

# TRAINING GUIDE



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

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# Introduction

An individual's personality is the combination of traits and patterns that influence their behavior, thought, motivation, and emotion.

The development of one's personality, done in the right manner, is a challenging and rewarding task for every individual, particularly for the energetic youth who can gain much from it.

It is challenging because it demands hard, methodical labor, perseverance, and careful attention. And it is rewarding since no effort in this direction goes in vain. In fact, every effort brings success and satisfaction proportionate to the attempt. Moreover, it is every person's duty to work towards it, since personality development is necessary for success in any field.

If your actions are making you feel helpless, ashamed and guilty of your behavior which spurts the worse situation, then you seriously need to change your personality. You need to be in control of your actions and emotions and act accordingly.

This book contains all the guidance that you need or will ever need to know in order to develop your personality. This book is exclusively designed to serve as a textbook that addresses the requirements of persons of any age group – students, employees, entrepreneurs of any discipline who are on the threshold of starting their careers. The book would prove equally beneficial to young managers who have already had a taste of corporate life.

The book aims to provide crucial insights into various facets of developing one's personality, as well as improve written, verbal and non-verbal communication skills. Full attention is paid to specific needs such as body language, time and stress management, overcoming failures and fears etc.

By providing a rich array of tips, techniques, and carefully developed routines, the book attempts to provide the reader with hands-on experience to cope with the demands of the world of business.





**Chapter 1** 

Personality Development An Overview







Every individual has his own characteristic way of behaving, responding to emotions, perceiving things and looking at the world. No two individuals are similar.

You might like going out for parties but your friend might prefer staying back at home reading his/her favorite book. It is really not necessary that if you like partying around, your friend will also like the same. Here comes the role of personality.

#### 1.1 What is Personality?

Personality has been derived from the Latin word "persona" which means "mask" used by the actors to change their appearance. It is the combination of individual thoughts, characteristics, behaviors, attitude, idea, and habits.

A brief definition would be that personality is made up of the characteristic patterns of thoughts, feelings, and behaviors that make a person unique. In addition to this, personality arises from within the individual and remains fairly consistent throughout life.



Personality is the product of social interaction in group life. In society, every person has different traits such as skin, color, height, and weight. They have different types of personalities because individuals are not alike. It refers to the habits; attitudes as well as

physical traits of a person which are not the same but have varied from group to group and society to society.

Everyone has a personality, which may be good or bad, impressive or unimpressive. It develops during the process of socialization in a culture of a specific group or society. One cannot determine it of an individual exactly because it varies from culture to culture and time to time. For example, a killer is considered criminal in peacetime and a hero in war.

The feeling and actions of an individual during interaction molds the personality. It is the sum of total behaviors of the individual, interests, mentality, and intelligence. It is the sum of physical and mental abilities and capabilities.

Explanations for personality can focus on a variety of influences, ranging from genetic explanations for personality traits to the role of the environment and experience in shaping an individual's personality.

Environmental factors that can play a role in the development and expression of personality include such things as parenting and culture. How children are raised can depend on the individual personalities and parenting styles of caregivers as well as the norms and expectations of different cultures.

# 1.2 What is 'Personality Development'?

Personality development means developing a personality cult so as to create a strong positive impression about you. Or Personality development is the development of the organized pattern of behaviors and attitudes that makes a person distinctive.

Personality development occurs through the ongoing interaction of temperament character, and environment. Personality constitutes of various elements like intelligence, physique, temperament, patience etc. All these elements lead to a good personality.

In the field of management, personality plays a key role in career building and success. The personality development has become a vital constituent of a successful person. People undergo a personality development program in order to improve their personal





skills and thereby enhancing their personality. Personality is somewhere eternal and it is mainly dependent on the atmosphere in which a human being grows up.



Personality development is essential in guiding one to reach one's goal. It involves emotional control and balance. Personality development entails coordination, cooperation, understanding, and right communication. To possess a charismatic personality one needs high emotional intelligence.

For developing our personality we need well-nourished thoughts that would lead us from immaturity to maturity from the state of naivety to a state of the knowledgeable and alert individual.

Everyone has something great in them. Someone plays the piano well, someone is a great cook or someone is brilliant in organizing and managing teams. These are our skills but they are used for a certain period of a day. However, the life skills we are talking about are used 24×7 in our life to make it better for ourselves and for others as well. Hence the question what is personality development can be answered in several manners since there are several ways to explain it.

At an individual level, personality development can be understood to include:







- **Self-Awareness**
- Self-Knowledge
- Building self-identity and self-esteem
- Spiritual Development
- Talent development
- Identifying potential
- Acceptance of responsibility for self
- Enhancing the quality of life
- Improving physical and mental health
- Aspiration fulfillment
- Improving social abilities

#### 1.3 Why Personality Development is Important?

If you have a good personality, the chances of being noticed increase by several folds. When you have an attractive personality, the first impression on the person in front of you is always good.

If you are at an interview or just meeting someone for the first time, you will feel confident. To make the person in front of you to have faith in you, a good personality is very important. A few years ago, the concept of personality development was not that popular but as the competition is increasing in the market, every aspect of human behavior is being explored to gain success in life.

The importance of personality development can be stated as follows:

#### **Confidence:**

If you have a good personality, you will feel confident. Properly dressed and wellgroomed person is always liked by the peers and it makes you less anxious while meeting someone for the first time. If you are confident, you will gain control of the situation.

## **Helps to develop Positive Attitude:**





A positive attitude gives you a chance to flourish on the path of success in life. A person with a positive attitude will always think of the best of the situation and can take advantage of the worst possible situations in life. Rather than cribbing and criticizing people around, analyze the whole situation and try to find an appropriate solution for the same. Remember, if there is a problem, there has to be a solution as well. Developing a positive attitude even in a hopeless situation is the part of personality development program.



#### Improved Communication Skills:

A lot of emphases is given on improving communication skills during personality development. Possessing good communication skills is very important both for personal and professional life. People are more receptive to what you say if they are impressed with your personality. If you know how to behave in front of a group of people and your seniors, you will always get better options in life. At the same time, effective communication also includes being a good listener.

## • Increase Credibility

Remember, people judge book by its cover and they will judge you based on your dressing sense. This does not mean you should buy expensive clothes. It means that you should buy those clothes that suit your physique and overall personality.

It is very important to have a proper dressing sense and picking up the right dress for you. We all know people who look shabby in expensive clothes. There are also people who look great even if their attire is inexpensive. Because of this, you must be aware of what to wear and other aspects of enhancing your physical features.

#### Builds Balance in Life



Personality development can help you be more organized, punctual, a person who keeps his word, etc. When you acquire such skills, you are able to plan every area of your life so none suffers. You create time for your family, time to exercise and meditate, work and so on. Every area benefits from a good and developed personality.



#### • Ensures Excellence in one's field

If you are constantly developing yourself you will ultimately become the best version of yourself. You become the go-to person on any matter in your field. That is why you find many CEO's are very keen on theirs and staff development. You must keep learning new things to keep up with the ever-changing world. Personality development improves your chances of success in any undertaking-because you have the right mindset are goal oriented and likable.

## 1.3 Personality Determinants

There are three main influences on personality development; those are heredity, environment, and situation.

• **Heredity:** This refers to the influences on your personality that you are born with. They are in your genes and there is not much you can do to change these traits. They can include your temperament, which helps to determine how you

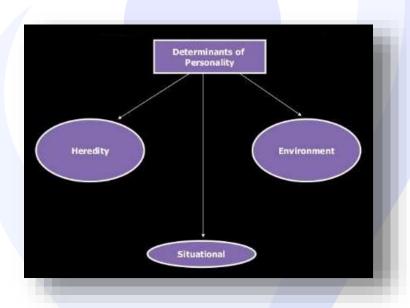






react to situations and how easygoing you are. In kids, it may affect how well they get along with others. Genetics, of course, also determines how someone looks.

- **Environment:** Our environment is the nurturing aspect of our lives. It is the type of environment in which we live and grow up. The environment would include home, school, work, or other places that you spend a lot of time. Environmental factors also include such things as languages, religion, etc.
- **Situations:** These are the experiences that each individual person goes through. The various things that people experience will leave imprints on and help to develop his or her personality. Everything from divorce, death, trauma, and even happy times fit into the "situations" category of shaping one's personality.



You have most likely at some point in your life heard someone say that people are a "product of their environment." This means their personality has been greatly influenced by the three things we just looked at. They were born with particular traits, and their living situation and any impacting situations they experienced all helped to create who they are.

## 1.4 Stages of Personality Development

## **Erik Erikson's Stages of Development:**

Erik Erikson's stages of development focused on trying to provide a theory on social development. He was influenced by Sigmund Freud. Erikson's stages of development did not stop when a child turned 18. He believed that the person continued to develop and have personality outcomes into adulthood as well.

His stages of development considered his contribution to personality development, included:

#### • Infancy:

In this stage, the focus is trust versus mistrust. Hope is the virtue that comes out of this stage, as the child learns to trust or mistrust his caretakers.

#### • 18 months to 3 years:

In this autonomy versus shame stage, the virtues gained are self-control and courage. It is the stage in which we learn to walk, talk, eat, and gain small motor control, as well as learning toilet training. This is a vulnerable stage. If parents are harsh, especially during potty training, it may create a child with low self-esteem.

#### • 3 to 5 years:

This is the initiative versus guilt stage, in which children copy the adults around them. They also take the initiative to play on their own. Children learn to do some things on their own, such as get dressed. If children feel guilty about doing these things, they will have difficulties later.

#### • 6 to 12 years:

This is the industry versus inferiority stage, and the virtues gained are method and competence. Children in this stage compare their own worth to those around them and may feel inferior if they do not measure up.

#### • 12 to 18 years:

Identity versus role confusion is the outcome of this stage, with the virtues being devotion and fidelity. At this stage, peer relationships are the most important and these

teens question themselves. As they are trying to figure out who they are and what their plans are, they can experience role confusion if their parents are pushing a different version of themselves than they may feel.

#### • 18 to 35 years:

The development outcome in this stage is intimacy and solidarity versus isolation. The basic strengths are love and affiliation. It is the stage that we seek out a satisfying relationship and start a family. If someone is not successful in this quest, he or she may turn to isolation.

#### • 35 to 55 years or so:

This is the stage that people often feel they have a "mid-life crisis." It is the 'Generativity' versus self-absorption or stagnation stage. This is the stage in which people often size up all they have done thus far and measure to see if they feel they have accomplished enough.

#### 55 or so until death:

The basic strength in this stage is wisdom, and the ego outcome is integrity versus despair. At this stage, if people look back on their lives and experiences and are pleased, they feel integrity, while those who are not feeling despair.

As you can see, there are many stages that are believed to go into personality development. You may even be able to identify some of your own experiences in these stages.

#### **Conclusion:**

What an individual sees in his childhood days and most importantly his/her growing days form his personality. How an individual has raised plays an important role in shaping his/her personality.

Personality is nothing but the aggregate conglomeration of memories and incidents in an individual's entire lifespan. Environmental factors, family background, financial





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conditions, genetic factors, situations, and circumstances also contribute to an individual's personality.

Personality development also is said to have a positive impact on one's communication skills and the way he sees the world. Individuals tend to develop a positive attitude as a result of personality development.

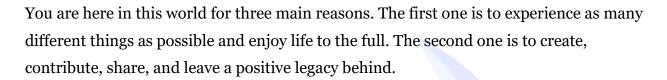




Chapter 2

TransformYourself into a Better Version





And the third reason why you're here on this planet is to improve, evolve, grow and become the best version of yourself. So the question is: what can you do to make sure you become the best version of yourself? Let's find out...

#### 2.1 What Is Your Better Version Of Yourself?

Your best self is the one where you are performing at your highest potential in all facets of your life. That potential is different for all of us, and nobody is going to be the best at every single thing. Rather, we strive to be our best in how we act and interact in relationships, the attitudes we use to guide our ways, the behaviors that manifest in our actions and lack of actions, and the beliefs that drive our every thought. Striving to be your best results in being a better version of yourself.



#### 2.2 Where Do We Find Our Best Selves?

Your best version of yourself is the result of knowing who you are at all levels, by identifying all of your beliefs and then choosing the beliefs that create the best outcomes in our life.

As an example, what if you believed that you should never settle for second best? That belief may help you be more competitive, ambitious and to go after your goals. Not a bad belief, per se. But what if that same belief also leads you to feel inadequate, underachieving and constantly unhappy? What if you looked around and always felt like you never had enough? Then that belief, to never settle for second best, would not be serving you as well as another belief could. What if you changed the belief to "never settle for unhappiness"? Then you might find yourself happier and less jealous; still ambitious, but not to a fault.

#### 2.3 How to Change?

The key to becoming your best version of yourself is to identify beliefs that are limiting you, beliefs that drive your behaviors and beliefs that bring out your best. To create a change in yourself, it is important to identify beliefs and choose better ones.

Here's a 4 step process on how to make any change:

## 1. You must want to change:

Really, you must have such a strong desire to change that you're willing to overcome the pain and challenges of change. You can't just say you want to change, you must have a motivational desire to do so. If you lack this desire, then compare the pros and cons of changing to help build and reinforce that desire.

## 2. You must believe you can change:

This may sound simple (and it actually is) but many people don't believe they can change for a lot of reasons. Instead of focusing on why you can't change a specific thing or haven't changed it in the past, focus on the fact that you have made other changes and can change. Did you cut your hair? Then you changed. Did you learn something new? Then you changed. You don't have to believe you can save the world, all you have to believe is that you can change. Keep it simple to empower yourself.







Look at the behavior you want to change (e.g. your behavior towards money, or love, or work, etc.). Ask yourself questions that start with what, when, where, how, and who about the behavior (avoid asking "why" questions because the answers are mostly judgments that will hold you back). "When does it happen?" "Who does it impact?" "How does it come about?" In asking these questions your brain will give you answers that will help reveal what the underlying belief is. Keep asking questions until you uncover the core belief you feel is driving you. (e.g. "never settle for second best", "money is power", "love is only for the lucky", etc.).



## 4. Choose a better belief:

Here's the trick with change... it's not about brute-force, willpower. Instead of cutting off a leaf on a tree and expecting it to not grow back, you need to stop feeding the roots that feed the leaf. Then the leaf will fall off on its own and never come back. If your behavior is like the leaf on a tree, and the root is your core belief, you can stop feeding your old behavior and create a new one by choosing a new belief that supports your goals.



Now, every time you experience the thoughts and events that trigger the old behavior you'll use the new belief in its place and experience those triggers and events differently.

#### 2.4 Things to do to become the Better Version of yourself:

#### 1. Find out the aspects that need to be changed:

"The first step towards change is to recognize what you want to change. This requires self-knowledge. Next, you have to decide what you want the outcome to be, and then what the steps are that is the bridge between who you are or how you behave and who you want to be and how you want to behave," according to Masini.

We know ourselves better than anyone else. If we take note of the qualities we wish to change or what we'd like to see more of in self-improvement, we can more efficiently work towards adding or lessening those qualities to be who we want to be. Desire is step one; evaluation is step two; introspection and action follow.

#### 2. Take action to make a change:

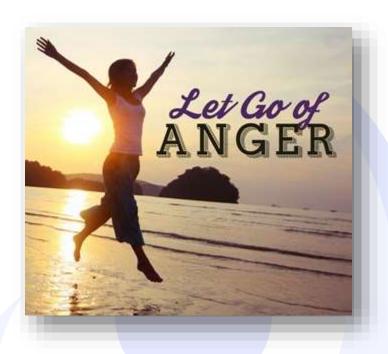
Where we identify areas of ourselves that could use improvement, do not ignore them. Don't make excuses. Be committed to taking action. Most people don't embrace change and take action.

If we truly hope to see a change in our interpersonal connections, we have to commit. Typically, the cycle is this: identify something you are unhappy with; beat yourself up about it; feel terrible, make excuses why you can't have what you want; move on for some period of time, distract yourself, forget about the problem; problem resurfaces. Don't let your problems fall to the wayside; be proactive.

## 3. Let Go of Anger:

Letting go of anger is easier said than done. While anger is a perfectly normal emotion, you can't let it fester. When this happens, you may make unwise decisions, and more important, it may affect your health. Research suggests pent-up anger can cause digestive problems, difficulty sleeping, and even heart disease.





To help you let go of anger, Roya R. Rad, MA, PsyD, suggests you write your feelings down, pray or meditate, or begin to manage your thoughts.

#### 4. Empathize with others:

People who are personable and engaging have lot empathy. They're not just interested in themselves or how they see the world. They want to know how you see it, as well. They love to give opinions, but they also want to hear yours, and they'll check in on you to see how you're doing, not just wait for you to show up and tell them.

Likable individuals are not self-centered or selfish, two qualities often seen as faults. If you personally identify as a potentially egotistical individual, start there. Aim to take a more invested interest in the relationships you have as a way of nurturing and showing care for the people who make life fulfilling.

## 5. Make an effort to add positivity & depth to your interactions:

Likable people don't take themselves too seriously. The ability to 'take a pie in the face' is a huge factor of likable people. They don't have thin skins, and they understand the world is a big place, and their own reference point on life isn't the be-all-end-all,

Take a load off. Try to breathe deeper, exhaling the negative stress, worry, or whatever burden you bear. There will always be another day, and tough times will pass.

Remember this to keep life light and enter a room as a positive energy, drawing people into your aura and leaving a good impression each time.

What makes a person likable stems from "positive attitude, curiosity, high energy, [and] active listening. Any combination of these qualities would be a solid starting point for someone looking to become more personable in a social setting.

#### 6. Find confidence within:

Although introverts are not naturally communicative, engaging with others requires some extrovert personality factors.

Putting yourself out there is paramount to drawing in new relationships and connecting with people from different walks of life. Whether you're introverted or extroverted, finding your inner confidence in any environment is crucial to being a better, personable individual.

Not being self-conscious or fearful of reaching out is important to be able to engage with others.

#### 7. Promote your assets:

The problem introverts may have is not getting their message out there. No matter how intelligent and wonderful someone is, if they stay home and don't reach out, nobody else will know their assets. And with extroverts, sometimes people are off-put by their demeanors and focus on their style instead of their substance.

Whoever you are, whatever your personality, wherever you come from, wave your flag high. Don't shy away from who you are and what you have to offer the world for fear that one person may not be receptive or respond well. What makes you is everything you already are. Any attempt at self-improvement is merely an addition to a great individual.

## 8. Surround yourself with great people:







Do the people around you bring out your best? This is a simple question that just can't be avoided. This is one of the most important things you can do for self-improvement. If asked, during the hard times, who contributed to the pain, failure, and lack of progress? You could probably give a list, right? The same is true about our great times. Great times come from being with great people. Commit to only surround yourself with amazing people only! If you can't find any, look at new places. They're out there, and they're waiting to meet you, and believe in you.



## 9. Compliment yourself:

Every morning before you go on with your daily routine, take a couple of minutes to give yourself a compliment. Whether you compliment your outfit, haircut, or how you recently completed a task using your unique skill sets, giving yourself a little emotional boost will make you happy. And, when you're happy with yourself, that emotion can be contagious to those around you. Inspirational speaker Tony Robbins has a mantra he says aloud to himself most days to put him in a peak performance state.

#### 10. Be Open to Change:

Whether trying a new restaurant, traveling to an unknown part of the world or doing something that has always scared you, you should always be open to change. This allows



you to grow because you experience something new. It helps you be high functioning and self-confident if you are not wary of change.

Becoming a better person doesn't happen overnight, but it is possible. Believe in yourself and know that it is possible!

### 2.2 Stop These 6 Things to Become the Better Version of Yourself:

Everyone wants to become the better version of themselves, but few actually do it. We're our own worst enemies when it comes to achieving success, chasing our dreams, and living a life that's filled with passion and purpose.

But no matter who you are, there are 6 main habits that continually get in people's way of becoming a success. Eliminate these 6 habits and become the best version of yourself.

#### 1. Stop the fear of failure:

It's important to realize that failure is a natural part of life and doesn't signal the end of the world.

Highly successful people, such as Michael Jordan, Richard Branson, and Bill Gates have all failed at some point in their life. Failure is needed because that's when valuable insights are learned that can drive you to become highly successful in life.

Overcome your fears by analyzing all potential outcomes, practice positive thinking, have a worst-case scenario to ease your worries, and practice setting goals.

Remember: "Fear will do one thing and one thing only: hold you back." – Kya Aliana

# 2. Stop the fear of success:

Fear of success hides in our subconscious and displays itself in scenarios like the examples above.

