



Personality Development Wisdom

CHEAT SHEET



Master the Art of Becoming
the Best Version of Yourself
for **Ultimate Success & Growth!**



Things to do to become the Better Version of yourself:

- Find out the aspects that need to be changed
- Take action to make a change
- Let Go of Anger
- Empathize with others
- Make an effort to add positivity & depth to your interactions
- Find confidence within
- Compliment yourself
- Be Open to Change

Ways to Improve Body Language:

- Mind Your Vocal Tone
- Take on a Powerful Pose
- Smile with Purpose
- Use Your Hands to Improve Speech
- To Increase Participation, Look Like You're Listening
- Speak with Your Eyes
- Have Eye Contact, but don't Stare
- To Connect Instantly with Someone, Shake Hands
- Mirror the Other Person
- Think Before You Speak

Tips to Overcome Procrastination:

- Don't Blow Tasks Out of Proportion
- Beware Excuses
- Chunk it
- Track How You Spend Your Time
- Make a List
- Eliminate Distractions
- Don't Rely on Memory
- Drop the Perfectionism
- Have Someone Hold You Accountable
- Be Realistic



Tips to Improve Your Soft Skills:

- Always communicate
- Be a team player
- Strengthen your creativity
- Practice public speaking
- Pay attention to body language
- Approach conflict in a healthy manner
- Accept constructive criticism

How do you overcome failure?

- Realize that nothing worthwhile will come easy
- Don't make it personal
- Take stock, learn and adapt
- Release the need for approval of others
- Try a new point of view
- Stop dwelling on it
- Be brutally honest

How To Have The Most Productive Day, Every Day?

- Start preparation the night before
- Start with exercise
- Have a glass of lemon water
- No screen time until breakfast
- Eat a real breakfast
- Keep checking off to-dos
- Keep morning meetings on schedule
- Don't multitask
- Take regular breaks
- Say no



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