

Know the difference between lies and instincts. Make sure you don't feed your mind with negativity which isn't true just because of mere fear or doubts.

Make your time count and make sure you spend it on things and people who make you happy.

Self reflect on how and what you feel. Talk it out and allow yourself to sit on whatever emotion you are feeling without guilt.

Make schedules and routines without adding in overwhelming tasks with unrealistic timelines. It only makes you feel bad or guilty even when you are trying your best.

Add more tips and things that work out for you. Keep enjoying the process as you go. You are already so brave and so capable. Make sure you remember that as you figure things out!

Chapter 5: Motivation

Chapter 5:

Motivation

"Success is not final; failure is not fatal: It is the courage to continue that counts."

— Winston S. Churchill

Motivation! We all need it in today's time. Well, let's admit at this point that the pandemic has not been a joke to any of us and has impacted our lives in one way or another. During the pandemic, we have had the opportunity to work remotely in the comfort of our homes and look after our family life as well as professional life all at the same time. However, we also know that this was a hard nut to crack as well.

This is mainly because of the fact that a professional work environment promotes more productivity than at home where we have an option to step back into our comfort zone rather than pushing ourselves to do better. With this, we have also faced a lack of motivation, even at the workplace. Most people have seen a decline in their mental health and have been unsuccessful in completing their targets or reaching their professional goals. Some who combated this problem had one key to tackle all of this; Motivation!

So, the real question arises... how do I get motivated, when I'm totally not? How do I encourage myself to do something that I wish to do? Here are some ways to answer questions like these:

Motivate yourself by:

Starting a small and simple task: If you find yourself completely drained of any sort of motivation, complete a mini task which is easy to complete. This way you would feel accomplished enough to think that you can take up the more important ones and check them off of your list. This will give you a needed head-start.

Make a list: Make a list of tasks that are to be done on a particular day. Refrain from making unrealistic plans, but do try to step out of your comfort zone and try something new. This would make the day a little more interesting for you to pursue all the tasks at hand.

Prioritise: Prioritise your time and tasks. The list you make should be according to what needs to be done and how urgent it is. Once you know the gravity of the situation, you would be more likely to think that the tasks that are important need to be completed.

Self-care: Making sure that you're resting well, eating well and living well are highly important. Negligence towards your health or your needs would automatically create friction between you and your work. It is necessary to make sure that you are well enough to take on all your responsibilities and tasks.

5. **Reward yourself:** No feat is too small to celebrate; every victory counts. Whether it is reading a page of a book you bought ages ago or cracking an interview at the company of your dreams, big or small, victory needs to be celebrated. Reward yourself on every chance you get. This would help you stay happier, and thus more motivated and eager to complete your tasks and go for the gold.

Chapter 6: Meet the Best Version of Yourself

Chapter 6:

Meet The Best Version Of Yourself

"In the realm of ideas everything depends on enthusiasm, in the real world all rests on perseverance."

– Johann Wolfgang Von Goethe.

We as humans are always looking for things to improve. We tend to make goals and with resilience and time, we watch ourselves achieve them. However, being highly ambitious and success-hungry species, we never tend to stop; and none of us wish to till we really know that we have become the best version of ourselves. So, how do we know our complete potential in its entirety?

To know this, we must know what are our strengths and weaknesses. Based on that, we can map our entire course; or maybe the first few steps towards that direction. Not everything can be planned and not every variable is known; keep that in mind while starting your journey. That being said, you must also know that while things can be planned, we need to prepare our mind for modifications of any sorts as well. Keep an open mind!

Once we embark on this ***self-discovery journey****, we can keep working towards what we've planned whilst making the needed rectifications down the line. Having most of it figured out, now's the stage where we start the part of execution. Here are some steps:

1. Take Responsibility for You: Be accountable for your own fate and for your own actions. You are the master of your own life and you are responsible for what happens in your life. Know that and work accordingly.
2. Be Present in Every Moment: Learn from the past and take it as a lesson. But learn to let it go as well.
3. Teach Your Brain: Be a learner and keep learning forever. Learning has no age limit!
4. Forgive: Learn to forgive. Forgiveness doesn't mean you let them in again or forget everything. It means to move on and stop that event from having any control over you. You live your life independent from that event/

5. Take a Chance: Healthy risk taking is always essential to grow!
6. Be Honest: Honesty is the best policy and keeps us out of trouble. Avoid lying unless absolutely necessary or in emergency cases.
7. Prioritise: Prioritise your work and prioritise yourself. Having a set level of importance assigned to your tasks aids in better execution!
8. Embrace Fear of Failure: Fear of failure is the spark needed to start the fire. Embrace it and use it to fuel your drive!

