

Good / Bad Sides:

	Good	Bad
Aries	Hardworking, Devoted, Charismatic, Generous	Judgemental, Clingy, Obsessive tendencies
Taurus	Sensual, Humorous, Appreciative, Reliable	Hot-headed, Self-esteem issues, Worrying
Gemini	Social butterfly, Caring, Creative, Witty	Critical, Indecisive, Unstable emotions
Cancer	Sweet, Intuitive, Observant, Creative	Cut-throat, Ghosting peeps, Stubborn
Leo	Sentimental, Generous, Tenacious, Romantic	Moody, Demanding, Authoritative, Flirtatious
Virgo	Modest, Considerate, Dedicated, Classy	Selective, Repressed, Self-centered, Pettiness
Libra	Humanitarian, Gentle, ADORABLE, Intelligent, Stylish	Wishy-washy, Gossipy, Dramatic, Playing victim
Scorpio	Family-oriented, Passionate, Thoughtful, Indulgent	Misunderstood, Controlling, Manipulative, Skeptical
Sagittarius	Friendly, Free-spirited, Hard-working, Honest	Inconsiderate, Rude, Know-it-all tendencies, Self-criticism
Capricorn	Grounded, Ambitious, Patient, Charitable	Bossy, Controlling, Sarcastic, Indifferent
Aquarius	Humble, Friend-oriented, Independent, Unique	Aloof, Unpredictable, Detached, Moody, Angsty
Pisces	Dreamy, Sweet, Artistic, Adaptive, Multi-talented	Dependant, Gullible, Playing victim, Unfocused

TORSO

LEANING AWAY FROM SOMEONE:
Means we dislike or disagree with them.



LEANING TOWARD SOMEONE:
Means we like or agree with them.

ARMS

FINGERTIPS SPREAD
APART ON A SURFACE:



A display of confidence and authority.

HANDS AND FINGERS

THUMBS UP:



A good indication of positive thoughts.

FEET AND LEGS

JIGGLING/KICKING FOOT:



Indicates discomfort.

SPLATING OUT:



A sign of comfort becomes a territorial or dominance display when there are serious issues being discussed.

ARMS AKIMBO:



Establishes dominance or communicates there are "issues."

STEEPLING: (FINGERTIP TO FINGERTIP)



A powerful display of confidence.

CROSSING LEGS:



Indicates we are comfortable.

CROSSED ARMS:



Suddenly crossing arms tightly is a sign of discomfort.

ARMS BEHIND THE BACK:



Says "don't draw near"—keeps people at bay.

NECK TOUCHING:



Indicates emotional discomfort, doubt or insecurity.

TOE POINTS UPWARD:



Signals a good mood.

conversation

1. What was the last funny video you saw?
2. What do you do to get rid of stress?
3. What is something you are obsessed with?
4. What three words best describe you?
5. What would be your perfect weekend?
6. What do you think of tattoos? Do you have any?
7. What's your favorite number? Why?
8. What's the most useful thing you own?
9. What's your favorite way to waste time?
10. Do you have any pets? What are their names?
11. Where did you go last weekend? What did you do?
12. What are you going to do this weekend?
13. What is something that is popular now that annoys you?
14. What did you do on your last vacation?
15. When was the last time you worked incredibly hard?
16. Are you very active or do you prefer to just relax in your free time?
17. What do you do when you hang out with your friends?
18. Who is your oldest friend? Where did you meet them?
19. What's the best / worst thing about your work / school?
20. If you had intro music, what song would it be? Why?
21. What were you really into when you were a kid?
22. If you could have any animal as a pet, what animal would you choose?
23. Have you ever saved an animal's life? How about a person's life?
24. If you opened a business, what kind of business would it be?
25. Who is your favorite entertainer (comedian, musician, actor, etc.)?
26. Are you a very organized person?
27. Have you ever spoken in front of a large group of people? How did it go?
28. What is the strangest dream you have ever had?
29. What is a controversial opinion you have?
30. Who in your life brings you the most joy?





Food Conversation Questions



1. What's your favorite food?
2. What's your favorite cuisine?
3. What's your go-to recipe?
4. What do you usually eat for breakfast?
5. Do you think breakfast is the most important meal of the day?
6. Do you like trying new foods?
7. Do you have any food allergies?
8. Do you ever order delivery food?
9. How often do you eat fast food?
10. What's your favorite pizza topping?
11. How often do you eat fruit?
12. What food do you hate?
13. Have you ever ordered food in a foreign language?
14. What was the last meal you cooked?
15. Have you ever had breakfast in bed?
16. How much can you eat at an all-you-can-eat buffet?
17. What is the most expensive meal you have ever eaten?
18. What dessert do you love to eat?
19. Do you like to drink hot drinks?
20. If you could only eat one thing for a year, what would it be?
21. Which herbs and spices do you regularly cook with?
22. What is the strangest food you have ever tried?
23. Have you ever baked a cake?
24. What food do you like to eat on your birthday?
25. What's your favorite meal of the day?
26. Who do you usually eat meals with?
27. Which one is better? A picnic in the park or a meal in a restaurant?
28. Which one do you prefer? Cake or ice cream?
29. Do you ever eat leftover food?
30. Do you have a favorite restaurant?

125 NEW HOBBY IDEAS

CREATIVE & CRAFTING HOBBIES

1. BLOGGING
2. CALLIGRAPHY
3. CANDLE MAKING
4. COLLAGE MAKING
5. COMMUNITY THEATER
6. COSPLAY
7. DRAWING
8. FLOWER ARRANGING
9. JEWELRY MAKING
10. JOURNALING
11. MEMOIR WRITING
12. MOSAIC ART
13. NAIL ART
14. ORIGAMI
15. PAINT BY NUMBERS
16. PAINTING
17. PERFUME MAKING
18. PHOTOGRAPHY
19. POTTERY
20. SCRAPBOOKING
21. SCULPTING
22. SOAP MAKING
23. TIE-DYING
24. WATERCOLORS
25. WREATH MAKING
26. WRITING

DIY HOBBIES

1. RESTORING FURNITURE
2. UPCYCLING
3. WOODWORKING

FABRIC & TEXTILE HOBBIES

1. CROCHETING
2. CROSS-STITCHING
3. EMBROIDERY
4. KNITTING
5. NEEDLEPOINT
6. QUILTING
7. SEWING

FOOD & DRINK HOBBIES

1. BAKING
2. BEER BREWING
3. BREAD MAKING
4. CAKE DECORATING
5. CHARCUTERIE BOARDS
6. INTERNATIONAL RECIPES
7. LEARN TO COOK
8. WINE MAKING
9. WINE TASTING

HOBBIES FOR ANIMAL LOVERS

1. BEE KEEPING
2. DOG TRAINING
3. FOSTERING ANIMALS
4. RAISING CHICKENS
5. SALTWATER AQUARIUM
6. TAXIDERMY
7. TRAINING SERVICE DOGS

HOBBIES FOR MUSIC LOVERS

1. LEARN AN INSTRUMENT
2. LEARN TO SING
3. MAKE YOUR OWN MUSIC
4. SACRED HARP SINGING
5. SONGWRITING

HOBBIES THAT HELP OTHERS

1. MENTORING
2. READ BOOKS FOR THE VISUALLY IMPAIRED
3. TUTORING
4. VOLUNTEERING
5. WIKIPEDIA EDITOR

HOBBIES TO LEARN NEW THINGS

1. ASTRONOMY
2. BRAIN TRAINING
3. CHESS
4. CROSSWORD PUZZLES
5. FANTASY SPORTS
6. GENEALOGY
7. IMPROV
8. INVESTING
9. LEARN SIGN LANGUAGE
10. LEARN A NEW LANGUAGE
11. LEARN MAGIC TRICKS
12. SUDOKU
13. TAROT READING
14. WORDLE

OUTDOOR HOBBIES

1. BIRD WATCHING
2. CAMPING
3. FISHING
4. FORAGING
5. GARDENING
6. GEOCACHING
7. GOLF
8. HIKING
9. METAL DETECTING
10. SCUBA DIVING
11. URBAN EXPLORATION

PHYSICALLY ACTIVE HOBBIES

1. BALLROOM DANCING
2. CLOGGING
3. CONTRA DANCING
4. CYCLING
5. HIP-HOP DANCING
6. HORSEBACK RIDING
7. ICE SKATING
8. IRISH DANCING
9. JUGGLING
10. MEDITATION
11. POLE DANCING
12. RACE WALKING
13. ROCK CLIMBING
14. ROLLER BLADING
15. RUNNING
16. SALSA DANCING
17. SWIMMING
18. TENNIS
19. YOGA
20. ZUMBA
21. FISHING
22. FORAGING
23. GARDENING
24. GEOCACHING
25. GOLF
26. HIKING
27. METAL DETECTING
28. SCUBA DIVING
29. URBAN EXPLORATION

