



# Soft Skills

## Health and Hygiene



## Self Improvement

### *What have you done to improve yourself ?*

Have you sharpened your axe?

- ◆ Past achievements don't count.
- ◆ You have to **constantly sharpen your skills** to be more productive.

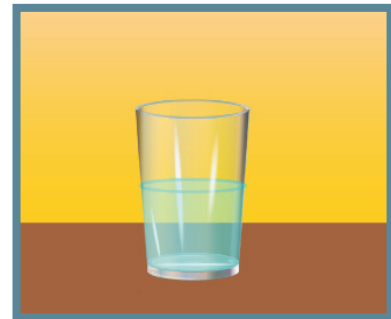


## Attitude

### *Is the glass half full or half empty ?*

You can be a positive person.

- ◆ **Be nice** to people – they will enjoy your company.
- ◆ They will be happy to be with you.
- ◆ They will be happy to work with you.
- ◆ If things are difficult – face them. **You will come out stronger.**
- ◆ **Don't leave everything to luck and fate** – only hardwork pays.
- ◆ **Believe** in yourself.
- ◆ Learn to **love** your work.



## Motivation

**Achieving goals is a matter of motivating yourself by keeping your focus on the goal. Follow these steps to stay motivated always:**

- ◆ **Think positive:** Have high self-esteem and a healthy amount of self-confidence.
- ◆ **Stay committed:** Be fully committed to attaining your goal. Don't keep changing your plans.
- ◆ **Reward yourself:** Whenever you make a progress reward yourself with a treat.
- ◆ **Have patience:** Be patient since success isn't instant.
- ◆ **Be inspired:** Find daily inspirations from people who have achieved what you want to achieve.

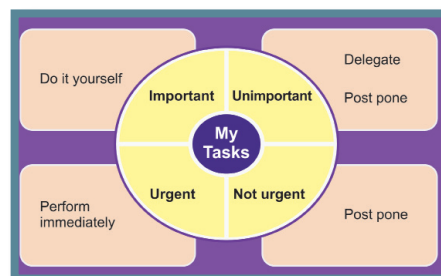


## Time Management

### *Do you wish the day was longer?*

You can relax and work – if you manage your time

- ◆ Are you always rushing about? **Divide** your tasks.
- ◆ **Do not** try to do everything at the same time.
- ◆ Whatever must be done immediately – **do it first** and by yourself.
- ◆ Whatever can wait – **Let it wait** for sometime. Do them **in between** the important jobs.
- ◆ **Finish** your tasks on time. You will have **more time** for your family and friends.



## Discipline

### *Ghutka – a mouth freshener that kills*

Can I, a ghutka addict, quit ghutka?

- ◆ Something is bad and you know it, **if you can't give it up maybe you need to be more disciplined.**
- ◆ If you want to stop yourself from chewing ghutka, you can give up the habit. **You just need to make up your mind.**
- ◆ Discipline yourself.
- ◆ Self discipline is like a muscle – the more you train it **the stronger it becomes.**



## Honesty

### *Will he remain on top for long?*

Does honesty win in the end? Yes it does!

- ◆ If you are dishonest you may win at first – **but it won't last long.**
- ◆ **Honesty is for ever** – you won't lose.
- ◆ Speak the truth and **sleep peacefully.**
- ◆ **No one trusts** a dishonest person.
- ◆ Gandhiji said, "**Truth is my God**". He reached the top because he was honest.
- ◆ So you will be at the top if you **follow what Gandhiji had said.**

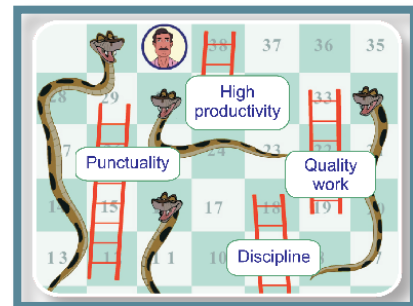


## Anger Management

### *Climbing up is hard, sliding down is easy*

Do you know why anger is like a snake? If you cannot control anger, it will swallow you up. Here are some tips to control anger:

- ◆ Try always to **remain calm.**
- ◆ **Count ten** before you speak if you are upset about something.
- ◆ **Say a prayer** if you are disturbed.
- ◆ **Forgive** yourself and others.
- ◆ **Forget** the past if it made you upset or angry.
- ◆ **Admit** your mistakes politely.
- ◆ Do not let your anger grow within you.



## Team Dynamics

### *Group or Team?*

- ◆ Does your group **work together?**
- ◆ When **you are together** no one can defeat you. Do you agree?
- ◆ In a cricket team, **each player is important.** But they can win only if they play together as a team.
- ◆ Lesson about **teamwork**: A bee works very hard. But a single bee alone cannot produce honey. The bees must work together to make honey.
- ◆ **Stay united** with your team just like the cricket players.



## Inter-personal Skills

### Golden Rules

- ◆ **Smile** whenever you can.
- ◆ Speak pleasant words.
- ◆ **Compliment** the other person genuinely.
- ◆ When someone speaks, **pay attention**.
- ◆ If others find fault in you, **do not** get angry.
- ◆ **Think** before you find faults in others.

