

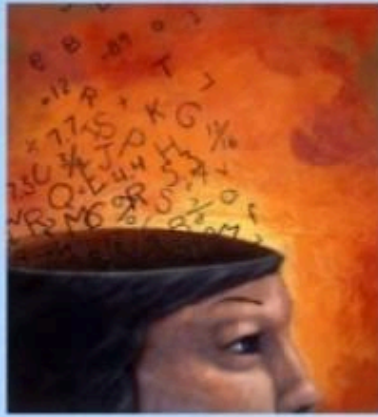


Personality Development Tips



Self-confidence-

- Self-confidence is a great mantra for a powerful personality. If you are not confident of your actions and decisions, you can never get success.
- Have a firm faith, determination and confidence in yourself .
- if you are sure of your decision, you will put your best efforts to achieve the goal, other persons will also show the confidence in you and then nothing can stop you from stepping the stairs of success.



Organize your mind-

- Organizing the mind means taking the charge of your thoughts, emotions and imagination and controlling the reactions, being systematic in every field of life, increasing the efficiency and tackling the difficulties and obstacles by preplanning and anticipation.
- The more organized you are, the more focused you are for your goals of life. Somebody has said that the way you think is the way you live.

So organized thinking paves the way to success in every sphere of life.



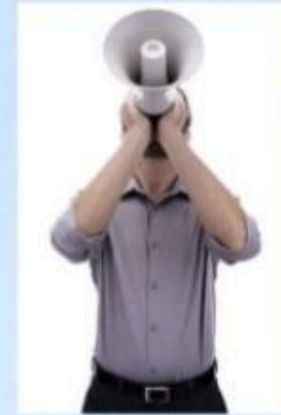
Be loyal, honest and truthful-

- These qualities go a long way.
- By being mean or by ditching someone you can't get anything in life.
- Remember one thing that there is no short cut to success and you can be successful only by being honest, determined to achieve what you want and by working hard.



Try to like other people-

- If you want that other people should give you attention and appreciate you, try to give attention to other people also.
- Be a good listener, listen to them politely and if you don't like other person's idea, never condemn or make a complaint about his idea, instead praise his good qualities.

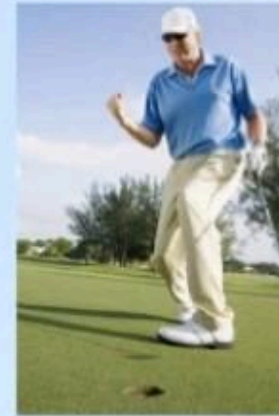


- While communicating with others, always give honest and sincere replies.
- Never boost of yourself. Make other person feel that he is important and talk about other person's interests.
- Be kind and show basic courtesies to other people.



Avoid indecisiveness-

- Take all the decisions yourself.
- Never depend on anybody for taking the decisions on your behalf.
- Don't let indecision plague you as indecisiveness may cause failure and future leads to regretful conditions.



Feel good about your accomplishments and analyze your mistakes-

- Analyze your mistakes and learn a lesson from them and never ever compare yourself with anybody else as everybody commits some mistakes in life and no one is perfect on this earth.
- Your confidence and self esteem should not get eclipsed by the fear of failure.
- Feel good about your accomplishments and maintain a list of them.
- Every time you achieve some goal, give yourself a reward.



- Be a true friend of yourself and try to find and recognize your weaknesses as well as your strong points,
- jot them down on a paper and start working on your weaknesses to replace them with your strong qualities.



Try to look good-

- At first sight, a person is judged by his physical personality as it is said first impression is the last impression.
- Maintain the right posture of your body.
It means that you should always sit and stand straight.



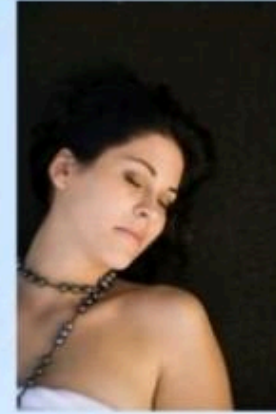
- Try to look good and you will feel good about yourself. It will increase your confidence level also.
- Whenever you feel lack of confidence, go for some change in your wardrobe, get your hair style changed .
- if you are a little heavy, try to shed some weight by exercise or cutting down some extra calories and you will more energetic, confident and fresh since a change is as good as a rest.



