PERSONALITY MEANS…

The totality of an INDIVIDUAL’S attitudes, interests, behavioral patterns, emotional responses, social roles.
IT IS ALL ABOUT...

- Public Speaking
- Body language
- Behavior
- Anger Management
- Physical Fitness

- Food habit.
- Friends making Skills.
- Relationship Skills.
- Learning Skills.
- Dealing with problems.
WHY DO YOU NEED…

It is the most sought for quality Sometimes it is also known as PERSONAL MAGNETISM.

The First Step…

is to examine and evaluate your presence to daily life.
PERCEPTION vs. REALITY…

What matters most is how you see yourself.
NEGATIVE EMOTIONS...

Superiority and Inferiority complex

"We'll get to work on your inferiority complex as soon as you go back outside and wipe those filthy feet!"

Fear

Stress
# OVERCOMING NEGATIVE EMOTIONS...

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<tr>
<th><strong>SUPERIORITY COMPLEX</strong></th>
<th><strong>INFERIORITY COMPLEX</strong></th>
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<tbody>
<tr>
<td>1. Acknowledged achievements</td>
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<td>2. Accept and recognize feelings as valid and never contradicts them</td>
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<td>3. Do not belittles positive characteristics and points out flaws in others</td>
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<td>4. Be willing to compromise on opinions and views</td>
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Stop associating with all those who make you feel small, inadequate or insecure.

Know your limitations and the extent of your abilities.

Refuse to serve as a mat for others to walk upon.

Find out what you do best, work diligently at it until you excel at it.
OVERCOMING NEGATIVE EMOTIONS… Contd

FEAR
1. Take small steps
2. Getting some positive motivation
3. Seeing failure and rejection in a new light
4. The power of ‘NOW’ (no other way)

5. FALSE EVIDENCE APPEARING REAL

STRESS
1. One thing at a time
2. Simple schedule
3. Do something calming
4. Get creative
5. De-clutter.
POSITIVE ATTITUDE

HOW MUCH DO YOU SEE OF AN ICEBERG?
ONLY 10% OF ANY ICEBERG IS VISIBLE. THE REMAINING 90% IS BELOW SEA LEVEL.
The Iceberg phenomena is also applicable on human beings …
MAKE YOUR LIFE 100%

Let each letter of the alphabetic has a value equals to it sequence of the alphabetical order:

|  A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z |
|  1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |10|11|12|13|14|15|16|17|18|19|20|21|22|23|24|25|26|

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THE CAN DO ATTITUDE

• You **CAN DO** everything, but not all at once.
• You **CAN DO** everything, if it’s important enough for you to do.
• You **CAN DO** everything, but you may not be the best at everything.
• You **CAN DO** everything, but there will be limitations.
• You **CAN DO** everything, but you’ll need help.
A candidate for a news broadcasters post was rejected because of his voice. He was also told that with his obnoxiously long name, he would never be famous.
Do butterflies attack your stomach whenever you’re asked to speak before a group? Can you confidently express your thoughts and ideas?
Leadership

Communication

Personality Development

SELF CONFIDENCE:
It is about having a positive perception of ourselves and our abilities.

A LACK OF SELF-CONFIDENCE:
it is characterized by self-doubt, submissiveness, isolation, sensitivity to criticism, distrust, depression, and feelings of inferiority and being unloved.

Yea, though I walk through the valley of the shadow of death, I will fear no evil - PS 23:4
HOW TO INCREASE SELF CONFIDENCE

✓ Think positively about yourself.
✓ Set realistic goals
✓ Reward/praise yourself when you DO well.
✓ Be aware of your thoughts.
✓ Think logically about the situation, DON’T react
✓ Dwell on your strengths.
✓ Do not attribute your achievement and accomplishments only to luck. Give yourself credit for your own personal achievement.
✓ Learn to be assertive.
ASSERTIVENESS

Is the ability to communicate your needs, feelings, opinions, and beliefs in an open and honest manner without violating the rights of others.
ASSERTIVENESS

