

Inter Personal Skills

CSE Preliminary Examination
Paper II

SUBJECTIVE ANALYSIS OF PERSONALITY

Physical Dimension	BODY	<i>Annamaya Kosha</i>
Mental Dimension	MIND	<i>Manomaya Kosha</i>
Intellectual Dimension	INTELLECT	<i>Vijnanamaya Kosha or Atmic kosha</i>

3D Steps involved in personal development

1. Be a **good finder** of anything needed to complete the work.
2. Make a habit of **doing it now**
3. Develop an **attitude of gratitude**
4. Get into a **continuous education / learning programme**
5. Build a **positive self esteem**
6. Stay away from **negative influences**
7. **Learn to like** the work that needs to be done.
8. Start your day with a **positive attitude**

Minimum steps needed to create an impression

1. Become genuinely interested in other people
2. Smile
3. Remember that person's name
4. Be a **good listener**. Encourage others to talk about themselves.
5. Talk in terms of other persons interests
6. Sincerely make the other person feel important

Win people to your way of thinking

1. **Avoid arguments:** The only way to get the best of an argument is to avoid it.
2. **Learn through mistakes** and do not Repeat them: Admit quickly and emphatically, as soon as you realize that you yourself are wrong.
3. Begin in a friendly way
4. Respect others' views and opinions.

Win people to your way of thinking

6. Never use the sentence 'You're Wrong'. Instead say “correct me , if I am wrong, but ... ” Or ‘I may be wrong, but this is what I think or feel”
7. Let the other person do a great deal of the talking
8. Let the other person feel that the idea in his or hers
9. Honestly try to see things from the other person's point of view.

Win people to your way of thinking

10. Be sympathetic with other person's ideas and desires Get the other person saying 'yes, yes', in place of your saying 'no , no' .

11. Appeal to their nobler motives.

12. Dramatize your ideas through anecdotes or quotations or short stories.

Twelve ways to make people think in your way

- 1. **Show respect** for the others persons opinions. Never tell a man he is wrong.
- 2. The only way to get the best of an argument is **to avoid it**.
- 3. If you are wrong **admit it quickly** and emphatically.
- 4. Begin in a friendly way.
- 5. Get the other person saying Yes, yes immediately.
- 6. **Let the other person do** a great deal of **the talking**.
- 7. Let the other person feel that the idea is his.
- 8. Try honestly to see things from the other person's point of view.
- 9. **Be sympathetic** with the other person's ideas and desires.
- 10. Appeal to nobler motives.
- 11. Dramatize your ideas.
- 12. Throw down a challenge.

Nine ways to bring around people without giving offence

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

Four ways to Analyze worry

1. **Get all the facts** on issues that are causing worry.
2. **Weigh** all the facts and then reach a decision.
3. Once a decision is reached, **Act**.
4. Write the answers of the following questions.
 - a) What is **the problem**?
 - b) What are **the causes** of the problem?
 - c) What are **the possible solutions**?

Four ways to Overcome worry

1. **Face the trouble** the following ways.
 - a) Ask yourself what is the worst that can possibly happen?
 - b) Prepare mentally to accept the worst.
 - c) Try to improve on the worst.
2. **Remind yourself** of the exorbitant price you can pay for worry in terms of your health.
3. Apply the **law of averages** in your favour.
4. Spend most of your time in places that are **well lit by sunlight or full of light**. Partially lighted rooms lead to depression

Six ways to break WORRY habit

1. Don't worry about the past. It cannot be changed. **Live with the good in Today.**
2. Keep busy.
3. **Don't fuss** about trifles. Think about what it will be worth or how much will it matter after a week? A month? Or an year?
4. Use the law of averages to outlaw your worries.
5. Co-operate with the inevitable.
6. Remember that **worry is a killer.**

Seven ways to Peace and Happiness

1. Fill your mind with thoughts of peace, courage, health, hope and prayer.
2. Never try to get even with opponents or critics.
3. Expect ingratitude. Do not expect anything from anyone.
4. Count your blessings not your troubles.
5. Do not imitate others.
6. Try to profit from your losses. Create happiness for others.
7. Adversity is an opportunity for re building. Avoiding repeating same mistakes is learning and moving forward.

Seven ways to face criticism and grow strong

1. Remember that **unjust criticism** is often a **disguised compliment**.
2. **Learn to relax** every day. **Have 'Self Time'**- (30 minutes) exclusively for your self meditation.
3. **Analyze** your own **mistakes** and **criticize yourself**.
4. Apply the following **four** good **working habits**.
 - a) Clear your work desk of all papers, except those relating to the work, to be completed in that day or that week.
 - b) Do things **in order of** their **importance**.
 - c) **Make a list of priority work** for the day / week.
 - d) **Tick mark** in that list the jobs that have been **completed**.



THANK YOU