

01

Wednesday • December

Day 335-030

2021

Leadership

- leader: honest, kind.
- follower: commitment, discipline
- situation: context, resources
- communication: listening, building

Who is Leader?

- Inspiring vision
- Motivation
- manages delivery of vision
- Builds a team

Personal Health, Hygiene & grooming

- Good impression
- hygiene → avoid bacteria
- bad order
- good health

Goal setting

- Specific
- measurable
- Attainable
- Relevant
- Time - Bound

02

December • Thursday

Day 336-029

2021

1. effective planning

- 2. Setting goal & objectives
- 3. Setting dead lines
- 4. Delegation of Responsibilities
- 5. Spending Right time on Right activity
- 6. Commitment to continue self growth

Why self improvement is important

- to increase self-awareness
- to enhance strengths
- to step out comfort zone

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18	19	20	21	22	23	24	25	26	27	28	29	30	31			