SOCIAL HOBBIES

1. BOARD GAMES
2. BOOK CLUB
3. BOWLING
4. CARD PLAYING
5. LINE DANCING
6. MAH JONG
7. RESTAURANT CLUB
8. ROLE PLAYING GAMES
9. SPORTS LEAGUES
10. SQUARE DANCING
11. TRIVIA
12. VOLLEYBALL

STRESS RELIEVING HOBBIES

1. COLORING
2. JIGSAW PUZZLES
3. LEGOS
4. MEDITATION
5. MODEL BUILDING
6. TAI CHI
7. ZENTANGLES



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Birth Month Meanings

Click & Save

Month	Personality	Lucky Stone	Flower	Career	Love Life
January	Ambitious and serious	Garnet	Carnation	Natural leaders and managers	Loyal and dedicated partners
February	Creative and humanitarian	Amethyst	Violet	Innovators and visionaries	Romantic and idealistic
March	Intuitive and artistic	Aquamarine	Daffodil	Artists and healers	Dreamy and compassionate
April	Dynamic and confident	Diamond	Daisy	Natural entrepreneurs	Passionate and determined
May	Adaptable and patient	Emerald	Lily of the Valley	Problem solvers and analysts	Devoted and reliable
June	Sociable and witty	Pearl	Rose	Communicators and writers	Charming and adaptable
July	Nurturing and protective	Ruby	Larkspur	Caregivers and teachers	Emotional and caring
August	Confident and generous	Peridot	Gladiolus	Born leaders and performers	Warm and dramatic
September	Analytical and hardworking	Sapphire	Aster	Detail-oriented perfectionists	Practical and loyal
October	Diplomatic and gracious	Opal	Marigold	Mediators and artists	Balanced and harmonious
November	Passionate and mysterious	Topaz	Chrysanthemum	Investigators and researchers	Intense and deep
December	Optimistic and adventurous	Turquoise	Narcissus	Philosophers and travelers	Freedom-loving and honest

Zodiac Gemstones

Aries

- Obsidian
- Green Aventurine
- Amethyst
- Aventurine



Cancer

- Emerald
- Carnelian
- Moonstone
- Calcite

Libra

- Chrysolite
- Moonstone
- Lapis Lazuli
- Bloodstone



Capricorn

- Ruby
- Garnet
- Fluorite
- Malachite

Taurus

- Sapphire
- Rose Quartz
- Malachite
- Lapis Lazuli



Gemini

- Agate
- Tiger's Eye
- Aquamarine
- Tourmaline

Leo

- Onyx
- Amethyst
- Labradorite
- Black Tourmaline



Virgo

- Carnelian
- Howlite
- Amazonite
- Green Jade

Scorpio

- Beryl
- Red Jasper
- Citrine
- Black Tourmaline

Sagittarius

- Citrine
- Blue Tapaz
- Black Obsidian
- Lapis Lazuli

Aquarius

- Garnet
- Hematite
- Amethyst
- Aquamarine



Pisces

- Amethyst
- Jade
- Bloodstone
- Labradorite



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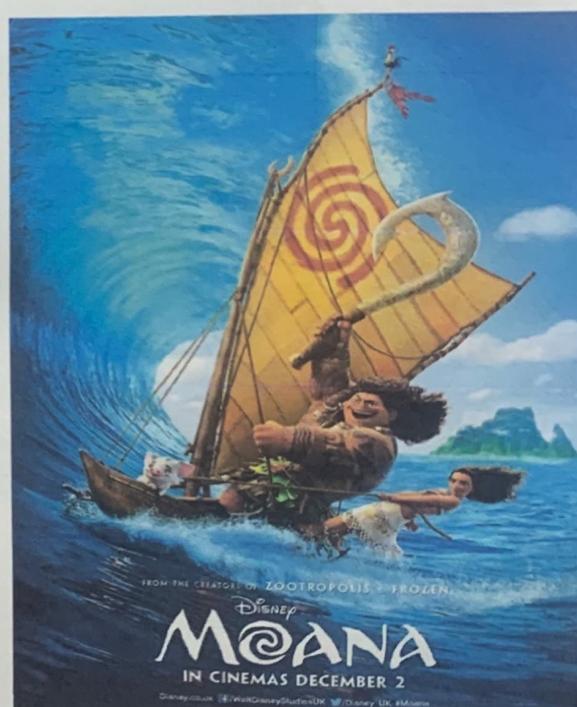
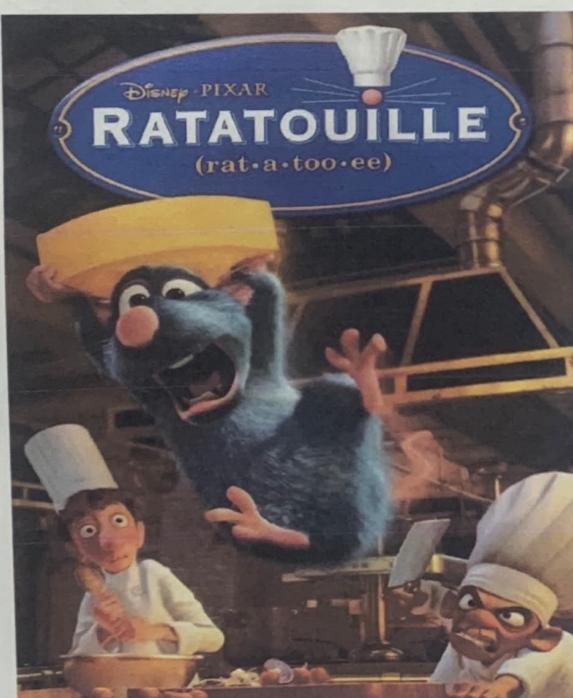
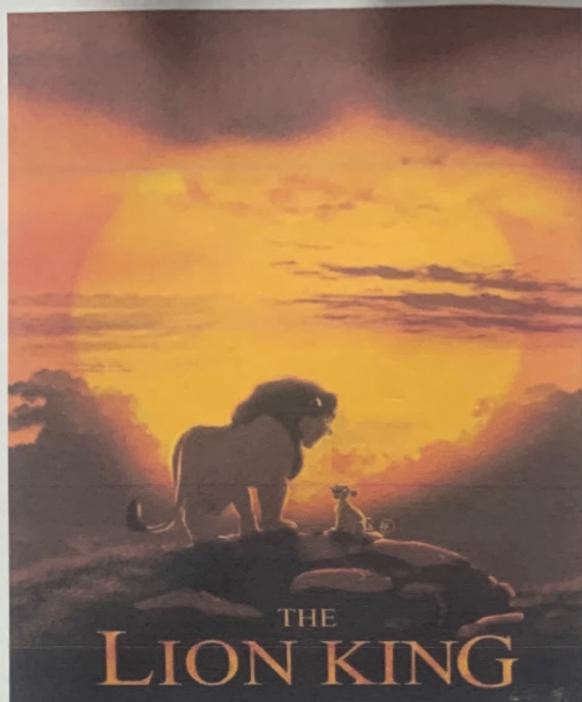
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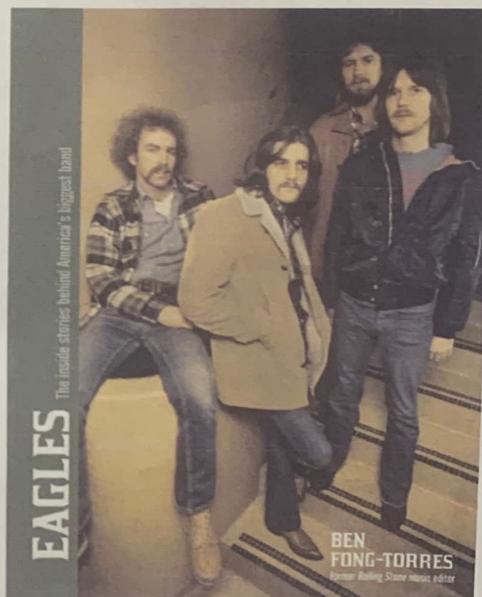
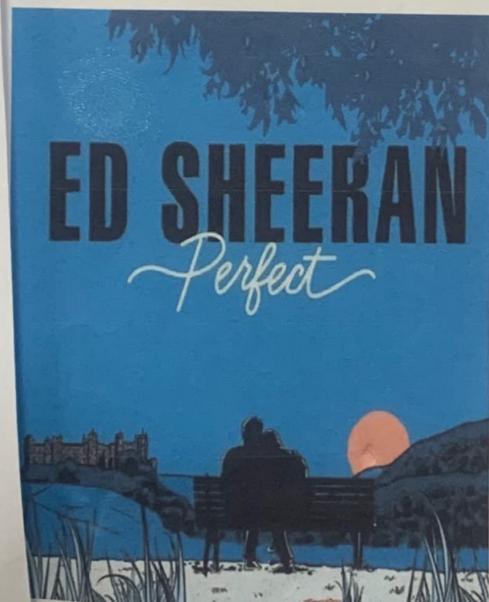
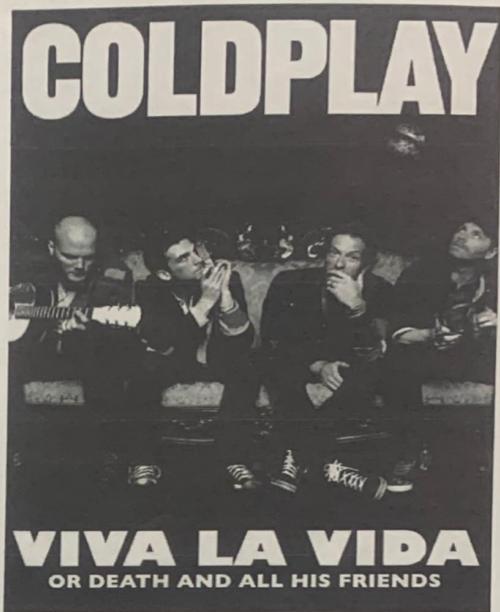
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e's time.

