

365

*Stellar Soft Skills*



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## Welcome by Keith Johnson, Author

Dear Reader:

Thanks for your time & willingness to read this book! I have worked in the field of Technical Communications (Computer Software Documentation and Training) for more than twenty years. In addition to developing solid writing skills, I also have furthered and refined my “soft” (e.g. human interaction) skills. Technical Communicators meet frequently with Subject Matter Experts (SMEs), Business Analysts, Software Developers, System Architects, Executives, and Business Development Managers. So, over the years, I have learned many valuable lessons from working with individuals in these roles. The formal presentation of these “lessons learned”, if you will, is this very book, called “365 Stellar Soft Skills”. Today, one needs to master not only a technical domain but also the “soft skills” domain in order to succeed in his/her professional field of choice. It is my hope that this book is informative and can help you work with others in many diverse and dynamic ways. May success be yours!

Best Regards,

*Keith*

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## Preface by Tom Schneider, HR Manager

It is not enough to have technical subject matter skills to achieve excellence at school and/or in the workplace. Rather, excellence is achieved through the skills to learn and dynamically adapt and incorporate that learning into continuous improvement, become self-aware, and meaningfully connect with those around us using emotional intelligence. Such skills are commonly referred to as "soft skills."

Soft skills are the true foundation of organizational, personal and professional success. These critical skills dictate how we internalize what we think, how we feel, and how we chose to manifest our thoughts in actions and words toward the people around us. They are acquired from the time we are born. The right nurturing will inspire individuals, of all kinds, to continue to grow and improve throughout their lives. This growth then, in turn, makes them more productive and fulfilled individuals.

The soft skill insights that Keith Johnson provides are a valuable resource for those seeking self-improvement and aspiring to achieve both personal and professional growth. The soft skill definitions, examples, and contextual experiences presented in this book give even the most seasoned "soft skills" expert a reason to appreciate this book.

Happy Reading and Best Regards,

Tom Schneider, Master's in Public Administration  
Human Resources Manager, City of Portland, Oregon

## Intro by Challa Prabhu, Microsoft MVP

Keith Johnson's "365 Stellar Soft Skills" book contains important terminology that can transform the way in which you pursue certain things in real life. For each soft skill, the author has given a real-life analogy that is very encouraging and substantiated to a larger extent.

A really great effort!

I never judge a book by its cover, however, I did go through "365 Stellar Soft Skills" meticulously. For example, when you have a task assigned to you and you decide you are unable to procure a leading vendor product to complete it, then the author has painstakingly suggested free similar potential alternatives available for you to accomplish your task.

"365 Stellar Soft Skills" is affordable and can also be gifted to budding professionals. The author has repeatedly mentioned important soft skill terms in the book, such as Attracting, Collaborating, Communicating, Completing and Creating, that help you to better understand purpose, using solid analogies and insights.

Happy Reading and Best Regards,

Challa Prabhu, Microsoft MVP  
Team Lead at Capgemini  
Pune, India

## ISBN



### **Lulu-Assigned ISBNs**

Ten-Digit:

Twelve-Digit:

## Disclaimer



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Respectfully,

Keith Johnson, Author  
365 Stellar Soft Skills

## Inspiring Quote



*“Mastery of the world is achieved by mastery  
of the self.” – Śhakyamuni Buddha*



## 365 Stellar Soft Skills

1. **Accepting** a challenge will help you to learn, grow and evolve, in many ways. In 2014, an IT colleague dared me to write my first independent technology book. I accepted the challenge. Today, you can find that book at Amazon.com. It is called the “Google Productivity Guide”. Challenges make you advance personally and professionally.
2. **Accomplishing** a task by a set deadline is not only commendable but also desirable. Organize your time, input materials, and resources effectively. Communicate consistently with the person(s) for whom you are doing the task. Now, your accomplishment will be well-received.
3. **Achieving** consistent results takes time and perseverance. Beginners need to practice patience as they take on new tasks and roles in life. Over time, you will get better at certain jobs and activities. One day, you will see that you have achieved milestones and continue to produce consistent results. Keep up the nice work!
4. **Acquiring** a technical skill is a worthwhile endeavor. You will be able to use this skill to earn a living and hence take care of your life, economically. Learn that skill well.
5. **Acting** maturely helps one to get through difficult situations. Perhaps there is a struggle with a colleague or a classmate. If you act in a mature way, conflict is avoided and you help the situation to improve slowly over time.

6. **Adapting** to changing conditions is a great quality in a person. Like many ancient Greek philosophers taught, the only thing that does not change is change itself. Learning to adapt to change will help one in both personal and professional endeavors.
7. **Addressing** a concern is important. You are opening channels of communication to resolve a matter that needs solving. At one Tech Writing job, the style sheet was not very good. I offered to redo the style sheet. My manager gave me permission. He approved my updates and my new style sheet became the new standard for documentation at the company. Do not be shy. Address important matters so that things can become better.
8. **Adjusting** one's written and verbal manners of communication can enable one to express important ideas in a way that they are more able to be received. Being too formal can be awkward. If you write and speak with a kind touch and appearance, others will more positively receive your ideas and words.
9. **Admiring** the great accomplishments of others is a surefire way to grow, intellectually and personally. Admiration indirectly invites you to review your current ways and then implement ways that are better. When I started my IT career, I admired, greatly, software user guides written by IBM. Now, I am a Technical Writer with more than twenty years of professional experience. Thank you, IBM!

10. **Admitting** that you made a mistake is a great feat. You are stepping into the “limelight” of positive change. As long as you hold fast to a mistake, you cannot progress. You are stuck. Admitting to a mistake means you are ready to take that next step toward “getting it right”. Well done.
11. **Adopting** a new routine is a great way to adapt to change. Perhaps, for example, you have a new job and documents are managed from the cloud and not a local server. You must adopt to new document policies and procedures of the company in order to become an effective worker.
12. **Advancing** in life, according to the 14<sup>th</sup> Dalai Lama, does not mean acquiring more money or a higher material status. Rather, true advancement, says His Holiness, is when you care more, empathize more, and are committed to being more compassionate and mindful in your daily activities.
13. **Advising** others is risky. Surely, you want to help. That is great. So, tread this path with great caution and advise conservatively. In this way, you guide, maximizing desired benefits and minimizing potential risks.
14. **Alleviating** the suffering of another person is a great soft skill. When you can listen to someone, for example, with undivided attention, you are indirectly telling the person that you care and are devoted to his/her wellness.
15. **Anticipating** outcomes should be done very carefully. Nobody knows the future. Uncertainty is part of the path into the future. Plan to the best of your ability. Still, do not get upset if things do not turn out exactly as you hope.

16. **Acknowledging** the viewpoints and/or perspectives of others is a great soft skill. If there is a room with ten people in it, there will be ten unique perspectives and opinions. Your willingness to work with diverse views is what will enable you to persevere and get the job done.
17. **Announcing** objectives and intentions takes courage. There will be some who will be on your side. There will be others who will oppose you. Be strong. Have faith in your path.
18. **Applying** reason to all situations is the greatest advice I could give to anyone. Applying reason is the way to transcend subjective feelings and personal bias. Reason embodies and reconciles all inputs about a matter in order to determine the best path ahead. Apply reason, always.
19. **Approving** how others have performed, at work for example, is a great way to build team spirit. Approval, however, should be done objectively and mindfully.
20. **Apologizing** for something that you have done wrong is a great act of maturity and responsibility.
21. **Appreciating** others by offering kind words and gestures will help you to gain positive association in both personal and professional ways. People like to be recognized and appreciated for their hard work and dedication.
22. **Approaching** matters with mindfulness is the teaching of many great spiritual leaders like the 14<sup>th</sup> Dalai Lama. Matters in life can be complex, so mindfulness enables one to make the best possible decision.

23. **Arguing** is generally considered a negative activity. However, if you are an attorney or an advocate for someone or a cause, you can surely argue “for” and advocate “for” something important. Present your case with verifiable and substantial facts, data, information, and you just might be able to get the needed approval, permission, decision, or funding/endorsement you seek.
24. **Arriving** at a decision is the result of mindful deliberation. Never make decisions quickly. Take your time. Consider the possibilities. In this way, you will make a good decision.
25. **Asking** for help is not a bad thing. Sometimes, one simply does not know how something works and someone else does. So, ask with humility and sincerity. Soon, you will learn something new and be on your way to accomplishing new things using this new information/insight.
26. **Assuming** that life will always go as you plan is naïve. Former US President Ronald Reagan once said “trust but verify”. I agree. You can assume and trust, for the most part. But, you should also periodically do a reality check, if you will, to make sure things are “progressing” as you expect.
27. **Attaching** oneself to others should be done only after ensuring that the other person is a positive and supportive individual. The Buddha once said that it is better to walk alone than walk alongside someone who does not value you. So, sure, have some personal attachments in this lifetime. Still, make sure that others are a positive experience for you.

28. **Attaining** a goal is a major milestone in life. In order to complete your journey toward your intended goal, make sure that you plan mindfully. You are the project manager. Check in on others who share the journey and make sure that information and resources are provided to those in need. Attain that goal!
29. **Attending** an event should be done with great mindfulness and sincerity. In this way, you will get the most out of the event. It could be a concert. It could be a meeting. It could be a class. Mindful attendance ensures a great experience.
30. **Attracting** quality friends is done by being an authentic person. When you are true to yourself, others will see that you are the “real deal” and you will attract new friends.
31. **Attracting** love is done by being not just authentic but also sincere and humble. When you are kind and cordial, you will attract the right life partner, eventually. Good luck!
32. **Attracting** work is done by being professional. Use the right words. Be patient. Be a good listener. Follow instructions. Do what must be done. You will attract that new job!
33. **Attributing** the words of other writers is very important. In this way, you do not commit plagiarism. Cite your sources and always attribute original written works as required.
34. **Auditing** a class is a great experience. You do not have to worry about the grade the teacher grants. You are simply observing the class. You are learning something new.

35. **Authorizing** others to use a resource, app, or site you have created is a powerful statement of confidence and trust. You do not know if others will respect what you have done and if they will abide by guiding principles you have set forth. Still, human beings need to be able to work together. Authorization is the green light needed to put a deliverable into an active pipeline for use, reference, and more.
36. **Avoiding** conflict is never easy, but it should be done whenever necessary. There are some people who like to provoke others. Do not give in and retaliate. Rather, take a deep breath. Ask yourself: can I actually resolve this issue? If you can, then kindly state your words to resolve the issue. If not, then pass the issue to the appropriate person or authority so that issue resolution can be expedited.
37. **Balancing** work time and personal time can take considerable effort and planning. Work closely with your boss to ensure your deliverables are completed on time so that you do not have to spend evenings and weekends at work. For personal time, plan events with your friends and family. Plan meals. Plan movie time. Plan walk time. Plan travel/trip times. I wish you fulfillment in both your personal and professional endeavors and activities.
38. **Bearing** a burden is never easy, but many times it is necessary. Some people live with chronic health conditions. Some people live in war-torn nations. Some people live in the shadow of discrimination and non-acceptance. Know that God, who I call “Divine Spirit”, is aware of your burden and trials. If necessary, ask others for help.

39. **Becoming** a great leader takes years of diligent work, study, patience and perseverance in all tasks you tackle. Success does not happen overnight. A great leader is not necessarily one who has amassed a billion dollars. A great leader might be a good friend who studied programming for ten years and who now is a guru in coding. You can look to this friend for advice and guidance. Become a great leader not out of vanity but because you want to serve and guide others.
40. **Beginning** a task is the hardest step of all. There are so many reasons in one's mind for delaying and deferring a new task. Put those thoughts aside. Start. Initiate. Begin the task. Do not worry about whether you are successful. Continue. Endeavor. Rome was not built in a day. Once you begin and get things going, you will start to make steady progress. Keep up the good work!
41. **Being** a person of honor, integrity, morality, and ethics is the most noble of callings. The world needs good people with positive and compassionate ethics who genuinely care for others. Getting ahead is not always about making more money. Sometimes helping others is getting ahead. Maybe you are helping a community leader with a small task, and then that community leader will be able to reciprocate with a service that benefits you and thousands of others. Keep on giving. Being a person who focuses on love and compassion is powerful. In the same way a circle is complete, positive energy eventually will make its way back to you. Be kind. Be virtuous. Thanks.
42. **Borrowing** ... ONLY WITH PERMISSION!



43. **Brainstorming** is a great way to generate ideas, content, strategies, and more. Brainstorming is where you allow your mind to cross traditional borders about “what should be”. Of course, you can brainstorm that domain too. But allow your mind to consider thoughts that might seem wrongly worded or awkward, just for the sake of getting it out of your mind and onto paper or your whiteboard.
44. **Breathing** slowly and deeply is a great way to mitigate and lessen stress. What I like to do is mentally chant/say “SO” as I breathe in. Then, I hold my breath for one second. As I exhale, I mentally chant/say “HUM”. This practice allows me to focus my mind on these two peaceful sounds of the breath; this alleviates mental and physical stress.
45. **Breaking** rules is not a great practice, but there are times when rules threaten life and survival. The Dalai Lama once said that rules are good for 99.9% of our lives. The other 0.1% of the time we must improvise and sometimes bypass rules set by society. I am not advocating lawlessness here but rather mindfulness & awareness about the value of life and doing what it takes to preserve/honor life.
46. **Bringing** new ideas to school, business, and projects is always great. New ideas challenge existing ones and ask us all to find the best possible path for our activities.
47. **Building** anything takes time, planning, and patience. As you build an app, document, work of art, home, etc. make sure you have done “due diligence” to ensure the success of your journey. I honor all individuals who enjoy building new things to benefit the lives of those around them.