Maintain a good life style-

- Maintain a good and healthy life style as it is a key to healthy body and sound mind.
- Don't be a fast food junkie, instead have a balanced diet that contains lots of green leafy vegetables and fruits.



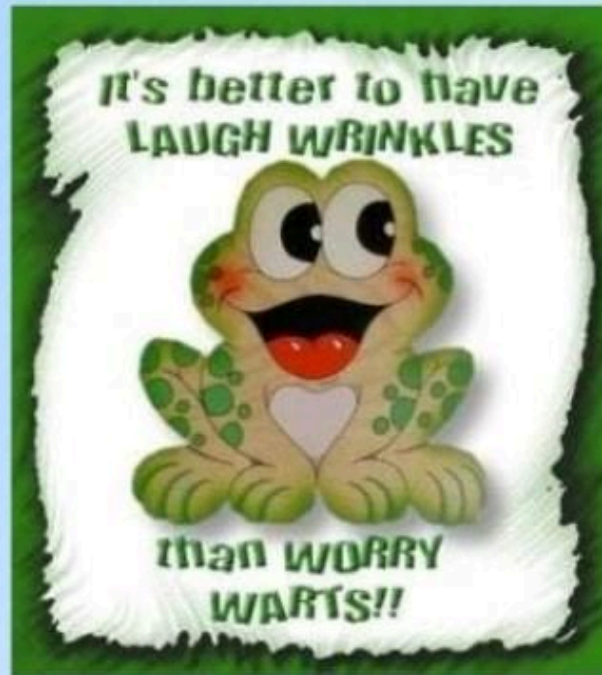


- Sleep for at least 6 to 8 hours a day because if you don't sleep for adequate amount of time, your efficiency decreases and it hampers your productivity. Say no to alcohol, smoking or sleeping pills. Reduce your intake of tea or coffee as caffeine is very harmful for your body.



- Indulge in some physical activities like brisk walk, swimming or aerobics daily.
- To improve your concentration and decision making quality, practice yoga and meditation.





Sense of humor-

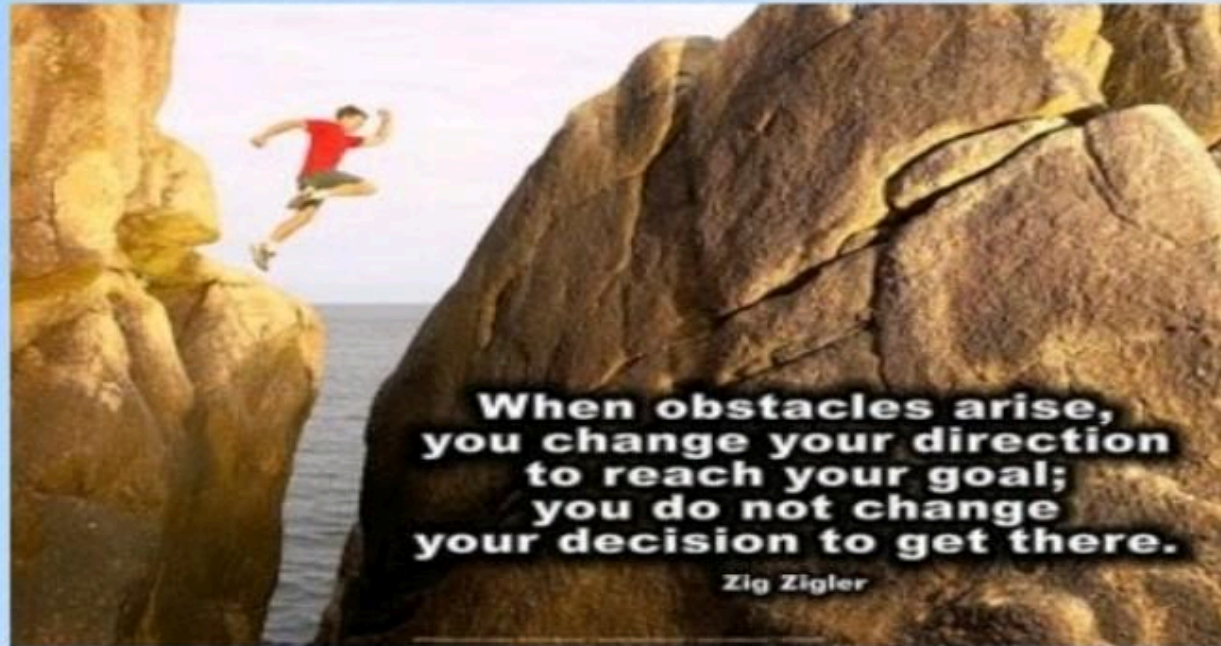
- Sense of humor is also an important component of a pleasing personality.
- Maintain good sense of humor and learn to laugh at yourself also.
- But sense of humor does not mean laughing when something wrong happens with other person.