REYSUP



JOB INTERVIEW CHEAT SHEET

Tell me your story

- Share your work journey, showing how it fits with this new job.
- Explain why you like what this company does, using your past as proof.
- Keep it <5 minutes

What sets you apart from other candidates?

- Highlight your top 5 strengths related to this role, from the job description.
- Give examples of when you showed these in prior roles.

What are your weaknesses?

- Choose a real weakness that is not a core skill for the role.
- Discuss steps you're taking to improve, showing self-awareness and your commitment to growth.

Why do you want to work here?

- Research the company and explain what you love about it.
- If the company has a product, use it and give feedback.
- Mention why you like the job role and tie it to your past experience.

What is the hardest problem you've ever worked on?

- Testing your problem-solving skills and how you handle challenges.
- Explain why the problem was hard
- Show how you solved it. Use clear examples.

Share an experience when you identified a missed problem. How did you discover it, and what action did you take?

- You are being tested on your initiative and ability to get sh*t done.
- Give specific examples.

Describe a situation where you had to manage multiple responsibilities. How did you get everything done?

- Describe your multitasking and organizational skills.
- Explain how you organize your work and schedule your time.
- Show that you get things done!

Give an example of when you worked with someone difficult. How did you manage the situation?

- Testing your EQ
- Highlight the importance of communication and finding common ground to work together.

Tell me about a time you faced an ethical dilemma. How did you handle it?

- Show you have high integrity and can make decisions under pressure.
- Talk about what you decided, how you did it, and what you learned.

What are your greatest strengths?

- Talk about strengths directly related to the role you are interviewing for.
- Use the job description as your guide.

Tell me about a time you missed a deadline. How did you handle it?

- Be honest about the circumstances, without placing blame.
- Highlight your communication skills to mitigate the impact.

Why do you want to leave your current role?

- Focus on what you hope to gain from the new role (e.g. challenge/learning).
- Don't badmouth your last company.

REYSUP



nglish

List of Weaknesses For a Job Interview

1. **Impatience** - Struggle with waiting for long-term results.
2. **Public Speaking** - Nervousness when presenting in front of an audience.
3. **Overcommitting** - Taking on too many tasks at once.
4. **Difficulty Saying No** - Struggle to turn down additional responsibilities.
5. **Lack of Experience** - Limited experience in a specific area.
6. **Impatience with Slow Progress** - Frustration with slow progress or delays.
7. **Difficulty with Delegation** - Hesitant to delegate tasks to others.
8. **Overanalyzing** - Tendency to overthink and overanalyze situations.
9. **Disorganization** - Challenges with keeping organized and managing time effectively.
10. **Introversion** - Preference for working alone rather than in groups.
11. **Overly Self-Critical** - Being too hard on oneself and doubting one's abilities.
12. **Struggle with Feedback** - Difficulty accepting or implementing constructive criticism.
13. **Low Assertiveness** - Difficulty asserting oneself or speaking up.
14. **Difficulty with Multitasking** - Struggling to handle multiple tasks simultaneously.
15. **Reluctance to Change** - Resistance to adapting to new methods or systems.
16. **Tendency to Avoid Conflict** - Avoiding confrontations or difficult conversations.
17. **Short Attention Span** - Challenges with staying focused on long tasks.
18. **Too Detail-Oriented** - Getting bogged down in minor details at the expense of the bigger picture.
19. **Inexperience with Leadership** - Limited experience in leading or managing teams.
20. **Struggles with Time Management** - Issues with effectively managing one's time.



REYSUP

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REYSUP

KUNG FU PANDA

Basic English vs Native English

I don't care → Whatever

It's not difficult → It's no big deal

I'm very happy → I'm thrilled

I'm scared → I'm freaked out

Don't be stupid → Don't be ridiculous

Tell me → Fill me in

You first → After you

Be careful → Watch out

Go away → Get lost

Come here → Get over here

I don't believe you → You've got to be kidding

I'm listening → I'm all ears

Don't lie → Be honest

Be quick → Make it quick

Wait a moment → Hang tight

That's interesting → That's cool

Let's meet → Let's catch up

That's funny → That's hilarious

I don't want it → I'm good

It's boring → It's dull



Zodiac Gemstones

Aries

- Obsidian
- Green Aventurine
- Amethyst
- Aventurine

Taurus

- Sapphire
- Rose Quartz
- Malachite
- Lapis Lazuli

Gemini

- Agate
- Tigers Eye
- Aquamarine
- Tourmaline

Virgo



1. Impatience
2. Public Speaking
3. Overcontrol
4. Difficulty with responsibilities
5. Lack of Energy
6. Impatience with progress or change
7. Difficulty with others.
8. Overanalyzing situations.
9. Disorganization managing time
10. Introversion in groups.
11. Overly Self-Critical, doubting one's abilities
12. Struggle with implementing ideas
13. Low Assertiveness speaking up.
14. Difficulty with tasks simultaneously
15. Reluctance to try new methods or systems
16. Tendency to Avoid difficult conversations
17. Short Attention Span for long tasks.
18. Too Detail-Oriented details at the expense of the whole
19. Inexperience with leading or managing teams
20. Struggles with Time management and managing one's time effectively

Basic

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I'm listeni

Don't lie -

Be quick →

Wait a mom

That's intere

Let's meet →

That's funny

I don't want i

It's boring →

IN

Private

- cars
- taxis
- Uber / Lyft
- limousines
- boats
- canoes
- kayak
- rafts
- helicopters
- hot-air balloons

Seating

- in the front
- in the middle
- in the back



ON

Public

- buses
- trolleys
- trains
- subways
- ships
- cruises
- planes

Person Ride

- a horse
- a motorcycle
- a bicycle
- a scooter
- a skateboard
- skates / skis



AT

Locations

(where are you?)

At The

- station
- ticket desk
- intersection
- traffic light
- stop sign
- fork in the road
- rest stop



TO

Movement

(where are you going?)

To

- school
- work
- cities, nations

To The

- beach
- park, store
- U.S., U.K.