48. **Calculating** costs is always a wise move. As you study, work, travel, and live, it is always a good idea to have a general idea of expenses that you will eventually face. Calculating costs will help you to stay on track, financially, for sure.
49. **Caring** for others makes you a true human being. Your ability to care means you are capable of loving, serving, and growing as a human being. Caring allows you to give to others and when the time is right, receive help and support that you need. Caring is a real connection and one of the greatest human qualities one can possess. Caring is not just personal, it is also professional. Individuals who care about their work are able to endure tough times and continue to provide amazing products and services to customers.
50. **Catching** your breath is a good thing. A human being is not a machine. We all need to rest periodically. We need to catch our breath. We need to sit. We need to laugh. We need to enjoy that proverbial cup of coffee or cup of tea. Catching one's breath enables one to "reset" and "renew" vital and essential energies so that one can continue along with one's activities, plans, and endeavors.
51. **Cautioning** someone about an impending danger is a great act of courage. If you know that there is a bad pothole in road that could ruin your car, wouldn't you send out an email to caution your co-workers who take that route to and from work? I certainly would. When we expand our concept of self to include others, we can do greater things each day. In short, we become greater people.

52. **Celebrating** your victories is important. Achieving a victory is a major milestone in life. So, go ahead and celebrate. Invite your friends and family for a small get-together. Your victory will be appreciated by all. Your victory will remind attendees that they too can pursue their dreams and be victorious. Work hard. Achieve. Then, celebrate!
53. **Certifying** your professional knowledge is a smart move. If you know C# programming, for example, get certified by Microsoft. Certification shows that a recognized authoritative organization or company “declares” that you know your stuff. You can tell someone “I know this coding language”. However, showing your printed certificate brings more to the table/conversation. Get certified in your professional area, if possible.
54. **Changing** your major in college is tough. Changing your career after twenty years is tough too. However, we live in a world where the only constant is change itself. So, one must adapt to changing circumstances. Reflect. Plan. Execute. Take one new step. Then, take your second step in this new and changing direction. Soon, you will be grounded. You will be glad you have made this positive change.
55. **Choosing** a career is an important decision. As you make this decision, chat with people currently in the field. See if you can spend a day with one of them. Read to inform yourself about what lies ahead and what you will be doing on a daily basis. Choose wisely. You will spend thousands of hours of your life at work. Choose well so that your health and happiness are intact as you work, professionally.

56. **Collaborating** with friends and family members will help you build a solid and stable personal life. Without family and friends, we would all just be drifting nomads.
57. **Collaborating** with fellow students will help you toward academic success at school. The experience of school is not just about passing tests but rather learning to work with others, especially on team/group projects.
58. **Collaborating** with colleagues at work will help you to achieve your deliverables as well as the deliverables of your co-workers. Collaboration can take the form of file-sharing, training, information-sharing and more. Collaboration ensures learning and preparedness so that when tough tasks are placed before you, there is a higher chance that you will succeed.
59. **Collecting** data is a great way to ensure that you have the facts right and that your opinion/viewpoint is viable. There is nothing worse, in business, than sharing a viewpoint that is not backed by empirical data. Collect your data first. Then, formulate your viewpoint.
60. **Combining** resources is a highly strategic move. Let us say I am a Project Manager and I have two highly-professional individuals who are in my general department: a web developer and a database administrator. By putting them on the same team, so that they can share ideas and work in unison, there is a higher chance the portal they are building will work well & meet expectations set by the business.

61. **Committing** to a relationship (work, personal, etc.) is an exciting moment for sure. However, make sure you assess your finances, availability, health, energy, and any factors that might become an issue in the future. Good luck!
62. **Communicating** openly with your partner will ensure a great relationship where you will enjoy the good times and be able to endure the tough times. Chat often. Chat sincerely. Chat to listen and understand.
63. **Communicating** openly with your kids will boost their success in life and at school. Kids need to know they are loved and accepted for who they are. Communicating this, verbally, and consistently, is a great way to help kids maintain a positive internal spirit and an ability to take on challenges that appear in and out of school.
64. **Communicating** professionally with your boss, subordinates, and colleagues will help you to build, solidify, and expand your professional network, where you will be “in the know” and, in this way, you can excel at work.
65. **Comparing** yourself to others is not a good practice. Each person in this world is unique and has a unique path. My two uncles were twins, and each was very different, even though, physically, they looked similar. When you compare yourself to someone else, you open the door to sorrow, sadness, and disappointment. Be authentic. Be you!

66. **Competing** with oneself is the best way to compete. I truly believe that each and every individual in this life treads a unique path. So, to “compete” against someone else is a non-helpful thought. The true competition is with oneself. Can I maintain better health? Can I study better? Can I interact with others in a better way? This is true and positive self-competition, in my humble opinion.
67. **Completing** high school is important. Surely, today’s world is eclectic in many ways and the former status-quo is being questioned. Still, finish high school! You will be glad you did. High school is more than just going to classes. High school is an important personal phase of development for young adults. For those of you who cannot return to school, then please do seek out a reputable GED program, which eventually will confer a degree, confirming that you have completed traditional high school studies.
68. **Completing** a college/university degree is highly desirable. College/university gives you a chance to complete more general studies as well as focused studies in an academic area, called a “major”. Private colleges are expensive, but public colleges are generally more-affordable. Do what you can to complete college/university too, if possible. You will be glad you did. You will always be able to list your degree or classes taken on your resumé & job applications. For some majors like Computer Science, you will be able to apply knowledge gained in school/classes directly to your job/professional activities.

69. **Completing** a work assignment is important for several reasons. First, you demonstrate tenacity and endurance. Second, you demonstrate responsibility and accountability. Third, others gain new confidence in your ability to produce high-quality deliverables by a set deadline. Rock on!
70. **Configuring** is an important concept to grasp and understand. I once worked at a software company that had software “out of the box”. Now, when software “out of the box” is set-up, it is said to be “configured”. When more code must be written for that software, then it becomes “customized”. Here, we are discussing “configuration”, similarly, but about our lives.

We all need to be able to work with goods and services that come in a “set-package”, if you will. We need to be able to read the instructional guide so that we can get the most out of the camera, TV, phone, washing machine, lawnmower, or whatever gadget we now have. Configuration is an important step in mastering how to use something.

71. **Confirming** that your work is truly done is important. At some point, you will need to put the proverbial pen down and say “done”. Agreed! However, in order to get to this point, work closely with guidelines that you and/or your supervisor set down and, in this way, you will progress steadily through your deliverables (code, documents, reports, projects, tasks, and more).

72. **Considering** the opinions and ideas of others should be done with caution. Listen to what others have to say, but do not let slander or negativity adversely affect you. Know that you have done your best and are willing to make positive changes to your work if necessary, to meet the expectations of your teacher, boss, or client. Do not accept destructive rhetoric. Negativity never gets the job done.
73. **Consulting** with high-quality reference sources is always a great idea. Whether you are writing a document or code, you want to make sure that you are on the right track, always. Consulting with solid “info authorities” will guide you well and ensure great quality in your deliverables.
74. **Contacting** your Divine Source will help you to relieve stress, gain hope, build confidence, cultivate empathy and good will, and more. I follow an ancient Himalayan practice called “OM” meditation, where I meditate on (and hence “contact”) the Divine/Sacred Sound “OM”, which advanced yoga practitioners and meditators say is the original sound of the universe and hence is the sound from which we all have originated. Whatever you decide for yourself, contact and then trust in your Divine Source.
75. **Continuing** with what works best is sensible. There is an old saying “why fix something that is not broken?”. I agree. Of course, if someone comes out with a better product, service, or process, you can eventually make the move when it is appropriate. But, for the most part, find out what works and continue with that positive trajectory.



76. **Contracting** work out is a gratifying experience. You are granting another human being an opportunity to earn income and render a needed service. As the Buddha once advised us all, be mindful in all of your dealings with others, and contracting (work) out is no exception.
77. **Contemplating** what is best is a good move. Sometimes, we are faced with a difficult situation and must find a solution that truly works. Contemplation is not a waste of time. You are optimizing your time by considering all paths. In this time, you can then itemize, cross-off what does not work, and mindfully arrive at the best possible decision.
78. **Conversing** with others is a great boon (benefit) of being a human being. Do not discard this valuable opportunity. Chat with friends, family and colleagues. Ask questions. Inquire. Explore. Learn. Challenge. Grow. One day, all the great things you have learned through conversation will come in handy at school and/or work.
79. **Convincing** others that your solution will work ... takes work! You need to build a solid case. You need to present important facts and views from credible people in your industry or academic area. Finally, you need to show how your idea makes sense financially. The only way the world evolves in a positive way is when individuals step up to the plate (a term from the game of baseball) and stand for what they believe. They are convinced that their idea is possible and will work well over the long haul.

80. **Covering** for someone else is a very noble act. Many times, at work or at school, someone is overwhelmed with tasks and responsibilities. Covering for someone (e.g. doing a task assigned to someone else) will help that person to complete other matters and get back on track, because you have lent a helping hand. Kudos to you for covering!
81. **Creating** music is a great endeavor. You learn about notes. You learn about scales, harmonics, octaves, chord combinations, and more. You also learn about rhythm, beat, and sound frameworks. Learn to create some basic music. Life moves forward like music does. As you grow in musical appreciation, you will grow in your ability to create in all aspects of your life.
82. **Creating** art is a process of discovery. As you create art – paintings, drawings, and more – you learn more about yourself and your ability to take an initiative alone and step forward into the unknown. Slowly and surely, your creative ability will unfold and you will produce works that you never imagined possible. As a Technical Writer, I have to create diagrams and images to go along with technical text. I recommend that everyone learn some basic drawing and diagramming skills. Such skills will help you greatly!
83. **Creating** computer code is a process of integrating theory with practical experience. You must write computer code according to the rules of the language, however, the results need to be “consumable” by users of the final system. If the user cannot use the app, what is the purpose? Creating code requires “astute” attention in terms of business logic, design, as well as usability.

84. **Creating** an enterprise is no small task. You need to consider many things: the market into which you are entering, the quality of your product or service in light of competitors, your financial assets, and other resources that you deem important as you launch this operation. As a Technical Writer, I have always been a proactive advocate for written documentation. Today, our world is very complex with many details. Having solid written documentation that is well-organized will help you to step into the future without having to remember everything. You can focus on what is ahead of you.
85. **Creating** robotic (e.g. artificial) intelligence has two sides. On one side, humanity is creating a service that can be there for us, ready to serve, twenty-four hours a day, seven days a week. Perhaps you want to know the time in Tokyo. Perhaps you want to remember the lyrics to a song. Perhaps you need to add four large numbers. An AI service can do this immediately, and on-the-fly. However, at the same, time AI “bots” aggregate information exponentially, and humanity needs to be careful that such an algorithm does not become self-aware and can become autonomous and then one day take an actual stance against humanity. The tail should never be able to wag the dog, right?
86. **Creating** trust is the best “tip” I could ever give one. Trust is the true foundation for all of life’s activities: relationships, marriage, friendships, businesses, academic projects, research projects, trips, financial decisions, health decisions, and the list goes on. Without trust, you live in a state of fear. Trust is, for lack of a better word, the true manifestation of what I call “grace”.

87. **Criticizing** someone should *never* become a self-indulgent opportunity to harm someone verbally or physically, ever. Criticism should be done with *mindfulness*, compassion, and reason. Here is an example of positive criticism: I bring my guitar to the Guitar Center, and the technician on-call says, “hey buddy, you really should use lighter strings. Then your tone will be better. Can I change your guitar strings to show you?” I would, of course, respond positively to this “tech criticism” regarding my guitar. With the new strings on, I would soon hear a better and more harmonious sound. Positive criticism, for the win!
88. **Criticizing** computer code or an established business process can be done, but do it in light of a better path. Just to say that you do not like something carries little merit. However, with due diligence, you can criticize something currently in production if you know of code/process that is better. Do your homework well; then present your case.
89. **Criticizing** friends, family, and/or coworkers must be with extreme caution, mindfulness, care, and compassion. Remember, you are only criticizing for one reason: to help the person. You are not criticizing the person but rather the habit of the person that you feel can be modified and reformed, putting that person on a better path. Before you speak, imagine the other person telling you what you are about to tell him/her. Criticize, but with compassion.
90. **Criticizing** government is a truly difficult task. There are so many eager politicians, in their early career days, but as time ensues, they usually cave in to the status quo and that is why few great things get done during their tenures. So, how does one change government? In short, the roles and rights of lobbyists need to be reduced. Lobbyists from

powerful corporations are able to influence politicians in ways that the common man cannot. So, no wonder laws “form” helping major corporations before common lower and middle-class people in society. Government needs to consider all citizens, and not just the wealthy ones.

91. **Customizing** software means to enhance software. New code must be written for it to be considered “customized” software. In life the same holds true. What comes “out of the box” is properly called “configurable”.

When you need new functionality, then product enhancement must take place first. This is good information to have as you engage in professional conversation.

