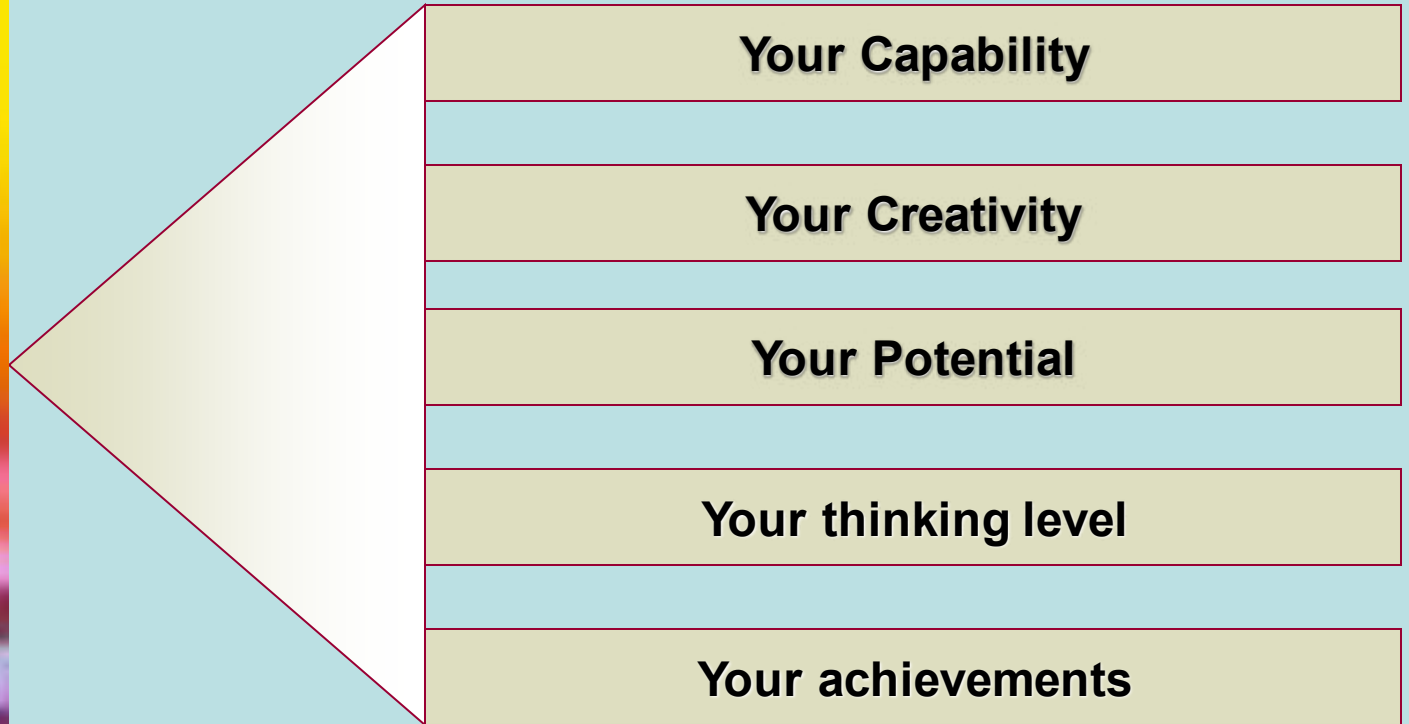




**PERSONALITY
DEVELOPMENT**

What is Personality.....