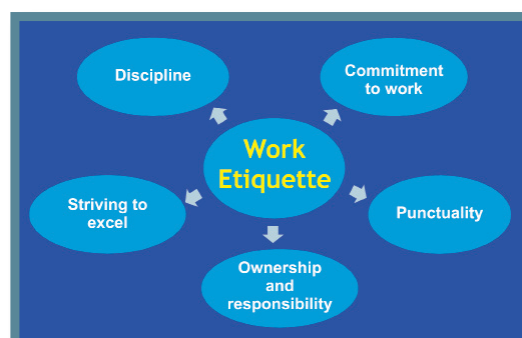
If you follow these rules, people will like you.



## Work Etiquette

### Do you have any of these?

- ◆ Is your work **boring**? Then find new ways to do your work.
- ◆ Do you **rest** when you are working? Then you better be careful. Too much rest and you may be out of work.
- ◆ Do you enjoy **working**? You are in the right profession.
- ◆ If you think work will help you **grow**, you will be successful.



Follow the five rules of work etiquette (see digram) – you'll be a winner always.

## Social Grace

### Do you include all?

Do you want to grow? Do you want to be a winner?

- ◆ Then **do not push** anyone away.
- ◆ **Do not look down** on anyone.
- ◆ Try to **empathise**.
- ◆ **Treat everyone** equally.
- ◆ Both men and women are **equally valuable** to society.

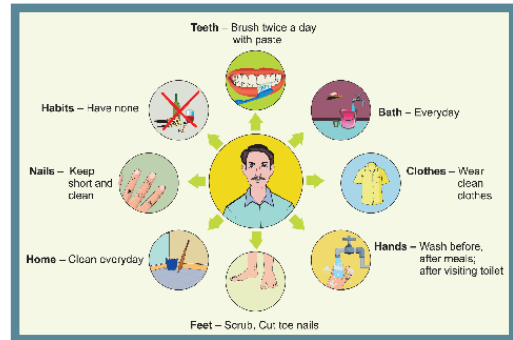


## Personal Hygiene

### *Tips to good health.*

Wouldn't you like to be healthy? You can do it. It is no big secret. Here's how...

- ◆ **Brush** your teeth everyday.
- ◆ Keep your hands and feet **clean**.
- ◆ **Bathe** daily.
- ◆ **Clip** your nails once a week.
- ◆ **Wear** clean clothes.
- ◆ **Don't chew** ghutka, or smoke or drink.
- ◆ Keep your room and toilet **clean**.

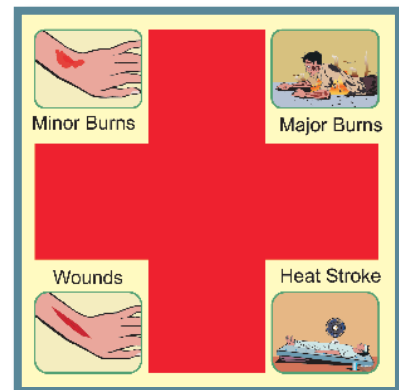


## First Aid

### *Help please! Give first aid*

Give first aid, and then call the doctor. Anyone can give first aid.

- ◆ **For fire** – put it out, keep the burnt part cool.
- ◆ **For heat stroke** – keep the victim cool; give lots of water to drink
- ◆ **For small cuts** – wash it; stop the bleeding and put medicine.
- ◆ **For big cuts** – wash it, stop bleeding by pressing, wrap the cut with clean cloth.

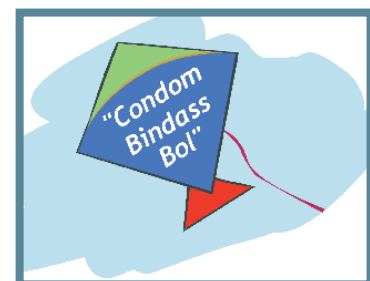


## AIDS Awareness

### *Condom Bindaas Bol!*

Who's afraid of AIDS?

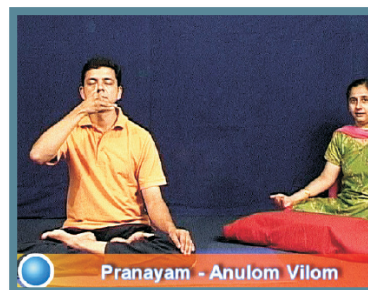
- ◆ **Use** a condom – prevent AIDS.
- ◆ **Stay** faithful – prevent AIDS.
- ◆ **Fight** AIDS – do not run away from it.
- ◆ **Help** AIDS victims – take them to the doctor, treat them well.
- ◆ **Go** for a checkup – if you have fever, feel tired all the time and are coughing and sneezing.



## Yoga

*Stressed out? Feeling tense all the time? Practise yoga.*

- ◆ Yoga exercises keep your **breathing under control**.
- ◆ Yoga **keeps the body fit**; so you won't fall ill.
- ◆ Since your body is not tense your **mind is also relaxed**.
- ◆ You will be able to learn better and **perform better**.
- ◆ A person who is able to fight stress and can relax is a **happy person**.



## Personal Finance

*Self help is the best help*

**Take care of the money you earn. It is easy!**

- ◆ Do **not waste** money.
- ◆ **Earn more** than you spend.
- ◆ **Save** as much as you can.
- ◆ **Borrow** if you need but only from the **right sources**.
- ◆ Borrow what **you can pay back**.

