

**SELF HELP**

**TIPS**

**PART 2**

**(SHORT PREVIEW)**

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## 1) Top 10 Conversation Topics:

Getting to know other people is a typical activity in our daily lives. There are likely to be times when you're stuck for something to say and start wondering what topic to bring up next. Here is a safe list of ideas for conversation topics ready prepared for you, so that you need not panic as to what to say next. All you need to do is draw from one of them and continue with your chat.

Do you want to overcome shyness or anxiety and be confident and charismatic? Do you want to make effortless conversation with anyone, make friends and get dates easily? You can start a conversation on a common ground and build rapport fast. Below are ten fine conversation topics that work fabulously in most conversations. So you can confidently pick from them in your social interactions and then adapt the conversation topics as you learn more about the other person.

### 1. Human Psychology:

- We love the subject of human nature and nurture.
- We want to understand ourselves better and to understand others better.
- To some people, this is almost like having a superpower.
- Talking about how we are, how our mind works, why we do what we do and anchoring this in real life is always interesting.
- Furthermore, if you know some fascinating psychological theories, you're sure to woo anybody.

### 2. Travelling:

- Nowadays, travelling is highly accessible and is the favorite pastime of many people.
- Almost every person out there with a decent income does some long distance travelling every year and has a lot of stories to tell.
- For this reason, it's very easy to get other people talking about their travelling experiences and to relate them.

### 3. Books:

- Almost everybody with a level of education above high-school reads books, at least once in a while.
- Sure, people may have different tastes in what they read, but the subject of books in itself is very big and juicy.
- Also, keep in mind the alternative sources for reading material such as newspapers, magazines, journals, websites and the increasingly popular blogs.

#### **4. Movies:**

- Books may have their limits as an interest, but everybody who doesn't live in a monastery watches movies.
- This is one of the richest conversation topics out there.
- The warning is that a discussion about movies can quickly get boring, so you want to be careful and elegant with it.

#### **5. Hobbies:**

- There is a wide range of hobbies people may have, from polo, to yoga, to music.
- Ask others about their hobbies.
- Even if you may not have a lot of hobbies in common, it's a good opportunity to discover a new, exciting hobby for yourself.

#### **6. Career:**

- There is a huge difference between a job and a career.
- A job is what you do at one point or another for money.
- A career is a journey of learning, adding value and receiving value that stretches over most of your lifetime.
- You don't want to narrowly focus a conversation on "What do you do for a living?"
- You want to also explore career plans, career challenges or the journey so far.

#### **7. Clubs and Coffee shops:**

- For most of them, their favorite conversation question is: "Where do you go out?"
- Some people prefer places where they can dance, some where they can eat and others where they can just hangout or use their people skills to socialize.
- Nevertheless, most persons do like to go out of their homes and explore their immediate surroundings.
- Conversation topics involving their experiences in this area are definitely a good idea.

#### **8. Food:**

- There is this subtle attraction most of us humans have towards food: making it, seeing it, acquiring it and eating it.
- It's not just a subject for housewives and chefs.
- Subtle conversations on the art of cooking or the art of eating, sharing small details about the kinds of foods you like and how you eat them, these create a bond between people.

## 9. Events:

- If you live in a relatively big city, there's a lot going on in it every day of the week: conferences, celebrations, marches, strikes, accidents and so on.
- Such events create one of the best conversation topics for some quality small talk at the beginning of a conversation; they're easy to bring into discussion, somewhat interesting and they're happening somewhere near you.

## 10. Men/Women:

- It is observed people like to talk about opposite sexes.
- Men's favorite conversation topic is women, and women's favorite topic is men.
- You might as well exploit this.
- Even if you're talking with a person of the opposite sex, talking about either men or women (pick one at a time) can be very engaging.
- We generally love to get the perspective of the opposite sex on this subject

### 2) Solve family conflicts (for women)

**Conflict can happen when family members have different views or beliefs that clash.**

**Peaceful resolution and two-way communication is required to resolve fights.**

Families undergo troubled phases or times of crisis. In such times, it is important that someone takes up the responsibility of being the moderator. Instead of letting your family fall apart, use techniques by which you can solve family conflicts and keep all the relationships going strong.

Here are ways you can build broken relationships and resolve family issues easily.

