

اللغة الانجليزية للاعمال
المستوى السابع

Here's One Thing Successful People Never Do!
شيء واحد لا يفعله الأشخاص الناجحون أبداً!

How Successful People Stay Calm?
كيف يبقى الناس الناجحون هادئين؟

They Use Their Support System

- It's hard to feel successful when you're staring failure in the face. Maybe you've lost a job, had [to] close a business, or been told that your brilliant idea won't work.
- There's a wonderful Winston Churchill quote about this: "Success is going from failure to failure without loss of enthusiasm"
- Churchill himself is an excellent example of this mindset. The Nobel laureate and twice-elected Prime Minister of the United Kingdom didn't do well in school
- Michael Jordan, the basketball superstar, was cut from his high school basketball team. [He] famously said, "I've missed more than 9,000 shots in my career. Twenty-six times I was trusted [to] take the game-winning shot and missed"
- Even Steve Jobs, arguably one of the most successful business men of all time, was actually fired [from] Apple, the company he created
- No matter what your field — or your failure — you must believe in yourself and keep trying. [Stephen King submitted his first novel, Carrie, to 30 different editors, and got 30 rejection slips. [He] went so far as to toss the manuscript in the trash
- Elvis Presley was fired after his first performance at the Grand Ole Opry. The Beatles were dropped [by] their first record label. Steven Spielberg was rejected from film school — three times!

They Breathe

It's tempting, yet entirely ineffective, to attempt tackling everything by yourself. To be calm [and] productive, you need to recognize your weaknesses and ask for help when you need it.

They Reframe Their Perspective

Stress and worry are fueled by our own inclined perception of events. It's easy to think that unrealistic deadlines, unforgiving bosses, and out-of-control traffic are the reasons we're so stressed all the time

They Sleep

I've beaten this one to death over the years and can't say enough about the importance of sleep [to] increasing your emotional intelligence and managing your stress levels. When you sleep, [your] brain literally recharges, shuffling through the day's memories and storing or discarding them (which causes dreams

They Limit Their Caffeine Intake

Drinking caffeine triggers the release of adrenaline. Adrenaline is the source of the "fight-or-flight" response, a survival mechanism that forces you to stand up and fight or run for the hills when [faced] with a threat

They Disconnect

Given the importance of keeping stress not constant, it's easy to see how taking regular time off [the] grid can help keep your stress under control

They Stay Positive

Positive thoughts help make stress not constant by focusing your brain's attention onto something that is completely stress-free. When things are going poorly, and your mind is flooded with negative thoughts, this can be a challenge. In these moments

They Avoid Asking "What If?"

What if?" statements throw fuel on the fire of stress and worry. Things can go in a million different directions, and the more time you spend worrying about the possibilities, the less time you'll spend focusing on taking action that will calm you down and keep your stress under control

They Appreciate What They Have

Taking time to contemplate what you're grateful for isn't merely the "right" thing to do. [It] also improves your mood, because it reduces the stress hormone cortisol by 23%. Research conducted at the University of California

the real challenge lies in recognizing when you need to use them and having the means [to] actually do so in spite of your stress

While I've run across numerous effective strategies that successful people employ when faced [with] stress, what follows are ten of the best. Some of these strategies may seem obvious

the bulk of your stress [is] subjective and under your control. Top performers have well-honed coping strategies that [they] employ under stressful circumstances.

Besides increasing your risk of heart disease, depression, and obesity, stress decreases your cognitive performance. Fortunately, though, unless a lion is chasing you

we've found that 90% of top performers are skilled at managing their emotions in times of stress [in] order to remain calm and in control.

The ability to manage your emotions and remain calm under pressure has a direct link to your performance. Talent Smart has conducted research with more than a million people

6 Toxic Behaviors That Push People Away: How To Recognize Them In Yourself and Change Them
سلوكيات سامة 6 تدفع الناس بعيداً

Needing constant validation

Those men and women who get caught up in the need to prove their worth over their colleagues or peers, are toxic and draining.

Finally, people who constantly strive for validation and self-esteem by obsessing about achieving outward measures of success

Excessive reactivity

An inability to manage your emotions is toxic to everyone around you. We all know these people – men and women who explode over the smallest problem

Cruelty - lacking in empathy or putting yourself in others' shoes

Cruelty – stems from a total lack of empathy, concern or compassion for others. We see it every day online and in the media – they tear people down online

Treating yourself like a victim

Another toxic behavior is non-stop complaining that fuels your sense of victimization. Believing [you're] a victim, that you have no power to exert and no influence on the direction of your life

Obsessing about negative thoughts

It's very hard to be around people who can't or won't let go of negativity – when they dwell on [and] speak constantly about the terrible things that could happen and have happened

Taking everything personally

when it's far more productive and healthy to let go of others' good or bad opinion of you, and [to] operate with your own heart, intuition and wisdom as your guide

In the powerful book The Four Agreements, Don Miguel Ruiz talks about the importance of taking nothing personally

Let's be real - we've all acted in toxic, damaging ways at one time or another (none of us are immune [to] it), but many people are more evolved, balanced, and aware, and it happens only rarely in their lives

And I've witnessed the damage these behaviors [cause – to] relationships, professional success, and to the well-being of both the individual behaving negatively, and to everyone around him or her

Through this experience, I've seen scores of toxic behaviors that push people away (including me).

In my line of work, I hear from hundreds of people a month, and connect with professionals [in] a more public, open way than ever before

11 Simple Concepts to Become a Better Leader
مفهوم بسيط 11 لتصبح قائداً أفضل

Gratefulness

Likeable leaders are ever grateful for the people who contribute to their opportunities and success. Being appreciative and saying thank you to mentors

Simplicity

"Less isn't more; just enough is more

Surprise and Delight

Most people like surprises in their day-to-day lives. Likeable leaders under-promise and over-deliver, assuring that customers and staff are surprised in a positive way

Passion

The only way to do great work is to love the work you do

Adaptability

There has never been a faster-changing marketplace than the one we live in today. Leaders must [be] flexible, and nimble enough to pivot at the right moment

Responsiveness

Life is 10% what happens to you and 90% how you react to it."

Team Playing

"Individuals play the game, but teams beat the odds

Transparency

As a small businessperson, you have no greater leverage than the truth."

Authenticity

I had no idea that being your authentic self could make me as rich as I've become. If I had, [I'd] have done it a lot earlier

Storytelling

Storytelling is the most powerful way to put ideas into the world today

Listening

When people talk, listen completely. Most people never listen."

perhaps in the name of revenues or the bottom line, we often lose [sight] of the simple things

Likeable Business, to determine what made them so likeable and their companies so successful. All of the concepts are simple, and yet

Being likeable will help you in your job, business, relationships, and life. [I] interviewed dozens of successful business leaders in my last book