People are afraid of success for a myriad of reasons, such as fear of losing their identity, more responsibility being added, raised expectations, and not being able to handle success well.





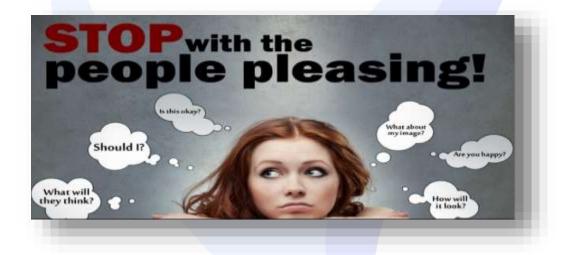
Success is a good thing, everyone deserves to live out his or her dreams and have a positive impact on the world. Handle success by staying authentic and remember who you are, accept you won't please everyone, and be comfortable with every decision you make.

#### 3. Stop pleasing people:

It's time for you to stop playing the role of the 'doormat' and start becoming selfish and putting yourself first. For each second you remain in this people-pleaser role, a piece of you dies.

People pleasers are taken advantage of, prone to stress and depression, develop resentment over time toward people in their lives, and are prone to health issues, such as weight gain. Once you quit people-pleasing, you'll regain your sense of who you are and build up confidence.

Live your life to please yourself and to heck with everyone else.



## 4. Stop criticizing and judging others:

To become the best version of yourself, you need to eliminate all negative energy. When you throw negative energy at people, you're potentially damaging a person's self-worth and self-esteem. You're also throwing buckets of negative energy out into the universe yourself.





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Nice people finish first in life and achieve more than those who are selfish and bitter with the world.

Avoid criticizing and judging others by not assuming anything; know it's not about you, and pretend to walk in their shoes to see the situation from their perspective.

### 5. Stop procrastination:

Perfectionism is the mother of procrastination. Procrastination is another form of laziness. Procrastinators sabotage themselves from becoming the best versions of themselves. Procrastinators are sidetracked by insignificant factors that ultimately derail their goals.

### 6. Stop the negative self-talk:

Self-talk is a normal process we all experience, but once it becomes filled with irrational ideas that are negative, then there's a problem.

The story that goes on in your head is a hundred times worse than the actual story going on in your day-to-day life.

Silencing the inner critic and putting a positive spin on things are two of the best ways to eliminate negative self-talk. Start by eliminating negative vocabulary, such as always, can't, never (and ever), won't, but, should, and try.

#### **Conclusion:**

By knowing your beliefs and actively choosing the most empowering beliefs will naturally result in you becoming your best. Over time you will continually improve yourself and become better and better. Every aspect of your life will be enriched because you change one belief at a time. You will become your best version of yourself.





**Chapter 3** 

Improve Your Body Language







Have you ever been drawn to someone as soon as they enter the room, but you have no idea why? There's something about them — that "it" factor you can't quite pinpoint.

Body language is a primary factor in making a strong first impression. The aim is to be perceived as relaxed, confident, and comfortable.

While there are many key traits of successful people, one part of the equation that often gets overlooked is body language. There are ways to use it to set you up for ongoing success, especially in the workplace. But first thing first...

#### 3.1 What Is Body Language?

Body language is a type of nonverbal communication that relies on body movements (such as gestures, posture, and facial expressions) to convey messages.



Silent (non-verbal) messages communicated through the sender's body movements, facial expressions, voice tone, and loudness, etc. In social psychology, all behavior in presence of another person is considered communication.

Put simply, body language is the unspoken element of communication that we use to reveal our true feelings and emotions.

When we are able to "read" these signs, we can use it to our advantage. For example, it can help us to understand the complete message of what someone is trying to say to us and to enhance our awareness of people's reactions to what we say and do.

We can also use it to adjust our own body language so that we appear more positive, engaging and approachable.

Body language may be used consciously or unconsciously. It may accompany a verbal message or serve as a substitute for speech.

#### 3.2 Conscious or Subconscious?

Many of our mannerisms are subconscious, and we also read other people's mannerisms subconsciously. In fact, in the first two minutes of meeting somebody, your chances of remembering their name is slim, because your subconscious mind is busy evaluating that person's body language and getting to know their personality that way. (So if you want somebody to remember your name, make sure you repeat it after the first two minutes of conversation; it drastically improves their chances.)

But body language — specifically our control over it — can also be quite conscious. By identifying the habits you have that don't serve you well and adopting new habits that increase the engagement factor with other people, you can consciously improve your body language — and hence your communication skills.

At first, some of the techniques might seem awkward or forced, but most often it's only you who feels that way since you're changing an ingrained habit. Keep it up, and you'll be naturally socializing like a star in no time.

## 3.3 Ways to Improve Body Language:

#### 1. Be Aware:

The first step to body language improvement is awareness. Start to pay attention to everything you do, and when you do it. When you notice certain actions you do while





conversing with people and if you are aware of it, with that realization you can better understand why you do it and what it means. Awareness is half the battle.

#### 2. Mind Your Vocal Tone:

You've heard how dogs pick up on sounds that the human ear can't hear. Well, it turns out we pick up on certain tones too, human to human. Researchers have known for a long time that when we speak, we put out low-frequency sounds we're not consciously aware of.

People who put out the right kind of sounds — below the range of conscious human hearing - become the leaders of most groups. The good news is that you can learn how to increase your production of these secret influencers.

Simply put, lower, richer tones are more pleasing to us than higher ones. Want a quick fix? Take a deep breath before speaking so you nervously don't let out anything too highpitched. A thin, nasal voice is less appealing to us than a rich, resonant one.

#### 3. Take on a Powerful Pose:



Research by social psychologist Amy Cuddy shows that standing or sitting a certain way triggers immediate changes in your body chemistry. This not only makes you appear more confident, but it can also make you more or less successful with how you do your job and how others respond to you.

"When our body language is confident and open," Cuddy writes, "other people respond in kind, unconsciously reinforcing not only their perception of us but also our perception of ourselves."

When you need to feel more confident or dominant in a conversation, take on a power pose beforehand. These poses are expansive and open, like the "wonder woman"





stance. Stand with your feet hip-width distance apart, hands on hips, chin tilted slightly upwards, and feel the confidence wash over you.

#### 4. Smile with Purpose:

When you smile, people treat you differently. You're viewed as attractive, reliable, relaxed and sincere. Great, right? Perhaps. Smiling too frequently might give off the wrong impression. According to one study, very happy people are perceived as more naive than moderately happy individuals. So how does this translate? Smile with purpose. Leaders might want to dial down their display of happiness so they don't seem exploitable or ineffective. Who knew a simple smile could mean so much?

#### 5. Use Your Hands to Improve Speech:

Brain imaging has shown that a region called Broca's area, which is important for speech production, is active not only when we're talking, but when we wave our hands. If you want to get your point across more effectively, try incorporating some hand gestures while you speak.



Speech-associated gestures have been found to improve listener comprehension, suggesting that they are meaningful to listeners. Not only will talking with your hands help you remember more, but it also keeps the listener engaged.

## 6. To Increase Participation, Look Like You're Listening:







If you want people to speak up, don't multitask while they do. Avoid the temptation to check your text messages, check your watch, or check out how the other participants are reacting. Instead, focus on those who are speaking by turning your head and torso to face them directly and by making eye contact. Leaning forward, nodding, and tilting your head are other nonverbal ways to show you're engaged and paying attention. It's important to hear people. It's just as important to make sure they know you are listening.

#### 7. Speak with Your Eyes:

This is different from making eye contact. When you speak with your eyes you suggest interest, understanding, and enjoyment. You can also stress eye movements to emphasize a part in the conversation or draw someone's attention by using your eyes to 'point' at something you want them to look at.

#### 8. Have Eye Contact, but don't Stare:

If there are several people you are talking to, give them all some eye contact to create a better connection and see if they are listening. Keeping too much eye-contact might creep people out. Giving no eye-contact might make you seem insecure. If you are not used to keeping eye-contact it might feel a little hard or scary in the beginning but keep working on it and you'll get used to it.

## 9. To Connect Instantly with Someone, Shake Hands:



Touch is the most primitive and powerful nonverbal cue. Touching someone on the arm, hand, or shoulder for as little as 1/40 of a second creates a human bond. In the workplace, physical touch and warmth are established through the handshaking tradition, and this tactile contact makes a lasting and positive impression.

A study on handshakes by the Income Center for Trade Shows showed that people are two times more likely to remember you if you shake hands with them. The trade show researchers also found that people react to those with whom they shake hands by being more open and friendly.

#### 10. Mirror the Other Person:

If you are sitting or standing opposite somebody, mirror their body positions, match their tone, and carry the same pace of conversation. Don't do it in an obvious or unnatural fashion. Even subtle mirroring can create a synergy and connection, and after a while, you'll both be doing it naturally — you won't even know who is following who!

#### 11. Think Before You Speak:

Eye contact is important, but it's hard to maintain eye contact when you have to think. Most of us start talking and look up or down or away and then swing back when we've gathered our thoughts.

Here's a better way. If you have to look away to think, do it before you answer. Take a pause, look thoughtful, glance away, and then return to making eye contact when you start speaking.

Then your words are even more powerful because your eyes support them.

# 3.4 How Positive Body Language will improve your Life?

Positive body language includes things like appropriate eye contact, active engagement/listening, and targeted gestures that accentuate the message you're trying to convey. Studies show that people who use positive body language are more likable, competent, persuasive, and possess higher amounts of emotional intelligence.

Here's how it works:

#### 1. Positive body language changes your attitude:

Cuddy found that consciously adjusting your body language to make it more positive improves your attitude because it has a powerful impact on your hormones.

#### 2. It increases testosterone:

When you think of testosterone, it's easy to focus on sports and competition, but testosterone's importance covers much more than athletics. Whether you are a man or a woman, testosterone improves your confidence and causes other people to see you as more trustworthy and positive. Research shows that positive body language increases your testosterone levels by 20%.

#### 3. It decreases cortisol:

Cortisol is a stress hormone that impedes performance and creates negative health effects over the long term. Decreasing cortisol levels minimizes stress and enables you to think more clearly, particularly in difficult and challenging situations. Research shows that positive body language decreases cortisol levels by 25%.

## 4. It creates a powerful combination:

While a decrease in cortisol or an increase in testosterone is great on its own, the two together are a powerful combination that is typically seen among people in positions of power. This combination creates the confidence and clarity of mind that are ideal for dealing with tight deadlines, tough decisions, and massive volumes of work.

People who are naturally high in testosterone and low in cortisol are known to thrive under pressure. Of course, you can use positive body language to make yourself this way even if it doesn't happen naturally.

## 5. It makes you more likable:

In a Tufts University study, subjects watched soundless clips of physicians interacting with their patients. Just by observing the physicians' body language, subjects were able to guess which physicians ended up getting sued by their patients. Body language is a huge factor in how you're perceived and can be more important than your tone of voice



or even what you say. Learning to use positive body language will make people like you and trust you more.

#### 6. It conveys competence:

In a study conducted at Princeton, researchers found that a one-second clip of candidates for senator or governor was enough for people to accurately predict which candidate was elected. While this may not increase your faith in the voting process, it does show that the perception of competence has a strong foundation in body language.

#### 7. It improves your emotional intelligence:

Your ability to effectively communicate your emotions and ideas is central to your emotional intelligence. People whose body language is negative have a destructive, contagious effect on those around them. Working to improve your body language has a profound effect on your emotional intelligence.

#### 3.5 How to Read Negative Body Language?

Being aware of negative body language in others can allow you to pick up on unspoken issues or bad feelings. So, we'll highlight some negative nonverbal signals that you should look out for:

#### Difficult Conversations and Defensiveness:

Difficult or tense conversations are an uncomfortable fact of life at work. Perhaps you've had to deal with a difficult customer, or needed to talk to someone about his or her poor performance. Or maybe you've negotiated a major contract.

Ideally, these situations would be resolved calmly. But, often they are complicated by feelings of nervousness, stress, defensiveness, or even anger. Though we may try







to hide them, these emotions often show in our body language.

For example, if someone is exhibiting one or more of the following behaviors, he will likely be disengaged, disinterested or unhappy:

- Arms folded in front of the body
- Minimal or tense facial expression
- The body turned away from you
- · Eyes downcast, maintaining little contact

Being aware of these signs can help you to adjust what you say and how you say it, so you can make him feel more at ease and receptive to your viewpoint.

## • Avoiding Unengaged Audiences:

When you need to deliver a presentation or to collaborate in a group, you want the people around you to be 100 percent engaged.

Here are some "telltale" signs that people may be bored or disinterested in what you're saying:

- Sitting slumped, with heads downcast
- Gazing at something else, or into space
- Fidgeting, picking at clothes, or fiddling with pens and phones
- Writing or doodling



When you notice that someone is disengaged, you're in a better position to do something about it. For example, you can re-engage her by asking her a direct question, or by inviting her to contribute an idea of her own.







### **Conclusion:**

We often think of body language as the result of our attitude or how we feel. This is true, but psychologists have also shown that the reverse is true: changing your body language changes your attitude.

Your words are only a means to communicate your intentions and thoughts. Your gestures actually define the success or failure of your communication. Improving your body language means enhancing your communication skills.





Chapter 4

Boost-Up YourSelf-Confidence, Self-Esteem and Motivation



If you will not believe in yourself, then who will? It is not like thinking about the world will follow you, it is about you will lead. One can have a role model for an inspiration but still, nothing can change anything unless and until you do not get a voice from your heart to do anything or to achieve anything.

Self-Motivation is not only about self -confidence, it is about to get out of the situation from where you could think to cannot move further.

I can is a Self Confidence but it will be converted into Self-Motivation by I will. Let's discuss it in detail...

### 4.1 What is Self-Confidence?

As we all aware that people who are confident, they seem to face life's obstacles with a level of calm that is enviable. They get into action to respond to a problem before giving themselves time to dwell or worry too much. Confident people are more successful at work because they have a belief in their own abilities to the point that they feel comfortable handling whatever comes at them. Make a presentation to the board? No problem- the confident person plans and executes the presentation without allowing fear to stop them. When someone is confident, they:

- Focus on their strengths while managing their weaknesses
- Aren't afraid to take risks
- Enjoy challenging themselves and setting high goals
- Seek out self-improvement opportunities
- Aren't afraid to admit when they make a mistake
- Aren't afraid to acknowledge when they don't know something
- Make good team leaders or mentors
- Can relate to customers or company members at any level of the organization
- Are honest about their shortcomings





### 4.2 What is Motivation?

All of us possess a desire to achieve something in our lives. We want to know that we have achieved something important, of value, of quality, or of meaning. Being motivated to meet our goals means that we are able to:

- Improve our self-confidence
- Enhance our self-discipline
- Set examples of ourselves of what we can achieve
- Challenge ourselves to stretch beyond our perceived limits
- Reward ourselves for reaching our goals
- Enjoy the recognition or perks associated with reaching our goals

The more we are able to achieve, the more self-confident we become. Then the more self-confident we become, the more we are able to achieve. The reverse can happen if we fail to meet our goals. If we fall short of achieving something, we may experience a dip in our self-confidence levels, which in turn may impact our motivation to try again. Understanding this relationship between motivation and self-confidence is important if you want to be able to improve either trait in yourself.

## 4.3 What Is Self-Esteem?

In psychology, the term self-esteem is used to describe a person's overall sense of self-worth or personal value. In other words, how much you appreciate and like yourself.





Self-esteem is often seen as a personality trait, which means that it tends to be stable and enduring.

Self-esteem can involve a variety of beliefs about yourself, such as the appraisal of your own appearance, beliefs, emotions, and behaviors.

Self-esteem can play a significant role in your motivation and success throughout your life. Low self-esteem may hold you back from succeeding at school or work because you don't believe yourself to be capable of success. By contrast, having a healthy self-esteem can help you achieve because you navigate life with a positive, assertive attitude and believe you can accomplish your goals.

### 4.4 What is the difference between Arrogance and Self-Confidence?

Having self-confidence is wonderful and a positive quality to successfully navigate life. Self-confidence is a wonderful asset. It allows us to get past fears and doubts and take control of life and decisions. Those with confidence have a positive and optimistic attitude that is easy to be around. Others typically view a confident person as dependable and admirable.



However, as often true, too much of a good thing can become a bad thing. Overconfidence is a weakness and most would agree that arrogance is undesirable. There are significant differences between confidence and arrogance.

Both the confident and arrogant person is aware of personal areas of strength and ability. However, a confident person has little difficulty seeing others gifts and strengths while the arrogant cannot. Additionally, a confident person does not insist on the adoration of others for their skills or abilities. People who are self-confident show it with their actions, not by their words.

Self-confidence is knowledge of ability while arrogance insists on sharing successes with others. There is a quiet calm in the truly confident that the arrogant do not possess. If you find yourself constantly trying to impress friends, family or others with your skills and abilities, you have crossed the line into arrogance.

Arrogance is rooted in insecurity – a defense from feelings of weakness that are unacceptable and unclaimed. An arrogant person generally has a skewed view of the world and a warped understanding of themselves. However, a confident person can accept their weaknesses or faults with grace – even though they may not like them.

Strive for honest self-acceptance and nurture self-confidence. Beware the pitfalls of crossing the line into overconfidence or arrogance. As with most things in life, the healthy place is always with balance in the middle.

## 4.5 Tips to Boost Your Self-Confidence and Self-Esteem.

To boost your self-esteem and confidence can seem like a monumental task, especially when you're experiencing self-defeating thoughts and feelings.

Over time experts came to the Realization that the lack of confidence was influencing the way someone perceived not only themselves but also the situations they were in.

Here is the collection of tips that can be very helpful in boosting your confidence and self-esteem. Some can be done quickly, whilst others will require some consistent effort.

## #1 Groom Yourself & Dress Nicely:

Have you ever noticed how throwing clothes on and running out of the house can make you feel uncomfortable and self-conscious? It puts you on edge and makes you hyperaware of your appearance. Stop doing it.



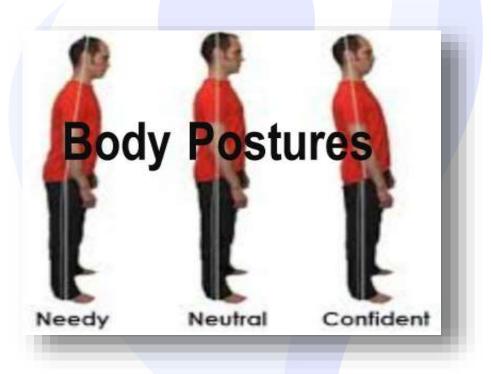


Take the time required to shower, shave (if necessary) and dress nicely for an instant confidence boost. If you look good, you will feel good and this will breed confidence and positivity when you're out and about.

Besides you never know who you might bump into, so take the time you need before going out.

### **#2 Improve Your Posture:**

Posture plays a huge part in feeling and looking confident. Standing tall with your chest up and shoulders back scream confidence and can even trick you into feeling more confident too.



Practice standing up tall, with your chest up and shoulders back. Try to imagine a string coming out the top of your head pulling you into an upright position. This will help you look taller and broader whilst making you feel more confident and capable in the process.

# **#3** Think Positive To Kill Negative Thoughts:



If you've ever wanted to do something and had to fight the little voice saying, "no this is hard, let's not do it" then you know what negative self-talk is. It's the voice that tells you that you're not good enough, that you should just stop now and choose the easier route.

As this voice or negative self-talk grows in confidence and strength you lose yours, it zaps your positivity and drags you down. Fortunately, the key to overcoming this is simple, you need to think positive. When the voice says "no" you say "yes", you ignore the negative and override it with the positive.

### **#4 Do Something Kind For Someone:**

When you're in a low self-esteem cycle, it can be difficult to see outside of yourself. You become so focused on what your limitations are that you can't see the pain others might be experiencing.

But when you actively seek out doing something kind for someone else or something good for your environment, your focus shifts. Not only will your obsessive, negative thoughts about yourself stop, you'll also begin to think positive things about yourself.

### **#5 Write Down Your Accomplishments:**

Think back to all of the accomplishments you've had. Get out a pen and paper and start writing them down. It seems simple, but as your list grows, you'll start to see that not only have you accomplished some impressive things, you are capable of even more.

You might begin to see patterns of times when you felt really good about yourself and accomplished a lot of great things. This exercise can help you tune in to the parts of yourself that know you're adequate, capable and extraordinary!