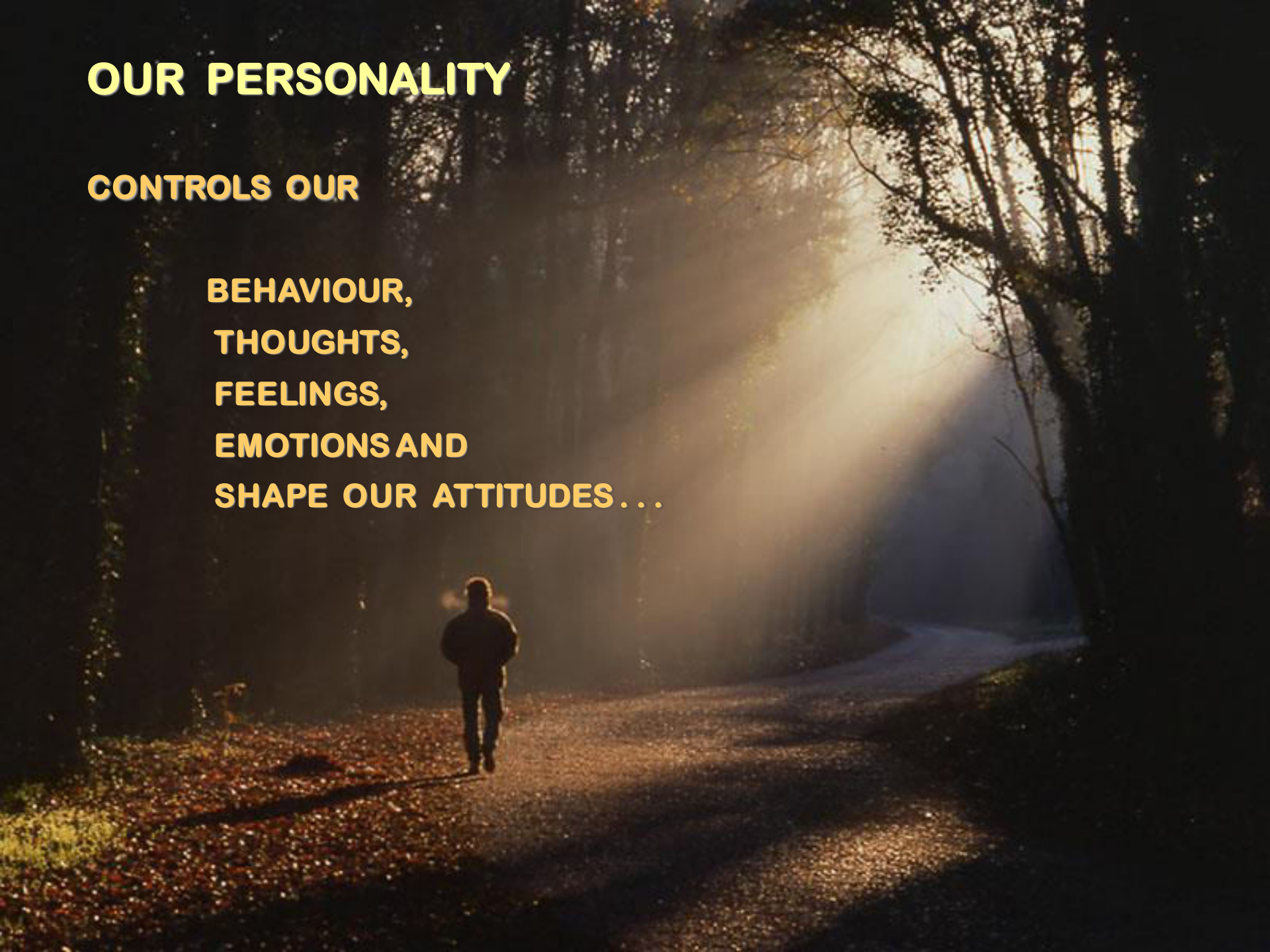
Physical Image of Your Capabilities, Your Thoughts , Your Ideas and Above All, Your Character



OUR PERSONALITY

CONTROLS OUR

**BEHAVIOUR,
THOUGHTS,
FEELINGS,
EMOTIONS AND
SHAPE OUR ATTITUDES...**



What Determines Personality ?



Personality Development Composes of.....

People Management

Anger Management

Time Management

Self Management

Stress Management

People Management

Techniques to Handle People

- **Don't criticize, condemn or complain.**
- **Give honest and sincere appreciation.**
- **Don't argue - discuss.**
- **Respect others opinions.**
- **If you are wrong, admit it .**
- **Behave in a friendly way.**
- **Have empathy**
- **Let other person feel friendly**

Anger Management

Know to control or avoid anger

- **Read good books**
- **Find out the causes of your anger**
- **Recollect humorous situations you know**
- **Count numbers**
- **Relax and think about the result of your anger**
- **Be patient and think positive**

***“Some people bring happiness wherever they go
and some brings happiness whenever they go”.***

Time Management

Simple Techniques to Manage Time

- **Avoid interrupters / Time wasters**
- **Improve your concentration.**
- **Prepare a "To do" list.**
- **Differentiate between 'urgent' and 'important'**
- **Maintain good health**
- **Let people come with problems and proposed solutions**

Self-Management...Body Language

Body Language is nonverbal and is communication through the use of postures, gestures, and facial expressions.