92. **Dealing** with conflict is an important part of leading a successful life. Conflict abounds, unfortunately. So, one must learn to assess the matter properly and then decide upon the best course of action in order to resolve a conflict at hand. For example, let us say that a co-worker eats fish at his or her desk each day and then the entire office smells like fish. Terrible, right? Well, this actually happened at one job I had. So, the manager had to tell the employee, nicely, to eat his fish in the lunchroom and bring a simple food-friendly spray to use after he completed his lunch, so that the entire lunchroom would then not smell like fish. Everything worked out well, and the employee even sent an email out to the company apologizing for his daily fish meal, promising to leave the lunchroom smelling normal after his lunch break. Conflict resolved.

93. **Debating** is a great skill to cultivate. You do not need to debate in order to win. You can also debate with others in order to raise awareness about an issue. Debating should be done with great maturity, poise, careful selection of words and emotions, and sincerity. In this way, your message will be heard by those observing the debate.
94. **Debugging** software is the practice of finding computer code that does not work and fixing it to make it work correctly. Debugging, in concept, can also be applied to life, in general. When there is something wrong, one must find out why there is a failure. Perhaps the dishwasher does not work. Perhaps the lawnmower does not start. Perhaps the light is not turning on when I flip the switch. So, one must investigate and identify, specifically, what/where the failure is. Then, one can take steps to remediate the situation.  
Debugged – well done 😊
95. **Deciding** which direction to take should be done slowly, carefully, and mindfully. There is a saying: haste makes waste. I agree. If you impulsively decide on something, you might end up wasting both time and money. So, slow down. Reflect. Consider the options before you. Make the best possible decision mindfully. Good luck with your decision.
96. **Deferring** judgment is the result of individual maturity. In life, there will be times when we will experience something or someone strange, and this experience coincides with our world view and perspective. So, we might jump to an early conclusion. But this is not a good idea. Defer judgement. Wait. Allow time to pass.

Maybe that kid with a mohawk just finished his Ph.D. in Astrophysics and is a key researcher for NASA. Maybe that

young girl who is partially blind is an expert in computer programming and is teaching Data Science to the best programmers at Google, Facebook, and Microsoft. Defer judgment. Allow time to reveal the full picture.

97. **Delaying** a key decision is always a good idea. Allow time to let facts settle in your mind. Perhaps you are buying a car. Perhaps you are buying a home. Perhaps you are deciding which college to attend. Perhaps you are deciding which medication or supplement will help you the most. Time works wonders. The integration of time and quality information will enable your “delay” to work in your favor. Now, you can decide effectively.
98. **Delegating** authority successfully will take time but it is well worth the effort. As your organization, for example, grows, you cannot do all tasks. You will need to delegate tasks to employees and/or contractors. You will need to manage their work and touch bases with them on a periodic basis to ensure steady progress on their deliverables. Delegation, correctly done, is how a small company can positively grow into a larger one and grow its product/service base.
99. **Deliberating** is a process of “mindful reflection”. When you must make a critical decision, you should stop and deliberate. In this way, you will know that you have considered all options possible. Deliberation is a stepping stone to making great decisions.

100. **Delivering** the goods is a common expression today. It means to get the job done. We all must “deliver the goods” in some way, shape, or form. What is the best approach to this common and daily task? I would say to approach all tasks with calm, mindfulness, and awareness. Focus on the big picture so that you take into consideration all aspects of the task at hand. Then, you can truly “deliver the goods” in good time and standing.
101. **Demonstrating** patience is a stellar virtue. In our modern times, conflict can manifest in an instant and the best way to handle such conflict is through patience. When someone else is aggressive, it means he/she is suffering and that suffering manifests as aggression. So, be patient and demonstrate your understanding through kindness, and understanding, to the best of your ability.
102. **Denying** that there is a problem is an obstacle that one must overcome. Nobody likes to admit to failure. However, life goes on and eventually you will have to cross the bridge that is ahead of you. Get as much information as you can. Plan. Project. Slowly and mindfully execute your new approach to the matter.
103. **Describing** an intellectual idea, process, or procedure is a skill that is very useful on many levels. This is good for students who have a specific question. Describing one’s understanding will allow the teacher to pinpoint the fact or facts that need clarification. This is good for professionals too who are trying to master a specific area in order to get their work done. Perhaps a specific block



of computer code is not working well. Describing the specific functionality of the code will enable software developers, business analysts, quality assurance testers, and project management personnel to locate “the bug” and write new/better code, making the system better.

104. **Designing** a computer application requires diligence, patience, insight, and perseverance. You need to identify the role of the app. You need to determine all the hardware and software specifications and requirements before actually writing the code. Then, you need to test the app. Finally, you can upload it to the app marketplace for consumption. Designing is more than just jotting down a few ideas. Designing is the entire journey of taking an idea and seeing it through its final implementation.
105. **Designing** a process is similar to developing an app. You need to consider many things like your hardware, software and personnel infrastructure. You need to consider what this infrastructure can support and handle. In this way, your process can be designed, tested, and implemented successfully.
106. **Determining** the best course of action requires reflection and mindfulness. One of the hardest things to do, sometimes, is determine exactly what to do next. I recommend you sit down and write out all the possibilities and also comment on the outcomes of those actions/choices. Once you have all of this before you (e.g. in front of you), then you can make a sound determination regarding your next move in life.

107. **Developing** a presentation is a very important skill for both school and work. At some point in your life, you will have to create a presentation for others. You will need to identify the presentation's topic, scope, and depth. You will need to determine the needs and expectations of your audience. At that point, you can align your written, language, technical, verbal, and other skills to develop and deliver the presentation. Microsoft PowerPoint is a great software to use, but if you do not have Microsoft PowerPoint, you can use free software programs like Google Slides and/or LibreOffice Impress.
108. **Directing** others should be done with great care. You need to plan activities in terms of work load and time. You need to consider the skills of your workers. You also need to consider the financial and time restraints of the organization you serve. In this way, the task of directing and leading others will work in your favor.
109. **Disputing** what your boss says is not easy – but sometimes it must be done. One time, back in the 90s, early in my Tech Writing career, my boss told me he was not satisfied with my work. So, during one lunch break, I took one of my user manuals to the owner of the company. I asked him for his professional opinion of my work, especially since the guide would be read by thousands of system end-users across the world. I left the guide with him (a physical printout, the actual, final manual) and he told me to return to his office in two hours. I did just that. When I returned, he said, "Keith, your work is outstanding. Keep up the great work."

110. **Distributing** is a term common in the world of computer hardware. Load distribution is where you have two servers or two platforms that “share the system traffic load” especially when user traffic times are very high. In this way, the system does not crash. In life, we must learn to do the same. We must learn to balance our activities and sometimes “distribute” or “share” the load with others who are able to help. There is a saying that at meal time, one should not “bite more than one can chew and swallow”. I agree. But, in life and especially at work, there are times where you are saddled with a ton of work. It is impossible for you to get it all done within the time and conditional constraints placed before you. What can you do? You must learn to “distribute” the work load.
111. **Dividing** and conquering is more than just an old “war” term. In life today, one must first quantify all major tasks to be done, “divide them” strategically, and then, one by one, “conquer and complete” them. Let us say I am creating a mobile phone app. The app is the whole project scope. But, within this scope, there are four major tasks: hardware, software, data, and usability. I need to “divide” the project into these subsections. I can contract out each task. When they are done, I can reassemble them all into the final app. This example is, literally, dividing and conquering, in a modern sense.
112. **Documenting** is the act of “recording” something so that you can later access it. Documentation can take the form of sound, video, and text. Document ... for future use!

My 2017 book, the “Windows 10 Pocket Guide” (still live at Amazon today) is a form of “OS documentation” because you can read the book to learn about important Windows 10 end-user operation information. The book “documents” and features tips and tricks that will help you to use Microsoft Windows 10, fully/completely. Documentation is great because you can go back in time and see details about what was built/created as well as many related details/small steps involved. Why rebuild the wheel if the wheel has already been made and it works well? Many times, processes we have used in the past still work. So, go back into your documentation, touch bases with such recorded details, and put the process(es) back into production again.

113. **Doing** the “right thing” takes moral fortitude. Weak individuals cave under pressure and allow negative energies to prevail. The only way humanity will survive and ensure a bright future for its progeny is to “do the right thing”, always. I know that you must survive in this world – pay your bills and more. Still, one must stand up and against negative energies as much as possible because negative energies are, in the end, destructive.
114. **Driving** your initiative should be done with a true team spirit in mind. Some initiatives can be done by one person (you), and that is fine. So, plan your time well for yourself. But, most initiatives in this world are done via teams. So, consider the different needs of your team members while taking-on different aspects of an initiative.

115. **Earning** a fair wage is something I endorse from both the material side and spiritual side. Nobody should be paid peanuts for professional work. There is way too much poverty in this world, and if the top 1% financially in this world really care about humanity, they will take steps to initiate international legislation mandating fair pay, so that people can work and take care of their families and not be burdens, unnecessarily, on national welfare systems. Mr. Gates, thanks for creating Microsoft. If you ever read this book, I hope you will endorse/advocate in favor of this fair-wages perspective. Thanks.
116. **Editing** a written work is a very important step toward producing your final document. Make sure you are aware of literary requirements/guidelines established by your school or company as you edit. In this way, you are ensuring that both content and format are “on track”. When your deliverable is fully edited and complete, it will be truly “ready for reading”.
117. **Empathizing** for another person is a positive sign that you have not lost your humanity. You still care. The world needs more people who care. Now, perhaps the person in question has made a bad mistake that leads to suffering. Try to help that person understand the correlation here. So, the best combination is empathy together with awareness. In this way, suffering is overcome.
118. **Employing** someone is giving him/her a chance to earn a living. This is a great act of generosity. Kudos!

119. **Empowering** oneself is the result of dedicated thought and action. You must become aware of ideas and activities that work in your favor, including dietary patterns, and in this way, you can attain maximum health which can then be applied in your personal and professional activities. I personally value the opinion of not just my medical doctor, but also that of certified personal trainers and nutritionists.
120. **Enabling** positive thoughts to motivate you happens when you spend time in prayer and meditation. You need to give your body and mind time to rest, recharge, and recalibrate. In this process, positive thoughts are internalized and can then help you attain greater levels of physical and mental wellness/empowerment.
121. **Encountering** people who you enjoy is the result of living an authentic life. If you are a surfer, go to the beach. If you are a climber, go to the mountains. If you are a musician, go to a cool club that features bands and music. If you are a word nerd, then go to your local paper or magazine and get involved. In this authentic approach to living, you will inevitably connect with and encounter others who might become great friends/associates.
122. **Encouraging** kids in school, sports, and other activities will help them to develop positive self-confidence as they grow up and take on increasingly challenging tasks and endeavors. Encourage kids positively, always.

123. **Endorsing** fellow colleagues on professional sites like LinkedIn is a great thing to do. People work very hard in their professional lives. It is a great thing to be formally recognized. Your endorsement might be seen by an important hiring manager or HR executive. Your endorsement just might help that person land a great job that will then positively transform his/her life.
124. **Energizing** oneself should be done mindfully. It is one thing to get charged up, and it is another to know how to apply that self-generated energy. Know the proper amount of food to consume at meals. Know the proper amount of exercise to get daily. Know the proper amount of sleep to get at night. Know the best times to socialize and relax. These are just broad suggestions. Find a good personal coach/trainer and that person can help you to create a consistent schedule so that you are energized daily and stay on track in all endeavors.
125. **Enhancing** your intellectual knowledgebase is a great move. We live in changing times. Technology changes. Routines change. Our age changes. Our bodies change. Our minds change. So, enhancing one's general knowledgebase will help you to take on new changes and challenges. Now, you can stay "in the game of life".
126. **Ensuring** success requires constant attention to detail. Regardless of your path in life, you need to become aware of all of the finer details that you must deal with. Success can be derailed if you are not careful. Plan your time. Double check on important events. Watch your diet, sleep, and more. May success be yours!

127. **Entering** a building seems like a simple act. However, this is your chance to network and to say hello to others as they enter the building with you. It is amazing – the power of a simple “hello”. Several months ago, I entered the building just after the owner of the company. At the elevator, I said “Good Morning boss. Have a great day ahead.” He replied “Thank you very much. I look forward to reading your user guides about RingCentral and Salesforce.” You see, in common places, people open up in ways that they do not in other places. Take advantage of this rare opportunity to get to know your fellow human beings. In-person networking goes a long way.
128. **Establishing** lines of communication will help you in the future. Even though you might not need to speak with someone today, by having the person’s cellphone number or email, if you need to speak with that person about something important, you are already connected! Connect today. You don’t have to make any calls or send any texts. However, you are *establishing* a true line of communication for any future need.
129. **Evaluating** someone else’s work must be done in light of specific guidelines. Let’s say I am one of two Technical Writers on a Quality Assurance team. My boss asks me to review the other writer’s user guide. I need to know (1) the intended audience, (2) the software release, and (3) the most important needs of the readers as they use the software. So, I will evaluate the document *based on* these specific guidelines. In this way, my evaluation will bring true value back to the writer/author.



