

# **12 Soft Skills That Will Make You a Millionaire**

**Do's, Don'ts, and Resources**



# 1. Emotional Intelligence

## Do's

- Be honest in tough talks.
- Listen and show empathy.
- Open up to build trust.

## Don'ts:

- Avoid tough conversations.
- Dismiss others' feelings.
- Overreact emotionally.

- Book: "Emotional Intelligence" by Daniel Goleman
- TED Talk: "The Gift and Power of Emotional Courage" by Susan David
- Course: Emotional Intelligence at Work on LinkedIn Learning

## 2. Communication

### Do's

- Speak clearly.
- Use open body language.
- Ask questions to clarify.

### Don'ts:

- Interrupt others.
- Use complicated words.
- Ignore non-verbal cues.

- **Book:** "Crucial Conversations" by Patterson et al.
- **TED Talk:** "The Power of Vulnerability" by Brené Brown
- **Course:** Effective Communication on Coursera