How to make your body language more effective:

Don't sit cross legged

Have eye contact, but don't stare

Don't be afraid to take up some space

Relax your shoulders

Nod when they are talking

Sit up straight

Lean, but not too much

Smile and don't laugh too much

Don't touch your face

Keep you head up

Don't be too fast

Don't be uneasy

Confident hand movement

Don't stand too close

Positive re flexions

Keep a good attitude



Stress Management



**HOW STRESS IS
CAUSED !!!!**

1. ATTITUDE





2. Life Situations

Life's Situations



3. Huge Work Load





4. Unsafe Neighborhood

5.Environmental stressors



6. Habits



7. Relationships



8. Finances



Health

9. Health



10. Career



11. Work situations



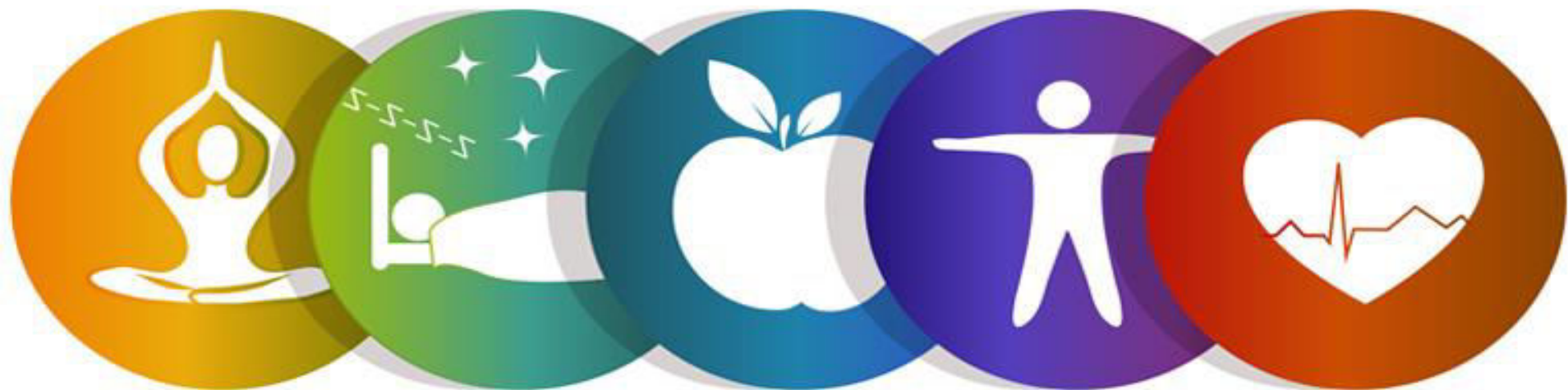
12. Safety



Safety matters

13. Home





Try Physical Activity



- Reduce your pressure through physical activity.
- Physical activity
 - ✓ Reduces pressure
 - ✓ Refreshes you.
 - ✓ Energizes you.
- *Examples:*
 - Walking, Running, Gardening, Cleaning etc.

Meditate



Attitude is a little thing that makes
a big difference.

- Author Unknown



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POSITIVE
ATTITUDE



A man in a dark suit and blue shirt is shown from the chest up, looking down and to the right with a distressed expression. His right hand is pressed against his forehead. The background is white, and various words related to stress and work are scattered around him. The words include: Overtime, Sick, Tired, Dread, Health, No Time, Headache, Fear, Time Management, Bills, payments, Stress, No Sleep, Debt, Anxiety, Fear, Work, Worry, Job, Anxiety, Overdue, and Late Nights.

Overtime Sick Tired
Dread Health No Time Headache Fear
Time Management Bills payments
Stress No Sleep Debt
Anxiety Fear Work
Worry Job Anxiety
Overdue Late Nights

Give a Break

Focus on one at a time





Match work with Your Body Clock

Try to Reduce Distraction



Learn to Relax





Work-leisure Balance

Learn to Accept

- If a problem is beyond your control and cannot be solved, don't fight.
- Accept it at that moment and later you may try. Time will solve many problems



Learn to Forget



Learn to Lose



Laugh a Lot



It is o.k. to Cry



Share your Feelings



Prioritize Things

~~7+2~~
~~4~~
 ①



| | | | |
|-----|-----|-----|-----|
| 1 | 1 4 | 1 4 | 4 |
| 1 1 | 7 | 6 | 9 |
| 3 | 1 0 | 1 0 | 5 |
| 1 3 | 2 | 3 | 1 5 |

Plan your

HOUSEHOLD BUDGET



Warren Buffets good advice on Wealth

Spending : If you buy things you don't need, you'll soon sell things you need.

Savings : Don't save what is left after spending; Spend what is left after saving

Risk-taking : Never test the depth of the river with both feet.

Investment : Don't put all your eggs in one basket.

EAT GOOD FOOD



Avoid Bad Responses to Stress

- Smoking
- Alcohol
- More Coffee / Tea
- Chewing Tobacco / Gutka



Enjoy the allotted work



Develop Hobbies



Read Good Books



A good book
is a true friend.



Meet Childhood Friends





TAKE ENOUGH REST



Seek Professional Help



Don't ask God
to make your
life easier, ask
him to make you
a stronger person.

**“ Sat sangatve nissangathvam
Nissangathve nirmohathvam
Nirmohathve nischala thathvam
Nischala thathve jeevan mukthihi: ”**

– Adi Sankara