130. **Expanding** one's concept of self is a true path to success. As infants, we first know our parents. As we grow, that concept of self soon expands to include friends, relatives, teachers, and community. As young adults, we might gain even more friends and colleagues through military service, high school, college studies, or technical studies. As mature adults, especially today through social media, we will finally expand our concept of self in a way that we can know people from around the globe who are part of different nations, cultures, schools, and businesses. As we connect, we learn more about ourselves. Expand and discover some truly great people, across the globe.
131. **Expecting** the best from others is a truly positive way to live. Sure, things can go wrong. However, I prefer to give others the benefit of the doubt. I like to affirm, mentally, that others have essentially good intentions and things should work out for the best. Of course, things do happen and obstacles do appear. This is real life, and that is OK. Still, living in a state of fear is not healthy physically or mentally. Expect that others are doing their best and they might even exceed your original expectations.
132. **Expressing** your viewpoint must be done very carefully. Not everyone sees things as you do. We live in a diverse world and every person listening to you comes from a unique background. So, some will agree. Some will listen without judgment. Some will openly disagree. It is not a matter of being right or wrong. Express your view with sincerity and present facts if you must. In business, your decision could have a positive financial impact. In this way, you are expressing more than just an opinion.

133. **Extending** the duration of your life can be done, according to many spiritual masters of the Far East (India, China, Tibet). You need to assess your current health and living habits and make necessary modifications so that you can actually live longer and with solid health. In 2012, I discovered I had a wheat allergy. As soon as I removed wheat from my diet, my health improved greatly, and much of the inflammation in my body was gone for good. Extend your life with mindfulness. *You* will benefit from this approach.
134. **Facilitating** the working conditions of others is a great example of team spirit. Let us say I am a Financial Analyst and my spreadsheets are used by different departments for different purposes. What I can do is hold a meeting and get input from team leaders regarding file font, format, page orientation, formulas used, column and row strategies, and more so that when my work is passed on, it can be used much faster. Facilitating the work of others saves not only time but also redo-effort on their part.
135. **Feeling** joy is a great human experience. What is joy? It could be seeing a newborn baby. It could be receiving a new job or a raise. It could be a new couple getting married. It could be the discovery of a new scientific method that will help humanity in some way. As you feel joy, share that energy with others in the same way that you hope that others' joy can be shared with you. We are all in this "collective life experience" together.

136. **Feeling** sadness is also a human experience, but one that should be discussed with others so that it can be overcome. Nobody wants to live in continuous sadness. Perhaps your sadness stems from a physical or medical condition. Perhaps your sadness stems from a mental condition. *Seek help. Talk to a friend. Talk to a qualified professional. Get help.* You can then transform that sadness into future happiness.
137. **Fighting** for what you believe in is a great personal and also professional attribute. However, conduct your “fight” with dignity, morals, ethics, and virtue. Do not physically attack anyone. Do not injure others physically or verbally. Let the “dogs of dissention” bark and voice their opposition. That is fine. Not everyone is on the same page. Be strong. Fight for your cause with sincerity.
138. **Finding** an answer to your question or concern is a formidable skill which takes years of experience and practice. Life sometimes presents us with an issue that can linger for years. However, through patience, perseverance, and true dedication, you can continuously endeavor until you find the *specific answer* that will lay the issue to rest, once and for all.
139. **Finishing** what you start is not easy, but it can be done. First, make sure that you are taking on a task that is actually feasible. Do not try to cross the ocean in a rowboat, for example. Cross the ocean, rather, in a nice sturdy sailboat. That is feasible. At work, similarly, work with your manager to ensure that you have both the knowledge and resources necessary to get the job done.

In this way, you can begin and finish tasks assigned to you. Work out as many of the details beforehand. This way, as you step through your project, you will be able to handle the tough moments and difficult-to-achieve milestones that must be attained. Slowly and surely, you will finish what you began. Kudos to you!

140. **Firing** someone for doing poor work is never easy. Sometimes this has to happen. It is important for employers to create a clear job description and make sure the worker is aware of the details of the job, per this description, and is able to do what the business expects in this specific role. If the person cannot do the job, he or she should not take the job. When someone calls me for a Technical Writer job (recruiter or company), I always ask about the job description. I make sure, beforehand, that I can do *everything in the job description* before continuing ahead with the phone call. Nobody wants to fire someone else. Nobody wants to be fired. Mindfulness and true awareness about the job at hand is the best way to approach this issue, in my professional opinion.
141. **Focusing** your strength and energy enables you to maximize potential outcome for one domain. Let us say you are building an app that interfaces with a large database. You will need to put in considerable effort to make sure that the code is written correctly and completely, so that users do not have to wait while the app accesses and presents requested data. Your ability to *focus* on this one task and temporarily back-burner other tasks is a critical step toward creating a great app.

142. **Following** someone's "outstanding example" is a great way to further oneself in both personal and professional ways. The teachings of the late Dr. Wayne Dyer have helped me greatly to evolve as a person and become more mindful in social and work endeavors. I do my best to "follow" the sound advice that Dr. Dyer sets forth in his books and television speeches while at PBS (the Public Broadcasting Station). Thank you for your words of wisdom, Dr. Wayne Dyer. Rest in Peace.
143. **Formalizing** notes into a cohesive document – this is a tremendous skill to have. So many of us "jot things down" and fail to take this "next step" of making such information available to others. Remember that you attended the meeting/event and others did not. So, your notes are helpful to you but not necessarily effective and complete for others. So, turn those notes into a solid document. Write out each step and thought clearly. Now, your readers will benefit from the *formal* document you have created. Well done.
144. **Forgetting** the past should be done in a selective way. For example, when I was a freshman in high school, a few sophomores bullied me and so that is a bitter memory. I choose to *forget* those events; they are long gone. At the same time, I experienced some great classes in high school and some great baseball games while playing catcher. So, I choose to remember those times. Forgetting something should be done with the spirit of what I like to call "mindful selection". Delete (e.g. forget) memories that you no longer cherish. Keep/remember the rest.

145. **Friending** professional colleagues and fellow students is the best path of all. There is nothing better than getting to know and build lasting friendships with fellow students and others who have tread your professional path. You will always have something interesting to discuss.
146. **Generating** income should be done morally and ethically. Much of the misery and suffering in this world is the result of what I call “bad business”. Selling arms and weapons to third and fourth world dictators might be profitable, but I consider this to be “bad business”. Selling toxic drugs to addicts is “bad business”. If a politician sells out to a wealthy lobbyist on Capitol Hill, then he/she is doing, also, “bad business”. We are in a financial world overshadowed by money and currency. Yes, I know, we all need money. However, we need to pursue money in an *ethical* sense. If earning money in a moral and ethical sense means having less money, than so be it. I value living in a world of peace and positive human relations. Please, generate your income “ethically”. Thanks.
147. **Giving** your time to someone is the greatest act of giving, in my book. Perhaps a friend has an issue at hand. He or she calls me. I stop what I am doing to listen. I listen. I have some feedback and ideas. I empathize and tell him/her that I will pray for him/her. Be mindful that others who help you and who concern themselves with you are also giving their time to you. It is a great blessing to have others who truly care for you.

148. **Going** the distance is an expression which means “working and endeavoring until the job is done.” Going the distance is a great expression because it takes note of a journey and that what you are doing will require some deliberation, focus, patience, and endurance. Those who “go the distance” are true heroes, in my book.
149. **Googling** someone or something means to “look up information about a person or thing” using the Google<sup>®</sup> Search Engine. As a Technical Writer, I can earnestly tell you that Google has been a solid information resource for me for many years. I have been able to “google” (look up and hence verify) facts and figures that have then gone into my professional documents (user guides, standard operating procedures, how-to guides, etc.). In 2014, I wrote a book called the “Google Productivity Guide” to show others how to get the most out of the Google platform. The book is still live at Amazon today and is still a great read. Thanks Google!
150. **Growing** one’s knowledgebase is like planting and growing a tree. Early on, a tree is nothing more than a tiny plant. However, with water, pruning, weeding, sunlight, and the right nutrients in the soil, the “plant” grows and evolves into a huge tree that can become the home for birds and squirrels. In some cases, the tree will bear fruit too. My backyard has a large mango tree and a large avocado tree. Surely, both trees started out as tiny plants and over the years became these huge fruit-bearing trees. Your knowledgebase is the very same.

Cultivate your knowledge daily. Learn something new. Ask questions. Get opinions. Research what you know so that you can dig deeper into the topic. Over time, your intellectual knowledge will *grow* in the same way a tree does. You will become the direct benefactor and then you can apply that knowledge in both your personal and professional endeavors.

151. **Handling** conflict is never easy. However, logic and reason are powerful tools that can work in your favor. When emotions abound, try to bring into the conversation facts and information that can bring emotion back to the level of reason. We are all capable of reasoning, especially in light of positive and solid information. We can help others let go of irrational fears and doubts in light of reason and facts. At the same time, if you witness an incident that you cannot resolve, please, contact the necessary authorities. They are professionally trained to resolve conflict and handle it with a better infrastructure.
152. **Handling** loss is time-sensitive. It is perfectly natural to lament and feel sad after losing money, a business, a friend, a spouse, or anything for that matter. Still, life goes on and so one must rise again and be prepared to take on life. This is not one of my spiritual books, but, still, I would like to share a spiritual insight I have gained over the course of my life's experiences and studies. The greatest name of God, or Divine Source, is "OM" in the ancient Sanskrit language of India, actually pre-dating Hinduism. "OM" is also the essence of words in our modern language like *Omnipresence*, *Omniscience*, and *Omnipotence*. So, chant a few "OM" sounds with earnestness and sincerity, and higher beings in higher planes will hear your chant. They will attend to your



needs. They are not “genies”, but they will do what they can to help you get back onto your feet. This is a teaching I have learned from quite a few spiritual masters and self-realized yoga masters. Loss is part of life. Sometimes we need help getting back onto our feet. That is OK. When I go through a tough time and know that nobody else can help, I meditate on “OM” knowing that, also, that my Divine Source hears my chant/prayer and will attend to my needs, so that I can get things going again.

153. **Hearing** is the act of listening and understanding, together. It is one thing to listen. It is another thing to understand. Maybe someone is explaining a complex process to me. I can listen, but if I have not understood, then I have not really “heard” well. As you listen, ask questions. Verify. Double-check that your take-away is on-track. If so, then you have “heard” successfully.
154. **Helping** someone in need is a great act of compassion and selflessness. When I was growing up as a child in the 70s, people were kind and helpful. Today, people are very self-absorbed in their mobile devices. There is a cartoon I once saw online, recently. It shows a man drowning and everyone is taking a picture/video of the guy drowning. Nobody is going into the water to rescue him. Shouldn’t the first thought that comes to one’s mind be to save the person and not to record his/her suffering? I believe so. The more we can *help* those truly in need, we are elevating our race, collectively. As long as there is terrible suffering in this world, then this holds us all back.

Helping someone can eventually make its way back to you. Maybe the person you helped at work five years ago is now the CEO of a successful startup. He gives you a call and wants to offer you a great job. Cool, eh? This can happen. Help always!

155. **Hiring** the right person for a job is a process that requires considerable insight into the job. As a Tech Writer who has written job descriptions for diverse Human Resources (HR) departments, I can tell you this with earnestness: the job description is the key to successful hiring. If you cannot define the role completely in the job description, there is a chance that you will hire the wrong person. You need to identify more than just the name or title of the job but all duties of the job as well as all technical skills necessary. In this way, the right candidate can “qualify” him/herself during the application process.
156. **Holding** fast (e.g. steadily) to “what works” is a great way to maintain the momentum you have established for yourself in life. Perhaps there is a routine you have worked out that brings you favorable health, happiness, and work results. Well, then, “hold fast” to that process. Do not let others shake you. Stay true to your routine, since it brings you positive results. You’ve got this!

157. **Imagining** your final product is a great skill to cultivate. Let us say you are writing a book (like I am doing right now). You should “imagine” the cover page. You should “imagine” the manuscript in its final stage – table of contents, main body of content, etc. Product engineers are always striving to imagine the final product and how it works and operates from many different vantage points. **Imagine!** Envisioning your destination ensures success.
158. **Improving** your eating habits should be done in light of two professional opinions – your medical doctor and a registered dietician. Discovering food allergies and/or intolerances will help you create healthier meals.
159. **Improving** your exercise habits is a great thing to do – but please do this through a personal fitness trainer. This individual can assess your physical strengths and weaknesses and can make appropriate suggestions about how you should exercise. When I was in college, one of my roommates was on the football team and the entire team had a formal exercise schedule mapped out for the entire week (by a certified fitness trainer). He put together for me - a simple schedule in the same spirit, and I was in the best shape of my life during college. I weighed about 150 pounds and could bench press about 300 pounds. Kudos to fitness trainers out there.
160. **Improving** your listening skills is one of the greatest professional skills you can cultivate. Information must first enter one’s mind. Then, and only then, one can decide what to do with that new information. Listening is a process by which “sound-based information” becomes part of us. We ingest information in the same way that we ingest food and water. It becomes part of our being, but

at the mental level. You might agree or disagree with what someone says. Still, you can decide what to do with that info at a later time. Listen first.

161. **Improving** your math skills is a great soft skill. General math skills like addition, subtraction, division, and multiplication are ones that you should know well. In simple jobs, you will surely need these skills. If you are a cashier, you will need to know addition. If you work in accounting, you will need to know subtraction. If you work in insurance, you will need to know division. If you work in banking, you will need to know multiplication.
162. **Improving** your reading skill is a great idea. Reading is just as important as listening. Not always will there be someone available to explain something for you. So, you will need to do some reading about the topic at hand. Reading is a skill that takes practice. So, read frequently to keep this skill alive and well. If any of you reading this book need a “reading tutor” – please contact me at [kcjwriter@hotmail.com](mailto:kcjwriter@hotmail.com) and maybe I can help you to improve your overall reading comprehension. I have worked as a Technical Writer for more than twenty years; I have *read* many complex documents over the years.
163. **Improving** your reasoning skills is worth it. In life, there are many projects and processes that are always unfolding (e.g. never finished). Some projects go on for years. So, the only way to navigate such a path successfully is through reason.