IS NOT SAME AS

Assertiveness produces positive outcomes

Aggressive acts result in negative outcomes.
WHAT WILL IT DO

1. HELPS YOU BECOME SELF-CONFIDENT

2. INCREASES SELF-ESTEEM

3. GAIN RESPECT OF OTHERS

4. IMPROVE COMMUNICATION SKILLS

5. IMPROVE DECISION-MAKING ABILITY
HOW TO BE ASSERTIVE

✓ BE HONEST AND DIRECT ABOUT YOUR FEELINGS, NEEDS, BELIEFS.

✓ EXPRESS YOURSELF FIRMLY AND DIRECTLY TO SPECIFIC INDIVIDUALS.

✓ BE REASONABLE IN YOUR REQUESTS

✓ REGOcnIZE AND RESPECT THE RIGHTS OF THOSE AROUND YOU.

✓ BE AWARE OF BODY POSTURE/LANGUAGE

✓ MAINTAIN EYE CONTACT.

✓ USE “I” STATEMENTS TO EXPRESS SELF

✓ DON’T LET OTHERS IMPOSE THEIR VALUES/IDEAS ON YOU

✓ ENCOURAGE OTHERS TO BE CLEAR AND DIRECT

✓ TAKE OWNERSHIP
ASSERTIVENESS

1. DOESN’T JUST HAPPEN.

2. DOES NOT GUARANTEE YOU HAPPINESS OR FAIR TREATMENT.

3. WILL NOT SOLVE ALL YOUR PROBLEMS

4. DOES NOT GUARANTEE YOU WILL GET WHAT YOU WANT.
No one can go back and change a bad beginning;

But anyone can start now and create a successful ending.
How to maintain good interpersonal relationships?

Twelve ways to make people think in your way

* Show respect for the others persons opinions. Never tell a man he is wrong.
* The only way to get the best of an argument is to avoid it.
* If you are wrong admit it quickly and emphatically.
* Begin in a friendly way.
* Get the other person saying Yes, yes immediately.
* Let the other person do a great deal of the talking.
* Let the other person feel that the idea is his.
* Try honestly to see things from the other person's point of view.
* Be sympathetic with the other person's ideas and desires.
* Appeal to nobler motives.
* Dramatize your ideas.
Nine Ways to Bring People around?

* Begin with praise and honest appreciation.
* Call attention to peoples mistakes indirectly.
* Talk about your own mistakes before criticizing the other person.
* Ask questions instead of giving direct orders.
* Praise the slightest improvement and praise every improvement.
* Let the other man save his face.
* Give the other person a fine reputation to live up to.
* Use encouragement. Make the fault seem easy to correct.
* Make the other person happy about doing the thing you suggest.
SWOT ANALYSIS

INTERNAL

EXTERNAL
A **Strength** is your core capability. An advantage over that you have others.

A **Weakness** is others having core capability over you.

An **Opportunity** is an environmental condition that can improve your position to that of others.

A **Threat** is a forecast of condition that is out of your control and has the potential to harm your growth path.
Time Management
for personal Sense of Achievement
Where are You?

20% people feel they are short of time. They feel so concerned that they self find answers to Time Mgmt

10% people feel they are short of time. They realise this and are keen to get help and see how they can improve Time Mgmt

70% people feel they are not short of time. Though they don’t mind listening to someone. And then tell him why all that is impractical
• Balance in Life is important

• Recognize each aspect of life

• I am not getting enough time for family/personal life because of Work

• 80% of day is spent at work/school/college
What is it?

• Doing the Right things and not setting Things right

• In control of Life, not driven by circumstances

• Enjoying JOURNEY of life: every day of it, not waiting for a perfect day in future

• Having right balance in wheel of life
Managing your Time

- **T**hings to do list
- **I**dentify Priority
- **M**aking it happen
- **E**valuate deviations
“The surest way to be late is to have plenty of time”.

NEVER PROCRASTINATE