

UNIT- II DYNAMIC PERSONALITY

1. Personality and Leadership.
2. Personality and goal achievement.
3. Importance of Health body for Healthy Personality.

UNIT- III HABITS AND PERSONALITY DEVELOPMENT

1. Habits and Manners.
2. Good and Bad Habits.
3. Manners –Fundamentals

UNIT- IV WAYS TO POSITIVE HABIT FORMULATION

1. Ways to inculcate.
2. Good Habits and Success.
3. Importance of good Habits.

UNIT- V COPING WITH STRESS

1. Meaning and environmental causes of stress
2. Stress and physical problems
3. Stress management techniques

UNIT-4 Lesson -1

1. Start the day with a positive mind-set. Upon awakening make the commitment to face the day and whatever it brings with a positive frame of mind. Prepare yourself for the fact that everything will probably not go smoothly, or as planned, and be willing to handle any challenges that confront you (we know there will be some).

2. Practice Gratitude. Be grateful for and focus on the good things you have in your life. Many of us get in the habit of sweating the 'small stuff' and let it get in the way of appreciating the important things such as family, friends, good health, freedom, and the many opportunities we enjoy. When we get caught up in the small stuff, it downplays the fact that we really do have much for which to be grateful.

3. Learn something new. Make a conscious effort to keep your brain active and functioning at optimum levels. Learn a new vocabulary word or a new piece of information as often as you can. It will keep you sharp and alert.

4. Have a good laugh. Read the comics or tell a joke just to loosen things up. Laughter and a jovial attitude help relieve stress, keep things light, and change your perspective from a gloomy to a cheerful one.

5. Smile at someone. When you walk through the office, down the street, or are in a store, make it a point to smile at someone to acknowledge them. It will make you both feel good. We're usually so preoccupied and caught up in activity that we don't take time to notice those around us.

6. Give a heartfelt compliment. If you notice that someone at school/work has a new hairdo or outfit and looks especially good, or has just given a good presentation, don't hold back, give them a compliment. Everyone enjoys positive feedback.

7. Tell your spouse, family member or friend how much you appreciate them. Just as we enjoy a nice compliment now and then, it improves our mood to know a loved one appreciates us. Quite often we take those we are closest to for granted.

8. Perform an act of kindness. Do something nice just for the sake of doing it. Help an elderly person lift or carry a parcel. Clear the table after a meal if it's not your normal routine. Offer to take your neighbor's kids to the park, or the show, along with yours. It generates and promotes good will.

9. Be a better listener. Take the time to listen to another's point of view. Even if you don't agree with what he/she is saying, try to put yourself in their place and understand where they're coming from.

10. Take 10-15 minutes quiet time. Give yourself a break. You deserve time to reflect and regroup too. Even a little 15-minute catnap can be surprisingly refreshing and rejuvenating. You'll wake up feeling like you can take on anything!

UNIT-4 Lesson-2 **Good habits and Success**

Many people wonder how they can become highly successful, not realizing that they hold within them everything they need to achieve all of the success they desire.

Successful people are where they are today because of their habits. Habits determine 95% of a person's behavior.

Everything that you are today, and everything that you will ever accomplish, is determined by the quality of the habits that you form.

By creating good habits and adopting a positive behavior, you too can become successful and live a prosperous life.

Success Habits Are Good Predictors Of Greatness

For thousands of years, success in human life has been studied by great thinkers and philosophers. I have personally studied the subject for more than 30 years. What I have found is that the very best people have developed [good habits](#).

I have identified seven valuable habits that you need to develop if you want to perform at your very maximum in everything you do.

1) They Are Goal-Oriented

The first habit is to become goal-oriented.

You need to be a habitual goal setter, and dedicate yourself to working from clear, written goals every day of your life, forming daily habits. All highly successful people are intensely goal oriented. They know exactly what they want, they have it written down, they have written plans to accomplish it, and they both review and work on their plans as a daily routine.

2) They Are Results Driven

The second habit of highly successful people is being results driven.

This is made up of two practices.

1. The first is the practice of continuously learning so that you become better at what you do.
2. The second practice is that of time management. This means setting very clear priorities on what you do and then concentrating single-mindedly on the most valuable use of your time.

All really successful people are intensely result-oriented.

3) They Are Action Oriented

The third major habit you need to develop is that of continually taking action.

This is really the most important habit for material success. It is the ability to get on with the job and get it done fast. It is your ability to develop and maintain a sense of urgency, and a bias for action. Fast tempo in whatever you do is essential to your success.

You need to overcome procrastination, push aside your fears and launch 100% toward the achievement of your most important goals. The combination of goal orientation, result orientation, and action orientation, in themselves, will virtually assure great success.

4) They Are People Oriented

The fourth habit you need is people orientation.