164. **Improving** your relaxation skill is good to do. Nobody can stand constant stress 24/7. There is a famous Zen Buddhist practice called “walking meditation” where, at each step, you affirm “I am home”. I find this practice to be very relaxing. Just go for a simple walk. Enjoy each step. Know that each step in your physical walk is symbolic of your journey through life.
165. **Improving** your writing skills will help you to become a better writer and participant on written projects. If any of you reading this book need a “writing tutor” – please contact me at [kcjwriter@hotmail.com](mailto:kcjwriter@hotmail.com) and maybe I can help you to improve your overall writing skill. I have worked as a Technical Writer for more than twenty years; I have composed some very long & complex documents over the years.
166. **Incorporating** time-tested and market-proven ideas into your work is very smart. Do not reinvent the wheel. If something works, that is a great blessing and starting point. Of course, improvements can be made. Still, start with that which has been proven. This gets you on the map, respectively. From there, you can decide which way to go – continue with proven path one or path two that is based on path one. Good luck.
167. **Increasing** your knowledgebase is a great skill and practice. The world is always changing – new people, new technology, new insights, and more. So, to stay current, you will have to do some study and research to remain in the game of life. Increase your knowledgebase steadily and surely, day-by-day. That is what I do.

168. **Increasing** your people skills is a great way to expand your networks – personal and professional. We are all players in the game of life. We need to connect with others to affirm our presence in the marketplace, to say the last. When others know about you, there is a greater chance you will be invited to join projects, companies, and ventures. Work hard to get to know other people so that both your personal and professional endeavors benefit.
169. **Indicating** your decision and/or direction is a positive move because you will enable others to situate themselves accordingly for this shift/change. Let us say you are a Project Manager and you “indicate” that your team will be initiating hardware migration before software migration. This “indication” of future team activity will help IT personnel under you to better predict your next moves and planned activities.
170. **Informing** others about your health and activities should be done cautiously. Not everyone empathizes with your struggles. Inform others, but prudently.
171. **Initiating** action should be done after considerable and mindful reflection. How much time will this activity involve? How much money will I have to spend or invest? Is this a task I can actually complete? Will I need others to help me? Initiate action mindfully and in light of all possible outcomes.
172. **Innovating** is the art of creating something useful. Innovation is more than just painting or drawing. Rather, you see someone who will benefit from your innovation.

173. **Insisting** on what you think is best - must be done *carefully* and in light of company protocol. If you are a programmer, for example, you will have to push your idea through your Project Manager, the CIO/CTO, and finally the CEO and/or owner of the company. **Note:** you are not necessarily the one shelling out the money. Be careful!
174. **Inspecting** what you buy at the supermarket is important. You do not want to eat expired or spoiled food. Make sure the expiration dates on meat, fish, eggs, and all other perishable items are *much later* than the date on which you buy. “We are what we eat”, so be sensible and make sure that what you consume is fresh and healthy.
175. **Investigating** the “why” of happenings and processes is a good thing. The more you know in this respect, the better you will do at school and on the job. Great students and great professionals “dig” to find out “why” something happens. Superficial knowledge might enable you to survive at school and at work, but deep knowledge will ensure your steady progress. Investigate!
176. **Investing** is a smart move, financially. You need to do your homework, however. There are no guarantees in the financial markets. Still, with ample knowledge and insight, you can make some smart investments that will help you to plan for the near future and not-so-near future.
177. **Inviting** friends, family, and/or colleagues to enjoy a meal is a great way to connect with others. Many times, during a meal, people let down their guard and you can get to know them better, in a more personal way.

178. **Keeping** a promise is very difficult! But, if you make a promise and keep it, then you are a truly remarkable human being. First, of course, only promise what you honestly believe you can deliver on. Do not promise something knowing that you cannot deliver on. Others will lose faith in you as a person. Make/keep promises cautiously. Fulfilled promises are better.
179. **Knowing** “what to do” is never easy. You need to assess your situation mindfully and fully. The more information you have, the better the decision you will be able to render. In order to “know what the situation is”, do your homework. Research. Dig. Discover. Ask questions. Once you arrive at a level of information that is truly helpful, then you can make a great decision that will positively shape your future.
180. **Landing** a deal or sale is the result of continuous and dedicated actions and follow-ups. My late uncle was the Senior Sales Executive at his company for many years. He told me that in order to “land” a sale, you have to know the deals your competitors are offering your client, and then you have to go out there and beat all of those deals, and still answer any outstanding questions or doubts that your client/customer might have. Sale landed!
181. **Laughing** is actually part of the Zen Buddhist path. Zen masters say that a good laugh is as important as a great meditation sitting. Laughing releases stress. Laughing allows your body to release endorphins and serotonin in your body, which then helps you to relax and feel better, physically and mentally. Laugh a bit!



182. **Leading** a project at school or at work requires great dedication. Make sure you are really into the project before becoming its leader. In a leadership role, you will have to deal with every single detail – large and small – that is part of the project. If you are building a house, for example, you will have to know details like the sizes of nails and the specific mix of cement and sand for the foundation. You will need to know literally everything to ensure the project's success. Good luck!
183. **Learning** a foreign language is a great move. In today's world, and in part because social media has made the world a much smaller place, learning a second or even third language will help you to interact with those parts of the world. One great way to learn a language is to move to a country that speaks the language you want to learn. From 1991 to 1996 I lived in Southern Brazil and learned Brazilian Portuguese. That expat experience was so great that I still speak Portuguese fluently today. Also, because I have lived in the greater Miami, Florida area since 1996, I also speak some Spanish. It is a great thing to understand both of these languages. I recommend you learn at least a second language. You will benefit greatly – in both personal and professional ways.
184. **Leaving** a bad/toxic job is a good thing. Nobody should allow a toxic work situation to ruin your physical and/or mental health. Look at life from the larger picture and learn to see this job as merely one job of many that you will have over the course of your professional career.

185. **Lending** a helping hand is a most gracious act. Sometimes, people do not know that you can actually help. So, when you verbally offer help, they will be both glad and will feel a sense of relief knowing that someone is helping to carry their load. As a Technical Writer, I always offer my editorial services, freely, to co-workers. I tell them that I have my main workload, but as soon as I get a breather (e.g. a moment of rest) then I will gladly review their document(s) for grammatical errors. Lending a helping hand is a positive experience for both the “helper” and “one receiving the help”.
186. **Lifting** the hopes and spirits of others is a tremendous life skill to have and to cultivate. There is nothing harder than seeing a family member, good friend, colleague, or person in need going through a very hard time in life. There could be severe financial problems. There could be severe health problems. My dad once told me, “the most essential need of a person is hope”. I agree. So, do what you can to restore that person’s faith in humanity and life in general. Tell the person a great joke. Pray for the person. Treat that person to a free coffee. Give that person a hug and tell him/her you care. *Lifting the hopes* of others shows that you possess authentic love and compassion. Put it to work. Maybe to you, it means little. But to someone else in need, your help is essential.
187. **Liking** what you do professionally is essential for your physical and mental health. I know this fact firsthand. Before I became a Technical Writer, I worked many “odd jobs”. Focus; you will eventually find work you like.

188. **Listening** is the most important skill to have, even more than speaking or writing. Listening enables you to take on new information and be able to process it for your benefit. We live in a world where awareness is key. Your awareness directly determines your success in school and at work. Listening will enable you to get the most out of information presented and from there you can decide on the best course of action that you must take.
189. **Listing** items on a piece of paper on in your mobile phone's notes app is a great practice. There are many things to do each day. There are many things to get at the local market. There are things to bring up for discussion at your team's next meeting. So, be brave, and create a "list" featuring items needing attention. You will be glad you did this. There is nothing worse than taking on multiple tasks without a written list and then forgetting a few items. This sets you back! Be smart; make that list and then learn to "work with" lists – item by item. Good!
190. **Looking** forward/ahead is the best path. Do *not* look back. Sure, the past is there. You have had successes and failures. You have gained here and lost there. Create a diary and make a few entries noting *lessons learned* from your past experiences. Then, do *not* look back. As you take on each day, be present here and now. As the timeless saying from Computer Scientist Alan Kay goes: "the best way to predict the future - is to invent it." As you focus on what is right in front of you, mindfully, you are taking the best possible approach to life and, in this way, you can forge a successful future-looking path.

191. **Losing** is a bitter experience in life. We all want to win and win all the time. But this is not possible. The greatest of batters in baseball, for example, like Hank Aaron of the Atlanta Braves, had the highest number of home runs during his baseball genre but he also had a high number of strikeouts. So, in order to have success in one way, he had to experience failure in another way. The greatest business leaders have a common message and teaching: learn to lose, and consider losing as a life lesson. You did not lose, actually. You learned what does *not* work. So, you have actually gained in that respect. Sure, you have lost some time and money. But you also have learned something new. Put that knowledge to work now for your benefit; then, transform that lesson into a “win”.
192. **Loving** others does *not* always mean being romantically involved with them. Sure, love can have a romantic side, However, it also means *to care* for them unconditionally.

Saints love humanity by praying for them always and being there to help them up after they fall. That is true spiritual love. Loving others in daily life means to advise, encourage, forgive, and offer solid words if someone is doing something dangerous. Love in the ancient Sanskrit language of India can be translated into “dharma” which means “mindful support”. Love, in the form of true and earnest support, is how we all can make this world a better place, free of violence and division.

“Love reign over me” – The Who, English rock band.

193. **Making** a positive difference in the life of another person is a stellar and transformative soft skill. There is an overwhelming amount of suffering in this world. Simple acts of kindness go far. About a year ago, I was heading into the office after first stopping at a local store to get my salad for lunch. It was very hot outside. I saw a beggar outside in the shade. I offered him the water I had just purchased. He looked at me in disbelief. He could barely believe that someone actually would help him. He shed a tear of joy. I also told him there was a church about three blocks away, and surely the minister at that church could help him further. Make a difference, if you can. Thanks.
194. **Managing** others well can be a daunting task but, still, a very noble skill to cultivate. There are times when we are placed in charge of a project or activity. Take inventory of the matter /project at hand and the resources you have available. Work with others using a mature and mindful demeanor. You will immediately gain their respect. You are now practicing mindful and astute management. Keep up the nice work! Great managers are always in demand.
195. **Mandating** “protocol”, if you will, should only be done if you have impeccable evidence and data supporting your decision. Opinions abound; everyone has one. However, protocol and operational standards must be created and implemented only after due diligence. Business is a fragile process. Time, labor, and money are limited input resources. You need to implement policies and procedures (e.g. protocols) that work. Be right, and ensure your mandate by being mindful.

196. **Meditating** in order to alleviate stress is a great soft skill. When you take on a new job, for example, the first week usually goes well with respect to meeting other personnel and gathering info because not much is being asked of you (yet). Soon, your manager will sit down with you and share his/her expectations. Welcome to stress! Meditation is a proven technique to relax, focus on your breath, and mindfully allow stress buildup in your body and mind to exit. You are “mindfully” alleviating energy overload. I read an article online recently showing police officers learning to meditate to offset stress accrued while on the beat. Learn to meditate too. It is easy. All you have to do is sit and focus on your in-breath and out-breath. Visualize the stress leaving your body. Do this for about ten minutes. You should feel better.
197. **Meeting** with others (in business) should be done after (1) determining the meeting’s time and place, (2) determining the subject matter, and (3) determining how the meeting will help to address the subject matter at hand. In other words, *be prepared* before going into a meeting. This way, time/energies are maximized. Now, your meeting will make a difference. Good luck!
198. **Mentioning** others’ success is a great soft skill and personal attribute. There is nothing greater than working with a true team player. Your ability to recognize and hence mention others’ successes shows you are humble and value others’ time and contributions to the team. Great attitude!

199. **Mentoring** (coaching) others should be done *only* if you are able to provide exactly what the student needs. Today's world is very complex and so make sure that you understand the true needs of your student first. Then, if you have been down that path, yourself, then you can offer valuable and timely guidance.
200. **Mindfulness** is among my top/favorite soft skills because through mindfulness, one can find the best possible path and the best possible solution. Mindfulness requires the use of patience, research, analysis, and deliberation. By uniting all of these skills, one is truly practicing mindfulness; one can then make a great decision.
201. **Modifying** one's position on a matter or issue should be done after careful consideration. Perhaps you have a certain view an understanding, but perhaps your colleague has a deeper and greater understanding. So, you can now "modify" your view in light of this greater perspective. Good move!
202. **Monetizing** your creativity/artwork – videos, songs, designs and more – can be done such that you can continue ahead with financial solvency. I highly recommend YouTube. It is the top site worldwide for videos and if you get enough viewers, YouTube will contact you and help you monetize your channel, so that your videos can earn your money through ad revenue. Good luck to you!