#### #6 Exercise:

It sounds simple, but getting up and moving can have profound effects on your selfesteem. Exercise doesn't just help your body; it improves your state of mind by helping you focus on small, achievable goals.





Sure, you'll get a rush of endorphins that make you feel good, but it's really the accomplishment that makes exercise a great choice for someone with low self-esteem.

By setting small exercise goals and achieving them, you prove to yourself that you can accomplish anything you set your mind to.

### #7 Redefine Fear & Failure:

Your relationship with fear and failure can hold you back and cause your self-confidence to plummet.

To help prevent this you need to change the way you think about both fear and failure. Try to see fear as the opportunity to progress and failure as the chance to gather valuable feedback on what you need to work on. By doing this fear and failure become tools for progression instead of reasons not to do something.

Another great tip is to try and adopt an abundance mentality and know that if something doesn't go to plan that yes, you may feel like crap for a while but ultimately, it's ok, you can learn from it and move forward stronger. Doing this will remove some of the negative impacts of fear and failure and help you retain your confidence.

## **#8 Keep Your Agreements:**

One of the most commonly overlooked ways to boost self-esteem is to keep your word. Every agreement you make is to yourself, ultimately, even those that involve other people. Your brain registers agreements as commitments.



If you don't follow through, you learn to not trust yourself. You lose integrity and faith in your ability to produce a result. Don't undermine your sense of personal power – keep your commitments.

# **#9 Reflect On Your Surroundings:**

Sometimes, when we have low self-esteem, we think that all of the problems we have are somehow our fault. When you're in that state of mind, you end up taking the blame for everything.

If you find yourself in this position, observe your surroundings and see what outside stressors may be influencing you. Is your job really stressful? Do you live in an unsupportive home environment? Do you live in a community that doesn't meet your needs?

Take some time to figure out what's adding stress to your life, be conscious of it, and start making a plan to change it.

#### **#10 Pursue A Passion:**

Everyone has a list of things they've wanted to do, but have never got around to doing. We tell ourselves that we don't have the time or money, but we know deep down that we can arrange things in our life to create time or money when it's needed.

When you suffer from low self-esteem, you often make excuses as to why you can't pursue your passions, but in the end, it's because you don't believe you deserve to follow your bliss. Stop the cycle and make a commitment to pursuing a passion.

You may already be doing some of these things, and you certainly don't need to be doing them all. Just do those that you feel most comfortable with and you'll definitely experience a boost in your self-esteem.

### 4.6 Powerful Self-Motivation Techniques:

We all need self-motivation techniques—the ones that truly work—to help us through most days. Even the most motivated of people are not always a hundred percent motivated. The following are only some of the best strategies to sustain our own sense of motivation. Set wisely chosen and deeply personal goals that you are excited about working towards.

- Schedule rewards for yourself when you accomplish your goals (or steps towards your goals, for the larger ones).
- Visualize yourself achieving and fulfilling these goals.
- Create a vision board with your goals, aims, and dreams in mind, and post it somewhere you will see it often.
- Pay attention to your "hierarchy of needs" and ensure you are meeting your lower-level needs (including physiological needs like food and sleep, safety needs, social needs, and esteem needs).
- Consider using Neuro-Linguistic Programming (NLP), the study linking neurology, language, and programming to understand human experience and motivation.







Master the Art of Becoming the Best Version of **Yoursell** or Ultimate Success & Growth

- Envision what could happen when you reach your goals, as well as what could happen when you fail to reach your goals.
- Incorporate things you are interested in and engage your curiosity when setting and working towards your goals.
- Make a commitment to someone or something to ensure your future self will find it difficult to change plans or put things off.

Chances are you have an idea where you'd like to be in your career. If you've gotten stuck somewhere along the way, take heart.

### **Conclusion:**

When it comes to achieving your goals, you can succeed. You just need a little push in the right direction. If you want to improve your motivation or self-esteem or improve yourself in any way you need the desire and will to do it.





Chapter 5

Best Tips to Overcome Procrastination



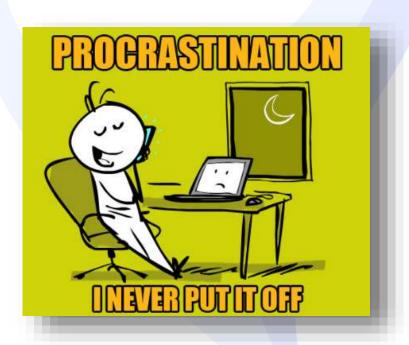
Almost everyone is guilty of procrastination occasionally. High priority tasks are usually difficult or time-consuming and it is often easier to find straightforward, less important tasks to do instead. Procrastination is one of those things that even the most well-organized and punctual fall victim to at some point or another.

### 5.1 What is Procrastination?

Most people at some time or another will have found themselves putting off starting a task, even though they feel uncomfortable about doing so. This is known as procrastination, which can be defined as:

"The act of replacing high-priority actions with tasks of lower priority, or doing something from which one derives enjoyment, and thus putting off important tasks to a later time."

Or To voluntarily delay an intended course of action despite expecting to be worse off for the delay.



This putting off of important tasks results in a sense of guilt that causes a loss of motivation and personal productivity. It can also lead to stress as a result of disapproval for not meeting commitments.



Sometimes delaying a high-priority task is completely justified because you don't have all of the information that you need or you feel that the task may be given a lower priority as circumstances change.

If you feel uncomfortable justifying to yourself why you are not getting on with a particular task then you need to accept that you are probably guilty of procrastination.

### 5.2 The psychology behind procrastination.

The pleasure principle may be responsible for procrastination; one may prefer to avoid negative emotions by delaying stressful tasks. As the deadline for their target of procrastination grows closer, they are more stressed and may, thus, decide to procrastinate more to avoid this stress. Some psychologists cite such behavior as a mechanism for coping with the anxiety associated with starting or completing any task or decision. Piers Steel indicated in 2010 that anxiety is just as likely to induce people to start working early as late and that the focus of studies on procrastination should be impulsiveness. That is, anxiety will cause people to delay only if they are impulsive.

### **Coping responses**

Negative coping responses of procrastination tend to be avoidant or emotional rather than task-oriented or focused on problem-solving. Emotional and avoidant coping is employed to reduce stress (and cognitive dissonance) associated with delaying intended and important personal goals. This option provides immediate pleasure and is consequently very attractive to impulsive procrastinators, at the point of discovery of the achievable goals at hand. There are several emotion-oriented strategies, similar to Freudian defense mechanisms, coping styles, and self-handicapping.

Coping responses of procrastinators include the following.

- **Avoidance:** Avoiding the location or situation where the task takes place (e.g. a graduate student avoiding driving into the university).
- **Denial and trivialization:** Pretending that procrastination behavior is not actually procrastinating, but rather a task which is more important than the

avoided one, or that the essential task that should be done is not of immediate importance.

• **Distraction:** Engaging or immersing in other behaviors or actions to prevent awareness of the task (e.g. intensive video game playing or web browsing). The subject is very sensitive to instant gratification and becomes absorbed in coping behaviors beyond self-restraint.



- **Descending counter factuality:** Comparing consequences of one's procrastination behavior with others' worse situations (e.g. "Yes, I procrastinated and got a B– in the course, but I didn't fail like one other student did.")
- **Valorization:** Pointing in satisfaction to what one achieved in the meantime while one should have been doing something else.
- **Blaming:** Delusional attributions to external factors, such as rationalizing that the procrastination is due to external forces beyond one's control (e.g. "I'm not procrastinating, but this assignment is tough.")
- Mocking: Using humor to validate one's procrastination. The person uses slapstick or slipshod methods to criticize and ridicule others' striving towards the goal.

Task- or problem-solving measures are taxing from a procrastinator's outlook. If such measures are pursued, it is less likely the procrastinator would remain a procrastinator.

However, pursuing such measures requires actively changing one's behavior or situation to prevent and minimize the re-occurrence of procrastination.

### 5.3 Tips to Overcome Procrastination.

As with most habits, it is possible to overcome procrastination. Follow the tips below to help you to deal with and prevent procrastination:

- 1. **Don't Blow Tasks Out of Proportion:** Stop telling yourself that your career, the future of your business, and even your success in life hinges on the outcome of this one action that you have to take. If you do this, you're just going to put so much pressure on yourself that you'll be looking for any excuse you can find to avoid taking the necessary action.
- 2. Start Easy: The first tip is simply to start with whatever is easy, manageable and doesn't fill your mind with a nameless dread. Have a look at your project, whatever it is, and decide to do the easy bit first. The great thing is that after getting going, you start to build momentum and the harder bits are more likely to flow. The tip relies partly on the Zeigarnik effect: the finding that unfinished tasks get stuck in the memory. Unfinished you see: a task can't be unfinished until it's at least been started.
- **3. Beware Excuses:** OK, now all sorts of excuses are crowding into your mind. Be aware that these will come, and they'll come big. Here are a few of the excuses that psychologists have found people express to themselves:
  - Not feeling in the mood to do it.
  - Believing that you work better under pressure.
  - Thinking that you can finish it at the last minute.
  - Blaming sickness or poor health.
  - Waiting for the right moment.
  - Recognize some of these? You're not alone.

This tip is all about developing an awareness that these are excuses.

**4. Chunk it:** One of the main reasons that people procrastinate is because the project that they need to tackle is so big, that they don't know where to start. This



instead.



makes them feel overwhelmed. Studies show that when children are watching television and they don't understand what they're watching, they look away. Adults do the same thing when they feel confused: if you don't know how to start a project, you'll "look away" and start searching for a distraction or something else to do. What you need to do is break the project down into small pieces, so that they feel manageable.



- 5. Track How You Spend Your Time: Grab a notebook and a pen; for an entire week, write down everything that you do and how much time you spend on it. You may be shocked to discover that you waste enormous amounts of time aimlessly surfing the web, reading blogs that don't really help improve your quality of life, "chatting" on Twitter, and so on.

  Ask yourself how your life would improve if you used that time productively
- **6. Make a List:** Start by creating a to-do list with things that you would like to accomplish. If necessary, put a date next to each item if there is a deadline that you need to meet.
  - Estimate how long each task will take to complete, and then double that number so that you don't fall into the cognitive trap of underestimating how long each project will take.







- 7. Eliminate Distractions: It's hard to get any real work done when you keep turning your attention to what's on television or you keep checking your friends Facebook status updates. Assign yourself a period of time during which you turn off all distractions such as music, television, and social networking sites and use that time to focus all of your attention on the task at hand.
- **8. Reward Yourself:** Once you have completed a task (or even a small portion of a larger task), it is important to reward yourself for your efforts. Give yourself the opportunity to indulge in something that you find fun and enjoyable, whether it's attending a sporting event, playing a video game, watching your favorite TV show, or looking at pictures on a social sharing site.
- 9. Forgive Yourself: Stop beating yourself up about the past. Thoughts such as "I should have started earlier" or "I always procrastinate; I am such a loser" will only make matters worse. Research shows that forgiving yourself for past procrastination will help you stop putting off working on a task. You can try to use past procrastination to your advantage as well. How? Determine what went into your avoidance fear, stress, not having a good understanding of how to progress, lack of accountability, etc. Then address those obstacles in the present and future. If, for example, it was fear that contributed to your procrastination, what steps can you take to feel more empowered and less fearful next time around?



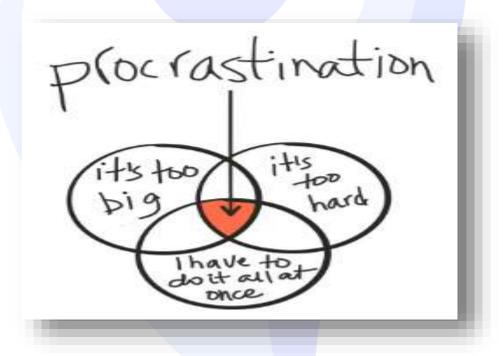




- intentional thing and more about memory failures.

  Most solutions to this problem are some variant of writing it down. It may not matter that much how you make a list, or where you record the reminder carve it into a tree if you like, as long as it's a tree you walk past every day.

  Just don't rely on your memory. Not, at least, until you have formed a habit which doesn't rely on memory and you start doing it automatically.
- 11. Drop the Perfectionism: Perfectionism is an all-or-nothing mentality: Something is either perfect or it is a failure. People with perfectionistic tendencies tend to wait until things are perfect in order to proceed so, if it's not perfect, you cannot be finished. Or if it is not the perfect time, you believe you can't start. This all-or-nothing mentality can hold you back from starting or completing tasks.



Instead, focus on being better than perfect. This means to still strive for excellence, creating excellence, or setting yourself up with excellent conditions, but at the same time, you focus on getting the job done.

**12. Recognize the Onset of Procrastination:** As you start to tackle items on your list, pay attention to when thoughts of procrastination start to creep into







your mind. If you find yourself thinking "I don't feel like doing this now" or "I'll have time to work on this later," then you need to recognize that you are about to procrastinate.

Instead of giving in to the urge, force yourself to spend at least a few minutes working on the task. In many cases, you might find that it is easier to complete once you get started.

13. Have Someone Hold You Accountable: Accountability is one of the best methods for warding off procrastination. You're much more likely to get a task done if there's someone holding you accountable. If you're having trouble getting started on a task, find someone to hold you accountable.



- 14. Keep Asking Yourself, "What needs to be done next?": You don't have to wait until you have a perfect, detailed plan of how you're going to achieve your goal before you begin to act. Simply center yourself at the moment and ask yourself:
  - "What's right in front of me?"
  - "What can I do right now to move forward, even if it's just by a little bit?" Always continue to move forward, even if it's just by one inch at a time.
- **15. Be Realistic:** As you establish your schedule, set yourself up for success. Projects often take much longer than expected, so bake in some extra time. And look for ways to make it easier on yourself: If, for example, you are not a morning person, don't expect yourself to get up an hour early to start the exercise program





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you have put off for months. It might be better to schedule that activity during lunch or before dinner.

Breaking the procrastination habit isn't easy. After all, if it was simple there wouldn't be an estimated 70 to 95 percent of students engaging in procrastination on a regular basis. The urge to put things off can be strong, especially when there are so many things around us to provide fun and entertaining distractions.

#### **Conclusion:**

While procrastination might not be something you can avoid entirely, becoming cognizant of the reasons why you procrastinate and how to overcome those tendencies can help. By implementing these strategies, you might find that it is easier to put your nose to the grindstone and get started on those important tasks.





The Power of Positive Thinking

Can you guess what the most successful and happy people think about all day long?

The answer is quite simple...

Healthy, happy people think about what they want, and how to get it, most of the time. In this way developing a positive attitude can truly change your entire life. Let's find out how...

### 6.1 What is "Positive Thinking"?

Positive thinking is a mental and emotional attitude that focuses on the bright side of life and expects positive results.

Positive thinking is the idea that you can change your life by thinking positively about things. Positive thinking doesn't mean that you keep your head in the sand and ignore life's less pleasant situations. Positive thinking just means that you approach unpleasantness in a more positive and productive way. You think the best is going to happen, not the worst.



A person with positive thinking mentality anticipates happiness, health, and success, and believes that he or she can overcome any obstacle and difficulty.



Positive thinking is not a concept that everyone believes and follows. Some, consider it nonsense and scoff at people who follow it. However, there are sheer people, who accept positive thinking as a fact and believe in its effectiveness.

It seems that this subject is gaining popularity, as evidenced by the many books, lectures, and courses about it.

To use it in your life, you need more than just to be aware of its existence. You need to adopt the attitude of positive thinking in everything you do.

Positive thinking often starts with self-talk. Self-talk is the endless stream of unspoken thoughts that run through your head. These automatic thoughts can be positive or negative. Some of your self-talk comes from logic and reason. Other self-talk may arise from misconceptions that you create because of lack of information.

If the thoughts that run through your head are mostly negative, your outlook on life is more likely pessimistic. If your thoughts are mostly positive, you're likely an optimist — someone who practices positive thinking.

## 6.2 Identifying Negative Thinking.

To understand the effect of positive thinking, it's helpful to think about negative thinking first. Not sure if your self-talk is positive or negative? Some common forms of negative self-talk include:

**Filtering:** You magnify the negative aspects of a situation and filter out all of the positive ones. For example, you had a great day at work. You completed your tasks ahead of time and were complimented for doing a speedy and thorough job. That evening, you focus only on your plan to do even more tasks and forget about the compliments you received.

**Personalizing:** When something bad occurs, you automatically blame yourself. For example, you hear that an evening out with friends is canceled, and you assume that the change in plans is because no one wanted to be around you.

**Catastrophizing:** You automatically anticipate the worst. The drive-through coffee shop gets your order wrong and you automatically think that the rest of your day will be a disaster.

**Polarizing:** You see things only as either good or bad. There is no middle ground. You feel that you have to be perfect or you're a total failure.

Most negative emotions, such as fear or anger, are designed to help with survival. They cause us to take swift and effective action to save ourselves from whatever is threatening us. This means that they also prevent us from being distracted by other things around us.



Negative thinking is a habit, something you can train your brain to avoid. Constant negative thinking can make you much more likely to be stressed and can lead to more serious problems, like depression.

# 6.3 What are the effects of negative thinking?

These are some of the most common effects of negative thinking:







- **Feeling down:** The extent of negative feelings can go from anger, frustration, irritability, to even anxiety and depression, passing through many other feelings, none of them pleasant.
- **Physical effects:** The body lowers its defenses, as negativity subtracts from our energy. Because of the emotional negative state we're in, it's also easier to see oneself less attractive and not care for our physical needs.
  - Besides, an extremely negative emotional state can cause eating disorders: from overeating to a complete lack of appetite and not eating enough (and not caring about it).
- Closing oneself down to possibilities and the flow of abundance: When we are in a negative state we do not attract those elements that would make our lives advance; rather we attract the circumstances that support us in thinking something is wrong, and we get stuck.
  - Simply put, when we stay thinking negative, we attract negative emotions and events. Thus when one is in a negative state everything seems to go wrong.
- A negative effect on others: Have you ever wondered how you may be affecting other people because of the way you feel? Think about when a relative, a friend or someone at work seems to be having a bad day and how you feel when you spend time with them.
  - You could be making others feel the same way when you are wrapped in your own negative thoughts.
- It's a waste of time! Look at all the effects of negative thinking explained above; can you tell me one single benefit of thinking negatively and being in a negative mood?
  - Any other than the realization that it's much better to think positively, negative thinking doesn't contribute to our lives; rather it detracts.





One of the serious effects of thinking negatively is that it causes physical illnesses and disease. In fact, Louise Hay states that ingrained negative thoughts and negative feelings that are not released can even cause cancer.

### 6.4 Benefits of Positive Thinking.

Being optimistic is often portrayed as a foundation for making your life full and happy. And really, these are not just words. There are several benefits in positive thinking which influence our health, confidence, and relationships with other people.

### 1. Positive Thinkers Cope Better With Stress:

If an unpleasant situation happens, they concentrate on solving it rather than thinking that the things are out of their control. Actually, they are less subjected to stress as they don't have a habit to concentrate on their negative thought.

#### 2. Vibrant Health:

It's proven that those who think positively live longer and feel better than those who don't. All negative emotions reflect immediately on our body, and when we are stressed and have depressive thoughts, we face sleep problems, our muscles become tense, we become anxious and feel dissatisfied with everything. And as we get rid of the destructive thought, we also get rid of their physical result.







### 3. Great and Harmonious Relationships:

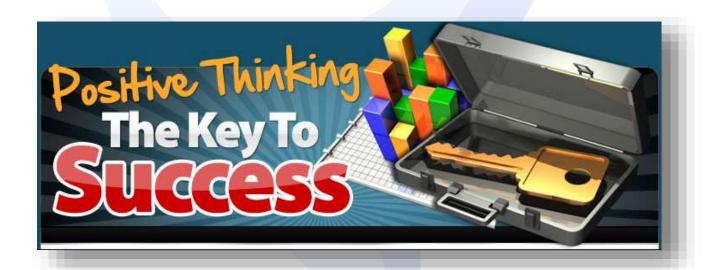
When you chose a positive attitude, you will start to notice a lot of positive qualities in people and ignore their defaults, and then, you will start to create more meaningful friendships and great relationships. This type of attitude will create a very good and positive atmosphere around you.

### 4. More Confidence & Better Self Esteem:

A positive way of thought teaches you to be more confident. You don't want to pretend and be someone else, you learn to love yourself and to be yourself, and it boosts your confidence. You'll also find that you will enjoy better self-esteem as well. You'll begin believing in yourself and you'll realize that you are capable of doing great things.