#### ➤ **Don't Gossip:**

- Family conflicts can involve two people or two groups.
- Whether you are directly involved in the fight or not, don't churn out gossip or hurl accusations at other family members without any basis.
- This can further complicate the conflict.

#### ➤ **Be responsible:**

- In a family conflict, play the blame game trying to escape the situation without hurting their own ego.
- If you want to spearhead conflict resolution in your family, get every member of the family to take up responsibility for their actions.
- If you don't put an end to accusations and blames amongst the family, the conflict may always linger.

- **Compromise:**
  - In scenarios when it may be difficult to deal with delicate familial relationships to solve conflicts, you may have to be open to making compromises.
  - Whether it is a silly fight about who will load the dishwasher or a seemingly important conflict about family property, be ready to compromise just enough to solve the conflict without being a doormat.
  
- **Talk to everyone individually:**
  - Irrespective of how many family members are involved in a fight, talking to everybody and making everyone feel comfortable is critical.
  - Talk to each member individually and figure what the root cause of the problem is and what they think should be done.
  - Many family members wouldn't voice their opinion in front of everybody but when asked individually, would open up.
  - All the families undergo troubled phases or times of crisis.
  
- **Communicate:**
  - Communication is one of the most important prerequisites of solving family conflicts.
  - If no one talks openly, misunderstandings are bound to increase and the cold war between family members may get worse.
  - Identifying the cause of the conflict and evolving strategies for solutions can be possible only when family members talk to each other.
  
- **Family division:**
  - One of the worst things that can happen during family conflicts is that the family gets divided into groups or camps according to opinion.
  - Make sure that the family remains bonded as one group and doesn't spilt into smaller teams that are armed against each other.
  - Reaching an agreeable solution is not the end of solving a family conflict.
  - A more important commitment that you need to take from all the battling family members is to stick to the solution.
  - This will help you lead a happy life.

### **3) Fight Inferiority Complex:**

**Dissatisfaction and poor self-esteem leads to an 'inferiority complex'. It means lack of self-worth, coupled with uncertainty. Here is how you can learn to deal with the problem.**

- Inferiority Complex may be developed due to genetic factors, as well as due to personal experiences.
- With Inferiority Complex, there is always a feeling of inadequacy.
- The most common causes are failure, being a victim of bullying, physical appearance and so on.
- A person having inferiority complex is prone to depression, and in severe cases, even has suicidal tendencies.
- To combat this dark demon, we need to adopt several confidence-boosting techniques.
- The methods take very long to show results, but yet, they are tried and tested, and are affirmative.
- The following methods may be adopted to get that stubborn complex out of you!

➤ **Stay away from negative people:**

- There are many people who feel insecure and they in turn get sadistic and point out the flaws in you.
- This should not bog you down.
- You must not even pay heed to it.
- But if it is too much to handle, try and stay away from all the negative elements that upset you.
- It will stop those negative thoughts and feelings to creep up inside your devil's workshop.
- When you are surrounded by people who can only tell you of your shortcomings, it is bad for you to stay put in such company.

➤ **Spend more time with your loved ones:**

- Mingle with such people because it will lessen the mental burden you feel.
- Seek a psychiatrist's counsel if the need arises.
- It is definitely advisable to seek professional help.
- Spend quality time with your loved ones.
- They love you and will not mock at you.
- Being around them will make you happy and comfortable.
- After all, family comes first!

➤ **Don't make useless assumptions:**

- Sometimes, we make unnecessary assumptions.
- We think too much and create a problem of our own, that wasn't even present in the first place.
- Complete lack of confidence makes us skeptical of our own self and we start imagining wild things!

- People may not even look at us in an inferior way, but we think they do and make our lives miserable!
  - Some people are too busy with their own lives that they fail to notice you.
  - This doesn't mean that you are not noticeable.
  - It shouldn't matter what other people think of you!
  - It's your life and you should live on your own terms.
- **Look out for sources of motivation:**
- There have been several heroes who have got across difficult situations through their sheer motivation and will power.
  - You can draw inspiration from them.
  - If you find creative pursuits like arts and music engrossing, take them up seriously, for they are the best sources of self-satisfaction and fulfillment.
  - Try to be positive in life and spend time with happy people.
- **Focus on your Strengths:**
- Identify your strong points and take them seriously.
  - Your forte is the one which will take you to great heights.
  - Focus on your mighty abilities and fine tune them, so that they make you shine like a star!