Chapter 7: Nurturing The Leader Within You

Chapter 7:

Nurturing The Leader Within You

"The pessimist complains about the wind. The optimist expects it to change. The leader adjusts the sails."

– John Maxwell

Leadership is a trait which many would say to be something which is absolutely natural and something you need to be born with. Perhaps, this is where the idea of "natural" or "born" leaders seems to be glorified. However, as much as truth this belief holds, it is also true that a potential leader, natural or not, has to have the right mentorship and guidance to be nurtured the right way in order to complete themselves and become whole leaders.

Leadership is simply an asset which anyone can possess given the right dedication in the right direction. It is not rocket science which may look daunting to figure out, but it isn't a cakewalk either where we can put minimal effort and expect staggering results. Work needs to be put in and in the right way. In this case, effort is not the only factor on which everything relies on. We need to have the right sense of direction and with the essential qualities that build a true leader who not only gets the things done, but can also be someone people can trust and rely on.

To nurture a leader, one must keep the following pointers in mind:

A leader must take charge and know how to make the right decisions at the right time, even if it is tricky to do so.

A ship can't always be expected to sail smoothly; a leader must be resilient and determined in order to bounce back from any hardships they and their team might face.

A leader is strong-willed, but empathetic; he/she must not disregard genuine concerns of others and must also look for ways to help their teammates.

With great power comes great responsibility! A leader must show a sense of responsibility and accountability in case things end up getting messed up.

With a tremendous amount of power and responsibility, a leader must also ensure to keep their ego on the down-low and possess a high self-esteem. One must have confidence and faith in themselves, but pride and ego tend to kill the game.

Now inculcating these qualities is easier said than done. How we deal with everything holds the utmost importance to us as we envision the prototype of the leader we wish to make someone or even us for that matter.

The right mentorship & **coaching*** is an absolute perfect solution in this case. There are several ways to be mentored to become the leader you envision to be. Here are some of the ingredients which make a true leader (bonus points if you can have all of them!):

Professional leadership trainings

A role model who you can follow and look up to

A teacher/mentor/Coach who knows you well and raises you to your potential

A strong support system

Strong network

Confidence and faith in yourself

Ability and courage to take calculated risks

Last but not the least, being ready for anything and everything!

You are the master of your own journey and your leadership style is something which is going to be different from everyone. Make sure to pick a good one and don't shy away from being yourself!

Be loud, be heard, be kind and be unstoppable!

Chapter 8: Leadership And Communication

Chapter 8:

Leadership And Communication

"The art of communication is the language of leadership"

- James Humes

Communication is defined as the act of giving, receiving, and sharing information -- in other words, talking or writing, and listening or reading. Good communicators listen carefully, speak or write clearly, and respect different opinions.

Leadership requires good communication skills. According to the Oxford dictionary, leadership is the action of leading a group of people or an organisation. This makes it evident how communication is a useful asset to harbour as a leader. Therefore, communication and leadership work hand-in-hand.

Leadership stems not only from strategies and tinkering with ideas, but also from having the ability to impart the right idea to your target audience. Whether a team, a company or an entire chain of organisations, leadership gives us the authority and power to address our audience more efficiently and effectively.

Here are ways how leadership and communication can grow hand-in-hand:

- 1) Communicate relentlessly and be authentic: More the communication, the better. Communication always works as much as you make it work for you.
- 2) Simplify and be direct: Be clear in your thoughts and how you wish to put them through to your people. Instead of complicating things, go with a flow and make sure you are clear and able to convey your ideas exactly the way you wish to.
- 3) Listen and encourage input: Be a good listener. A good listener can spot the nitty-gritty of every situation and give the right response or feedback. Encourage participation and make sure your audience knows you're open to all ideas.
- 4) Illustrate through stories: Make things interesting and make people want to hear more of what you have to say.