### 5. Key of success:

Positive people are more likely to be successful than the negative ones. When you will implement positive thinking into your life, you will notice that success becomes easier and it's not as tough and difficult, as many people think.



## 6. Turn all your Problems into Opportunities:

Negativity can blind people's mind. If you turn your thoughts from the negative ones into positive, your eyes will be opened and you will see the bottle half full, instead of half

empty. You will start to notice solutions and will understand that every problem is actually an opportunity to grow. All problems can be solved, and you, finally, will be able to see it.

#### 7. Boost of motivation:

When you have a positive attitude, you'll benefit from motivation. That motivation will help you accomplish things and reach the goals that you have in life.

### 8. Creative Thinking:

Another benefit of having a positive attitude is that you will begin getting involved in creative thinking. Since you no longer view things as problems, you'll find creative solutions to the obstacles that come up in life.

These are just a few of the benefits that you can enjoy when you have a positive attitude. Simply start working to turn your attitude into a positive one moment by moment!

### 6.5 How to Increase Positive Thinking in Your Life?

You can learn to turn negative thinking into positive thinking. The process is simple, but it does take time and practice — you're creating a new habit, after all. Here are some ways to think and behave in a more positive and optimistic way:

#### 1. Meditate:

Meditating might just be the best way to clear negativity from your life and bring about emotional and spiritual recovery.

Meditation rejuvenates the mind, makes us more resilient, and rids the body of harmful chemicals that cause stress and anxiety; it centers us.

Think of it this way: if your mind is wired to be miserable, meditation would be the reset button that allows you to unplug, switch off, and tune out. Then, you can easily learn, through meditation, to turn your brain back on and tune into positive thinking frequencies.

### 2. Writing:

A group of undergraduates was asked to write about an intensely positive experience every day for three days.



Amazingly, they had better moods and better physical health afterward, and the effect lasted for quite a long time. This is a pretty easy thing to do: you could, for example, write a blog focusing on positive experiences, or keep a diary.

### 3. Practice Gratitude:

One way to train your brain to focus on the positive thinking is to practice gratitude. Gratitude is when we feel or express thankfulness for the people, things, and experiences we have. When we express gratitude at work, we can more easily gain the respect and camaraderie of those we work with. When we are grateful for our partners or friends, they are more generous and kind to us. When we are grateful for the little things in our day-to-day lives, we find more meaning and satisfaction in our lives.

#### 4. Be Kind:

Just like with gratitude, kindness has also been proven to make us happier and less stressed. Studies have also proven, time and time again, that kindness is contagious. If someone is kind to you, you will be inspired to pay it forward, and the person who receives your kindness will feel the same, so on and so forth.





Kindness also inspires gratitude and makes us more inclined to be grateful, so if you are truly struggling with positive thinking and finding something to be thankful for, do a good deed for someone else — you will notice immediately how great it makes you feel.

### 5. Play:

It's important to make time for yourself to have fun.

Sometimes you might need to actually put it into your diary to force yourself to make that time, whether it's to meet a friend for coffee or go out for a walk or a bike ride.



Give yourself permission to smile and enjoy the benefits of positive emotion. Schedule time for play and adventure so that you can experience contentment and joy, and explore and build new skills.

# 6. Identify Areas to Change:

If you want to become more optimistic and engage in more positive thinking, first identify areas of your life that you usually think negatively about, whether it's work, your daily commute or a relationship. You can start small by focusing on one area to approach in a more positive way.

# 7. Surround Yourself with Positive People:

Make sure those in your life are positive, supportive people you can depend on to give helpful advice and feedback. Negative people may increase your stress level and make you doubt your ability to manage stress in healthy ways.

#### 8. Be Open to Humor:

Give yourself permission to smile or laugh, especially during difficult times. Seek humor in everyday happenings. When you can laugh at life, you feel less stressed.

#### 9. Practice Positive Self-talk:

Start by following one simple rule: Don't say anything to yourself that you wouldn't say to anyone else. Be gentle and encouraging with yourself. If a negative thought enters your mind, evaluate it rationally and respond with affirmations of what is good about you. Think about things you're thankful for in your life.

#### 10. Stress Less:

Stress is usually the sole cause of everything that goes wrong in our lives, and as with emotional distress, it is usually self-inflicted. If you work too hard, you will be unhealthy: sleep too little, you will be exhausted: neglect your family or friends, you will feel lonely.

So why not rid yourself of most negativity by just choosing to relax?

Drink plenty of water, eat balanced meals, exercise, meditate, and enforce a rigid sleep routine on yourself. Don't bite off more than you can chew, and follow the previous advice of taking time for yourself.

When stress leaves your body, your cells regenerate more efficiently. Less stress is literally more healing.

#### **Conclusion:**

Developing a positive attitude can help you in more ways than you might realize. When you think positive thoughts, you don't allow your mind (conscious or subconscious) to entertain any negative thoughts or doubts.



After you learn how to think positive, you will notice amazing changes all around you. Your brain will actually begin to operate in a state of free-flowing feel-good hormones called endorphins, which will make you feel lighter and happier. You'll also notice a major boost in confidence and will feel more capable of taking on new assignments and challenges that might have previously been outside your comfort zone.





Chapter 7

Improve your Workplace Wellness







Do you Love or Hate your Job?

Loving or hating a job can cause more or less stress in life. Did you know, 70% of those currently employed are searching for other jobs.

Studies have shown being unhappy with or unfulfilled by work can take a toll on our health, relationships, and even lifespan. Those in unhealthy work environments tend to gain more weight, have more healthcare appointments, and have higher rates of absenteeism. Stress from work can also impact their family life, mental health, and even increase risks for chronic illnesses and heart attacks. So workplace wellness plays a critical role in our carrier success.

## 7.1 What is Workplace Wellness?

Workplace wellness is any workplace health promotion activity or organizational policy designed to support healthy behavior in the workplace and to improve health outcomes. Known as 'corporate wellbeing' outside the US, workplace wellness often comprises activities such as health education, medical screenings, weight management programs, on-site fitness programs or facilities.



Workplace wellness programs can be categorized as primary, secondary, or tertiary prevention efforts, or an employer can implement programs that have elements of multiple types of prevention.

- Primary prevention programs usually target a fairly healthy employee
  population and encourage them to more frequently engage in health behaviors
  that will encourage ongoing good health. Examples of primary prevention
  programs include stress management, and exercise and healthy eating
  promotion.
- **Secondary** prevention programs are targeted at reducing behavior that is considered a risk factor for poor health. Examples of such programs include smoking cessation programs and screenings for high blood pressure or other cardiovascular disease-related risk factors.
- Tertiary health programs address existing health problems and aim to help control or reduce symptoms or to help slow the progression of a disease or condition. Such programs might encourage employees to better adhere to specific medication or self-managed care guidelines.

A healthy workplace means more than just warding off colds and the flu. It is more holistic and takes into consideration the physical, spiritual, environmental, intellectual, emotional, occupational and mental health of employees. Wellness promotion doesn't just benefit the employee because an organization filled with healthy and fulfilled employees is a productive workplace that retains its employees.

More and more organizations are creating Health and Welfare Committees who are responsible for recognizing health and safety concerns and identifying solutions.

# 7.2 Benefits of Workplace Wellness.

Chief Executive Officers of leading organizations are often asked what makes them successful. Increasingly, the answer is 'our employees'. Workplace wellness programs benefit employers and employees, especially when integrated with a work health and safety program.

A healthier workplace means everyone wins. Workplace wellness program benefits include:

- Greater productivity
- Reductions in work related ill-health and injuries







- Lower workers compensation costs
- A decrease in absenteeism and staff turnover
- Improving employee relations
- A healthier work environment
- Enhancing your corporate image



Broadening successful workplace health and safety management systems to include the promotion of worker health is a priority in order to achieve these positive outcomes.

# 7.3 Barriers to Wellness Programs in the Workplace and Ways to Overcome them.

While there are many studies that prove the benefits of Wellness programs, however, starting and maintaining a program of this type isn't always easy. Often, barriers stand in the way of program success. To reap the potential benefits of a workplace wellness program, employers must overcome these hurdles and stay strong in their dedication to establishing programs that promote employee health.





1. Insufficient Time: A lack of time presents a challenge to many wellness program organizers. Most employers are loathed to allow their employee's large amounts of time away from their work duties to participate in a program of this type, and many workers are unwilling to spend many hours at the office after they have already clocked out.

To overcome this challenge, many employers arrange programs of this nature during lunch times or other natural breaks in the day, allowing individuals to participate without missing quite as much work.



- **2. Lack of Interest:** Garnering interest in a workplace wellness program can present a challenge for organizers. While many workers proclaim an interest in improving their health, often when it comes to actually take part in a wellness program, the interest dies off.
  - To amp up interest, employers must heavily advertise their programs, highlighting the benefits and exciting opportunities the programs offer. Some employers go so far as to offer incentives, such as decreased health insurance rates, to faithful participants as an incentive.
- **3. Undefined Purpose:** When workers do not fully understand the purpose and goals of a wellness program, they may be less likely to participate. Many workers see wellness programs as simply programs designed to help them lose weight. In truth, these programs are often much more.
  - By creating clearly defined goals and advertising these goals to potential participants, wellness program coordinators can improve worker understanding of the program and potentially increase the inclinations to take part.
- **4. Funding Challenges:** Generally, the cost of starting a workplace wellness program is rather low as many of the activities that employees may participate in to improve health are free, such as group walks in the park or jogs around the building. However, some elements of a strong wellness program cost money.





For example, if the program coordinators want to bring in a public speaker, they may need some funds to do so. When a business refuses to allocate any funds to a workplace wellness program, it is hard for the program to be successful. Many employers are now willing to dedicate some cash to programs of this type as they have been proven beneficial and, as a result, this issue is less common.



These barriers may seem insurmountable at first glance, but with some good organization and careful planning, your company can rise above them. Start planning for your wellness program's success today!

## 7.4 Tips to Improve Workplace Wellness.

**1. Know your vision and values:** Your office design and fit-out brief should reflect your company's culture and brand values. Creating a collaborative culture, with philanthropy at its core, is likely to be well received by staff. Having brand values that dripped down from a lofty boardroom decades ago are less likely to be respected.

Engage with employees before writing your brief – to get an insight into current wellbeing levels and feedback on how to boost them through the roof. Greater collaboration also enables people to be masters of their destiny and ensures less resistance to change.







**2. Focus on the workplace environment:** Make health and wellness a part of your corporate culture but make that culture a healthy environment. Emphasize positive interactions – cooperation rather than individualism and permit a flexible approach to work – such as Summer Fridays. When employees are encouraged to engage with the group, they tend to be more open to group-oriented endeavors.



- **3. See the light:** Bring the great outdoors inside. Workers who have outside views are likely to be up to 25% more productive and process calls 12% faster, according to World Green Building Council research. Exposure to natural light increases productivity by 18% and better lighting in general pushes up work rates by 23%.
- **4. Reduce noise and stress:** Reduce noise pollution in your workplace to simultaneously reduce employee stress. Consider designating a quiet space in the office where employees can go to work silently. You can also add a white noise machine in the general office area to help drown out more distracting sounds.
- **5. Openly Communicate:** Employees say direct managers matter more than the C-suite when it comes to employee well-being. It's all about communicating openly, honestly, and consistently. Give managers clear instructions on how to talk with employees about well-being and how to overcome hurdles or fears.





**6. Offer a financial incentive to quit smoking:** Employees who were financially incentivized to quit smoking were three times more successful at kicking the habit than non-incentivized employees.

Focus on health goals that can benefit a wide range of employees, and develop a plan to motivate them to achieve their health and wellness objectives. Along with incentives, you can also use team competitions, or other rewards to focus their attention on goals like weight loss, smoking cessation and so on.

- 7. **Focus on hydration:** Make your work environment one in which hydration is emphasized daily. Staying hydrated is one of the keys to better health and one of the best ways to ensure that employees are happier and healthier in every area of their lives. Add an office water dispenser fresh fruit, and other liquids to your workplace, and encourage your team members to remain hydrated throughout each day.
- **8.** Add a splash of color: Yellow gets the creative juices flowing, green reduces stress and promotes calmness and blue promotes focus. Introducing splashes of color, art, greenery and bringing the outdoors indoors can all contribute to wellbeing. Get creative with water features, park benches, and arboretums to give your employees spaces where they can go to feel calm and access their creativity.



**9. Provide healthy snacks:** This one's a pretty easy and inexpensive tip. Provide fruit and sparkling water instead of a vending machine full of junk food. If you can't dump







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the vending machine, at the very least offer a majority of healthy items and just a few bags of chips and candy bars.

**10. Encourage mental health days:** Encourage your employees to take mental health days when they need to de-stress! Make it a cultural norm by having leaders model this behavior and highlight employees who have taken the time to spend with their families or on their hobbies.

Whether you're a small business or a large corporation, the key to having a successful company wellness program is by encouraging overall well-being while still keeping it fun.

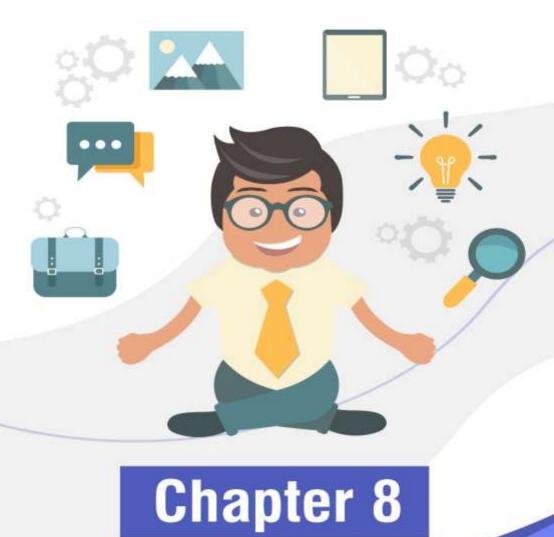
#### **Conclusion:**

Whether you're a small business or a large corporation, the key to having a successful company wellness program is by encouraging overall well-being while still keeping it fun

Many employers offer wellness or health promotion programs to help employees improve their health and avoid unhealthy behaviors. Both small and large firms offer a program in at least one of these areas: smoking cessation; weight management; behavioral or lifestyle coaching.

Investing in worksite wellness programs not only aims to improve organizational productivity, but also offers a variety of benefits associated with cost savings and resource availability.





**Enhance Your Soft Skills** 





Most organization requires that those who work in them have certain abilities that allow them to do their jobs effectively. Like computer programmers need to know how to use programming languages. These abilities are known as hard skills or technical skills.

However, to work in any occupation you also need what are referred to as 'soft skills'. Soft skills greatly impact the personality development of employees. Organizations today recognize that the professional development of their employees plays an important part in maintaining relationships with their customers, clients, co-workers and developing a successful business.

#### 8.1 What are Soft Skills?

Soft skills are the personal character traits or qualities each of us has. They make us who we are. Generally encompassing our attitudes, habits and how we interact with other people. They refer to abilities that make people better employees and open doors for many opportunities that are not directly related to the subject matter of their jobs.

In other words, soft skills refer to a person's ability to relate to others, to get him/her and others organized, to communicate in written, spoken or other forms.



• World Health Organization defines Soft Skills as:

"These are the abilities for adaptive and positive behavior that enable individuals to deal with the demands and challenges of everyday life."

#### UNICEF defines Soft Skills as:

"A behavior change or behavior development approach designed to address a balance of three areas: Knowledge, attitude and skills."

Soft skills include psycho-social abilities and interpersonal skills that help people make decisions, solve problems, think critically, communicate effectively, build healthy relationships, demonstrate qualities of leadership and team building, manage time effectively, and cope with the stress and strain of life in a healthy and productive manner.

Essentially, there are two skills – those related to thinking called 'thinking skills' and skills related to dealing with others called 'social skills'. While thinking skills relate to the personal level, social skills include interpersonal skills. It is the combination of these two types of skills that are needed for achieving behavior change and negotiating effectively.

## 8.2 Why is it Important to Develop Soft Skills?

Soft skills allow us to effectively and efficiently use our technical skills and knowledge. They improve the way we interact with our bosses, co-workers and customers/clients. They permit us to get our work done on time. They influence how we feel about our jobs and how others perceive us.

Consequently, the demand for and reliance on soft skills is on the increase due to the constant change in the work environment, customer-driven market, information-based technology, and globalization.

The development of soft skills in this market is important as there is intense competition for many available positions. The ability to develop and use soft skills can make the difference between the achiever and the non-achiever.

Earlier the focus of management was on hard skills. The emphasis was on the technical skills necessary to perform effectively. These skills tended to be more closely related to the actual task being performed. But now every single occupation you can think of demands that you have specific character traits.







Moreover, an important thing to note is that soft skills are transferable skills if you change careers, you can always take your soft skills with you since they are valued in a variety of fields.

Today employers want people with efficient soft skills. These are key skills to effective performance across all job categories. As the world has changed, and the nature of work has changed, the skills set required of managers and other executives has changed.

Today's business is all about people. It is about communication, relationships and about presenting yourself, your company and your ideas in the most positive and impactful way. A productive and healthy work environment depends on soft skills. After all, the workplace is an interpersonal space, where relationships must be built and fostered, perspectives must be exchanged, and occasionally conflicts must be resolved.

# 8.3 What are the Key Soft Skills?

It's hard to judge which soft skills are most important, but this list is broadly what employers mean when they talk about good soft skills and the skills which are most likely to enable you to build constructive working relationships with others or to be a constructive and helpful employee.









- **Communication:** As a soft skill, communication is not about multiple syllables or rousing speeches. Able communicators can adjust their tone and style according to their audience, comprehend and act efficiently on instructions, and explain complex issues to colleagues and clients alike. Communication is also an important aspect of leadership since leaders must be able to delegate clearly and comprehensibly.
- **Self-Motivation:** Having the positive attitude and the initiative to work well without round-the-clock supervision is a vital soft skill for any employee. Not only does it demonstrate reliability and commitment, but it shows that you can fit efficiently into an organizational structure without the need for constant oversight.
- **Leadership:** Leadership is a soft skill you can show even if you're not directly managing others. Leadership can be thought of as a collection of various other soft skills, such as a generally positive attitude and outlook, the ability to communicate effectively, and an aptitude for both self-motivating and motivating others.







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- **Responsibility:** Self-awareness is a seldom talked about but highly valued soft skill; knowing when to accept responsibility for any mistakes you have made demonstrates a healthy level of humility, and a willingness to learn and progress.
- **Team-Working Skills:** Like leadership, good teamwork involves a combination of other soft skills. Working in a team towards a common goal requires the intuition and interpersonal acumen to know when to be a leader, and when to be a listener. Good team players are perceptive, as well as receptive to the needs and responsibilities of others.
- **Problem Solving:** Problem-solving does not just require analytical, creative and critical skills, but a particular mindset: those who can approach a problem with a cool and level head will often reach a solution more efficiently than those who cannot. This is a soft skill which can often rely on strong teamwork too. Problems need not always be solved alone. The ability to know who can help you reach a solution, and how they can do it, can be a great advantage.
- **Making Decisions:** Valued by employers for many reasons, being able to make decisions is key to getting on in life. Sometimes the actual decision doesn't even matter; what matters is that you have made one and moved on.
- Ability to Work under Pressure and Time Management: Many jobs come with demanding deadlines and occasionally high stakes. Recruiters prize candidates who show a decisive attitude, an unfaltering ability to think clearly, and a capacity to compartmentalize and set stress aside. Time management is closely related to the ability to work under pressure, as well as within tight deadlines. Employees who manage their time well are able to effectively prioritize tasks and organize their diaries while adopting an attitude which allows them to take on new tasks and deadlines.
- **Flexibility:** Naturally, people can be wary of leaving the comfort zone formed by their repertoire of hard skills. Flexibility is an important soft skill, inasmuch as it demonstrates an ability and willingness to acquire new hard skills, and an openmindedness to new tasks and new challenges. Employers often seek candidates who can show a willing and upbeat attitude, since many jobs come with the possibility of secondments.





• **Negotiation and Conflict Resolution:** This is another of those soft skills which employers look for in potential leaders. To be an adept negotiator is to know how to be persuasive and exert influence, while sensitively seeking a solution which will benefit all parties. Similarly, conflict resolution depends on strong interpersonal skills and the ability to establish a rapport with colleagues and clients alike.

Any given employer or individual may place more or less emphasis on these or others.