#### **4) Being Politically correct in Communication:**

**Be careful when addressing groups or talking about others. Don't use language that would make any person feel excluded, diminished or devalued.**

- Consider this dialogue: 'You remember that person who's walking down the lane?'
- The other person replies, 'Oh yes, he's the one who gave those awful comments in his speech last week.'
- Well, being noted for what you deliver is quite obvious.
- So, it is always advised to be politically correct.
- If a proper definition is what you want, then political correctness can be defined as 'the use of a language and /or behavior that does not disregard, harm or exclude any social or cultural group.'
- It can also be put as an attitude that restricts you on what to say and how to say it.
- Thus, when you encounter groups of people, either through your speech or writings, there are certain things you must keep in mind.

**Know how to be politically correct so that you avoid being recognized for wrong reasons.**

- **Step 1:**
  - Ensure that you don't use unpleasant language especially while addressing large groups or audiences.
  - Use a language that is well received by all people and nobody feels left out or diminished.
  
- **Step 2:**
  - Do not limit your language to a particular group unless it is necessary.
  - Speaking accurately with the right intentions and carefully chosen vocabulary is the essence of being politically correct.
  
- **Step 3:**
  - When talking about the physically or mentally unfit people, you must, at all costs, avoid using heartless expressions such as 'retarded' and even replace the expression 'handicapped' with 'challenged'.
  - You can present your views in a much pleasing way by using a first person language.
  - It's better to keep the language simple and address the challenged person in the same way you would do to address others.
  
- **Step 4:**
  - Do not use descriptions or words which are clearly based on racial discrimination or offensive.
  
- **Step 5:**
  - When you are talking to a group which has people belonging to diverse cultures and religions, it's not appropriate to speak using religious terms.
  - It is so because this act could end up focusing only a particular set of people while others may feel left out, offended or even humiliated.
  
- **Step 6:**
  - While observing or interpreting something, be careful to use the right set of words and avoid any direct or indirect cultural and racial references.
  - Do not joke about someone and hurt them with your words.
  
- **Step 7:**
  - Every individual has the right to choose their own language and culture that best suits their gender, physical ability and race.

- You must respect this right by not differentiating against them.
- **Step 8:**
  - Be conscious of your surrounding when you attend to a personal call.
  - Ensure that what you say does not make others uncomfortable.
- **Step 9:**
  - Each person has a right to agree or disagree.
  - Learn to accept their disagreements and work with them rather than quarrelling over the same.
- **Step 10:**
  - You must be familiar with the politically correct terms and then adopt them in usage.
  - With practice, you will be able to use the terminology more effectively.

#### **5) Impress everyone around you:**

**One of the biggest mistakes people make when they're trying to impress someone is that they assume people only pay attention to the important things they do. But the reality is that the little things are what matter.**

- The kind of image you present to the world is determined by your actions, comments, attitude, behavior, and even appearance.
- These things can be noticed within the first few seconds of meeting someone.
- So, how do you let people know who you really are?
- How do you impress everyone around you without being gestures or a lot of time?
- Here are things that might be simple, but they have a big impact.
- **Greet People:**
  - Determine what type of situation you're in.
  - You probably don't want to go in to an interview and hug your potential boss, but you should offer them a firm handshake.
  - With close friends and family members a hug shows a level of intimacy.
  - It shows that you love and care about them and gives you a way to physically express that.
- **Smile often:**
  - Smiles are contagious.
  - If a stranger walks past you at the store and smiles, it is a natural response to smile back.

- Seeing someone smile can remind others that there are things to be grateful for, that life is fun and exciting.
- **Don't be constantly using your phone:**
  - When you are with someone, be with them.
  - Phones are an amazing piece of technology.
  - But they are also a distraction.
  - Use your phone when it's appropriate.
  - You don't need it out every second of every day.
- **Personal hygiene isn't a option, it's a requirement:**
  - Have breath mints handy.
  - Wear deodorant.
  - Brush your teeth.
  - Wear clean clothes.
  - These are things that should be common sense, but some people struggle with them.
  - Take care of your personal hygiene and people will be more focused on what you're saying instead of how you smell.
- **Speak clearly and make eye contact:**
  - Let the person you're talking to know that you are engaged in the conversation and that you care about what you're discussing.
  - Don't mumble or look around, keep your focus on them.
- **Respect others:**
  - This includes your elders, minors, co-workers, family members and others.
  - This can be hard when you have to be around someone who has differing opinions, or who acts in a way you don't approve of.
  - But you can be civil.
  - If you look for attributes you respect in people, you will find them.
- **Be on Time:**
  - If you're late for something, you're giving someone the opportunity to judge you without you even being there.
  - If you say you're going to be somewhere at a certain time, then be there at that time.
  - Waiting for someone when they should already be there is frustrating and annoying.