Birth Month Meanings

Click & Save

Personality	Lucky Stone	Flower	Career	Love Life
... and	Garnet	Carnation	Natural leaders and managers ... and managers	Loyal and dedicated partners ... and managers

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Taurus

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- Malachite
- Lapis Lazuli

Leo

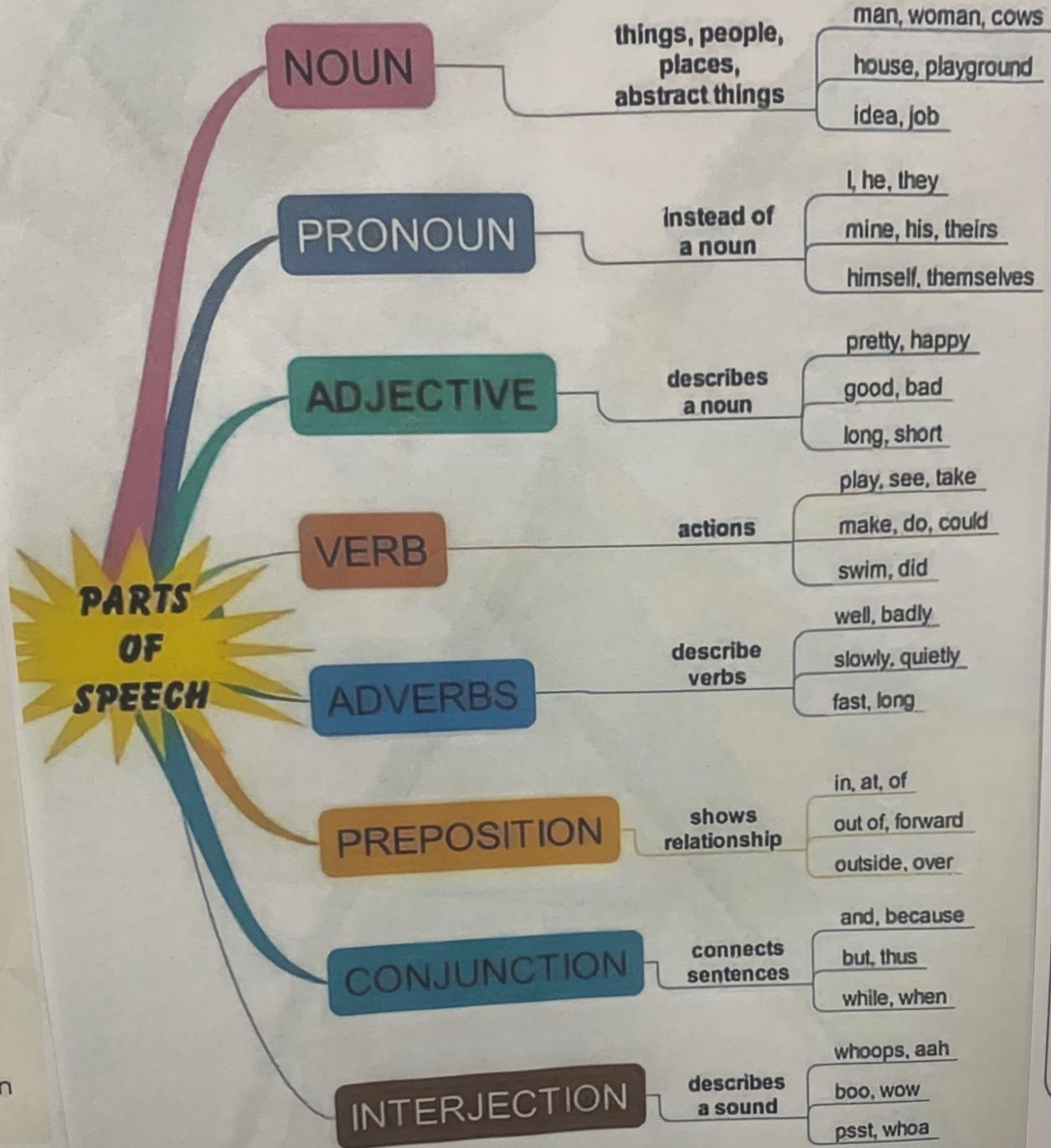
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- Howlite
- Amazonite

Gen

- Agate
- Tigers Eye
- Aquamarine
- Tormaline

Virg

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- Howlite
- Amazonite



120 IDEAS

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- COLLAGE MAKING
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- FORAGING
- GARDENING
- GEOCACHING
- GOLF
- HIKING

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Private

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- taxis
- Uber / Lyft
- limousines
- boats
- canoes
- kayak
- rafts
- helicopters
- hot-air balloons

Seating

- in the front
- in the middle
- in the back



Birth Month Mean

Click & Save

Month	Personality	Lucky Stone	Flower	Car
January	Ambitious and serious	Garnet	Carnation	Natural and man
February	Creative and humanitarian	Amethyst	Violet	Innovato visiona

How to Respond to Disrespect

"I don't accept being spoken to that way"

Reclaims your dignity and sets a clear boundary

"I treat you with respect, and I expect the same"

Sets the expectation for mutual fairness and decency

"Let's keep this professional"

Shifts the tone back to workplace norms and mutual respect

"That comment wasn't necessary"

Points out their behavior without overreacting

"Let's stick to the issue, not personal attacks"

Redirects to what actually matters

"You have cut me off several times now"

Highlights the pattern calmly to reclaim your space

"Can you clarify what you meant by that?"

Puts the burden of explanation back on them

"If this continues, I'll have to walk away"

Protects your boundaries and gives a clear consequence

"You're crossing a line"

Signals that the behavior is unacceptable and needs to stop



"I'm not here to be disrespected"

Reminds them of your role and your right to basic respect

"I've listened to your side - here's how I see it"

Shows respect while standing your ground

"I won't continue if this tone keeps up"

Communicates a firm boundary tied directly to their behavior

"We can disagree without being disrespectful"

Encourages discussion without hostility



Food Conversation Questions

1. What's your favorite food?
2. What's your favorite cuisine?
- What's your go-to recipe?



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How to Upgrade Work Conversations

10 Key Phrases for Better Work Relationships

✗ "Yes, but..."

✓ "I see your point, and here's another angle..."

✗ "That's just wrong."

✓ "Can you walk me through your perspective?"

✗ "You're being too sensitive."

✓ "This seems significant. Can you explain why it matters to you?"

✗ "We've always done it this way."

✓ "Is there a way we can optimize or improve this process?"

✗ "I don't have time for this."

✓ "This deserves attention. Can we schedule time to discuss it?"

✗ "Just figure it out."

✓ "What obstacles are you facing, and how can I help?"

✗ "That's not my problem."

✓ "Let's find a solution that works for both of us."

✗ "This is taking too long."

✓ "How can we streamline this to save time?"

✗ "You should have known."

✓ "Let's use this as a learning opportunity for next time."

✗ "That's not how it works."

✓ "Let me provide some context to help explain why we do it this way."



types of toxic people

THE NARCISSIST



only cares about themselves

lacks empathy

truly believes they are better than everyone around them

THE CONTROLLER



tries to control everything

around them

needs to be in charge of every decision

makes you feel like
you can't do anything right

THE DRAMA MAGNET



feeds off of gossip and drama

drama seems to "follow them"
(they create it)

puts you in
uncomfortable positions

THE ENERGY VAMPIRE



drains you of energy, overwhelms you

creates problems and feeds on the negativity

**criticizes and bullies
you**

THE COMPULSIVE LIAR



tells white lies
constantly

manipulates and gaslights you

master of guilt trips

THE GREEN EYED



cannot be happy for
other people's good fortune

plays the victim

minimizes other people to feel better about themselves

TORSO	ARMS	HANDS AND FINGERS	FEET AND LEGS
LEANING AWAY FROM SOMEONE:	FINGERTIPS SPREAD APART ON A SURFACE:	THUMBS UP: 	JIGGLING/KICKING FOOT: 

10 Smart Responses to Difficult People

© Haris Halkic

When they interrupt you:

"I'll finish my point, then I'd love to hear your thoughts."

When they dismiss your ideas:

"That's one approach. Here's another way to look at it."

When they get aggressive or emotional:

"I'm happy to continue this conversation when we can keep it productive."

When they refuse to engage logically:

"What evidence supports that? Let's look at the facts."

When they try to dominate the conversation:

"Let's make sure we're both heard. I'd like to share my perspective too."

When they make it personal:

"Let's keep this about the issue, not each other."

When they keep pushing a losing argument:

"It sounds like we see this differently. What's the best next step?"

When they try to control the narrative:

"Let's refocus on the main goal here."

When you need to shut it down professionally:

"I value this discussion, but I don't think we're making progress. Let's revisit later."



Want a High-Resolution version of this? Sign up for my FREE SalesDaily Newsletter at salesdaily.co



Follow Haris Halkic for more!