However, work to develop the skills in this list is likely to pay off in a job search, in any job or career on which you embark, and in life more generally.

### 8.4 Tips to Improve Your Soft Skills.

If you're looking to brush up the skills section of your resume, then here are few tips that will help you get going in no time.

1. Always communicate: It's essential to be a good communicator to your peers, supervisor or team members, whether it's through email, phone calls, and messages or in person. Both written and verbal communication skills are important to have because they show what type of worker you are, updates others on your progress and lets you form relationships with your peers.



Communication also leaves everyone with a clearer idea of where a project or task is headed and paves the way for excellent results. Communicate with your boss,



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supervisor or co-workers with a simple message, email or in-person update just so you guys can keep up with each other.

- 2. Be a team player: Employers look for people who are able to work well in a team setting because a company's success is dependent on many people working towards the same goal. In addition, people who are able to work well with others build a friendly office atmosphere, which motivates those around them.

  A large part of learning how to work in a team is learning how to effectively communicate with people, so communication is key to developing your soft skills!
- 3. Strengthen your creativity: Everyone has a creative bone in their body. We are not talking about creativity in terms of arts and crafts unless that's your job but in terms of problem-solving and brainstorming new ideas.
  Some ways to strengthen your creative skills are to practice problem-solving. If a problem arises, think about how you can approach your boss or supervisor with a solution rather than a complaint about the issue. By thinking of solutions to problems and constantly trying to come up with new ideas, you'll get the gears in your head turning.

Another way to work on your creativity is to surround yourself with creative people so that you can share ideas back and forth. This is why communication and teamwork are two valuable things to get used to if you want to improve your soft skills.

- 4. **Practice public speaking:** By practicing public speaking, you are working towards becoming a better communicator and leader. If you're uncomfortable with public speaking, practicing alone will help you feel more comfortable when it's time for you to talk in front of others. When practicing, take note of your pace, body language, volume, eye contact and tone of voice, so you can evaluate what you need to improve on. Always remember that practice makes perfect!
- **5. Pay attention to body language:** When speaking or listening to someone, be sure to pay attention to that person's body language, as well as your own. Observe their eye contact, facial expressions, the tone of voice and posture, all of which will help you better understand how to respond to them. Also be sure to pay attention to your own body language so that you give off the proper attitude. For







- example, sitting or standing up straight and maintaining good eye contact are signs that you're interested in or invested in a topic.
- **6. Approach conflict in a healthy manner:** Conflict is an inevitable part of everyday life, which is why conflict resolution is a useful soft skill to have. When disagreements arise, approach the situation calmly but assertively. Ask each side questions to get their outlook on the problem and then work together to come up with a rational solution that benefits the greater good. While some people might feel uncomfortable when conflict arises, it's important to not run away from it. Dealing with conflict will make things go smoother in the long run and will strengthen your conflict resolution skills.



7. Accept constructive criticism: A part of learning and growing in a job, an internship or life, in general, is being able to evaluate yourself. Collect feedback and make the necessary changes to better yourself for future opportunities. To develop your skills, whether they're soft or hard skills, it is necessary to listen to others' feedback and improve yourself. With this being said, keep in mind that whoever is giving you feedback, whether it's your boss, supervisor, co-worker or peer, is doing it with good intentions. You can learn a lot from the constructive criticism you receive and with time, you'll get better and better at what you're working towards.



Soft skills can't be learned in a day, so get out there and experience the workplace environment for yourself! Apply for internships, jobs, leadership positions and more so you can navigate yourself through different situations and develop your soft skills along the way.

#### **Conclusion:**

It might be your hard skills that get you the interview, but it's the soft skills that bring you success in your career. Soft skills are your personal capabilities that determine how well you work with others, job performance, communication and all of the other things that make you different from every other expert in your field. While your technical expertise is very important, soft skills are much harder to teach. These can be a deciding factor in getting and keeping your dream job.





Chapter 9

Learn and Practice the Art of Work-Life Balance



Are you the proverbial juggler?

You've got multi-tasking down to a fine art, consistently thinking ahead, planning, organizing and orchestrating the household finances, holidays, food, shopping, family celebrations whilst holding down a responsible job or running your own business and maybe one or two community/social commitments or projects that take your time.

The problem here is that whilst we're busy helping and sorting out everyone else we neglect ourselves in the process often ending up shattered by the end of a week. In many respects, we can be our own worst enemies. That's why it is of uttermost important to learn and master the art of work-life balance.

#### 9.1 What is Work-Life Balance?

Work—life balance is the term used to describe the balance that an individual needs between the time allocated for work and other aspects of life. Areas of life other than work-life can be, but not limited to personal interests, family and social or leisure activities.

In other words, work-life balance refers to the level of prioritization between personal and professional activities in an individual's life and the level to which activities related to their job are present in the home.

Work-life balance is a topical issue due to the increased amount of technology that removes the importance of physical location in defining the work-life balance. Previously it was difficult or impossible to take work home and so there was a clear line between professional and personal.

The increase in mobile technology, cloud-based software and the proliferation of the internet has made it much easier for employees to be 'permanently' at work, blurring the distinction between professional and personal. Some commentators argue that smartphones and 'always-on' access to the workplace have replaced the authoritarian control of managers.





Work-Life Balance does not mean an equal balance. Trying to schedule an equal number of hours for each of your various work and personal activities is usually unrewarding and unrealistic. Life is and should be more fluid than that.

Your best individual work-life balance will vary over time, often on a daily basis. The right balance for you today will probably be different for you tomorrow. The right balance for you when you are single will be different when you marry, or if you have children; when you start a new career versus when you are nearing retirement.

There is no perfect, one-size fits all balance you should be striving for. The best work-life balance is different for each of us because we all have different priorities and different lives.

## 9.2 Importance of Work-Life Balance

Work-life balance is an important aspect of a healthy work environment. Maintaining work-life balance helps reduce stress and helps prevent burnout in the workplace. Chronic stress is one of the most common health issues in the workplace. It can lead to physical consequences such as hypertension, digestive troubles, chronic aches and pains, and heart problems. Chronic stress can also negatively impact mental health because it's linked to a higher risk of depression, anxiety, and insomnia.



Too much stress over a long period of time leads to workplace burnout. Employees who work tons of overtime hours are at a high risk of burnout. Burnout can cause fatigue, mood swings, irritability and a decrease in work performance. This is bad news for employers because according to Harvard Business Review, the psychological and physical problems of burned-out employees cost an estimated \$125 billion to \$190 billion a year in healthcare spending in the United States.

By creating a work environment that prioritizes work-life balance, employers can save money and maintain a healthier, more productive workforce.

Work-life balance concept allows an employee to maintain a fine balance in the time he or she gives to work as well as to personal matters. By having a good balance, people can have a quality of work life. This helps to increase productivity at the workplace as the employee is relaxed about his personal commitments. It also allows the employee to give quality time with family to spend vacations, leisure time, work on his/her health etc. Hence work-life balance is extremely important for employees and increases their motivation to work for the company.

## 9.3 Root Causes of Work-Life Imbalance.

Most people who suffer from work-life imbalance tend to assume the problem is one of time. They often lament, "If only there were more hours in the day!" But while we don't have control over the passage of time, we do have control over what we do during it. If you feel that you don't have enough time to achieve your goals and fulfill your responsibilities, then you may need to find additional resources to deal with them. More realistically, you probably need to reassess the goals and responsibilities you currently have.

## Pitfalls to Avoid if You Struggle with Work-Life Balance:

• Excessive multi-tasking: The more tasks you try to do at once, the less well you'll do on any single one. This includes trying to juggle work tasks when you're home.







- **Trying to work faster:** The way to achieve your goals is through efficient time management, not revving yourself up to work at an unsustainable pace. As a short-term tactic, working faster may produce results. Over the long term, however, it will leave you physically, mentally, and emotionally drained and far less effective in achieving your ultimate life goals.
- Making promises that you can't keep: Don't tell someone at work or at home that you'll do something if you know you can't really do it. You'll only end up short-changing the demands you already have, while simultaneously disappointing the other person.

## 9.4 Ways to Improve Your Work-Life Balance.

"Work-life balance" is a hot buzzword amongst corporations these days, but acknowledging its importance and actually putting it into practice are two different things. Try these tips for promoting a healthy work-life balance:

1. Build downtime into your schedule: Because hard-charging entrepreneurs are proficient at filling their schedules with goal activities, we can make great progress by using our planning strengths to our advantage. Make downtime a specific goal and schedule in the time and the steps you will take to achieve it.







Exercise and reading are activities you can schedule in to achieve. The same applies to date night or to planned activities for physical relaxation and play.

- 2. Drop the activities that sap your time or energy: Have you noticed that some activities take more time than they should, or are physically and mentally draining beyond the time they require? Maybe you have a friend or a set of friends who tend to bond over too much drinking or gossip. Yes, you appreciate their friendship, but you leave these situations feeling dragged down instead of enriched. Or you are clinging to maintenance activities you could delegate or hire someone else to take care of and add a welcome lift to your day.
- 3. Make time for exercise: As you consider your health and well-being, determine the kinds of exercise that will accomplish your goals. Schedule your workout activities for realistic times that you can achieve such as noon hour walks or runs, early morning workouts, or forms of exercise that can help you unwind after work. Keep your plans flexible as well for the kinds of fitness you want to achieve, to strike a healthy balance between cardio workouts, weights, and activities that emphasize stretching, strength and agility.



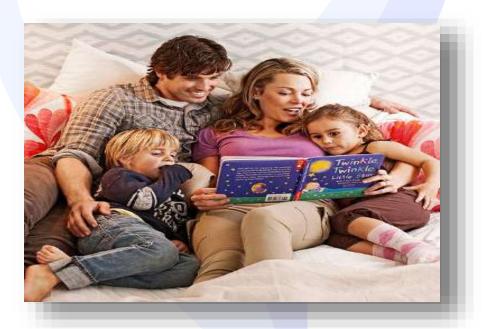
**4. Make sure you like your job:** If you hate what you do, you aren't going to be happy, plain and simple. You don't need to love every aspect of your job, but it needs to be exciting enough that you don't dread getting out of bed every single







- morning. You may be working in a toxic environment, for a toxic person, or doing a job that you truly don't love. If this is the case, it is time to find a new job.
- 5. Make a time to get your chores done: Yet again, entrepreneurs' fire to "get hard things done" can work to our advantage when it comes to accomplishing unwelcome chores. Schedule them in to avoid letting them turn into emergencies. Yes, there may be days you face a flat tire or you may come down with the flu. But if you schedule time for health checkups, car maintenance and general cleaning you will face fewer health or maintenance emergencies and those you confront will likely be smaller in scope and easier to work through or to bear.
- 6. Set aside time for family: Entrepreneurship is a hard challenge for many families. It is extremely hard to make family the highest priority on the late nights when a CEO's work and decisions will affect perhaps hundreds or even thousands of other families and jobs. Yet making sufficient time for the family will be a continual area for the hardest and most important work/balance decisions an entrepreneur or executive makes.



**7. Communicate clearly about what's working and what isn't:** This is not complaining; it's communication. Acknowledge and cherish the things that go well. Work to minimize or eliminate what's not working. This is an assessment







that is continual and is important to everyone, rather than making excuses or just "making do."

**8. Turn off distractions:** Distractions can take the form of television, too much music, background conversation, or, increasingly, the iPhone or device that constantly pulls on your focus. Perhaps there are times you need to turn off the device or leave it in another room. Whatever the distractions are that prevent you from giving your whole focus to your work (or from being fully present for those you are with when not working), you should make a concerted effort to set the distractions aside.



- **9. Have a strong support network:** Every great entrepreneur is influenced by the people within his or her circle of closest associates and friends. Who are the people you trust and who do you turn to for advice, for insight, or simply to lend a listening ear? Knowing the full importance of a strong support network, perhaps you should choose these key players with additional care. And perhaps you could be a better resource than you currently are for those who are relying on you.
- **Make time for yourself:** While your job is important, it shouldn't be 10. your entire life. You were an individual before taking this position, and you should prioritize the activities or hobbies that made you happy. Whether you take a walk in the park, get a massage or [take] a hot bath, it's important to always set





aside an hour a week to do something for yourself. Remember that everyone is replaceable at work, and no matter how important you think your job is, the company will not miss a beat tomorrow if you are gone.

This is a fairly comprehensive list of work/life strategies that should provide at least a few new ideas for all.

## 9.5 Benefits of work-life balance:

Introducing employment policies that encourage a healthier work/life balance for your employees can bring real benefits to your business.

## Work/life balance advantages: employees



A good work/life balance can enable employees to feel more in control of their working life and lead to:

- Increased productivity
- Lower absenteeism
- A happier, less stressed workforce
- Improvements in employee health and well-being
- A more positive perception of you as an employer
- Greater employee loyalty, commitment, and motivation







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A reduction in staff turnover and recruitment costs

## **Work/life balance advantages: business**

The benefits of a work-life balance initiative are not confined to just the workforce. Work/life policies and flexible working practices can also benefit your business as you can:

- React to changing market conditions more effectively and meet customer demands - for example, shift work, part-time work, and flexi-time can help you open longer without making your employees work longer hours
- Meet seasonal peaks and troughs in your business
- Boost your competitiveness
- Reduce staff turnover and minimize recruitment costs see control staff turnover
- Become recognized as a business that people want to work for and therefore you can attract top talent

Hence, this concludes the definition of Work-Life Balance along with its overview.

#### **Conclusion:**

No matter what career you're in or how many additional commitments you have, creating a healthy balance between work and play is absolutely essential when it comes to leading a happy and productive lifestyle.

Work-life balance encourages employees to divide their time on the basis of priorities and maintain a balance by devoting time to family, health, vacations etc. along with making a career, business travel etc. It is an important concept in the world of business as it helps to motivate the employees and increases their loyalty towards the company.





**How to Deal with Failures?** 



Oftentimes things go OK or even better than that.

But on some days they don't.

You make a mistake, have a setback or you simply fail. It's no fun. But you can't avoid it either unless you avoid doing anything at all.

So what's needed is a smart and self-kind way to handle such situations instead of letting them lead to vicious self-beatings and to them dragging you down into negativity for the day or month. Let's find out in detail.

#### 10.1 What is the Failure?

Failure is the state or condition of not meeting a desirable or intended objective and may be viewed as the opposite of success.



You probably are thinking that you're not good enough and that you should give up.

A simple definition of failure is: "An act or instance of failing or proving unsuccessful; lack of success."

Failure is a blessing in disguise. Failure is deemed negative but if you think over it, it is indeed a positive term that plays an integral role in climbing up the stairs of success.

There can be two perspectives on failure. One considering it an obstruction and the other one is considering it a lesson. The understanding of failure or success is completely contingent on how one controls one's mind.

It is all about controlling one's mind and detaching oneself from pre-conceived notions of failure and success. An attachment to a particular success or failure makes one stagnant and once a person is stuck in a particular thing his mind won't be able to think beyond it.

A common mistake that everyone makes is counting on the past failures or success as the failure or success of life.

Think of the above-mentioned line and try to acknowledge the misconception we all live with.

Don't we? You ought to understand the fact that things achieved or lost in past is a matter of past and it has nothing to do with the success or failure of the present moment.

So, all you have to do is that you need to draw all your focus on your present so that your energy doesn't get wasted in thinking about the past or future.

## 10.2 Why failure is so important in life?

Donald Trump says, "Sometimes by losing a battle you find a way to win the war."

Sit back and ponder over the following questions:

- What if you achieve your goals or success without meeting failures?
- What if you attain your desires without facing a hard time?

Now introspect, if things are this easy, will you be able to attain the basic understanding of life?



We often associate the meaning of "goal" and "success" with money but the actuality of life is that the ultimate goal and success of life lies in "inner happiness", "satisfaction", and 'enjoyment in whatever you are doing.

Believe you in me, money has little importance in comparison to these things because no matter how much you earn, in the end, you just need the basic necessities and that is all.

And where do you think this level of maturity and understanding would come from?

It comes from experience and experience comes from your failures and bad experiences. If you attain everything easily, you will be replete with vanity and will always boast but if you achieve everything after facing all the ups and downs of life, you will replete with pride but will remain down to earth.

The most progressive companies deliberately seek employees with track records reflecting both failure and success. That's because someone who survives failure has gained irreplaceable knowledge and the unstoppable perseverance born from overcoming hardship.



Sure, failing hurts. In fact, it cuts deep like a razor, slicing its way to our inner core. Yet, it's necessary.

And the most successful people in life have failed the most times. If you try to go through life without failing at anything, then you're not really living a life at all. Taking risks and falling down flat on our faces is part of life; it makes us into who we are.

What we don't realize as is just what some people had to go to in order to get where they are in life. Like the baby learning to walk, they had to fall down and fail many times.

Society tends to celebrate the successes rather than highlighting the epic journeys towards success that are filled with trials, tribulations, upsets, setbacks, and failures.

There are 5 very powerful life lessons that failure helps to teach and instill in us...

- **#1 Experience:** The first important lesson gained from failure is an experience. The experience of failing at something is truly invaluable. It completely alters our frame-of-mind through the induction of pain. It makes us reflect on the real nature of things and their importance in our lives, transforming and improving our future-selves.
- **#2 Knowledge:** Failure brings with it important firsthand knowledge. That knowledge can be harnessed in the future to overcome that very failure that inflicted so much pain in the first place. Nothing can replace the knowledge gained from failure.
- **#3 Resilience:** Failing in life helps to build resilience. The more we fail, the more resilient we become. The characteristic of resilience can help us in so many ways in life. Resilience helps to breed success by setting the game up to win. Gone are the lofty expectations that thing will happen overnight, and in comes the expectations that true success will take an enormous amount of work and effort.
- **#4 Growth:** When we fail, we grow and mature as human beings. We reach deeper meanings and understandings about our lives and why we're doing the things that we're doing. This helps us to reflect and take things into perspective, developing meaning from painful situations. Without growth, we couldn't improve life on every front.
- **#5 Value:** One of the biggest lessons that we can learn from life's failures is the necessity to create and spread an exceedingly high amount of value. In fact, the value lies at the heart of success and a lack of value is a fundamental pillar of failure. When you learn to create immense value and do so consistently, you will eventually succeed.





Remember, there is no success without failure.

### 10.3 How do you overcome failure?

Overcoming failure is all about finding it in yourself to start again. First, you must overcome the sense of failure. The failure of a project, relationship, or another goal might initially overwhelm you, but if you acknowledge your disappointment and accept your mistakes you will be able to move on. Realistic optimism will help you form a new plan without setting yourself up for failure. Remember, your long-term goal is resilience: the ability to adapt and thrive. Each failure is a chance to grow stronger and wiser. Follow these tips to overcome failure:

## 1. Realize that nothing worthwhile will come easy:

We are such an instant gratification society. We want things and we want them now. Why should we have to wait when we have on-demand everything? From fast food to high-speed Internet access, along with a growing impatience for just about everything, it's no wonder failure hurts so much.



We are so used to getting what we want and getting it quickly that we don't realize just how much work and effort it's going to take to achieve something notable. It takes time. But during that time, as we make the journey towards our goal, we build character and reach new understandings, possibly even discover a deeper meaning to our lives.



## 2. Don't make it personal:

Separate the failure from your identity. Just because you haven't found a successful way of doing something (yet) doesn't mean you are a failure. These are completely separate thoughts, yet many of us blur the lines between them. Personalizing failure can wreak havoc on our self-esteem and confidence.

There was a man who failed in business at age 21; was defeated in a legislative race at age 22; failed again in business at 24; overcome the death of his fiancée at 26; had a nervous breakdown at 27; lost a congressional race at 34; lost a senatorial race at age 45; failed to become Vice President at age 47; lost a senatorial race at 49; and was elected as the President of the United States at the age of 52. This man was Abraham Lincoln. He refused to let his failures define him and fought against significant odds to achieve greatness.

### 3. Take stock, learn and adapt:

Look at the failure analytically -- indeed, curiously -- suspending feelings of anger, frustration, blame or regret. Why did you fail? What might have produced a better outcome? Was the failure completely beyond your control? After gathering the facts, step back and ask yourself, what did I learn from this? Think about how you will apply this newfound insight going forward.

Thomas Edison reportedly failed 10,000 times while he was inventing the light bulb. He was quoted as saying, "I have found 10,000 ways something won't work. I am not discouraged, because every wrong attempt discarded is another step forward." The Wright brothers spent years working on failed aircraft prototypes and incorporating their learning until they finally got it right: a plane that could get airborne and stay there.