5) Affirm with actions: Actions speak louder than words. Implement what you say and make sure everyone knows that you mean business.

Chapter 9: Professional Growth and Direction

Chapter 9:

Professional Growth And Direction

"Not all who wander are lost"

—J.R.R. Tolkien

Professional growth and direction are the elements that go hand-in-hand with each other. When we talk about the professional realm of our life, we all know that we wish to see a reasonable amount of growth over the years, even if it's not exponential. We all yearn to see our hard work pay off in the ways we plan or imagine it to be. That being said, we also know that without a set map or direction guiding us, we can't expect the results we expect to see, as the certainty of the route we wish to pursue becomes ambiguous.

However, it doesn't mean that everyone must pursue a set of steps and cross the same road which has been travelled by other successful people. Everyone is different and all of us pursue our own paths and ways of approaching things in life, even if we have similar goals. There are no right or wrong answers.

We should just be able to know where we are headed and our steps to reach that destination depend on how we wish to make our way to that place. Here are a few tips to enhance your professional growth and sense of direction.

Explore: Take time to explore what kind of profession you see yourself doing in the long run with passion. People tend to rush their professional decisions and regret choosing their line of work over the years. Choose something which makes you want to get up every day with a new sense of excitement and joy. A job done with passion would be a job done better and eventually, the quality of work would also be rewarding as you would see both professional and financial growth.

Set a *goal**: If you were given the superpower to do whatever you wish to do and whoever you wish to be, where would you see yourself? Set a goal you see yourself achieving, no matter how impossible and far-fetched it seems. Then, to make it realistic and tangible, make a set of steps to reach closer to it every day. Making mini goals and tasks every day would help you achieve your greater plan

faster and in a more practical way.

Win or Learn: We never fail. Always remember that. All of us either succeed or learn something from every situation. Never see a defeat as a failure, but rather see it as a learning experience to guide you towards all your future goals. Every experience comes in handy at some point.

Resilience: Keep doing what you do and wish to do no matter how long it seems. Persistence, resilience and hard work are the key elements to success. Not giving up is an art and bouncing back stronger than before from every obstacle is the secret of every successful self-made person ever born.

Chapter 10: Conflict Management

Chapter 10:

Conflict Management

"An eye for an eye will only make the whole world blind."

– Mahatma Gandhi

Conflict management is a term used to describe resolution or prevention of conflicts, disputes or some sort of differences that may occur between two or more parties.

Conflicts are usually caused by miscommunication, lack of communication or difference of opinions. Considering that these things are quite common and happen almost everywhere and all the time, the odds of having a conflict are high in almost all areas of life. It can happen in our work life, personal life, during our time when we're studying, or working in team projects or even with friends or ourselves. Conflict is a result of two contradicting thought processes clashing.

So... what's the solution? Are we certain that we can never achieve a healthy work environment or good relationships? Not at all! There's nothing to fret about. Just like all problems have a solution, all conflicts can be resolved and prevented beforehand.

Here are ways to resolve conflicts:

Don't ignore the conflict; acceptance is key.

Clarify the problem to bring people on the same page for starting off.

Bring involved parties together to talk and mediate efficiently.

Identify what can be a middle ground solution that somewhat satisfies everyone.

Monitor the conflict after resolution to avoid future conflicts.

Since prevention is always better than cure, here are ways to prevent conflict. Note that prevention is not denial, but rather a way to bring an overall harmony by not letting problems dwell in the first place.

Listen silently for a few moments. Take a pause and respond. Don't try to

convince the other person that your point of view is better; try to understand their point of view as well.

Offer calm and non-impulsive comments.

Always try to recover your energy from past conflicts. Don't let it get in your own way.

Have a ***growth mindset****. See every disagreement as a chance to learn, explore and innovate.

Develop Empathy and ***active listening skills****

Professional Guidance Based on Keyword Hunt

Our guidance based on keyword hunt

Journal

Mind Mapping

Self-discovery journey

Coaching

Goals

Growth Mindset

Active Listening Skills

For guidance on the above aspects, feel free to contact us and book a session!

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