203. **Motivating** yourself is an important soft skill. If you are not motivated, then you cannot motivate others. To motivate yourself, you need to be aware of the importance of the activity or task. Then, you can take the right steps to accomplish that task. You are operating with a sense of awareness and in this way, you should be able to accomplish your task well, based on the circumstances and conditions at hand. Stay motivated!
204. **Negotiating** with a vendor (e.g. a business or sales representative for a business) is an exemplar soft skill that will help you to always “create” a great deal. So, whether you are the buyer or seller, you need to take into account the quality of the product or service and do so in light of the overall marketplace and your individual needs. The best way to negotiate is where there is a win-win situation. This way, both parties gain, respectively.
205. **Networking** is the art of connecting with others both in person as well as through social media. Networking can be done for personal reasons. Networking can be done for business and professional reasons too. The most common suggestion, across the board, regarding networking, is to be honest and authentic. In this way, you attract with and connect with others who are truly of “like mind”. Once connected, you can grow that network slowly and steadily through positive participation. To network with me at LinkedIn, here is my professional page:

**<http://www.linkedin.com/in/greatdocuments>**



206. **Noting down** important facts is important.  
We live in a very fast-paced society today and chances are you are going to forget about 75% of a conversation you just had – business, personal and otherwise. So, “noting down” highlights, critical details, and the like will enable you to refer back to that conversation or meeting with greater clarity. Keep up those note-taking skills!
207. **Observing** senior members in your professional field is an opportunity that should not be missed. There is much to learn from those who have worked in your field for ten or twenty years. Observe. Listen. Watch carefully. Aha, now you understand! Great. Put this new info to work.
208. **Obtaining** professional certification is a great soft skill and move. Professional certification shows your commitment to your field. You are showing the marketplace that you understand key information that correlates to that certification. Well done!
209. **Offering** your product and/or services for a fair price will help patrons develop confidence and trust in your brand. A smart businessman once told me that the secret to continued business success is fairness, especially through *offering a fair price*. I agree!
210. **Opening** dialogue with others is a great soft skill that will help you to initiate/establish positive communications with others. It is never easy to break the ice and talk with strangers. However, a kind word about someone’s attire or the weather might be all that you need.

211. **Organizing** your personal and professional spaces will help you to optimize your time and efforts to get things done. If your personal space, for example, is clear of clutter and well-organized, visitors will find peace and calm in this space. At work, at your office, for example, if your workstation is nicely organized, you will not have to spend time looking for small/hidden/buried things.
212. **Overcoming** doubts and fears is the result of “sincere perseverance”. Usually, we get doubts and fears from the minds and words of others. However, with due diligence, you can assess the true situation at hand and thereby overcome all unwanted negative thoughts.
213. **Owing** money is a precarious matter. Still, this is a skill to master and manage mindfully. Work out payment plans with your creditors that make sense for you. Put the law to work for you. Just because a creditor wants a debt settled now does not mean you have to pay fully now. You have your legal rights. Find out what is permissible, legally, and then from there, work out something so that both you and your creditor(s) are in agreement.
214. **Paying** your dues in your field is the legitimate way to gain experience and land a higher position in the marketplace. The only way to make it through this type of professional challenge is to focus and put work first. Over time, you will attain a place in the market that affords you more personal time. But, at the outset of your career, you need to work proactively in “learning mode” and observe those in the field who know more. Good luck!

215. **Permitting** others to edit and change your documents shows that you are a team player, however do this in conjunction with managerial oversight. Remember that all documents created via a business team must finally achieve a purpose and attend to the needs of a specific audience of readers. So, as long as this happens, *encourage/permit* your peers to check out your documentation so that it is truly solid and impeccable.
216. **Persevering** when times are tough is a truly “stellar” soft skill. The two greatest skills to cultivate in life are patience and perseverance. Side by side, you can accomplish literally anything. Perseverance is just as important as patience because patience gives you the canvas while perseverance allows you to “detail” the canvas, if you will. Perseverance is the wildcard in life. Many have patience. However, they do not have perseverance. So, great projects stall or get discontinued. Great ideas remain only as ideas. It takes *perseverance* to transform potential energy into longstanding kinetic energy. Perseverance is the stamina needed to endure the long haul and see your project to the end, alias, to completion.
217. **Persuading** others should be done with the best of intentions. Positive intentions will help you to close the deal. Negative intentions will get you into trouble, possibly. Be sincere. Be informed. Be honest. Be trustworthy. In this way, your attempt to “persuade” clients and customers regarding your product or service will work out for the best. Stay in the light, always.

218. **Planning** your next move should be done with patience, insight, mindfulness, and high-quality data/information. Whether you are returning to school or are taking on a new job, for example, planning such a move means seeing the full scope of such a decision. Who will be impacted? How so? How will this affect my finances and my personal infrastructure? Planning well reminds me of an old saying: “haste makes waste”. With that said, do not plan something and act on that decision quickly. Take your time. Know the cards before you. Be smart. You will be glad you approached your *planning* process mindfully.
219. **Playing** intellectual [mind] games like checkers, chess, and scrabble will definitely help you to develop your mind. Playing “cognitive” games is a great way to test your knowledge. “Jeopardy” rocks, too. Good times!
220. **Possessing** high-quality knowledge is the first of two important steps, in both academic and professional endeavors. Sure, you need to acquire that difficult formula or obtain that hard-to-get statement by a leading subject matter expert. Now, the second critical step is to apply/implement that information, correctly and appropriately. At last, you can finalize your thesis or document. Review your work. Then, you can present your final work to your teacher or boss. Kudos.
221. **Practicing** your professional craft with positive ethics is what will enable your trade to continue ahead in the marketplace, with customer/client trust. As soon as you start cutting corners on your ethics, you will most surely see a decline in trusting patrons. Practice, ethically!

222. **Praying** is generally considered to be a religious activity. But, from the scientific perspective of one can say that prayer is a form of “trust”. How you decide to pray and hence “trust” is your call. I practice an ancient form of prayer called “OM mantra meditation”. The ancient yogis (meditation masters) of the Himalayan Mountains wrote, and still write, that “OM” is the original sound of the universe, hence, we are all made “out of” the Sacred “OM” sound vibration. So, chanting “OM” or mentally contemplating “OM” connects us nicely with our “existential sound source”. Prayer is a way of presenting your concerns to your Divine Source, for help. I sincerely believe that the Divine Source is aware of our concerns and needs and if we reach out with sincerity, we will receive gracious protection/help.
223. **Preparing** for a test or a job is a great skill to cultivate. Over the course of one’s lifetime, there will be many tests taken and jobs held. So, preparation is a great and noble act. Gather as much information as you can beforehand. Try to determine what will be asked of you. So, when you take your test, you will have studied the domain that is presented in the test. So, when you take on a job, you have the right skills to complete the tasks assigned to you. *Preparation* is the first “solid step” toward success.

224. **Printing** hard copies of important documents is a wise move. Today's information is kept, mostly, on local and cloud-based drives. These are all *soft* copies. This brings to mind the issue of security. There are many hackers out there who can corrupt soft documents. So, *print out* a hard copy of the original document. In this way, if there is ever an issue regarding authenticity, your hard copy will be there, free from hacks.
225. **Producing** high-quality deliverables is the result of hard work, determination, focus, perseverance, and trust. You need to trust that your boss/supervisor is guiding you correctly with right information and right resources (SMEs, software, etc.). All businesses want employees and contractors to produce great deliverables (documents, code, functional systems, and more). This is a soft skill that is team-related because, in business, & among other productive environments, "no person is an island."
226. **Projecting** future expenses is a great soft skill to have and cultivate. Life costs money. I am sure all reading this book will agree. Whether you are taking a class or are managing a project for a business, being able to identify real costs and expenses will keep you on track. You will be able to prepare for and plan for such disbursements. It is when you *do not know* the real costs of things that you can get derailed. So, project future costs and your project will more likely go the way you intend.

227. **Protecting** your physical and intellectual assets and property will enable you to continue ahead in your path. For example, taxi drivers are often asked to give free rides, right? Well, they cannot do this. They must pay for gas, oil, the vehicle, maintenance, insurance, and more. That “free” ride comes at a cost. The only way business can progress is by being “positively solvent”. If a business is not solvent, then it will go under and will not be able to operate. Protecting whatever assets/property you have – regardless of how small or insignificant you might think they are – will enable you to compete in the marketplace tomorrow. *Be smart.* Your family depends on you.
228. **Proving** your value to a boss or to a customer takes time. I would say the greatest foundation for this path is consistency. Be trustworthy. Be a person of your word. Be consistent in both word and deed. Slowly, your boss and/or customer will be “sold” on your skills.
229. **Providing** information in today’s modern electronic age is a formidable yet daunting task. It is indeed a top soft skill to have and cultivate. Here is why. Privacy today is far less than what people had twenty years ago. Much of your personal data is on the cloud. With access, data scientists can find out all kinds of facts about you. Some are no big deal – like your mailing address or political affiliation. However, other facts are sensitive – driver license number, social security number, cell phone number, etc. So, *only provide* the information that you absolutely must. In this way, you can retain at least a trace of privacy in light of our modern appetite for personal data.

230. **Pursuing** your dream requires focus, determination, patience, strategy, perseverance, and awareness. There are many things to consider. Let us say I want to open a small coffee bistro. I will have to set up the store, the cash register, the product line and display, inventory, security, rent for the store location, website, advertising, labor, and more. You *can* pursue your dream. But, first, take full inventory of all tasks you will have to attend to in order to turn the idea into a real and profitable experience.
231. **Putting** resources to work is a most commendable soft skill. We all have resources that we can tap into that can help us to get projects done. At home, I have a “weed-blower” and a “leaf-blower”. Both of them save me time and energy as I do the weekly yardwork. On the web, there are many great open source applications and tools that I can use as I am writing Technical Documentation. Do your homework. You will be amazed at the resources available today. *Select wisely*. Soon, you will be doing much more ... and better too.
232. **Qualifying** your customer is a soft skill that will help you to optimize your time. Surely, you do not want to sell your product or service to someone not in need of what you have to offer. You want to qualify your buyer. In this way, you can deliver value that is truly needed.
233. **Questioning** is a top soft skill that will help you discover the true matter at hand. Who? What? Where? How? When? Why? These questions will help you greatly.



234. **Reaching** your inner potential is definitely possible. In order to accomplish this, see if you can find a mentor for the area you are entering, competing in, or participating in. A great mentor will give you tips and insights that you cannot get otherwise. Now, *reach* your inner potential!
235. **Reading** about business will help you to manage your time, money, and resources. You will learn about business from both the soft (HR) side as well as the tech side.
236. **Reading** about economics will help you to understand how people participate in the economy, both locally and globally. This is very important if you work in the business and academic worlds.
237. **Reading** about history will help you to learn how government works. You will also learn about great civilizations of the past and their socio-cultural aspects. Whether you are a regular citizen or a business person, understanding the broader and finer points of government/culture will keep you on track.
238. **Reading** about sales and marketing will help you to communicate more effectively with clients and customers. Your ability to match your products/services with clients' needs is key to landing meaningful sales.
239. **Reading** about technology will help you to participate in the economy from the tech angle. You will become a better user of computer (PC) and mobile apps. You will understand how to optimize your time via technology. You will be able to advise others. Read!

240. **Reciprocating** with other people is a great thing to do because when you need help in some way, you are more likely to be helped by people with whom you have truly connected. So, connect with others by reciprocating with them. If someone smiles, then smile back. If someone shakes your hand as a greeting, give a solid shake. If someone recognizes your work, say thank you, earnestly. Reciprocating with others is a great skill to cultivate for both personal and professional aspects of your life.
241. **Recognizing** the hard work of others is a great soft skill to cultivate and practice on a regular basis. People absolutely love to be recognized. It makes them feel vindicated and validated. Tell someone “thanks” or “good job” if you know about things they have done. They will be extremely grateful.
242. **Recollecting** is more than just remembering. Recollecting is going back into time reliving the experience. Recollecting gives you a chance to experience something again. Who should you recollect? What should you recollect? If you are in business, recollect your best customers. What were their comments? What suggestions did they have for you to help you improve your business? Note these ideas down so that you can carry them forward with you into the future. Are you a student? Who were your best teachers/professors? Recollect their teachings and suggestions too. Recollecting the past in this way will help you to recover the “pearls” in the oysters of the past, if you will, and then you can use the inherent value of those pearls to propel your life activities forward.

243. **Recording** important meetings, classes, and discussions is a great skill to cultivate and incorporate in your daily life. Today, more than ever, we all have to work with increasing amounts of information. Nobody, and I mean nobody, can remember everything that transpires each day. So, what is the solution? *Record this information.* Today, there are all sorts of great recording tools out there: Skype for Business, RingCentral Meetings, GoToMeeting, Audacity, just to name a few. Put these great technologies to work. After you complete your recording, note its electronic file name so that you can refer back to it when you need.
244. **Recommending** a good friend or a trustworthy colleague to a business or enterprise will help him/her land new work opportunities. No man is an island, so they say. I agree. We live in a complex and diverse human network of friends, family, and colleagues, to say the least. The more we do to help others, the better. I have provided professional references to quite a few colleagues over the years. It is a great feeling knowing that you helped someone to land a needed job. Now that person can provide for his/her family and continue ahead toward new-founded professional success.
245. **Recycling** is a great act of environmental mindfulness. Recycling paper and plastics, for example, helps society to expedite these materials in order to get used again in a new form. Recycle mindfully. You are optimizing your human awareness, here! By recycling, we spare both our landfills and oceans of unnecessary waste.