Good / Bad Sides:

Good

Aries

Hardworking, Devoted,
Charismatic, Generous

Bad

Judgemental, Clingy,
Obsessive tendencies

Taurus

Sensual, Humorous,

Hot-headed,

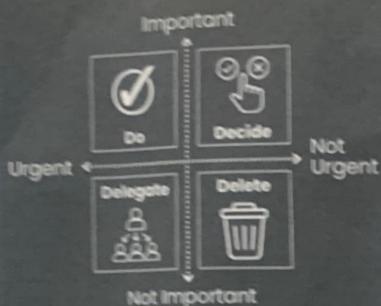
TORSO

LEANING AWAY FROM S
Moving us distant or away from them.

12 TECHNIQUES TO MASTER YOUR TIME

By Eric Partaker

1) Eisenhower Matrix



Helps you focus on what truly matters
Prioritize tasks by urgency and importance.

2) SMART Goals (h/t Doran)



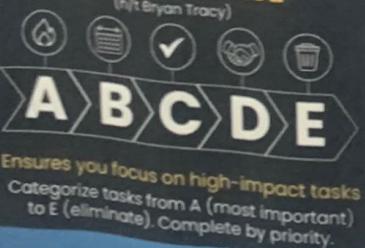
Gives direction and clarity
Set focused goals to stay on track.

3) Timeboxing



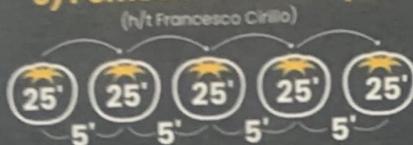
Reduces task-switching and distractions
Assign specific time slots for deep work, meetings, and administrative tasks.

4) ABCDE Method



Get PDFs of this + 100 more tools with my free newsletter.

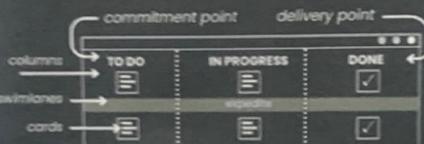
5) Pomodoro Technique



Boosts focus and prevents burnout
Work in 25-min focused sprints, then 5-min breaks to maintain energy.

6) Kanban Board

(h/t Taiichi Ohno)



Visualizes workflow and task tracking
Manage tasks in To-Do, In Progress, and Completed columns.

7) Eat the Frog

(h/t Bryan Tracy)



Tackles the hardest task first
Build momentum from the start.

8) 1-3-5 Rule

1 BIG TASK ○

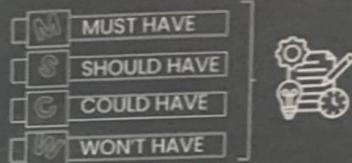
3 MEDIUM TASKS ○○○

5 LITTLE TASKS ○○○○○

Simplifies daily task management
Plan our your day to stay productive.

9) MoSCoW Method

(h/t Dai Clegg)



Prioritizes tasks by urgency and necessity
Categorize tasks to focus resources wisely.

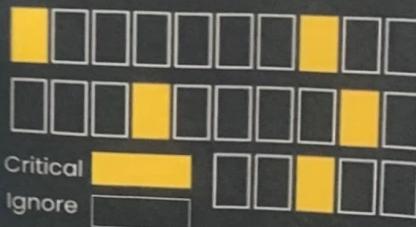
10) 168 Hours Time Tracking

(h/t Laura Vanderkam)



Reveals where your time actually goes
Audit your week by category like work, rest, and hobbies for better time use.

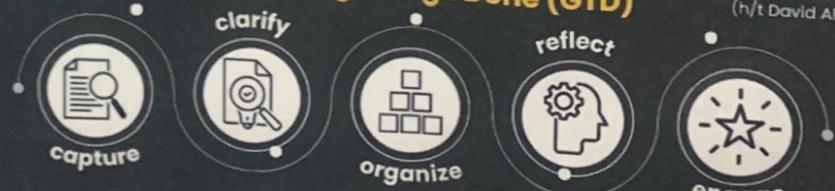
11) Warren Buffett's 5/25 Rule



Eliminates distractions to sharpen focus
List your top 25 priorities, pick the 5 most critical, and completely ignore the rest.

12) Getting Things Done (GTD)

(h/t David Allen)



Turns ideas into action

Capture tasks, clarify their meaning, organize them, review progress, and engage to execute.

Follow



Eric Partaker

in Top Voice

By Eric Partaker

TIME

CoW Method
(h/t Dai Clegg)

I HAVE	
OULD HAVE	
ULD HAVE	
ONT HAVE	

s by urgency and necessity
asks to focus resources wisely.

ours Time Tracking

Where your time actually goes
ur week by category like work,
d hobbies for better time use.

Bren Buffett's 5/25 Rule

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ur top 25 priorities, pick the 5 most
al, and completely ignore the rest.

ne (GTD)
reflect
engage
(h/t David Allen)

action
view progress, and engage to execute.

Eric Partaker (h/t Top Voice)

30-DAY ENGLISH CHALLENGE

By @hermionyye



LISTEN	READ	WRITE	SPEAK	GRAMMAR	WATCH/ RELAX
Listen to a podcast in English <small>1</small>	Read a children's story <small>2</small>	Write at least 10 English sentences <small>3</small>	Practice some English tongue twisters <small>4</small>	Learn about parts of speech material and make a summary of it <small>5</small>	Watch a movie in English with English subtitles and with no subtitles <small>6</small>
Listen to three English songs <small>7</small>	Read a biography of a famous person <small>8</small>	Write 2 or 3 paragraphs about your favorite hobby <small>9</small>	Sing a long to three of your favorite songs <small>10</small>	Learn about the use of to be (am, is, are) and summarize it <small>11</small>	Watch your animated movie and find at least 20 new words to learn <small>12</small>
Listen to a news on an English radio <small>13</small>	Read a news in English out loud <small>14</small>	Tweet in English for 24 hours <small>15</small>	Talk with an English buddy on an English speaking app <small>16</small>	Learn about subject-verb agreement <small>17</small>	Cook a meal using a recipe in English <small>18</small>
Listen to a famous English speech <small>19</small>	Read a short story in English <small>20</small>	Write 30 facts about yourself <small>21</small>	Find a clip from an English movie and imitate the accent <small>22</small>	Make at least 10 sentences using present tense <small>23</small>	Make a short comic in English using a web <small>24</small>
Listen to the lyrics from an English song you like <small>25</small>	Read one page of an English Dictionary <small>26</small>	Write about the meaning of loving someone in your version <small>27</small>	Talk to an English avatar/bot <small>28</small>	Play an English grammar game <small>29</small>	Make your own meme in English <small>30</small>



Please click the links to access the sources of some challenges above.

IDIOMS to Sound Like Native Speaker

1.	She is a peach.	<i>She's sweet and helpful.</i>
2.	He's full of beans.	<i>He's not telling the truth.</i>
3.	It's not my cup of tea.	<i>I don't care for that.</i>
4.	He's full of baloney.	<i>He doesn't know what he's talking about.</i>
5.	It's just sour grapes.	<i>They have resentment.</i>
6.	That's corny.	<i>It's sentimental, old, and not funny anymore.</i>
7.	I'm in a pickle.	<i>I'm in a dilemma.</i>
8.	He brings home the bacon.	<i>He brings home the family money.</i>
9.	She's in a stew.	<i>She's upset.</i>
10.	He's the top banana.	<i>He's the headman.</i>
11.	He's the salt of the earth.	<i>He's a very good person.</i>
12.	She's worth her salt.	<i>She's a valuable employee.</i>
13.	They're two peas in a pod.	<i>If you see one you see the other.</i>
14.	I'm nuts about you.	<i>I'm in love with you.</i>
15.	It's a piece of cake.	<i>It's quite simple.</i>
16.	You can't have your cake and eat it too.	<i>You can't use it and save it.</i>
17.	He's a real ham.	<i>He's just an actor (a bad actor.)</i>
18.	It's a hard nut to crack.	<i>It's a difficult problem to solve.</i>
19.	Let's talk turkey.	<i>Let's talk seriously.</i>
20.	He's a bad egg.	<i>He cannot be trusted.</i>
21.	We need to break the ice.	<i>Everyone's a little tense - let's be friendly.</i>
22.	We'll get a baker's dozen.	<i>We'll get 13 items (one extra.)</i>
23.	He's got a finger in every pie.	<i>He has many deals going.</i>
24.	You'll have to take potluck.	<i>Be happy with what we have on hand.</i>
25.	She's hard-boiled.	<i>She makes tough deals.</i>
26.	He's the apple of my eye.	<i>He's my favorite person.</i>
27.	He's a rotten egg.	<i>He is a thoroughly evil person.</i>
28.	It's for the birds.	<i>It's a crazy idea.</i>
29.	She eats like a bird.	<i>She eats little or nothing.</i>
30.	He's a wolf in sheep's clothing.	<i>He's a bad guy pretending to be good.</i>

by Sandra Pellumbi

How to Upgrade
Want to S...