# 4. Release the need for approval of others:







Often our fear of failure is rooted in our fear of being judged and losing others' respect and esteem. We easily get influenced (and spooked) by what people say about us. Remember, this is your life, not theirs. What one person considers to be true about you is not necessarily the truth about you, and if you give too much power to others' opinions, it could douse your passion and confidence, undermining your ability to ultimately succeed.

# 5. Try a new point of view:

Our upbringing – as people and professionals – has given us an unhealthy attitude toward failure. One of the best things you can do is to shift your perspective and belief system away from the negative ("If I fail, it means I am stupid, weak, incapable, and am destined to fall short") and embrace more positive associations ("If I fail, I am one step closer to succeeding; I am smarter and savvier because the knowledge I've gained through this experience").

# 6. Stop dwelling on it:

Obsessing over your failure will not change the outcome. In fact, it will only intensify the outcome, trapping you in an emotional doom-loop that disables you from moving on. You cannot change the past, but you can shape your future. The faster you take a

positive step forward, the quicker you can leave these debilitating, monopolizing thoughts behind.

### 7. Be brutally honest:

The most critical part of the process, which 90% of people don't do, involves taking a couple of minutes to reflect on what happened and being brutally honest with ourselves about why it happened. It's easy to turn on the TV, pull out the smartphone, or find some form of distraction. Most people will do anything to avoid confronting their own self with the mistakes they've made.

However, if we don't do this, we don't learn, and if we don't learn then we risk failing insanely. Albert Einstein famously said it was insane to do the same thing over and over again and expect a different result. If we don't learn from our mistakes and failures in life, then we are doomed to keep repeating them, whether we realize it or not.

### 10.4 How to handle failure at work?

First of all, congratulations! If every single one of your projects succeeded, it would mean you were coasting.



Failing once in a while is a good sign. While failure can certainly come from inattention or poor decision-making, it often is associated with experimentation and innovation. No one seeks out the sting of a failure and its repercussions, but smart professionals embrace failure as an opportunity to learn and improve.

- 1. **Build Your Self Confidence:** A successful person is the one who does not let one failure stop his ability to move forward. Do not feel down or ashamed about facing a failure at the workplace. Get up, learn from it and move forward. Believe in yourself and always give yourself a second chance no matter what.
- 2. Keep Calm And Face The Reality: Do not show an offensive attitude or become harsh towards others on your failures. Facing failures and accepting criticism is very important in professional environments. Keep in mind that your work is no child's play. Things can go wrong as the pressure builds up but that does not mean that it is the end of the world.
- **3. Don't be afraid of Gossips:** You have failed at a task, so what? Never care how others see your failures. There are some people who try to make feel others down whereas they make thousands of mistakes themselves. Do not worry if people gossip about you or judge you, as long as you work on your mistakes.
- 4. Commit To What You Can Deliver: You face failures when you fail commitments. Whether it is your boss or your customer, do not promise the things you cannot do within the given time. However, give them the assurance of fixing the problem or completing the task in whatever way you can and as soon as you can.
- 5. Work On The Factors Leading To Failures: If you are unable to complete a project, analyze the reasons behind its failure. Sharpen your skills if you reach the conclusion that it was due to your own doing. If the factor is not in your control, like extreme weather situations creating hindrances in the completion of any outdoor project or office politics going nasty, then come up with suitable measures according to the nature of the situations.

Stress and anxiety due to workplace failures can be bad for both the mental and physical health of the employees. One should try to learn and handle the workplace failures in order to stay positive and successful.







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### **Conclusion:**

Indeed, one can hardly find a historic or current-day success story that isn't also a story of great failure. And if you ask those who have distinguished themselves through their achievements, they will tell you that failure was a critical enabler of their success. It was their motivator. Their teacher. A stepping stone along their path to greatness. The difference between them and the average person is that they didn't give up. They have learned to overcome their failures and transform them into success.





How to Manageand Overcome Your Fears?

If you've ever been afraid of failing, it's time to get over it. Fear comes in many forms. It can be the nervous butterflies when you have to speak in public. It might be the uncertainty that keeps you from leaving your job and starting a business. Perhaps it's the fear of repercussion from sharing bad news, or even the avoidance of shame by covering your big mistakes.

No matter your fear, you will have to deal with it at some point. Some believe in just ripping off the bandage, others sip their worst fears a little at a time. Regardless, if you don't conquer your fears you'll never achieve your full potential.

#### 11.1 What is 'Fear'?

Fear is a feeling induced by perceived danger or threat that occurs in certain types of organisms, which causes a change in metabolic and organ functions and ultimately a change in behavior, such as fleeing, hiding, or freezing from perceived traumatic events.

Fear is a vital response to physical and emotional danger — if we didn't feel it, we couldn't protect ourselves from legitimate threats. But often we fear situations that are far from life-or-death and thus hang back for no good reason.



Fear in human beings may occur in response to a specific stimulus occurring in the present, or in anticipation or expectation of a future threat perceived as a risk to body or life. The fear response arises from the perception of danger leading to a confrontation



with or escapes from/avoiding the threat (also known as the fight-or-flight response), which in extreme cases of fear (horror and terror) can be a freeze response or paralysis.

Traumas or bad experiences can trigger a fear response within us that is hard to quell. Yet exposing ourselves to our personal demons is the best way to move past them.

Fear is one of the biggest obstacles people face in managing change and moving forward in their lives. If you're living your life based on avoiding the things that you fear, you're not free to take risks or pursue your dreams. If your energy is being expended in avoiding failure, rejection, physical harm, and emotional pain by avoiding the people, places, and situations that trigger your fears — then that energy is tied up in your vigilance to stay safe instead of in fulfilling your potential.

When fear is persistent or has a negative impact on daily function, a therapist or other mental health professional may be able to help address this challenge.

#### 11.2 What causes Fear?

All people are likely to experience some type of fear. Humans and animals typically possess innate fearful reactions to certain stimuli, such as unexpected or loud noises. Some of these stimuli may differ from one person to the next, although some fears occur more frequently in the general population. For example, a great number of people report a fear of death.

Some other stimuli that are commonly reported to cause fear includes:

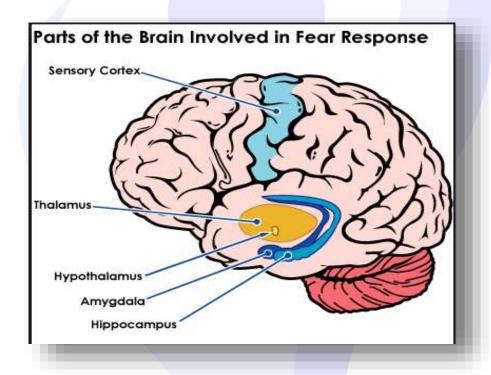
- Public speaking
- Flying in an airplane
- Being alone
- The "unknown'
- Failure
- · Being rejected
- Confrontation
- Aggression, violence, or war

New fears are often learned. Fear-inducing stimuli paired with objects or events that are not normally frightening may cause new fears to form. When this occurs, those ordinary objects or events may become enough to cause the experience of fear.

### 11.3 The effects of Fear on the Brain.

The fear reaction starts in the brain and spreads through the body to make adjustments for the best defense or flight reaction.

A person's response to danger generally involves many different areas of the brain, but research in the field of psychology has identified the amygdala as pivotal in processing fear.



When a person is confronted with a potentially dangerous situation, the amygdala sends excitatory signals to other brain areas to ensure that these areas also become more alert. Evidence of the amygdala's importance to the processing of fear has been highlighted in many studies. When monkeys and rats with damaged amygdala were exposed to snakes in one study, the animals demonstrated no fear of their natural predators.

A part of the brain called the hippocampus is closely connected with the amygdala. The hippocampus and prefrontal cortex help the brain interpret the perceived threat. They are involved in a higher-level processing of context, which helps a person know whether a perceived threat is real.

While the amygdala does play a critical role in triggering and processing fear, the research found that its effective functioning is not absolutely essential for a person to experience fear. The 1995 study of SM also showed alternate brain pathways that played roles in fear learning and processing. SM did not demonstrate signs of fear when exposed to fear-inducing objects, but she did experience strong fear and panic when asked to inhale carbon dioxide (a gas that causes choking). It was clear to the researchers that while potentially dangerous external factors did not trigger a fear response, internal threats to her health and safety did cause SM to experience fear.

### 11.4 The Physical and Emotional Effects of Fear.

Fear may cause someone to experience an enhanced perception of space and time, or their senses of sight, hearing, and smell may be heightened. In life-threatening situations, fear can also reduce the ability to notice fine detail while increasing the capacity to distinguish large or blurry objects. These adjustments in perception can increase a person's chance of survival in a dangerous situation.

A person may experience a variety of physical responses when experiencing fear, such as:

- Temporary paralysis or an erratic heartbeat
- Stomach pain, head pain, or nausea
- Dizziness or fainting
- Sweating
- Muscle tension, twitching or trembling
- Crying
- Stuttering
- Erratic sleep patterns
- Loss of appetite







## Rapid or shallow breathing

Psychological effects of fear can include intrusive or distracting thoughts, loss of focus, and confusion. People may also experience a variety of emotional effects, including terror, anxiety, anger, despair, numbness, or helplessness.

### 11.5 Biggest Fears of Entrepreneurs.

Fear causes procrastination, avoidance behavior, overwhelm and inaction. Yet it's something that everyone experiences in business.

According to a 2015 study on fear and entrepreneurship, fear is actually a major psychological barrier to most business leaders, as it can prevent them from taking necessary risks for their success.



Whether it's fear of failure, of overwhelm, or of letting other people down, it is crucial to overcoming this feeling if you want to become a successful entrepreneur.

Below is the list of common fears confronting an entrepreneur:

### 1. Fear of failure



- 2. Fear of having no safety net
- 3. Fear of having no certainty, no plan, and no idea of what's next
- 4. Fear of not knowing what to do, what you love, or what idea to pick
- 5. Fear of all the good ideas having been taken already
- 6. Fear of not being good enough
- 7. Fear of financial woes
- 8. Fear of losing creativity
- 9. Fear of being mediocre
- 10. Fear of taking risks

We make ourselves indispensable, but we can find a way to step back and take time out if we really want to.

The more of these fears you can overcome, the more business and personal success you can achieve. It's not easy. Many fears are deep-rooted. But if we consciously work on them, we can make improvements.

### 11.6 Tips to Manage and Overcome Fears.

Getting through fear is a skill that anyone can learn. The problem is that most people cling to their fears because it's part of who they are. If you aren't ready to face your fears, you probably won't transcend them. Let's have a look at some of the effective ways of overcoming your fears:

- 1. Understand fear and embrace it: Fear exists to keep us safe. It is not inherently bad or good but a tool we can use to make better decisions. Fear isn't designed to keep us inactive, but to help us act in ways that generate the results we need and want. Embrace fear as instruction and let it inform your actions, but not control them.
- 2. Start at the beginning: One reason that we hesitate when we have something we are afraid to do because we are thinking only of the end result and likely feel incapable of getting to that point from where we are now.
  - Forget about the end result, or at least take your laser focus off of it long enough to determine what the first step might be. The more you focus on all of the actions





you have to take to get to the end result, the less likely you are to actually take any steps. So just focus on the first step and start there.



- 3. Identify all the emotions associated with your fears: By identifying all the emotions associated with your fears, you can better understand the ones that are fueling them on a daily basis. What are you most associating your fears with? This is a powerful driver of our actions and behaviors and must be addressed in order to better understand why we do the things that we do and to better appreciate what holds us back in life.
- 4. Get real: Even the smallest doubt can lead to the most out of control fears. The thing to remember is that fear is rarely based in reality -- it's made up of the stories we tell ourselves. While many experts' advice to think positive thoughts, that's not always powerful enough. When the big, scary thing threaten to surface, ask yourself this equally big and scary question: What's the worst that can happen? There are few things in life from which we cannot recover. Find the opportunity in your worst-case scenario; there is always an opportunity. It will give you the courage to move forward in a more positive frame of mind.
- **5. Approach it head on:** Once you've decided that it needs your time and attention attack it head-on. Devise a plan of action and stick to it this is surely part of your personal growth and will only make you stronger. Avoiding

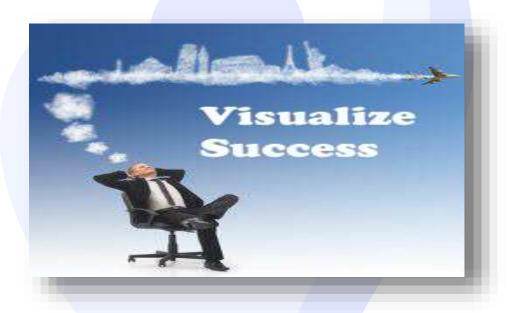






fears only make them scarier. Whatever your fear, if you face it, it should start to fade. If you panic one day getting into a lift, for example, it's best to get back into a lift the next day.

- **6. Educate yourself:** We are afraid of nothing so much as the unknown. If your fear is based on a lack of information, then get the information or knowledge you need to examine the situation based on facts rather than speculation.
- 7. **Visualize success:** Athletes may imagine the successful completion of physical task thousands of times before achieving it. This mental mapping ensures that when the body moves, it's more likely to follow its pre-ordained path. The same practice will prepare you to succeed at whatever you're trying to achieve.



- **8. Be willing to pivot:** As the adage goes, "If at first, you don't succeed, try again." But there's also the saying "Insanity is doing the same thing over and over again and expecting different results." If you're afraid to do something again because it didn't work out the last time, figure out why it didn't work, and try something different before you give up trying altogether.
- **9. Step out of your comfort zone:** When you form the habit of doing something that scares you, your courage grows little by little. Soon enough, the barriers that once were holding you back vanish and you maximize your potential.
- **10. Reward yourself:** Finally, give yourself a treat. When you've made that call you've been dreading, for example, reinforce your success by treating yourself





to a massage, a country walk, a meal out, a book, a DVD, or whatever little gift makes you happy.



Don't be afraid of squeezing the best out of life, of finding out what you're made of; taking the path less traveled, trusting that things will work out in the end, that there is always a way and you will eventually find it out.

### **Conclusion:**

To quote the late Nelson Mandela, "I learned that courage was not the absence of fear, but the triumph over it. The brave man is not he who does not feel afraid, but he who conquers that fear."

Some of the biggest fears show up even before you make the decision to change your life. Once that's done, the fear always subsides. A feeling of courage often takes its place, or a deeper belief in yourself, as you know what it takes for you to follow through.

Not all fears are bad for us, however. They warn us of potential dangers and pitfalls and allow us to prepare ourselves. Without facing and overcoming our fears we would not be able to grow as individuals and as contributing members of society.





Chapter 12

Best Ways to Deal with Difficult People





In business since everyone is a potential customer, you meet contrary people regularly. So, not just to survive, but to be a viable and successful business person demands you have the skills to be able to deal with all sorts of people. The most challenging are those who 'Pull your chain' or 'Push your buttons' because they can cost you time and money. Therefore it is of uttermost importance for you as an entrepreneur or employee to learn to deal with difficult people.

## 12.1 Difficult People - Who they are?

By 'difficult' people we mean people with certain personality traits or emotional characteristics that make it difficult for you to communicate with them.



People come in all shapes and color; therefore, the meaning of 'difficult' varies. A difficult person could be

- The Know-it-all colleague who interrupts everyone's speeches
- The drama queen who is over-negative 24/7
- The demanding one who always complains
- The frighteningly-influential-yet-unreadable one

• And even the infamous gossiper.

Basically, any acquaintance with whom you have a hard time dealing is considered difficult. Most of the time they are problematic enough to provide you with remarkable headaches. However, in certain circumstances, some of them may accompany and benefit you in one way or another, as long as you know how to cope with them and when to draw the line.

The ability to effectively cope with such people while maintaining a healthy work environment is known as the skill of dealing with difficult people.

It is inevitable for you to come across a difficult person in your life that brings about distress, whether it's in the form of a neighbor, relative, colleague, employee, customer, or supplier. However, the intensity of their difficulty may vary depending upon the kind of difficult person they are; downers, better thans, passives, or tanks.

### 12.2 Types of Difficult People.

We all have difficult people we need to deal with in our lives on a daily basis. While such characteristics may be exaggerations, you may find traits of them in a few of the people in your workplace, amongst your friends, or even a loved one. Psychological research has suggested several ways of coping with difficult people in your life, e.g. hostile coworkers or bosses, complainers, super-agreeable, know-it-all experts, pessimists, and stallers.

- **1. Tank:** The Tank Person is confrontational, pointed and angry, the ultimate in pushy and aggressive behavior. They are also known as being explosive, a handful or bossy. They want their way and will do anything to get it.
- **2. Sniper:** They use rude comments, biting sarcasm, or a well-timed roll of the eyes. Making you look foolish is the Sniper's specialty. Snipers take shots at you to make you look bad or to try to undermine you.
- **3. Know-It-All:** Seldom in doubt, the Know-It-All person has a low tolerance for correction and contradiction. If something goes wrong, however, the Know-It-All will speak with the same authority about who's to blame you! The Know-It-All can be one of the toughest of all the types of difficult people to deal with. The



challenge with a Know-It-All is that often enough they do, which perpetuates the pattern.

- **4. Think-They-Know-It-All:** Think-They-Know-It-All people can't fool all the people all the time. But they can fool some of the people enough of the time, and enough of the people all of the time all for the sake of getting some attention. They know how to learn just enough about a subject to sound like they know what they are talking about. They are addicted to exaggeration as an attention-getting technique. They might even suffer from the Dunning-Kruger effect (dumb people don't know they're dumb.)
- **5. Grenade Person:** After a brief period of calm, the Grenade person explodes into unfocused ranting and raving about things that have nothing to do with the present circumstances. Watch out. If you've ever asked, "Where did that come from?" You're not alone. The good news is that there are effective ways of dealing with a Grenade Person.
- **6. Yes Person:** In an effort to please people and avoid confrontation, Yes People say "yes." They say "yes" without thinking things through. They react to the latest demands on their time by forgetting prior commitments and overcommit until they have no time for themselves. Then they become resentful.
- **7. Maybe Person:** In a moment of decision, the Maybe Person procrastinates in the hope that a better choice will present itself. Sadly, with most decisions, there comes a point when is it too little, too late. And the decision makes itself.
- **8. Nothing Person:** A Nothing Person doesn't contribute to the conversation. No verbal feedback. No nonverbal feedback. Nothing. What else could you expect from ... the Nothing Person. The Nothing Person can be especially dangerous if they appear as a Yes Person, but they actually are a "Say Yes, Do No" person.
- **9. No Person:** A No Person kills momentum and creates friction for you. More deadly to morale than a speeding bullet, more powerful than hope, able to defeat big ideas with a single syllable. Disguised as a mild-mannered normal person, the No Person fights a never-ending battle for futility, hopelessness, and despair.
- **Whiners:** Nobody likes a Whiner. Laugh the world laughs with you; whine and you whine alone. Whiners feel helpless and overwhelmed by an unfair world. Their standard is perfection, and no one and nothing measures up to it.





But misery loves company, so they bring their problems to you. Offering solutions make you bad company, so their whining escalates.



- **11. Downers:** Downers are also known as Negative Nancy's or Debbie Downers. They always have something bad to say. They complain, critique and judge. They are almost impossible to please.
- **12.Better Thans:** They are also known as Know It All's, One Uppers or Show-Offs. They like to try to impress you, name-drop and compare.
- **13.Passives:** Passives are also known as Push-Overs, Yes Men and Weaklings. They don't contribute much to conversations or people around them and let others do the hard work.

We all have difficult people in our life who drives us nuts! And they are exhausting, frustrating and annoying. Think about the person in your life and figure out which category they are in.

12.3 Seven tools for expertly dealing with difficult people.

Apply these seven principles tools for dealing with difficult people. Using these tools will enable you to deal more effectively with difficult people immediately. Watch for the impact these tools have on your interactions with difficult people.



## Tool # 1: Assume their primary motive is always survival:

Every person is trying to survive and so well-intentioned. There is no real good person or bad person. A difficult person can't ignore or change their needs, but they can change their behavior to get their need met in another way! Remember they have over 4600 options.

This is an essential tool for dealing with difficult people. Without it, you cannot be effective in communicating with them. While you may not like their current behavior choice, they are truly just trying to survive.