246. **Reflecting** on your emotional health is a great act of mindfulness that will help to assess this aspect of your life and take measure to make sure you can smile each day. Others at school and the office will instantly perceive your emotional wellness and this will put them at ease.
247. **Reflecting** on your mental health is a great act of mindfulness that will help you take on new challenges each day. If one's mind is not well, one will not be able to perform simple tasks, let alone more complex ones. So, if needed, find a good friend, confidant, or therapist to discuss any issues you need to resolve, in your mind. As these are resolved, you will not only feel better, mentally, but will become more productive, naturally, at home, at school, and at the office.
248. **Reflecting** on your physical health is a great act of mindfulness that will help you to ensure physical health going forward. I recommend you discuss this topic with both your medical doctor as well as your certified nutritionist. For a few years I struggled with some chronic inflammation; through a focused vitamin therapy, I was able to resolve this issue. Physical health will also help to expedite your emotional and mental health, in my humble opinion. May you be healthy, always!
249. **Reflecting** on your personal life is a great move. Life is more than just work. Try to find personal activities that are truly "you" and in this trajectory, you will cross paths with others who share your interests. You will gain new friends and more.

250. **Reflecting** on your professional life is an important move. There are two things to consider here: (1) your skills/abilities and (2) the marketplace. You can have a great skill/trade, but if there is no demand, you will not survive financially. Make sure you study the marketplace and do your best to *align* your skills/talents with the true and current demands in the economy. Good luck!
251. **Relaxing** is a soft skill that will help you to reduce and release stress that becomes a burden. As one gets more involved with tasks at school and work, stress levels rise. So, to counter this rise in stress experienced, you need to relax. My favorite relaxation method is sitting in a chair and focusing on a slow breathing process. As I inhale, I mentalize the sound “SO” and as I exhale I mentalize the sound “HUM”. Let go of your worries and doubts. Worry gets you nowhere. Doubt gets you nowhere. Just focus on your breath. Allow the universe to handle all matters outside of yourself. Now, you can focus on your breath. Take a deep breath in, and mentalize the “SO” sound. As you exhale, gently, mentalize the “HUM” sound in your mind. Do this several times. You should feel better.
252. **Releasing** negative energies will set you free. Imagine you have leg weights on your legs. Releasing negative energies is like taking those weights off. You feel lighter. You can walk better now. Holding onto the past in the form of resentments only hurts you. *Release them*. If you cannot let go, seek professional help. The future is waiting for all of us to learn, grow, and experience joy/happiness.

253. **Relying** on yourself is a sign of true maturity. You will get many things done – at school and at work – if you can become reliant on yourself, first, and then, if needed, engage the help of others.
254. **Representing** the organization for which you work should be done with tact, awareness, modesty, and mindfulness. When others think of your company (or school, for that matter), they will think of you. So, what you say and how you interact with others will create a lasting impression on them. So, listen with great zeal and enthusiasm. Do not promise something that you cannot deliver. Sales and relationships do not happen on the first date, as the old saying goes. You need to cultivate positive and long-term relationships with outside vendors and people and, in this way, you secure immediate *and* long-term clients.
255. **Requiring** yourself to live up to high standards is a great way to better yourself. Keep your place clean and tidy. Exercise. Sleep regular hours. Check in with your doctor at least once a year and make sure your physical health is on track. Enjoy the company of a few great friends. Work hard in a field you enjoy. Eat healthy meals. Over time, you will see yourself accomplishing great things. Nice!
256. **Researching** is a powerful skill you can apply in your personal, academic, and professional activities. As a Tech Writer, a great part of my time is spent researching functional details about both software and hardware systems. Sound researching enables me to write a great guide for that technology. You can do the same. Research. Ask questions. Find answers. Progress, at last!

257. **Respecting** others does not mean that you have to agree with them. In school and at work, there are many unique people with unique views. As my mom once told me, “so be it”. I agree. Learn to work *amidst* diverse mindsets and opinions. There will always be some who will support your path and there will be others who are either against you or who are apathetic about your efforts. That is OK. Such is the challenge of life. Still, respect others around you and this will facilitate *your* path and endeavors.
258. **Resolving** issues and matters of contention should be done slowly, carefully, mindfully, and in conjunction with official professional authorities, like a qualified doctor, attorney, accountant, etc. One can aspire to “fix” something but we all live in a complex market where market/professional sector rules are enforced. So, great, get out there and affirm that you are going to resolve a few things today. Still, respect those who are “in the know” and make your decisions and subsequent actions in light of what these individuals tell you. Good luck!
259. **Retaining** information is best achieved through reading. Yes, reading is the answer to this concern. The more you read, the more you are calling on information and facts in your mind that are used to assimilate new information. It is good, of course, to brush up on topics that you have not seen in a while. Still, go forth and read new books, and you will see yourself learning new things as well as calling into your active memory facts you have already learned. In this way, those facts become even more establishing in your mind. Reading is one of my favorite activities.

260. **Retiring** with dignity should be an inalienable human right backed by the United Nations. When a person reaches the age of 60, in my humble opinion, chances are, that person has worked *at least* 30 years. Some have worked since they have graduated from high school at 18. So, such individuals have worked for 42 years. Nobody should retire in poverty without access to basic medical care and nobody should retire from the working world only to live under a bridge. Human “retirement with dignity” should be international law. Why? Because humanity should honor those who have worked hard for many years. Dignity is a critical soft (human) skill to apply toward ensuring that all people, across the world, can somehow retire in health & basic comfort. Thank you.
261. **Sampling** is a great approach to finding the right product or service. Perhaps you have an idea regarding your needs. You are alone in your decision experience. So, how can you optimize your money and time? Sample. When you go to a food court, you might see three vendors with samples ready. Try the samples. Now, you can better determine what you might have for lunch. In business, the same is true. Ask vendors to provide you with samples of their work. In this way, you can further determine what will work best for you.
262. **Selling** is an important of the overall business model. A company invests money into its essential products and services. Without sales, those products and/or services remain dormant and do not produce needed revenues to keep the company afloat financially.



263. **Serving** others becomes a key soft skill when we earnestly help others; in this way, we make this world a better place. For me, personally and professionally, I never wanted to go into management because I love what I do: Tech Writing and Tech Training. I enjoy *serving end-users* on a system and also enjoy *serving the business* through my professional role. Make sure, however, that you are serving and empowering those with good intentions and good moral character. It is better to serve a teacher than a career criminal, for example.
264. **Setting** a reasonable pace is a soft skill that will make you into a very popular project manager or executive. Workers generally do their best. By setting a reasonable pace for deliverables, you win their loyalty and trust. Work with both executive and team stakeholders to ensure that the pace you “set” for your team works.
265. **Shifting** gears means being able to work on different levels with different people and understand projects and deliverables from different angles. As a project manager, you might have to attend an executive meeting. Then, you might have to attend a team meeting. There will be differences in what executives determine and what team members determine regarding projects. Your ability to shift gears and work with both groups will help you to ensure success of your projects and initiatives.
266. **Sleeping** is an important part of the human experience. So, get your needed rest. Consult with your doctor to determine the best hours and amount of sleep you need. With proper sleep, you can do many great things.

267. **Solving** problems is a superb soft skill. There are two parts of the “solution process” – the human side and the technical side. In business and education, both sides are frequently needed in order to solve a complex problem. It is important to work with people transparently in order to build trust. Through trust, you will successfully onboard others who want to help you solve a problem. Kudos!
268. **Speaking** in front of others is a skill that we all should cultivate. I am a Software Trainer, so I am used to getting up in front of 20, 50 or 100 people to deliver a training presentation. It takes practice, but after a short time, you will feel better during your presentation. For those of you who want to work on this skill, I recommend the popular public speaking group “Toastmasters”.
269. **Spending** money is a skill that should be practiced with true mindfulness. Money is a limited resource for most of us. So, you should spend it wisely in order to get the maximum value out of it. Why put super-high, octane gas into your car if it was designed for the regular grade? That is a waste of money. Go through your bills and make sure you agree to all the small charges you get on your phone, power, and technology services bills, for example. Perhaps there are things on there you can slash and that you never agreed to pay. *Companies like to overbill.* So, be smart. Spend your money wisely and know where it is going, right down to the dollar, pound, yen, etc. The future of you and possibly others (like your family) is always on the line. Spend money carefully. Think long term. Thanks!

270. **Standing** your ground means you are sure of yourself. This is a tremendous virtue and soft skill to practice.
271. **Starting** is the hardest part of any project – personal, professional, educational, business-related, etc. It takes great determination to go from “idea” mode to “start” mode. Make sure you plan out your activity nicely so that you can anticipate your true time/monetary/other needs as you take on this endeavor. Good luck!
272. **Storytelling** is the essence of movies, books, music, academia, religion, and even business. Some businesses advertise by presenting a small story and they show how their product or service resolves the issue in the story. Storytelling is a great soft skill to cultivate because people simply love to hear stories. You will gain friends, colleagues, followers, business contacts, leads, and more through this powerful soft skill – of storytelling.
273. **Streamlining** is essentially another way of saying optimizing, but in terms of managing input resources well. When you are managing a project, for example, you want to make sure that people, information, and tech resources are “streamlined” and are able to work together seamlessly and in an optimal sense. You want to minimize down-time. You want to maximize results in terms of getting tasks done and meeting milestones.
274. **Studying** is your chance to become more educated and to get ahead, in terms of attaining and incorporating new knowledge and wisdom. One reason I am a Tech Writer is because I love to learn. Study. Keep on learning. You will be able to apply this knowledge, and sometimes soon.

275. **Succeeding** in school and in business are important goals for many people. In my book, success is found both in the journey and at the destination and not the destination alone. Most people today judge success by the size of the tip of the iceberg without having any idea of what lies beneath the water. Sometimes the end result is not what we want, however, the process of getting there has taught us much. With that, we can try again.
276. **Suggesting** a “better way” is a great skill and practice. However, before making your suggestion, ensure that you have done your homework and are ready to take on objections and comments that oppose you. In other words, prepare for battle. In business, sometimes I hear the dreaded words “this is how we do things here”. While that comment has some merit, it is not definitive. New products, processes, and approaches emerge each day. We owe it to ourselves to explore the opportunities at hand & select which one is the best fit, going forward.
277. **Supporting** colleagues, friends, family, and others is a noble skill to have and cultivate. The more we can help one another, the better humanity will fare, overall. Most projects in life are group-oriented. So, being supportive and lending a helping hand goes a long way.
278. **Talking** with kind, sincere, and well-considered words is a skill to practice and maintain. As human beings, we are affected by a wide range of emotions and sometimes our words reflect our inner emotions and not necessarily how we feel about the person with whom we are talking.

279. **Thanking** colleagues will help you to build a positive professional connection with others in your field. It is always nice to know that your efforts are well-received. So, by thanking someone, there is a higher chance they will receive your ideas and input positively.
280. **Thanking** family members will enable you to be a well-received member of your family and this is a great joy in life. Family can be blood-related as well as those very close people in your life who you call brother/sister.
281. **Thanking** friends for their time, generosity, ideas, and more will enable you to cultivate a positive circle of friends outside of work and family. Friends are a great blessing in life, for sure.
282. **Thinking** outside the box is sometimes necessary! We are all encouraged to follow traditional patterns of thought according to our immediate culture and settings, but sometimes you need to step outside of such thought parameters and consider something different.
283. **Trying** a new approach is a great act of courage and self-growth. You might succeed. You might fail. Still, you will learn. There is a saying from an old movie I once watched: “no guts, no glory”. The only way to increase your chances of solving a recurring problem is to “try something new”. If you repeat a pattern of behavior, you will see the same result. Be courageous and try again, but in a new way.

284. **Troubleshooting** is a methodology you can apply when you have to figure something out, and “ordinary means” do not work. So, you have to “tinker” and “test” and “experiment” with different settings, ways, and more. Troubleshooting is not just a technical skill but also a soft skill in the sense that life sometimes throws us a curve ball and in order to hit the proverbial “ball” (like in a game of baseball), we have to “guesstimate” and do our best even though we might have no clue as to the best path or solution. Good luck at troubleshooting your issue!
285. **Understanding** what someone is telling you is a great skill to have. Many of us listen just so that we can reply with comforting words or give the impression that we understand. However, true understanding requires what I like to call “deep listening”. You observe and take in not only the words, but also the gestures of the person. Perhaps your friend understands a topic superficially and tries to explain his/her experience. Fortunately, you understand the app or technology and can then listen deeply to fully grasp the message.
286. **Unplugging** and “unplugged” are words that do not just describe an acoustic-guitar-centric rock band performance. Unplugging, generally, means to “let go” of one’s worries, doubts, concerns, fears, and more. Unplugging is a great way to regain your health – physically and mentally. I love to play my guitar, take my dog for a walk, and do yardwork to “unplug” from the intense information age in which we live. Unplug on a regular basis. Great move.