This is where you put relationships in the center of your life. This is your decision to cultivate within yourself the habits of patience, kindness, compassion, and understanding. Virtually all of your happiness in life will come from your ability to get along well with other people.

The good news is that you can become a wonderful human being in your relationships with others when you decide to.

As Aristotle said, the only way that you can learn any habit is by practicing it on a regular basis. The more you practice being a truly excellent person in your relationships with others, the more you will internalize those qualities and actually become that person.

5) They Are Health Conscious

The fifth habit that highly successful people develop is health consciousness.

This means that you must fastidiously watch your diet, and always eat the right foods in the right portions. You must exercise on a regular basis, continually using every muscle and joint of your body to keep it limber and fit. And finally, you must have good habits of rest and recreation that will enable you, in combination with diet and exercise, to live out your years in a healthy state.

Remember, your health is the most important single thing you have, and it is completely subject to the habits that you develop with regard to the way you live.

6) They Are Honest

The sixth habit is that of honesty and integrity. Honesty means that you practice the “reality principle” in everything you do. You are completely objective with yourself and with the world around you. You set very clear values for yourself and you organize yourself around your values. You develop a vision for yourself and then you live your life consistent with your highest ideals. You never compromise your integrity or peace of mind for anyone or anything. This attitude of honesty is critical to your enjoying all of the other good habits that you are developing.

7) They Are Self-Disciplined

The seventh habit, and the one habit that guarantees all the others, is that of self-discipline. Your ability to discipline yourself, to master yourself, to control yourself, is the most important single quality that you can develop as a person. The habit of self-discipline goes hand in hand with success in every area of life. Every one of these habits, being goal oriented, results driven, action orientated, people orientated, health conscious, honest and self-disciplined can be developed. You are where you are and what you are today because of your habits. Your habits have been developing, mostly accidentally, from the time you were an infant.

Today you can take complete control over the shaping of your character and personality, and everything that happens to you in the future, by making the decision, right now, to find the definition of the habits that will lead you to great success.

Summary

The seven habits of successful people are:

1. They are goal oriented
 2. They are results driven
 3. They are action oriented
 4. They are people oriented
 5. They are health conscious
 6. They are honest
 7. They are self-disciplined
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UNIT-4, LESSON-3

Importance of Good Habits

Habits shape your life far more than you probably realize. Habits are very strong. In fact, our brains cling to them at the exclusion of all else - including common sense.

More than 40 percent of the actions you perform each day aren't actual decisions, but habits.

Not only are habits important. They grow stronger and stronger over time and become more and more automatic. So make sure you have the right ones!

Habits are so powerful because they create neurological cravings: A certain behavior is rewarded by the release of "pleasure" chemicals in the brain.

Habits work through the habit loop

1. **Cue / trigger:** A location, a time of day, certain people, an emotional state,
2. **Routine:** Watching TV, smoking a cigarette, eating chocolate, biting your nails
3. **Reward:** The pleasure chemicals released in the brain because of the routine.

Because of the reward the habit loop is reinforced.

The loop is a self-reinforcing mechanism that over time becomes automatic.

When a habit emerges, the brain stops fully participating in decision making.

Understanding how habits work through the habit loop makes it easier to take control over them. Breaking a habit down into its components makes it possible to change the “logic of the loop” so to speak.

Habits are encoded in the structures of our brain and save us a lot of effort because we don’t have to relearn everything we do.

Make sure you have the right habits

The automatization of your actions free up energy that can be used focus to other tasks. This can work to your advantage! But if a bad habit is created you need to change it - to interrupt it and “install” a new one.

Unless you intentionally fight a bad habit and replace it with new routines, the pattern will unfold automatically over and over again every time the habit is activated by the trigger (or cue).

Your brain can’t tell the difference between bad and good habits. You have to do that.

Decide what actions / routines you would like to have and use the habit loop to your advantage. The key to creating positive change for yourself is to make your desired actions into habits.

The good news is that habits aren’t destiny. All habits can be ignored, changed, or replaced. But it’s not easy because a habit never truly disappears - it is merely replaced by new habits.

The Golden Rule of Habit Change

Habits never really disappear. You can’t extinguish a bad habit, you can only change it.

How the Golden Rule works:

- Use the same cue
- **CHANGE THE ROUTINE!**
- Provide the same reward

To sum up the importance of good habits

- Almost half of the actions you perform each day are habits.
- Habits are powerful because of neurological cravings.
- Habits works through the habit loop: 1: Cue, 2: Routine, 3: Reward.
- When a habit emerges, the brain stops fully participating in decision making
- The automatization of your actions free up energy that can be used focus to other tasks.
- Take control over your habits: Your brain can’t tell the difference between bad and good habits.
- Use The Golden Rule to produce the right changes: 1: Use the same cue 2: **CHANGE THE ROUTINE!** 3: Provide the same reward.