➤ **Dress the Part:**

- Your appearance is the thing people see first.
- They look at your clothes, hair, shoes, etc.
- They make assumptions about you before you even open your mouth.
- If you want to impress people, dress for the occasion.
- Take time to get ready in the morning.

➤ **Say Please and Thank you:**

- These are small words, but they go a long way.
- Expressing your gratitude, even for the smallest acts of kindness, shows that you see the good in people; it shows that you pay attention to the things people around you are doing and saying.

➤ **Must Do's:**

- **Be true to yourself**
- **Listen to others**
- **Be organized**
- **Compliment people**
- **Help others**
- **Keep a clean car**
- **Care about people**
- **Don't take offense**
- **Perform acts of kindness**
- **Own up to your mistakes**
- **Be positive and focus on the good**
- **Take advantage of experiences life has to offer**
- **Know what's going on in the world**
- **Share knowledge and information with others**

**6) Art of mini-relaxation:**

**The benefits of relaxation are more than simply a refreshed mind and rejuvenated spirit. Did you know that there are significant health and mental benefits associated with relaxation?**

- When stressful events occur in our lives, at home or at work, we can help to calm ourselves and reduce our stress by practicing shortened forms of relaxation that take only a minute or so to practice called mini-relaxations.
- They're helpful in relieving you of stress before any important events or meetings.

**Here are a few quick relaxation techniques:**

➤ **When you've got 1 minute:**

- Place your hand just beneath your navel so you can feel the gentle rise and fall of your belly as you breathe.
- Breathe in slowly.
- Pause for a count of three.
- Breathe out.
- Pause for a count of three.
- Continue to breathe deeply for one minute, pausing for a count of three after each inhalation and exhalation.
- Or alternatively, while sitting comfortably, take a few slow deep breaths and quietly repeat to yourself.
- Repeat the process slowly two to three times.
- Then feel your entire body relax into the support of the chair.

➤ **When you've got 2 minutes:**

- Countdown slowly from 10 to zero.
- With each number, take one complete breath, inhaling and exhaling.
- If you feel lightheaded, countdown more slowly to space your breaths further apart.
- When you reach zero, you should feel more relaxed.
- If not, go through the exercise again.

➤ **When you've got 3 minutes:**

- While sitting down, take a break from whatever you're doing and check your body for tension.
- Relax your facial muscles and allow your jaw to fall open slightly.
- Let your shoulders drop.
- Let your arms fall to your sides.
- Allow your hands to loosen so that there are spaces between your fingers.
- Uncross your legs or ankles.
- Feel your thighs sink into your chair, letting your legs fall comfortably apart.
- Feel your shins and calves become heavier and your feet grow roots into the floor.
- Now breathe in slowly and breathe out slowly.

➤ **When you've got 5 minutes:**

- Try self-massage.
- A combination of strokes works well to relieve muscle tension.
- Try gentle chops with the edge of your hands or tapping with fingers or cupped palms.

- Put fingertip pressure on muscle knots.
- Knead across muscles, and try long, light, gliding strokes.
- You can apply these strokes to any part of the body that falls easily within your reach.
- For a short session like this, try focusing on your neck and head.
- Finally, close your eyes.
- Cup your hands loosely over your face and inhale and exhale easily for a short while.

➤ **When you've got 10 minutes:**

- Try imagery.
- Start by sitting comfortably in a quiet room.
- Breathe deeply for a few minutes.
- Now picture yourself in a place that conjures up good memories.
- What do you smell – the heavy scent of roses on a hot day, crisp mountain air, the wholesome smell of baking bread?
- What do you hear?
- Drink in the colors and shapes that surround you.
- Focus on sensory pleasures; passively observe intrusive thoughts, and then gently disengage from them to return to the world you've created.