WATCH/
RELAX

Watch a movie in English with English subtitles and with no subtitles 6

Watch your animated movie and find at least 20 new words to learn 12

Cook a meal using a recipe in English 18

Make a short comic in English using a web 24

Make your own meme in English 30

ces of some



Soft Skills

Do's and Don'ts

Work Ethic

Do: Work hard without having to be asked and without complaint
Don't: Think this is about hours - outcomes matter most of all



Growth Mindset

Do: Welcome feedback, embrace learning, and incorporate both
Don't: Think you know everything



Adaptability

Do: Rethink your plan when you gain new information
Don't: Fail to make adjustments after setbacks



Self-Awareness

Do: Understand how others perceive your words and actions
Don't: Fail to self-reflect or think you're above critique



Emotional Intelligence

Do: Learn to identify emotions and control your responses
Don't: Fail to pause when heated



Communication

Do: Speak and write simply and clearly
Don't: Use complex language, bury your point, or ramble



Motivation

Do: Get going on projects quickly and without being asked
Don't: Require constant hand holding or encouragement



Resilience

Do: See every setback as a lesson
Don't: Fail to get back up after getting knocked down



Professionalism

Do: Build trust by speaking and acting maturely at all times
Don't: Assume you can cross the line in more relaxed settings



Reliability

Do: What you say you will do by when you say you will do it
Don't: Break promises



Active Listening

Do: Listen to hear, not respond, and validate what people say
Don't: Forget the importance of body language



Time Management

Do: Prioritize and be organized, so you stay on top of your work
Don't: Allow distractions to steal your attention and waste time



Collegiality

Do: Be easy to work with
Don't: Think this means being a pushover - you can still be you



People Reading

Do: Watch the reactions, body language, and mood of others
Don't: Fail to ask people if you're unsure how they're feeling



Collaboration

Do: Work well with other people, sharing ideas and credit
Don't: Think you'd be better off on your own



Integrity

Do: Be honest and ethical, whether or not others will know
Don't: Think you can hide things



How to Respond

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by Sandra Pellumbi

LEADERSHIP STYLES

© Eric Partaker

Leadership styles are different ways to guide and inspire a team. Knowing these styles helps you choose the best approach for different situations. This makes you a more effective and adaptable leader.

10 Leadership Styles

1 Adaptive

How can we adjust?

Encourages flexibility in complexity. Useful in changing environments. Example: Navigating a market shift.

3 Coaching

Have you tried this?

Develops people's skills for the future. Good for personal growth. Example: Mentoring a junior team member.

5 Inspirational

Let's aim higher.

Motivates with vision and passion. Great for uniting teams. Example: Rallying a team around a new company vision.

7 Servant

How can I support?

Puts team's needs first. Great for creating supportive cultures. Example: Focusing on team well-being.

9 Transactional

Meet these goals.

Rewards or penalizes based on performance. Effective for goal-oriented tasks. Example: Meeting sales targets.

2 Autocratic

Follow this plan.

Makes quick, firm decisions. Useful in crises or when fast decisions are crucial. Example: Handling an emergency situation.

4 Democratic

4

What do you think?

Values everyone's input. Best for collaborative environments. Example: Deciding on a team project direction.

6 Laissez-Faire

6

You've got this.

Gives team independence. Ideal for skilled, self-driven teams. Example: Managing a group of experienced researchers.

8 Strategic

Here's my vision.

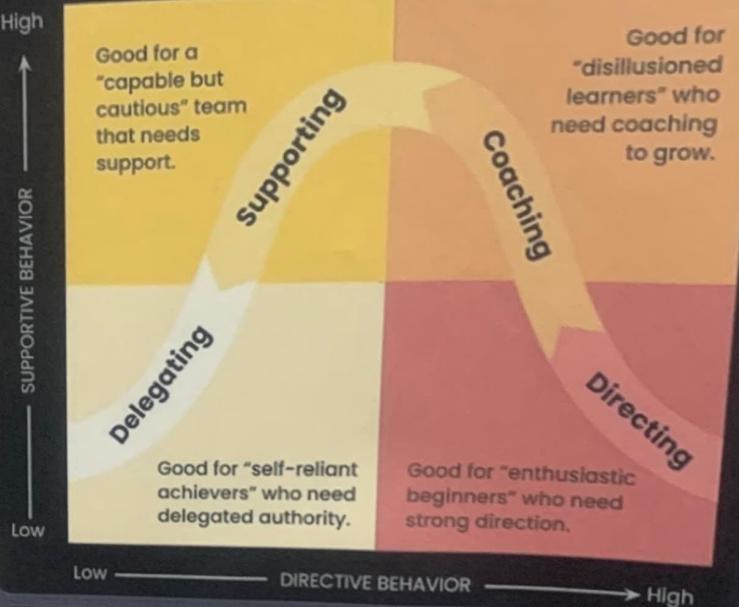
Aligns actions with long-term goals. Ideal for guiding through growth. Example: Developing a 5-year business plan.

10 Transformational

Let's change the game.

Use when leading a team through innovative projects or significant changes. Example: Executing a new business strategy.

Situational Leadership



Emotional Intelligence Model

(h/t Daniel Goleman)



15 PHRASES TO BUILD TRUST AND CONNECTION QUICKLY.

By Véronique Barrot

(And why they work)

-
- The diagram consists of a central black circle with a dashed yellow border. Inside the circle are two yellow hands clasped together. Surrounding this central circle are 15 smaller circles, each containing a number from 1 to 15. The numbers are arranged in a clockwise sequence: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 1. The background of the page is dark green.
1. "I appreciate your perspective on this"
↳ Impact: Makes people feel safe and open to share.
 2. "Help me understand..."
↳ Impact: Opens up a conversation without judgment.
 3. "I made a mistake, and here's what I learned"
↳ Impact: Shows growth and honesty.
 4. "What would success look like for you?"
↳ Impact: Shows you care about their success.
 5. "I noticed the impact you made when..."
↳ Impact: Builds confidence and reinforces good actions.
 6. "What do you think we should do?"
↳ Impact: Shows trust in their ideas and encourages involvement.
 7. "Let me clarify to ensure I understood correctly..."
↳ Impact: Avoids misunderstandings and shows respect.
 8. "Thank you for bringing this to my attention"
↳ Impact: Builds safety and trust for honest communication.
 9. "I don't know, but I'll find out"
↳ Impact: Builds credibility and shows a willingness to learn.
 10. "What support do you need from me?"
↳ Impact: Shows you care and are ready to assist.
 11. "Your time is valuable—let's focus on priorities"
↳ Impact: Shows that you value them and their contributions.
 12. "Here's what I'm excited about..."
↳ Impact: Creates a positive, shared energy.
 13. "I trust your judgment on this"
↳ Impact: Empowers others and encourages responsibility.
 14. "Let's explore the challenges you're seeing"
↳ Impact: Shows you're a partner in finding solutions.
 15. "I'm committed to finding a way forward together"
↳ Impact: Builds long-term trust and a shared purpose.

How To Solve Almost Any Problem



UNFOCUSSED?
Go for a run to clear your mind and boost endorphins for better concentration



UPSET?
Take deep breaths to activate the body's natural relaxation response



TIRED?
A short walk can increase blood flow and re-energize your body



LONELY?
Calling a friend can offer comfort and a sense of connection or send me a DM :)



BURNT OUT?
Seek nature to reset your mind and find tranquility away from the chaos



BUSY?
Embrace doing nothing for a moment to recharge your mental batteries



HUNGRY?
Eat almonds; they're a nutritious snack that can stabilize blood sugar levels



ANXIOUS?
Petting a dog or a cat can release calming hormones like oxytocin



FEELING EMPTY?
Embark on a micro-adventure to spark curiosity and fulfillment



IN DOUBT?
Ask for advice to gain new perspectives and insights



WORRIED?
Creating a gratitude journal can shift focus from worries to positivity



SAD?
Play some happy music to lift your spirits and improve your mood

Basic English vs Native English

I don't care → Whatever

MODAL VERBS

MODALS

FUNCTIONS

EXAMPLES

1 CAN

is used to express ability, possibility, doubt, or request

I can run very fast.
He can come with us.

2 COULD

is used to express ability in past, permission, or possibility

Could you say it again?
I could run faster when I was younger.