Positive thinking and positive doing-

- Avoid negative attitude towards life as positive thinking is the key to success in any field of life.
- But we should replace positive thinking into positive doing also.
- Many a times, we think of so many positive things and like to do them but the fear of failure or difficulties stop us from turning those positive thoughts into reality.



- You should understand that these obstacles test your capabilities and you should not let them bother you too much.
- At this time, just think of your past accomplishments no matter how small or big they are and just go through the difficulties or hurdles you faced to accomplish them. It will give a sense of confidence.
- Face these challenges, do your best under all circumstances and you will feel the great feeling of accomplishment.



Be a good speaker-

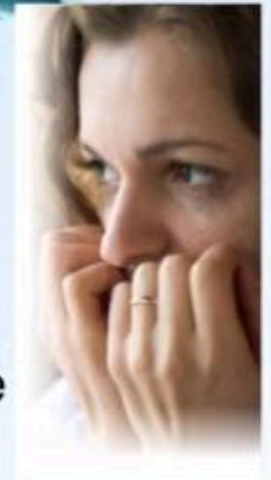
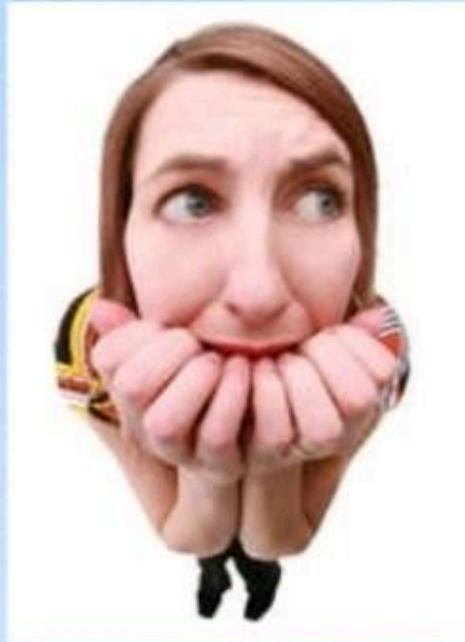
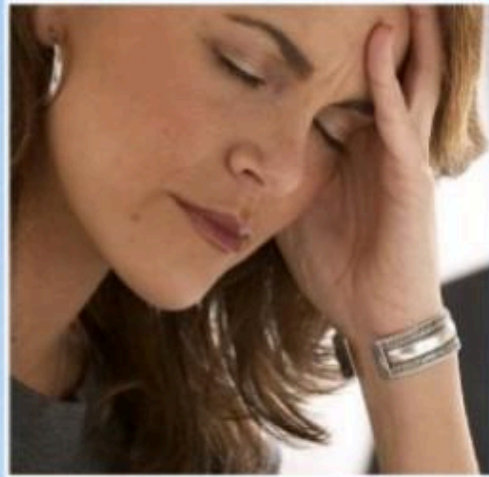
- To be a good speaker is also an aspect of a good personality.
- If you have to make a speech, first of all make a lay out of the speech and write down each and every thought in a proper sequence that you want to include in your speech and while giving the speech, you can refer to these points.



- Give a proper introduction and conclusion as they are very important parts of the speech.
- Never cram your speech word to word.
- Don't try to be too loud. Keep your speech short and to the point.
- Physical gestures and expressions are also important to connect with the audience.



- Take pause at the proper points and put emphasis on certain important words. Speak with authority and don't be monotonous.
- Bring a little humor in your speech and make the audience laugh occasionally.
- If there is a large audience and you are feeling nervous, look into the eyes of only one person at a time as if you are talking to him.