# Tool # 2: Assume every behavior has a purpose:

They won't move a muscle without a motive. Each person is motivated to get their needs met every second so they can continue to live. That is why difficult people seem unable

to change their annoying behaviors. From their perspective, within their value system, it is life-threatening to do so.

# Tool # 3: Assume every person is responsible for meeting their own needs and can learn a better way:

Learning is a life-long process. Since it never really ends, any difficult person can learn new ways of communicating if they choose to do so. If they feel unthreatened they are more likely to learn other ways to satisfy their needs.

### Tool # 4: Assume a difficult person will always need to make choices:

Since one of our basic needs is to make choices, it is vital a difficult person has choices which motivate and empower them to learn.



Tool # 5: Assume a difficult person will not change if there is no clear pay off for them:

Since all the behaviors of a difficult person are motivated by their value system, if a behavior is not need-fulfilling, that is, honors their value system, then it will not be chosen by them.

# Tool # 6: Assume a difficult person's behavior is their best choice at that moment:

A difficult person's current behavior is their best attempt to get their needs met, at that point, given the options, they are aware of and believe are available to them.

# Tool # 7: Assume there is only one way to effectively communicate with a difficult person:

There are really three ways to communicate with another person:

- Care-lessly, (self-righteous) This is talking within your own value while ignoring the value system of the difficult person. This is 'I am right and you are wrong and we are doing it my way!' attitude.
- Care-fully (self-wrongeous) This is speaking with a difficult person's values and ignoring your own. This is 'I am wrong and you are right, so we'll do it your way" attitude.
- Care-ingly (respectful) This is the only effective way of communicating with difficult people. It is communicating your values inside their values. This is 'My values are right for me and your values are right for you...So I am going to inject m values inside yours to encourage you to cooperate."

These are the seven tools that will help you in effectively dealing with difficult people.

# 12.4 Tips to Deal with Difficult People.

Difficult people are everywhere. Perhaps you too can be difficult. Many people go through periods where they don't act their best. If you want to maintain a relationship with a difficult person, you will need to develop some coping and negotiation strategies.

**1. Listen:** Listening is the number one step in dealing with "unreasonable" people. Everyone wants to feel heard. No progress can take place until the other person





feels acknowledged. While you're listening, really focus on what the other person is saying, not what you want to say next.



- 2. Approach: This is how your best, most generous, and caring self would handle this person. Indeed, when attempting the approach method, your mantra should be "opposite action." When you want to plug your ears and run, instead take a deep breath, listen, and offer genuine kindness.
- 3. Validate: You would be surprised what this simple action will do. One common reason people put up resistance is that they do not feel heard or understood. Validating and listening to them to make them feel significant is the fastest way to move forward.
- **4. Confront:** Confront never involves getting angry. Instead, it requires disclosure of the difficult person's effect on you. You don't have to get mad; just give them some information and, hopefully, they'll take it from there. Reframing with gentle humor can be a great way to package your message if it fits your style.
- 5. Think Like Them: Just imagine you are in their shoes for one moment. What do they want? If you were in their situation, what would it feel like? Just this one tip will get you far because most people are seeing one point of view: theirs. Great problem-solvers can change perspective.
- **6. Be Calm:** Raising your voice, pointing your finger, or speaking disrespectfully to the other person will add fuel to an already heated situation. Use a low, calm,







- even monotone voice. Don't try to talk over the person. Wait until the person takes a breath and then speak.
- 7. **Interrupt The Pattern:** People often behave like robots. We get triggered all the time and are often reacting to a story we loop in our heads. When dealing with someone difficult, interrupt the pattern by asking a question completely off-topic. This will offset their mental story, and you can approach the situation more proactively, rather than defensively.
- **8. Don't Act Defensively:** This is tough. You're naturally not enjoying the other person saying nasty things or things that you know aren't true. You're going to want to defend yourself. But the other person is so emotionally revved up, it's not going to help. Remember, this is not about you. Don't take it personally.



- **9. Discharge Your Own Stress:** You had to put your natural reactions on hold for a while. Now is the time to discharge some of that pent-up adrenaline. Go for a run. Take your dog for a walk. Don't let the emotions stay stuck in your body.
- bigger life lesson to be learned aside from the situation where someone is being difficult. It could be showing you how you relate to people in general, how you're creating conflict, or what the conflict triggers in you. Be open to the lesson that is bigger than the situation itself.



If you struggle with a difficult person in your daily life, keep these techniques in mind and you will likely be less anxious in their presence. Of course, working with a therapist on tactics for your unique situation may also be very useful. You may not be able to control anyone else's behavior, but you can control how you respond to them.

### **Conclusion:**

Whenever we are faced with unreasonably difficult people, our instinct is to react with frustration and irritation. That, however, is the ticket to destruction. It causes tension to build in the work environment and can prove a serious threat to the productivity as well as the overall stability of the work environment.

Therefore, it is important to develop the skills of dealing with difficult people not only for the sake of your satisfaction but because your long-term, as well as short-term success, depends to a great extent on your ability to smoothly and successfully interact with such people. To increase the likelihood of your success in life and career, you must be savvy in dealing with such difficult behaviors.





Chapter 13

**Stress and Energy Management** 





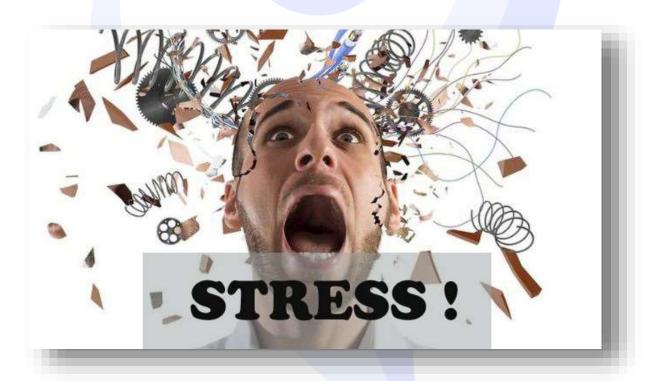


In today's high-intensity work environment, managing your energy, time and focus is the secret to success. You do not manage stress – you manage your energy, time and focus in ways that reduce stress and drive optimal effectiveness.

There are many systems within us that can suffer from overload. The overload is caused by treating ourselves as one bulk commodity instead of recognizing that we run on different levels of energies and multiple systems. Therefore it is very important for our personal and professional well-being to learn proper tactics of energy and stress management.

### 13.1 What is stress?

Stress is your body's way of responding to any kind of demand. It can be caused by both good and bad experiences. When people feel stressed by something going on around them, their bodies react by releasing chemicals into the blood.



These chemicals give people more energy and strength, which can be a good thing if their stress is caused by physical danger. But this can also be a bad thing if their stress is



in response to something emotional and there is no outlet for this extra energy and strength.

Stress is also defined as 'a state of mental or emotional strain or tension resulting from adverse or demanding circumstances.'

Before proceeding further, let's debunk one myth: stress is not necessarily a 'bad' thing. Without this brilliant ability to feel stress, humankind wouldn't have survived. Our cavemen ancestors, for example, used the onset of stress to alert them to a potential danger, such as a saber-toothed tiger.

Stress is primarily a physical response. When stressed, the body thinks it is under attack and switches to 'fight or flight' mode, releasing a complex mix of hormones and chemicals such as adrenaline, cortisol, and norepinephrine to prepare the body for physical activity. This causes a number of reactions, from blood being diverted to muscles to shutting down unnecessary bodily functions such as digestion.

Through the release of hormones such as adrenaline, cortisol, and norepinephrine, the caveman gained a rush of energy, which prepared him to either fight the tiger or run away. That heart pounding, fast breathing sensation is the adrenaline; as well as a boost of energy, it enables us to focus our attention so we can quickly respond to the situation.

The challenge is when our body goes into a state of stress in inappropriate situations. When blood flow is going only to the most important muscles needed to fight or flee, brain function is minimized. This can lead to an inability to 'think straight'; a state that is a great hindrance in both our work and home lives. If we are kept in a state of stress for long periods, it can be detrimental to our health. The results of having elevated cortisol levels can be an increase in sugar and blood pressure levels and a decrease in libido.

### 13.2 What Causes Stress?

The situations and pressures that cause stress are known as stressors. We usually think of stressors as being negative, such as an exhausting work schedule or a rocky relationship. However, anything that puts high demands on you can be stressful. This

includes positive events such as getting married, buying a house, going to college, or receiving a promotion.

Of course, not all stress is caused by external factors. Stress can also be internal or self-generated, when you worry excessively about something that may or may not happen, or have irrational, pessimistic thoughts about life.

### Common external causes of stress include:

- Major life changes
- Work or school
- Relationship difficulties
- Financial problems
- Being too busy
- Children and family

### Common internal causes of stress include:

- Pessimism
- Inability to accept uncertainty
- Rigid thinking, lack of flexibility
- Negative self-talk
- Unrealistic expectations / perfectionism
- All-or-nothing attitude

# Top 10 stressful life events:

These are the top ten stressful life events for adults that can contribute to illness:

- 1. Death of a spouse
- 2. Divorce
- 3. Marriage separation
- 4. Imprisonment
- 5. Death of a close family member



- 6. Injury or illness
- 7. Marriage
- 8. Job loss
- 9. Marriage reconciliation
- 10. Retirement

Finally, what causes stress depends, at least in part, on your perception of it. Something that's stressful to you may not faze someone else; they may even enjoy it. While some of us are terrified of getting up in front of people to perform or speak, for example, others live for the spotlight. Where one person thrives under pressure and performs best in the face of a tight deadline, another will shut down when work demands escalate. And while you may enjoy helping care for your elderly parents, your siblings may find the demands of caretaking overwhelming stressful.

### 13.3 Effects of Stress on Your Health.

When you are in a stressful situation, your body launches a physical response. Your nervous system springs into action, releasing hormones that prepare you to either fight or take off. It's called the "fight or flight" response, and it's why, when you're in a stressful situation, you may notice that your heartbeat speeds up, your breathing gets faster, your muscles tense, and you start to sweat. This kind of stress is short-term and temporary (acute stress), and your body usually recovers quickly from it.

But if your stress system stays activated over a long period of time (chronic stress), it can lead to or aggravate more serious health problems. The constant rush of stress hormones can put a lot of wear and tear on your body, causing it to age more quickly and making it more prone to illness.

If you've been stressed out for a short period of time, you may start to notice some of these physical signs:

- Headache
- Fatigue
- Difficulty sleeping







- Difficulty concentrating
- Upset stomach
- Irritability

When stress becomes long-term and is not properly addressed, it can lead to a number of more serious health conditions, including:

- Depression
- High blood pressure
- Abnormal heartbeat (arrhythmia)
- Heart disease
- Heart attack
- Heartburn, ulcers, irritable bowel syndrome
- Weight gain or loss
- Changes in sex drive
- Fertility problems
- Flare-ups of asthma or arthritis
- Hardening of the arteries (atherosclerosis)
- Upset stomach -- cramps, constipation, and diarrhea
- Skin problems such as acne, eczema, and psoriasis

Managing your stress can make a real difference to your health. One study showed that women with heart disease lived longer if they underwent a stress management program.

## 13.4 Different types of stress.

Stress management can be complicated and confusing because there are different types of stress each with its own characteristics, symptoms, duration and treatment approaches. Let's look at each one:

1. Acute stress: Acute stress is the most common type of stress. It's your body's immediate reaction to a new challenge, event, or demand, and it triggers your fight-or-flight response. As the pressures of a near-miss automobile accident, an







argument with a family member or a costly mistake at work sink in, your body turns on this biological response.

Isolated episodes of acute stress should not have any lingering health effects. In fact, they might actually be healthy for you, as these stressful situations give your body and brain practice in developing the best response to future stressful situations.

- 2. Episodic acute stress: When acute stress happens frequently, it's called episodic acute stress. People who always seem to be having a crisis tend to have episodic acute stress. They are often short-tempered, irritable, and anxious. People who are "worry warts" or pessimistic or who tend to see the negative side of everything also tend to have episodic acute stress.
  Negative health effects are persistent in people with episodic acute stress. It may
  - Negative health effects are persistent in people with episodic acute stress. It may be hard for people with this type of stress to change their lifestyle, as they accept stress as a part of life.
- **3. Chronic stress:** If acute stress isn't resolved and begins to increase or lasts for long periods of time, it becomes chronic stress. This stress is constant and doesn't go away. It can stem from such things as:
  - Poverty
  - A dysfunctional family
  - An unhappy marriage
  - A bad job

Chronic stress can be detrimental to your health, as it can contribute to several serious diseases or health risks, such as:

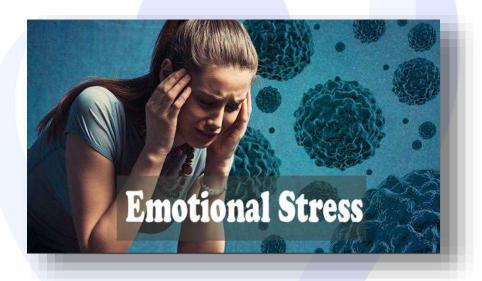
- Heart disease
- Cancer
- Lung disease
- Accidents
- Cirrhosis of the liver
- Suicide







- 4. Physical Stress: A common type of stress is physical stress, which refers to actual physical activities and events that wreak havoc on the human body. Physical stress also includes stress brought on by sleeping too much, not getting enough sleep, spending too many hours on your feet or working long hours. If you ever spent a day chasing your kids around an amusement park or stuck in an airport and dealing with flight delays, you have likely experienced physical stress.
- **5. Emotional Stress:** Out of all the different kinds of stress, emotional stress is the most common. This can occur after you go through an intense breakup or divorce, lose a loved one, have a fight with your spouse or experience any other problem that causes you to feel depressed or anxious.

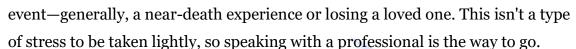


Emotional stress often manifests in the same way that depression does. You may experience weight changes, changes in how you fall asleep or how long you sleep, feelings of isolation and mood swings. Emotional stress can also occur when you feel overwhelmed at home or at work.

- **6. Mental Stress:** Mental stress is similar to emotional stress, but there are some key differences. Mental stress occurs when one feels the need to constantly be perfect. When you don't live up to these standards, you'll feel like a failure. This prevents you from being able to get things done because you're so overridden with the anxiety caused by not being perfect that you just don't do anything.
- **7. Traumatic Stress:** Often overlooked, traumatic stress is still a type of stress many experiences. As the name implies, it is generally caused by a traumatic life







**8. Psycho-Spiritual Stress:** Psycho-spiritual stress is caused when one feels as though they have no purpose in life. They've lost all sense of direction and aren't sure what they should do. Their overall happiness is very low and they likely spend most of their days isolated from the outside world. Again, seeking professional help is your best bet in conquering this type of stress.

### 13.5 Tips for Stress Management.

Stress reduction is an important part of a healthy lifestyle, just like diet and exercise. These tips will help you keep your stress levels under control.

- Keep a positive attitude.
- Accept that there are events that you cannot control.
- Be assertive instead of aggressive. Assert your feelings, opinions, or beliefs instead of becoming angry, defensive, or passive.
- Learn and practice relaxation techniques; try meditation, yoga, or taichi for stress management.
- Exercise regularly. Your body can fight stress better when it is fit.
- Eat healthy, well-balanced meals.
- Learn to manage your time more effectively.
- STRESS MANAGEMENT IN YOUR LIFE

  PROJUTATION

  ORED BREATHS

  ORED BREATHS

  ORDINACION

  RECHARGE

  ARCHARGE

  ARCHARCH

  ARCHARGE

  ARCHARGE

  ARCHARGE

  ARCHARGE

  ARCHARGE

  ARCHARGE

  A
- Resolve Issues Before They Become Crises.
- Set limits appropriately and learn to say no to requests that would create excessive stress in your life.
- Open Up to People and Express Your Feelings.







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

- Make time for hobbies, interests, and relaxation.
- Get enough rest and sleep. Your body needs time to recover from stressful events.
- List Some Solutions and Come Up With a Plan.
- Don't rely on alcohol, drugs, or compulsive behaviors to reduce stress.
- Seek out social support. Spend enough time with those you enjoy.
- Seek treatment with a psychologist or other mental health professional trained in stress management or biofeedback techniques to learn healthy ways of dealing with the stress in your life.

## 13.6 Personal Energy - What it is?

Energy is your capacity to do work. It provides the fuel that enables you to weather the storm effectively and to bounce back resiliently. You may have strong and clear core values, and you may have an equally strong sense of efficacy. But, if you cannot translate those attributes into action, then they come to naught. Transforming your values and beliefs into resilient behavior depends on your energy capacity and your energy expenditure and recovery patterns.

Energy is essential to effective leadership. In your role, you not only need to stay personally energized but also must energize others. Your colleagues must feel committed to the vision for the future that you and they have collaboratively pictured, and they must feel motivated to work to make that vision a reality.

Your energy is an integral part of who you are and how you perceive the world. It is responsible for how you think, feel and take action in your life. It's present in the unspoken communication that occurs between people, in the subtle shifts in power, in the maneuverings for attention and in the manipulative, comforting or inspiring currents that affect you in your relationships. Your energy is also responsible for how much personal space you need around you to feel safe.

# 13.7 Activities that drain your Personal Energy.

Lack of sleep isn't the only thing sapping your energy. Little things you do (and don't do) can exhaust you both mentally and physically, which can make getting through your day







a chore. Here is the list of few activities that can make you feel tired and drain your personal energy:

- 1. Excessive use of technology: Our obsession with technology and need to stay connected burns our energy quite quickly. And it takes more energy to multitask, make decisions and work on demand tasks. As a result, we become fatigued, mentally drained and under constant stress, which in turn taxes our energy supply even more.
- 2. **Multitasking:** Experts say that it is practically impossible to do two things at once with an equal amount of attention. And attempting to do so consume energy. If one task is automatic such as walking, it doesn't place such energy demand on the same area of the brain. But two tasks requiring activity in the same area of the brain might produce an energy drain.



3. Decision Making, Problem Solving & Willpower: Too many information and too much information taxes the brain and depletes your mental energy. Experiments show that there is a finite amount of mental energy available for exerting self-control, willpower, problem-solving and decision making. Exerting anything will gradually reduce your energy.



- **4. Interruptions:** Interruption which is a form of multitasking also use up your daily supply of energy. When distractions are placed right in front of our eye (like smartphones) they result in energy depletion.
- **5. Too Much Stress:** Fatigue and information overload tend to weaken executive skills, lower your energy level and make you more susceptible to distractions.

### 13.8 Ways to Boost and Manage Your Personal energy.

To be a consistently high performer, you have to manage your energy. Let's look at some ways you can protect, manage, and boost your precious personal energy:

- 1. Eat, Move & Sleep Well: From a wellness perspective, looking after your body will help maintain your energy levels so you can better handle the physical demands of your day.
- 2. Lighten your load: One of the main reasons for fatigue is overwork. Overwork can include professional, family, and social obligations. Try to streamline your list of "must-do" activities. Set your priorities in terms of the most important tasks. Pare down those that are less important. Consider asking for extra help at work, if necessary.
- **3. Exercise:** Exercise almost guarantees that you'll sleep more soundly. It also gives your cells more energy to burn and circulates oxygen. And exercising causes your body to release epinephrine and norepinephrine, stress hormones that in modest amounts can make you feel energized. Even a brisk walk is a good start.
- **4. Control Stress:** Stress-induced emotions consume huge amounts of energy. Talking with a friend or relative, joining a support group, or seeing a psychotherapist can all help diffuse stress. Relaxation therapies like meditation, self-hypnosis, yoga, and tai chi are also effective tools for reducing stress.
- **5. Take Regular Breaks:** Taking intermittent breaks in line with your ultradian rhythms can effectively clear your mind and help you reset. It can be as simple as a five-minute walk, a few minutes of stretching, journaling, meditating, or a few cycles of deep breathing.
- **6. Feed Your Mind:** Just like our bodies respond well to nutritious food, our minds respond well to nourishing inputs. Avoid being overly critical of yourself,



- worrying unnecessarily, engaging in gossip, or exposing your mind to excessive television and social media.
- 7. Get Plenty of Rest: When you don't get enough rest, all kinds of bad things happen. You get grumpy. You reduce your ability to handle stress. And, according to some research, you may gain weight. All these things cut down your energy. Therefore it is highly recommended to get plenty of rest.