3 MAY

is used to express future possibility or permission

May I come in?
They may go tomorrow.

4 MIGHT

is used to express past possibility or permission

I might go home tonight.
He might have read book before go to sleep.

5 SHALL

is used to express future plans, suggestions or intention

Shall we go to shop?
Shall I open the door?

6 WILL

is used to express certain prediction, desire, or promise

It will be cold tomorrow.
I will do my best in exam.

7 SHOULD

is used to express advice, recommendation, or expectation

You should learn English.
You should be ready.

8 WOULD

is used to express willingness, invitation or past habit

I would be happy to assist.
Would you come again?

9 MUST

is used to express necessity, obligation or logical conclusion

I must finish my homework by today.

10 OUGHT TO

is used to express strict recommendation or moral obligation

You ought to apologize for your mistake.

How to Master Public Speaking

9 Speaking Habits of World-Class Communicators



When Making Your Entrance

- ✗ Rush to position, fidget with materials, keep eyes down
- ✓ Confident posture, steady pace, eye contact with audience



When Starting Your Talk

- ✗ Begin with agenda or personal credentials
- ✓ Start with a 7-second attention hook, then state your promise



When Presenting Data & Facts

- ✗ Present raw numbers without context
- ✓ Highlight 1-2 key insights from the numbers



When Using Visual Aids

- ✗ Dense text, complex graphics
- ✓ Simple visuals, minimal words, one point per slide



When Taking Questions

- ✗ Give long-winded responses to every detail
- ✓ Listen fully, repeat the question, and answer in 30 seconds max



When Tech Issues Occur

- ✗ Waste time troubleshooting or apologizing repeatedly
- ✓ Keep 3x5 cards with key points and data, continue smoothly



When Time Is Running Short

- ✗ Skip randomly through the remaining content
- ✓ Jump to the core message and deliver with impact



When Someone Interrupts

- ✗ Stop presentation flow to address each point
- ✓ Say, "Let's capture that for Q&A," and continue



When Making Your Key Point

- ✗ List general advice without proof points
- ✓ State the point, backed up with strong data

JOB INTERVIEW CHEAT SHEET

What is the hardest problem I've faced?

Tell me about a time you faced an ethical dilemma.

How did you handle it?

11

PUBLIC SPEAKING STRATEGIES NOT TAUGHT IN SCHOOL

1. THE 5-5-5 RULE

- Scan 5 faces; Hold each gaze for 5 seconds
- Repeat every 5 minutes
- Creates authentic connection



3. THE 3-PART OPEN

- Hook with a question
- Share a story
- State your promise



5. THE 90-SECOND RESET

- Feel nervous?
- Excuse yourself
- 90 seconds of deep breathing resets your nervous system



6. THE RULE OF THREE

- Structure key points in threes
- Our brains love patterns
- Information sticks better



8. THE LIGHTHOUSE METHOD

- Plant "anchor points" around the room
- Rotate eye contact between them
- Looks natural, feels structured



9. THE POWER POSITION

- Feet shoulder-width apart
- Hands relaxed at sides
- Projects confidence even when nervous



11. THE REHEARSAL TRUTH

- Practice the opening 3x more than the rest.
- Nail the first 30 seconds; you'll nail the talk.



2. POWER PAUSE

- Dead silence for 3 seconds after key points
- Let your message land



4. PALM-UP PRINCIPLE

- Open palms when speaking = trustworthy
- Pointing fingers = confrontational



7. 2-MINUTE STORY RULE

- Keep audience engaged with stories under 2 minutes
- Any longer, you lose attention



10. THE CALLBACK TECHNIQUE

- Reference earlier points later in your talk
- Creates a narrative thread
- Audiences love connections



HOW TO SPEAK LIKE A CONFIDENT COMMUNICATOR:

1. Instead of 'I like it,' say 'It's quite pleasant.'
2. Instead of 'Goodbye,' say 'See you soon.'
3. Instead of 'You first,' say 'After you.'
4. Instead of 'You're welcome,' say 'My pleasure.'
5. Instead of 'Tell me,' say 'I'm listening.'
6. Instead of 'I don't know,' say 'Let me look into it.'
7. Instead of 'I don't care,' say 'I'm open either way.'
8. Instead of 'No problem,' say 'Certainly.'
9. Instead of 'Hurry up,' say 'Let's keep moving.'
10. Instead of 'Calm down,' say 'Take a moment.'
11. Instead of 'Wait a minute,' say 'Just a moment, please.'
12. Instead of 'Move aside,' say 'May I get through?'
13. Instead of 'Be quiet,' say 'Let's lower our voices.'
14. Instead of 'I'm busy,' say 'Can we talk a bit later?'
15. Instead of 'It's boring,' say 'It doesn't quite interest me.'
16. Instead of 'What do you want?' say 'How can I help you?'
17. Instead of 'I made a mistake,' say 'That was an oversight on my part.'
18. Instead of 'I'm tired,' say 'I could use a little rest.'
19. Instead of 'That's impossible,' say 'That seems quite challenging.'
20. Instead of 'I'm angry,' say 'I'm not pleased with this.'

1. THE 5

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11. THE TRU

Basic vs Advanced English

How are you? → How have you been?

I am fine. → I'm doing great, thanks for asking!

What are you doing? → What are you up to?

Nice to meet you. → Pleasure to meet you.

I woke up late. → I overslept today.

I am eating lunch. → I'm grabbing a quick bite.

I am very busy. → I'm swamped with work.

Let's go outside. → Let's step out for some fresh air.

I am happy. → I'm on cloud nine.

I am sad. → I'm feeling down.

I don't know. → I have no clue.

It's very important. → It's absolutely crucial.

Help me. → Could you lend me a hand?

Wait a minute. → Hold on for a sec.

Can you repeat? → Could you say that again?

Let's start. → Let's get the ball rolling.

I am tired. → I'm completely worn out.

It's too expensive. → It costs a fortune.

I'm going to sleep. → I'm hitting the sack.

I understand. → That makes sense.

11 Ways to Stop Over Apologising

Sorry

- "Sorry to bother you"
- "Sorry for the delay"
- "Sorry I can't help"
- "Sorry to interrupt"
- "Sorry to disagree"
- "Sorry for the confusion"
- "Sorry to be a pain"
- "Sorry, can I ask a question?"
- "Sorry for I got that wrong"
- "Sorry, I don't understand"
- "Sorry I can't attend"



Not Sorry

- "Thanks for your time"
- "Thanks for your patience"
- "Here's what I can do"
- "Before we move on"
- "I see it differently"
- "Let me clarify"
- "I appreciate your help"
- "I'd like to understand"
- "Great catch, thank you!"
- "Could you please clarify?"
- "I won't be able to make it."