287. **Unifying** your team at work can be done as follows: First, make sure your team communicates well. Second, make sure key information is readily available for your teammates. Third, make sure that your infrastructure (office, wi-fi, computers, printers, etc.) is sufficient for the entire team to work effectively. Unified!
288. **Validating** is the practice of proving the accuracy of something. In school and in the business world, one is presented with facts, findings, processes and procedures. So, the *process of validation* helps you to ensure that presented information is, in fact, correct.
289. **Verifying** is the process of establishing truth. When you verify a fact, you establish its truth, presence, credibility, and hence usefulness. *Verify things to stay on track.*
290. **Visualizing** success is a great skill to cultivate. If you can envision the end result and also “envision” the process that you will design and implement, you are making great progress. A great book to check out, if interested, is called “Creative Visualization” by Shakti Gawain. Great read.
291. **Waiting** is never easy. However, patience is called the supreme virtue by many saints and spiritual masters. One should wait until conditions are right to perform a certain test or a certain procedure, for example. The saying “haste makes waste” will help remind you that waiting is more in your favor than being unnecessarily hasty.
292. **Walking away** from lustful temptation will help you to preserve your current relationship. Mind over matter!

293. **Walking away** from financial temptation will help you to stay out of jail. Today, with all the monitoring going on via apps, the web, the cloud, and more, I highly recommend you abide by the law in your industry. Question about something? Ask. Do not do something that will get you into trouble. Again, mind over matter!
294. **Walking away** from violent confrontation is a very smart move and stellar soft skill. Perhaps you are driving your car and someone pulls up next to you and insults you because of your “slow” (e.g. legal) speed. Just take a deep breath and walk away (let it go). Do not engage! Within a few seconds, that “person” will forget you and will move on with other concerns. Stay safe, especially in the traffic.
295. **Wanting** health is a noble desire. So, to attain this state of being, do what must be done. Visit your doctor. Eat well. Exercise. Take necessary supplements if needed. Turn that wish into a positive, living reality.
296. **Watching** a child or dog play is a great activity that should bring you peace and joy. We cannot worry about our issues all the time. We need to enjoy seeing a child or dog run around and smile. Cultivate contentment, always!
297. **Watching** a great movie is a great human experience and soft skill because most movies carry messages and now you can discuss that message with friends/family.
298. **Watching** the sun rise each day is inspiring. This is a great soft skill because you are cultivating human appreciation.



299. **Watching** the sun set each day is inspiring. This is a great soft skill because you are cultivating daily gratitude.
300. **Welcoming acts of kindness** will help you to obtain the info/resources you need for your life journey.
301. **Welcoming altruism** means welcoming actions that benefit many people, seeing them all equally in terms of their needs. Altruism is a major teaching of the current (14<sup>th</sup>) Dalai Lama of Tibetan Buddhism.
302. **Welcoming benevolent people** into your life will give you a chance to learn, grow, and mature as a person.
303. **Welcoming career changes** will help you to adapt to the modern marketplace where change is the norm.
304. **Welcoming cleanliness** will help you to *obtain, attain, and maintain* your physical health.
305. **Welcoming colleagues**, their comments and insights, will help you to grow as a member of that professional team. Today's world is built mostly by team effort.
306. **Welcoming compassion** will enable you to heal. We all go through difficult experiences. Compassion is an energy where empathy, itself, does the healing.
307. **Welcoming creative visualization** will help you to look into the future, conceptually, and imagine what "can be" based upon your plans, hopes, and desires.

- 308. **Welcoming decisions** that you have made will help you to experience the *process of making a decision* and seeing what happens. Going live! Good luck!
- 309. **Welcoming discernment** will help you to “read the fine print” and determine if something is right or wrong.
- 310. **Welcoming educational opportunities** will help you to learn and grow intellectually and academically.
- 311. **Welcoming energizing conversations** with others will help you to learn from their experiences/lessons learned.
- 312. **Welcoming family** will enable you to have a true refuge because family represents unconditional love and acceptance. Welcome family into your life.
- 313. **Welcoming feedback** regarding your professional activities will keep you in the game; however, do make sure you are getting feedback from trustworthy individuals who care about your life/career.
- 314. **Welcoming forgiveness** will set you free from any problematic relationship with another person. Perhaps in the past you did something “not so right”. OK. That has passed. But, if you can get the explicit forgiveness of the person you offended, this sets you free of worry.
- 315. **Welcoming friends** into your life will give you a true soundboard and person to listen and support you as you take on life with its diverse challenges.

- 316. **Welcoming genuine people** into your life will help you to get authentic support/input into your decisions.
- 317. **Welcoming great books** will give you a chance to grow intellectually through new literary experiences.
- 318. **Welcoming great ideas** will enable you to overcome an obstacle that you have been facing. Great ideas are intended to help us make real and tangible progress.
- 319. **Welcoming great inventions** will enable humanity, individually and collectively, to benefit and optimize its time and energy.
- 320. **Welcoming help** when you need it will help you to save time. Perhaps doing something alone will take you a week. Perhaps accepting the help of a friend or family member will help you get that task done faster.
- 321. **Welcoming kindness** will help you to resolve issues; there are many kind and generous people in the world who want to see you in good health and spirits.
- 322. **Welcoming initiatives** will help you to gain valuable work experience and grow professionally.
- 323. **Welcoming insights** from colleagues and friends will help you to make better decisions. The endeavor of decision making is never easy. *Insights* can help greatly.

- 324. **Welcoming inspiration** from business and educational leaders will help you to make smarter decisions for the future, starting with today.
- 325. **Welcoming joy** will help you to enjoy special times.
- 326. **Welcoming laughter** will help you to reduce stress.
- 327. **Welcoming lectures** given by insightful and seasoned professionals, in their respective fields, will help you to learn about subject matters that they know well.
- 328. **Welcoming love** will enable you to discover new things about yourself. Love can be romantic. Love can also be helpful-service toward others. Give love a chance.
- 329. **Welcoming meditation** will help you to disconnect from stress and confusion.
- 330. **Welcoming mindfulness** will help you to see things clearly and then you can make informative decisions.
- 331. **Welcoming morality** will enable you to establish relationships with others based on virtue, truth, honesty, and positivity.
- 332. **Welcoming music** into your life will help you to see into the many different experiences that musicians have lived through and share in their songs.

333. **Welcoming nature** into your life is easy. Just take your shoes off. Go for a walk on the beach. Go for a walk in a grassy park. You will feel great as your feet touch the ground. We all come from the blessed Earth!
334. **Welcoming new cultures** will help you to expand your concept of self. I lived in Brazil for five years and learned new ways to think, speak, write, and more. Culture embodies years and years of history. Learn. Grow.
335. **Welcoming new ideas** will help you to work and study with greater efficiency, thereby attaining more.
336. **Welcoming new recipes** will help you become a better cook. Great social gatherings happen around food. This is a great way to grow your network of friends.
337. **Welcoming openness** will help you to experience transparency sooner. *Openness* is the best way to communicate, in my humble opinion.
338. **Welcoming optimism** will help you to get through “rainy days”, as the age-old saying goes. Life is not always easy or pleasant. So, on tough days, you need to call on your inner “optimism” and allow that to be your power.
339. **Welcoming positivity** will help you to transition from “potential mode” to “kinetic (action) mode”, as an old friend once told me. Positivity gets you going!
340. **Welcoming productivity** will enable you achieve a new level of abundance in your life. Be productive, always!

341. **Welcoming punctuality** will help you to prepare for, schedule, and conduct meetings in a timely manner.
342. **Welcoming quality** into your life will help you experience, directly, better food, better transportation, better living conditions, and more. With this “new found” quality of life, your health and spirits should be better.
343. **Welcoming questions** will help you to perfect your knowledge and wisdom. Questions are challenges!
344. **Welcoming reason** in academic and business conversations will help you to stay on track and not conclude something that does not make sense. If you get the chance, do read “Common Sense” by one of the original U.S. Founding Fathers, Thomas Paine.
345. **Welcoming right action** is smart! The Buddha, who lived more than 2000 years ago, encouraged people to be mindful of what they do. This allows for “right action”.
346. **Welcoming right concentration** is wise!

The compassionate Buddha encouraged people to focus their minds on the task at hand. In this way, fewer mistakes are made. So, whether you are driving, using a jigsaw, cutting weeds, or drilling a hole in the wall, go slowly and “c-o-n-c-e-n-t-r-a-t-e”.

Stay safe. 😊

347. **Welcoming right effort** is savvy! For example, my professional path of Technical Writing can be exhausting. So, I need to use my energy, each day, cautiously. I know I have to sit for at least two four-hour periods each day. So, I make sure my activities are *optimized* in order to attain best results and still maintain my health.
348. **Welcoming right intention** is the basis for all right actions and ways. For example, you think “I am going to help this person”. Perhaps the person objects. Perhaps you make a mistake. But that is OK – your *intention* was to help the person in need. We all need to take action based on right intention – collectively, we can make this world a better place. *Right intention* was a major teaching of the late Dr. Wayne Dyer, author of “The Power of Intention”.
349. **Welcoming right livelihood** is the best way approach work/income. If you cheat, steal, and/or lie for a living, eventually angry customers and the police will show up in your life. *Do not do this!* Be trustworthy, honesty, and transparent. This will allow you to earn a living in a positive path. Be prosperous – but in the right way.
350. **Welcoming right mindfulness** is the way to go, always! Mindfulness is the key to true awareness about all that you decide to do. Be mindful; get ready for success!
351. **Welcoming right speech** is the best approach to creating transparency in verbal communications. Right speech centered in honesty and authenticity will help you to start and participate in truly productive conversations.

352. **Welcoming right views** will help you to discover the essence of what is going on and then you can make a good decision. Right views involve not only information but also attitude. Perhaps there is something wrong in a document. Meet with your Subject Matter Expert (SME) and identify the wrong information. Fix it, and say thanks to the SME for his/her time. That is the best way to apply a positive attitude so that wrong info becomes right info.
353. **Welcoming silence** will allow your mind to clear and for new and focused thoughts to manifest. Silence is sometimes the best way to solve a problem. Go for a walk, enjoying the natural silence around you. Then, slowly but surely, ideas manifest in your mind that can potentially help you to solve the matter at hand.
354. **Welcoming sincerity** will help you in personnel matters. Most people at school and work are very busy, so sincerity is the best way to connect, optimize time, and communicate effectively.
355. **Welcoming stillness** means are able to sit, “be still” and just enjoy the moment, without any thoughts, doubts, concerns, or worries. Stillness is a popular way to describe Zen meditation, which is a school of Buddhism that has helped many people for hundreds of years to achieve inner peace and tranquility.



356. **Welcoming the mountains** is a great way to appreciate nature in its native form, away from modern life. I once hiked to the top of Clouds Rest at Yosemite National Park in California. One amazing view!
357. **Welcoming the ocean** is a great way to appreciate nature in its historical sense, since science postulates that all life has originated from the ocean. I love to swim in the ocean. It is refreshing and invigorating. Pure energy!
358. **Welcoming the sky** is a great way to appreciate Earth as a planet. The sky contains all that we need to live – air, oxygen, etc. Clear skies enable us to fill our lungs gracefully and safely at every moment of our lives.
359. **Welcoming the Sun** is a great way to appreciate life in its fullest sense, because the Sun not only illuminates and warms the planet, but it also initiates biological processes needed for life to sustain itself. Thank you, El Sol!
360. **Welcoming the trees** is a great way to appreciate nature because trees are the life forms that produce oxygen that we need as we breath air in the atmosphere. Plant a tree today, so that it is there to serve future generations.

361. **Welcoming unitive thoughts** will help you to work with different sides of a business. As a Technical Writer, I frequently have to work with (1) software developers, (2) business analysts, (3) business development managers, and (4) executives. Each group is different. So, by focusing on *common/unitive elements*, I am able to engage all groups and get positive feedback on documentation that serves all aspects of a business, especially these areas.
362. **Welcoming wisdom** will help you to make better decisions, especially difficult ones. Information is helpful, but if you can get the opinion of someone who is a seasoned professional regarding the matter, then you are applying wisdom to your situation. Wisdom works!
363. **Writing to educate** is a stellar soft skill. When you are able to write a document, blog post, article, and/or book and engage your reader such that he or she learns and grows intellectually, you have succeeded with your words.
364. **Writing to empower** is a stellar soft skill. When you compose a truly effective document, you are helping someone, potentially, to do better at work and/or school. Well done. Keep up the great work!
365. **Writing to inspire** is a stellar soft skill. Many times, information is presented in books, blog posts, and articles that we read. But, when there is content that lifts our spirits and that gives us hope, reading then becomes a memorable experience. That – is true inspiration!

## References

1. **All images** in this book are sourced from creative-commons and no-attribution-required images at [www.pexels.com](http://www.pexels.com).

**Note:** The cover page image of the coffee mug featuring the title of this book “365 Stellar Soft Skills”, however, was taken with my iPhone, and is my own image/property.

2. **All quotations** in this book are sourced from the following website: [www.brainquote.com](http://www.brainquote.com).
3. **All text** in this book is original content generated by the author, Keith Charles Johnson, who has worked in the IT/Software business world as a Technical Writer, Technical Trainer, & Technical Communicator for twenty-plus years.
4. **All vocabulary** in this book was checked against and sourced from widely-used and common English-language words (especially gerunds) listed in: [www.dictionary.com](http://www.dictionary.com) and [www.thesaurus.com](http://www.thesaurus.com).

## About the Author

The author of this book, Keith Johnson, has worked as a Technical Writer, Technical Trainer, and Technical Communicator for more than twenty (20) years serving Latin American and Floridian IT/business markets. He has also authored several books, as a Freelance Technology and Motivational Author, which are now live on the web at Amazon.com. Please do check them out! Great content!

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