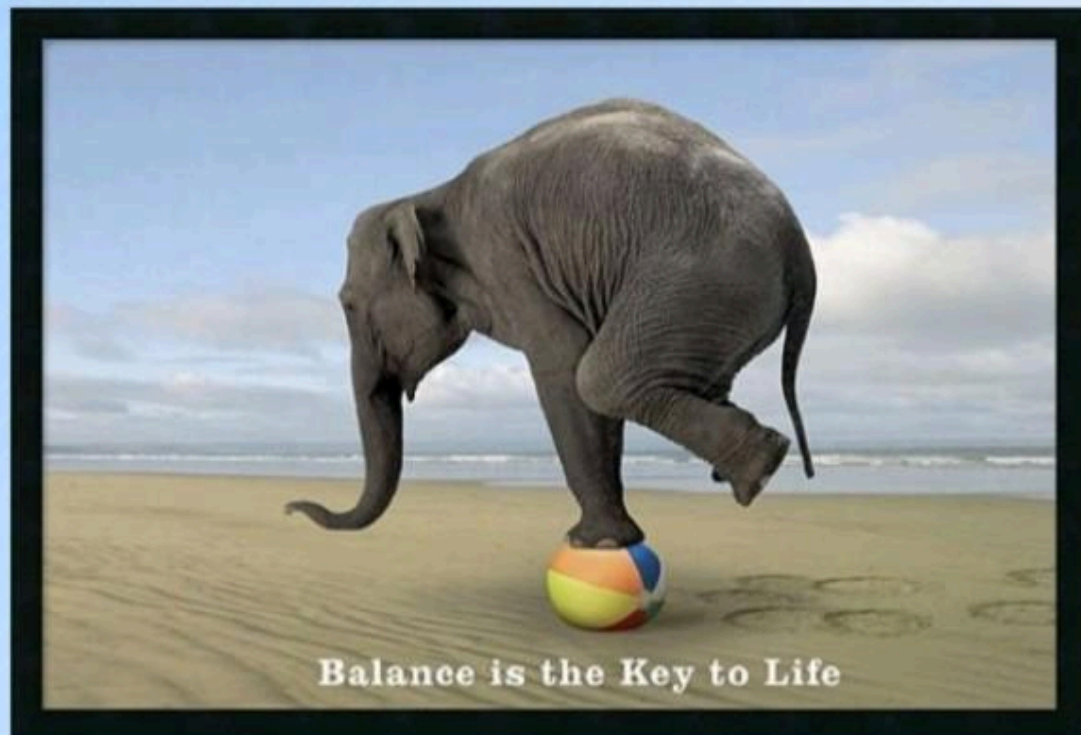


Control your fear and worries-

- Conquer your fears and worries, stress and anxiety.

When these thoughts come in your mind, instead of wasting your time in thinking what will happen to you in future, think of new ideas and solutions and keep yourself as busy as you can.

• You should know that most of our fears and worries don't get materialized at all. Prepare yourself for the unexpected and always be ready to face what comes in your way.



Strike a balance among your personal, professional and social life-

- Maintaining a balance in your life for harmony and happiness.
- Don't bring office work at home on weekends and in office be determined to give your 100%.
- Develop a social circle and try to spend your time with people who have positive attitude towards life.



Concentrate your goals-

- Be focused and concentrate on your goals.
Avoid all the distractions and give put your entire attention to one goal.
- By doing this, you will be able to identify the obstacles and hurdles associated with it and once you identify the obstacles, half of your job is done.
- Now focus on every problem according to its priority.



Time management-

- Proper time management improves your efficiency and makes you able to reach the epitome of success.
- By organizing your time you can do everything you want. Maintain a planner and make a to-do list for every day.



- Prioritize all your tasks according to their importance.
- Don't delay your decisions as it wastes a lot of your time.
- Don't think of the past instead, use today's time for tomorrow's planning.



Relaxation-

- Don't be a workaholic as all work and no play makes jack a dull boy.
Keep some time for relaxation and recreational activity.
- Listen to music, enjoy nature or practice breathing techniques for relaxation.
- Take a small break and go to a nearby hill station and enjoy.
It really helps to eliminate stress and anxiety from you life





Have Nice Day