Follow Anna Findlay



for more Career Advice that Actually Works

VIXEN • DAILY

27 BODY LANGUAGE TRICKS TO BE INSTANTLY LIKEABLE



1. STAND UP STRAIGHT AND RELAXED

2. APPEAR OPEN AND UNDEFENDED
Keep your arms by your sides



3. KEEP A STRAIGHT SPINE WHILE SITTING



4. KEEP YOUR FEET HIP WIDTH APART AND BALANCED



5. BREATHE DEEP TO THE POINT JUST BELOW YOUR BELLY



6. MIRROR/ MATCH THE OTHER PERSON'S POSTURE



7. STAND STILL
Avoid fidgeting



8. SMILE AS YOU WALK INTO A ROOM



9. OFFER A FIRM BUT GENTLE HANDSHAKE



10. KEEP EYE CONTACT WHILE SHAKING HANDS



11. SMILE WHEN GREETING SOMEONE NEW



12. DON'T LEAN ON WALLS OR OBJECTS



13. KEEP YOUR NEUTRAL FACE A HAPPY FACE



14. MAINTAIN EYE CONTACT WHILE SPEAKING TO SOMEONE



15. USE A GENUINE SMILE



16. ACTIVELY LISTEN TO YOUR CONVERSATIONAL PARTNER



17. GIVE THE OTHER PERSON YOUR FULL ATTENTION



18. LISTEN CAREFULLY FOR WHAT "LIGHTS THEM UP" INSIDE



19. TREAT EVERYONE LIKE A FRIEND UPON MEETING THEM



20. NOD SLIGHTLY WHEN LISTENING TO YOUR PARTNER



21. PERFORM A GENEROUS GESTURE UPON MEETING SOMEONE



22. BE RADICALLY CURIOUS WHEN YOU MEET SOMEONE NEW



23. USE A GENTLE TOUCH TO SYMPATHIZE AND CONNECT



24. RELAX AND BREATHE EASY TO RELAX YOUR PARTNER



25. KEEP YOUR SHOULDERS DOWN AND RELAXED FOR OPENNESS



26. DON'T FOLD YOUR ARMS OVER YOUR CHEST



27. STAND "SOLID"
Even weight on both feet

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100 WORDS GENERAL KNOWLEDGE

Word Search

SKUYWMGTTPOUGOVERNTTRUENOSAERTCYU
 NEIEPJLNNTNUONACLENCESENTARRPRNEEST
 OALFREEIVGPEDXHOLGTSOCIETYYLOMOIRIG
 IFTPGOFLIROEPANNUEIREDROBEMAOINTZI
 TFYFMATELEMVNZPOUEFUSRXZRACQOTTNACV
 AUEESAETALCRFHORUEIHOAISYIERISOIQE
 ZTGTNAXFNPEJITAGSHLGTDPUSAQAMOESNTP
 INDRAODESCIENCEFHSIASURPPMTMYNUIDHR
 NEEDSIMPLERUDDEOAISMEAAOAEEUAQRKGO
 AMLFNXWORDENOSQINDPBTRAEGGANLISARP
 GUWEUOPKWREVDUNLCNLPLOOTBNZTCSZERE
 RGOSMEMEOECREUEEAJIAYERNKIVZUEEMBOD
 ORNOBEWMRYPALABCDQRDHVDYGVLSOMSZ
 TAKISPWUOIELEGONGSDUAMCIAGIAOCUUT
 IKAIIDLASHSCENEAFQPCAECNTJOLNNEIPTNSY
 INGWUCAERCHANGECTMATERIALDAOIFCRNWPT
 ERERIRHYTKQECOPENEICSSHNDNIHSEUAAEI
 ZNIHREOREAMRZERLDLEIYBLDAMTTVPPTPCL
 TATAHNDEMTOOGEOISSDTLOUQPIAPCSORATA
 NTANREUGQVUOIOBEEBSVJUSUECLSCHODFU
 EIIIFEGAHENOCSTAIAQREHNUTCKUDZNUPIEQ
 MOASEMSSEEDTOSEBAZAEZAISRPADEXIMEOA
 PWUTAOERCIJUEGLFORMLUDOSDMEKLAWIFEQ
 POESNRATARONEZVUEEDUYUAFIFOISTCEPSERE
 OLTTETEINUVIJEMFNIUNYPWBGETTMMMDTMRVE
 ECNUSTPFSAONICEVAHHIDSNNSNFNUEEELK
 VAICDCUYZOAVTEOMWRTPDKNSOEIIOAMNBQ
 EFLNUIAANECESSARYAKAMEREEPVAGTCSTEM
 DJIUREEESCSDHIMEETDUYUEQVOHVNDDECISION
 SWIVJMQUELBISNOOPSERMNEETWLIIDIJGIE

Amount	Event	Idea	Observe	See ↗
Argument	Examples	Important	Opposite	Sense
Be	Existence	Invest	Order	Sign
Beautiful	Experience	Knowledge	Organization	Simple ↗
Belief	Fact	Law	Part	Society
Cause	Fast	Let	Place	Sort
Certain	Fear	Level	Pleasure	Suspect
Chance	Feeling	Living	Possible	Special
Change	Fiction	Love	Probable	Substance
Clear	Force	Make	Proper	Thing
Common	Form	Material	Purpose	Thought
Comparison	Free ↗	Measurement	Quality	True ↗
Copy ↗	General	Mind ↗	Question	Use ↗
Decision	Get ↗	Motion ↗	Reason	Walk
Degree	Give ↗	Name	Respect	Way
Development	Good ↗	Nation	Responsible	Wise ↗
Different	Govern ↗	Natural	Right	Word ↗
Do ↗	Happy ↗	Necessary	Same	Work ↗
Education	Have ↗	Normal	Say ↗	Yield ↗
End	History	Number	Science	Zenit ↗

vse ↗
 ante ↗
 pale ↗

poler
 ANT ↗
 pale ↗

Wifey ↗

PLURAL

OUR
This is our teacher.

YOUR
Students, this is your new classmate.

THEIR
Jill and Jack are in their house.

Possessive adjectives

SINGULAR

she HER
She is with her brother.

I MY
I like my school.

he HIS
There is his mother.

you YOUR
Is this your pen?

it ITS
The dog plays with its tail.

PRONOUN CHART

	SUBJECT PRONOUNS	OBJECT PRONOUNS	POSSESSIVE ADJECTIVES	POSSESSIVE PRONOUNS	REFLEXIVE PRONOUNS
1 ST PERSON	I	me	my	mine	myself
2 ND PERSON	you	you	your	yours	yourself
3 RD PERSON (MALE)	he	him	his	his	himself
3 RD PERSON (FEMALE)	she	her	her	hers	herself
3 RD PERSON	it	it	its	not used	itself
1 ST PERSON (PLURAL)	we	us	our	ours	ourselves
2 ND PERSON (PLURAL)	you	you	your	yours	yourselves
3 RD PERSON (PLURAL)	they	them	their	theirs	themselves

BASIC ENGLISH GRAMMAR

PRESENT TENSE

Do	I, You, We, They
Does	She, He, It
Am	I
Is	She, He, It
Are	You, We, They

Verb + s/es

PAST TENSE

Did	I, You, We, They, She, He, It
Was	I, She, He, It
Were	You, We, They

Verb + d/ed

FUTURE TENSE

Will	I, You, We, They, She, He, It
Shall	I, You, We, They, She, He, It

Will/Shall + Verb 1

PRESENT CONTINUOUS

Am	I
Is	She, He, It
Are	You, We, They

Am/Is/Are + Verb + ing

PAST CONTINUOUS

Was	I, She, He, It
Were	You, We, They

Was/Were + Verb + ing

FUTURE CONTINUOUS

Will	I, You, We, They, She, He, It
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Will be + Verb + ing

PRESENT PERFECT

Have	I, You, We, They
Has	She, He, It

Has/Have + Verb 3

PAST PERFECT

Had	I, You, We, They, She, He, It
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Had + Verb 3

FUTURE PERFECT

Will	I, You, We, They, She, He, It
-------------	-------------------------------

Will have + Verb 3

HOW TO BE A LEADER WHO PEOPLE LOVE

1. Empathetic Assertiveness

- Balance empathy with decisive action.
- Show understanding while maintaining clear boundaries.
- Make others feel heard and valued without compromising on decisions.



2. Visionary Storytelling

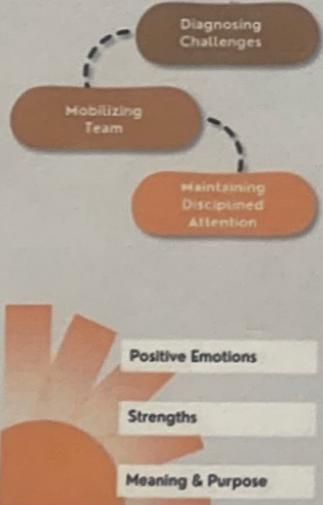
- Share compelling narratives that inspire and motivate.
- Use stories to illustrate goals and values.
- Create a shared vision through engaging and relatable anecdotes.

3. Authentic Vulnerability

- Openly share your own challenges and failures.
- Foster a culture of honesty and trust.
- Encourage team members to take risks and innovate.

5. Curiosity-Driven Innovation

- Encourage continuous learning and questioning.
- Stay open to new ideas and perspectives.
- Foster an environment where creativity thrives.



6. Transformational Leadership Model

- Articulate a clear vision that is appealing and inspiring.
- Provide personalized mentorship and support.
- Challenge assumptions and encourage creativity.

4. Servant Leadership

- Prioritize the growth and well-being of your team.
- Lead by example and support your team's needs.
- Empower others to achieve their full potential.



7. Emotional Intelligence (EI)

- Recognize and understand your own emotions.
- Understand the emotions and needs of others.
- Build and maintain healthy relationships.

9. Positive Psychology Leadership

- Create a positive work environment.
- Encourage use of individual strengths in daily tasks.
- Help team members find personal meaning in their work.

10. Adaptive Leadership

- Identify and understand complex challenges.
- Encourage collective problem-solving and innovation.
- Keep the focus on key issues and solutions.

8. Strengths-Based Leadership

- Assess the unique strengths of each team member.
- Assign tasks that align with individual strengths.
- Provide opportunities for growth in these areas.



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