- **8. Drink Plenty of Water:** What's the only nutrient that has been shown to enhance performance for all but the most demanding endurance activities? It's not some pricey sports drink. It's water. If your body is short of fluids, one of the first signs is a feeling of fatigue.
- **9. Eat for Energy:** It's better to eat small meals and snacks every few hours than three large meals a day. This approach can reduce your perception of fatigue because your brain needs a steady supply of nutrients.
- to avoid drinking alcohol at lunch. The sedative effect of alcohol is especially strong at midday. Similarly, avoid a five o'clock cocktail if you want to have energy in the evening. If you're going to drink, do so in moderation at a time when you don't mind having your energy wind down.





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Above all, choose to spend your precious energy on the people and things you're passionate about while giving yourself the gift of valuable restorative time to feed your soul.

### **Conclusion:**

Success is more about health than wealth. Managing your personal energy and your stress will help you attain better health and longer life. It is recommended not to take too much stress, take effective measures to keep it at bay and at the same time manage your personal energy in order to live life to its fullest.





Chapter 14

**How to Have a Productive Day?** 





There aren't enough hours in a day." If you've ever said or thought about this at any point in your daily grind, you're not the only one! When we think about our responsibilities (spending time with loved ones, being a good employee, continuing your professional education, taking up hobbies, etc.), it can feel like 24 hours are, in fact, too little for each day. But, they're all we have! The key is to become extremely disciplined and manage our time well—something we're all constantly learning to do.

# 14.1 What is the meaning of 'Productive Day'?

Productivity is a popular buzzword that's used way too much. You always hear people talking about how productive they are. You'll even see companies track employee productivity.

But what does being productive really mean? The most common productivity definition is the rate at which a person does useful work. Simple enough, right? The faster you produce something, the more productive you are. But maybe it's not that simple.



Productivity may be evaluated in terms of the output of a person in a specific period of time. In other words, the success of your day can be measured by how productive your day was. A productive day is not about getting a lot done; it is about getting the

important stuff done i.e. stuff which really matters to you. A productive day does not happen by accident. You cannot just go to work and start on the first task which comes your way.

You need to have an effective productivity system to ensure that you capture all of the commitments you make but once that is done, you still need to turn those commitments into effective action.

In order to do this, you still need to plan your day. With a few simple steps conducted the night before and little tweaks here and there, you can increase your chances of having a highly productive day.

### 14.2 Advantages of Having a Productive Day.

Having a productive day has many advantages; mostly it depends on the what you define as being productive and what are your goals.

In general, if you're truly productive it means:



- You get more things done in less time = you have more time
- You know how to manage time = less stress caused by missed deadlines or completing the project in last seconds







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- Knowing your priorities. If you're really productive, it means you know what is important and what is not.
- You don't waste your time it's also about priorities if you do only important things you don't waste your time and you feel better about your work
- You feel fulfilled and happy because you're back on track and you know it's the right direction
- You're able to reach your goals and dreams because productivity means that things that seemed impossible in the past are happening

It allows you to balance the demands of your workload better because you think about what is most important and focus on that instead of trying to do everything.

Lots of people are busy and being busy is a great way to fill your day, to feel important and needed and to not think about bigger things. It is also easy because you just deal with everything instead of making choices about what is really important.

### 14.3 How To Have The Most Productive Day, Every Day?

If you've ever wondered how to be productive at home or how you could possibly have a more productive day, look no further. Below you'll find easy tips that will help you make the most out of your day:

- 1. Start preparation the night before: You should plan ahead if you want a productive day. Before going to bed for the night, make a to-do list. Actually, make one that's doable. If you list an onslaught of tasks, this is more likely to stress you out than make you productive. Stick to 3 to 5 big daily goals. If your goals are bigger, stick to a lower number and if you don't have any big tasks ahead, reach for 4 or 5 smaller goals.
  Remember, you may get more done. In fact, if you work hard and stay productive,
  - there is a good chance you will exceed this list. The point of making your list is to get a sense of what absolutely must be done by the end of the day. Seeing your main goals written down can help you prioritize.







2. Start with exercise: Researchers at the University of Bristol found that people who exercise during the workday have more energy and a more positive outlook, which are both critical to getting things done.

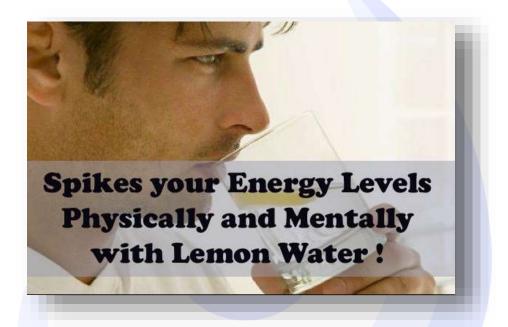
Getting your body moving for as little as 10 minutes releases GABA, a neurotransmitter that makes your brain feel soothed and keeps you in control of your impulses. Exercising first thing in the morning ensures that you'll have the

time for it, and it improves your self-control and energy levels all day long.

3. Have a glass of lemon water: Drinking lemon water as soon as you wake up spikes your energy levels physically and mentally. Lemon water gives you steady, natural energy that lasts the length of the day by improving nutrient absorption in your stomach. You need to drink it first thing in the morning (on an empty stomach) to ensure full absorption. You should also wait 15-30 minutes after drinking it before eating (perfect time to squeeze in some exercise). Lemons are packed with nutrients; they're chock full of potassium, vitamin C, and antioxidants. If you're under 150 pounds, drink the juice of half a lemon (a



full lemon if you're over 150 pounds). Don't drink the juice without water because it's hard on your teeth.



- 4. No screen time until breakfast: When you dive straight into e-mails, texts, and Facebook, you lose focus and your morning succumbs to the wants and needs of other people. It's much healthier to take those precious first moments of the day to do something relaxing that sets a calm, positive tone for your day. Jumping right into electronics has the opposite effect—it's a frantic way to start your day. Exercising, meditating, or even watching the birds out the window are all great ways to start the day.
- 5. Eat a *real* breakfast: Eating anything at all for breakfast puts you ahead of a lot of people. People who eat breakfast are less likely to be obese, they have more stable blood-sugar levels, and they tend to be less hungry over the course of the day. And these are just the statistics for people who eat any breakfast. When you eat a healthy breakfast, the doors to a productive day swing wide open. A healthy breakfast gives you energy, improves your short-term memory, and helps you to concentrate more intensely and for longer periods.
- **6. Keep checking off to-dos:** This is when you get most of your work done. With the energy boost you got from that fun first task, get busy on the more grueling







stuff. As you're doing that, keep reminding yourself why you're doing what you're doing: so that you can accomplish something truly meaningful today. That knowledge should be a constant driver to push through the fatigue.

- 7. **Keep morning meetings on schedule:** Meetings are the biggest time waster there is, and they can ruin an otherwise productive morning. People who use their mornings effectively know that a meeting will drag on forever if they let it, so they inform everyone at the onset that they'll stick to the intended schedule. This sets a limit that motivates everyone to be more focused and efficient. Keep your morning meetings on time, and your entire day will stay on track.
- **8. Don't multitask:** Multi-tasking in the morning—when you have lots to do, tons of energy, and it feels like you can do two or three things at once—is tempting, but it sets your whole day back. Research conducted at Stanford University confirmed that multitasking is less productive than doing a single thing at a time.



The researchers found that people who are regularly bombarded with several streams of electronic information cannot pay attention, recall information, or switch from one job to another as well as those who complete one task at a time. Multitasking reduces your efficiency and performance because your brain can only focus adequately on one thing at a time. When you try to do two things at once, your brain lacks the capacity to perform both tasks successfully.







- 9. Take regular breaks: Let's be honest. Not many of us can stay focused for eight hours straight. Yes, you may never take your eyes off the computer, but that doesn't mean you're being productive. A good way to boost your motivation throughout the day is to take small exercise breaks. Whether you go on a quick walk, run the treadmill at a nearby gym or do some stretching, you can get your blood flowing and boost your brain function by moving your body. It also sets the tone for a more energetic afternoon.
- When it's time to say no, avoid phrases such as "I don't think I can" or "I'm not certain." Saying no to a new commitment honors your existing commitments and gives you the opportunity to successfully fulfill them while your mind is fresh. Research conducted at the University of California in San Francisco showed that the more difficulty that you have to say no, the more likely you are to experience stress, burnout, and even depression. Learn to use no, and it will lift your mood as well as your productivity.









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The right morning routine can make your day, every day. The trick is to be intentional about your mornings, understanding that a.m. hours are precious and should be handled with care.

### **Conclusion:**

If you have a busy schedule, you likely want to make the most out of each day. If there's a lot on your plate, this can feel overwhelming. However, basic organizational skills and time management can help you have a productive daily routine.

You can begin the day with a healthy breakfast, a glass of water, and a workout. This will assure you go into work or school energized. Prioritize your tasks based on importance. Give yourself breaks to assure you don't burn out. At home, focus on things like cleaning and planning for the next day. Also, make sure to do something to unwind. Self-care is as important to productivity as work.





Chapter 15

**Words of Expert Advice** 







When it comes to achieving personal growth and making both the personal and the professional strides you need to be successful, sometimes taking the advice of a complete stranger is one of the best things that you can do to grow. That is if you take the time to really listen to and follow the advice of some of today's top personal growth experts.

The finest method used by experts to share their most recommended advice is Blogging. They write highly engaging and beneficial blogs and their posts have been liked by millions struggling to enhance their personality.

Here is the list of Experts, their best blog post and the most effective advice in their blog, so you can incorporate them in your life and enhance your personality.

# 15.1 Words of Expert Advice on Personality Development.

# 1. Henrik Edberg - The Positivity Blog

Most Popular Post: Do You Make These 10 Mistakes in a Conversation?



**Excerpt:** Ernest Hemingway once said: "I like to listen. I have learned a great deal from listening carefully. Most people never listen." Don't be like most people. Don't just wait eagerly for your turn to talk. Put your own ego on hold. Learn to really listen to what







people actually are saying. When you start to really listen, you'll pick up on loads of potential paths in the conversation. But avoid yes or no type of questions as they will not give you much information.

# 2. Lori Deschene - Tiny Buddha

Most Popular Post: How to Deal with Criticism Well: 25 Reasons to Embrace It



**Excerpt:** We can't control what other people will say to us, whether they'll approve or form opinions and share them. But we can control how we internalize it, respond to it, and learn from it, and when we release it and move on.

# 3. Alex Blackwell - The Bridgemaker

Most Popular Post: A Beautiful Life







**Excerpt:** Making the choice to see beauty gives me an unfair advantage. My choice allows the opportunity to see life's subtleties along with the obvious. This perspective gives me the power to appreciate every detail I care to acknowledge. This power is the perfect conduit to happiness. It's the small things, as well as the large, that create my beautiful life.

# 4. Ken Wert - Meant to Be Happy

Most Popular Post: 10 Ways You Can Stop Being So Easily Offended



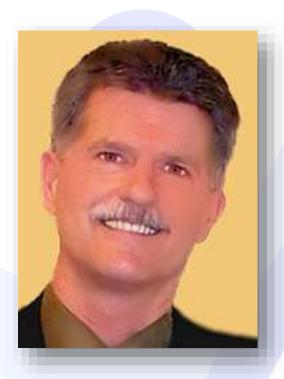




**Excerpt:** Talk Yourself out of Being Offended. It can be just that simple. In the heat of the moment, try asking yourself these questions: "What am I getting so bent out of shape for? Does this really matter? What's the big deal?" Reason with yourself: "Did he really mean it the way I was just about to take it? Is he truly actually trying to hurt me? Well, then, what is he really trying to say?"

### 5. Jonathan Wells - Advanced Life Skills

Most Popular Post: 10 Simple Ways to Be More Likable

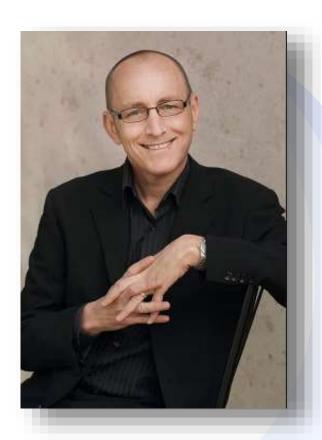


**Excerpt:** Follow the Golden Rule. Simply stated, treat others the way you would like to be treated. The beautiful thing about this is how straightforward it is. Think how different everything would be if everyone followed this simple principle. There would be no crime, no war, and no murder. Granted, we cannot control the actions of other people, but we can control how we behave. When you treat others with this level of respect, they will naturally view you as likable?

# 6. Tim Brownson - A Daring Adventure

Most Popular Post: 50 Reasons Why I Suck





**Excerpt:** What separates happy people from unhappy people is that unhappy people are always thinking about the things they can't do, got wrong or haven't achieved etc. That approach only creates unhappiness and lowers self-esteem. The fact is, there will always be way more stuff in the 'got wrong' or 'can't do' column than the 'nailed it!' column, that's just how it is.

# 7. Scott Young - Scott H. Young

Most Popular Post: The Critical 7 Rules to Understand People





**Excerpt:** To say everyone is completely selfish is a gross exaggeration. That ignores all the acts of kindness, sacrifice, and love that make the world work. But I would argue that most (not all, but most) behavior do work from the principles of selfish altruism. Selfish altruism is basically win/win. It is where helping you directly or indirectly helps me.

# 8. Marc and Angel - Marc and Angel Hack Life

Most Popular Post: 50 Things Everyone Should Know How to Do









**Excerpt:** Self-reliance is a vital key to living a healthy, productive life. To be self-reliant one must master a basic set of skills, more or less making them a jack of all trades. Contrary to what you may have learned in school, a jack of all trades is far more equipped to deal with life than a specialized master of only one.

### 9. Manal Ghosain - One With Now

Most Popular Post, What If No One Remembered You or Cared About What You Do?

**Excerpt:** From my perspective, I believe we are here to experience life as it unfolds in the eternal now. We are part of an evolutionary process and we may never be able to fully grasp its purpose or magnitude. In our effort to change what we don't like throughout the millennia, we commit all sorts of violence toward life in all its forms and try to subjugate each other to our view—the supposedly better view—of how things should be.

### 10. Mary Jaksch - Goodlife Zen

Most Popular Post: Zen and the Art of Ninja Productivity



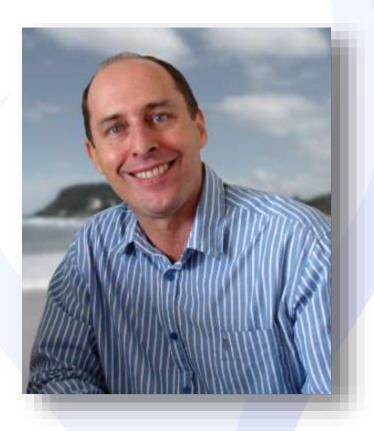




**Excerpt:** In order to be productive, we need all our energy to be channeled. Think of a stream: when it flows freely, the water rushes along – right from the mountains to the sea. But if you build dams, divert the course of the stream, or choke it with rubble, the stream will have to use a lot of energy to circumvent or overcome the barriers in its way.

### 11. Peter Sinclair - Motivational Memo

Most Popular Post: More Motivational Quotes That Have Changed People's Lives

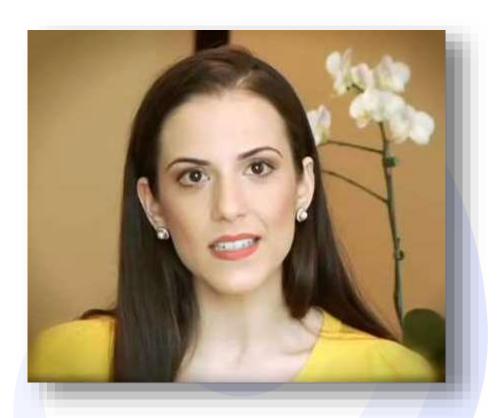


**Excerpt:** So here are even more contributions that have been made in response to that request. Maybe you have a quote that you would also like to share with us. In addition to the quotes some of the contributors – whose names appear at the front of each of the quotes – have added some of their own personal insights into the quotes.

# 12. Carolyn Rubenstein - A Beautiful Ripple Effect

Most Popular Post: How to Begin to Cultivate Hope After Failing



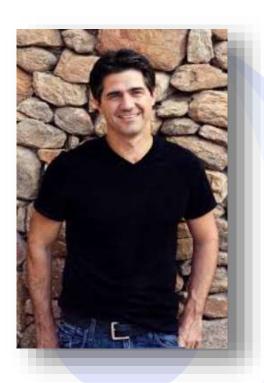


**Excerpt:** What most people aren't prepared for is how to cope with the reality of hitting the ground. It's not pretty—definitely not the fairytale story that has been growing for years in your mind. And once you're there on the ground, it hurts... a lot. Your ego is bruised. More than that, your ability to dream and act on your dreams becomes painfully difficult.

# 13. Joshua Becker - Becoming Minimalist

Most Popular Post: The 10 Most Important Things to Simplify In Your Life





**Excerpt:** Too many material possessions complicate our lives to a greater degree than we ever give them credit. They drain our bank account, our energy, and our attention. They keep us from the ones we love and from living a life based on our values. If you will invest the time to remove nonessential possessions from your life, you will never regret it.

# 14. Tess Marshall - The Bold Life

Most Popular Post, 75 Steps for a Fear-less Life





**Excerpt:** Everyone has fears. Not everyone makes a big deal out of them. Some people learn to cope with fear, and others embrace fear. Fear is an illusion, a distortion of reality. Most fear is about a future event. Most fears never materialize. Fears are stories and beliefs your ego would have you believe. Don't believe them.

# 17. Erin Falconer - Pick the Brain

Most Popular Post: 10 Ways to Instantly Build Self-Confidence







**Excerpt:** When you focus too much on what you want, the mind creates reasons why you can't have it. This leads you to dwell on your weaknesses. The best way to avoid this is consciously focusing on gratitude. Set aside time each day to mentally list everything you have to be grateful for. Recall your past successes, unique skills, loving relationships, and positive momentum. You'll be amazed at how much you have going for you and motivated to take that next step towards success.

### 18. Steven Aitchison - Change Your Thoughts

Most Popular Post: 100 Ways to Develop Your Mind



**Excerpt:** 1. Do the Thing You Fear the Most. If there's one thing that will change your thoughts quicker than anything else, it's facing your fears. 2. Stand Up for Yourself. A lot of people have difficulty in standing up for themselves. The first time you do it can be very empowering and your thoughts about yourself will change forever.

# 19. Peter Clemens - The Change Blog

Most Popular Post: How to Use Your Subconscious to Change Your Life







**Excerpt:** Before you turn out the light, close your eyes and take one minute to make a request to your subconscious. It can be anything. I would start small and make it openended. I wouldn't request to be an astronaut by the end of the month. Your subconscious is good, but not that good.

# 20. Tina Su - Think Simple Now

Most Popular Post, 31 Life Lessons in 31 Years







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**Excerpt:** You will never be ready for what you want to do. The trick is to just start it anyway and to develop the discipline to work at it consistently. Taking baby steps in the direction you want to go means that you will eventually get there.

### **Conclusion:**

Today's era is a very competitive one, where only one's unique qualities can bring you to the topmost category of a successful bunch of people. So, to stand against the crowd one has to work on cultivating those special skills. It will be consistently easy by following the experts' advice.

Whether you read their books, follow them on social media, attend their speeches, or subscribe to their websites, these are the pros you need to be turning to in order to start growing and living up to your full potential.





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# Conclusion

Every individual has a personality of his own. People usually say when they speak of the personality of different personalities; 'He has handsome personality' 'He has a wonderful personality' such statements reflect only the outer features of a person indication handsomeness, good look, calmness etc. but not the real distinctive character.

There are no short-cuts to personality development. You know Rome is not built in a day. Likewise, personality cannot be achieved overnight. Can electricity be produced just by allowing water to flow from a height or producing steam? There are different stages. Water has to be stored and then it is made to flow under pressure through the turbines (steam also). A generator coupled to the turbine rotates as turbine rotates.

The generator produces electricity due to electromagnetic induction. The personality development is similar. It has to be acquired in stages. Action plan for the same has to be changed out.

Be motivated

Be dynamic

Don't have fear of failing or fear of rejection. Be able to use your talent, be on improvement side. Evaluate your achievements now and then. Achieve your set goals. Have a plan to accomplish.

Dr. S Radhakrishna, the great Philosopher once said that man has learned to swim in water, fly in the air but he has not learned to become a human. One of the basic advantages of personality development is to become a human.

Develop your personality, learn to become a human and get immense success in your career.

To Your Success!









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