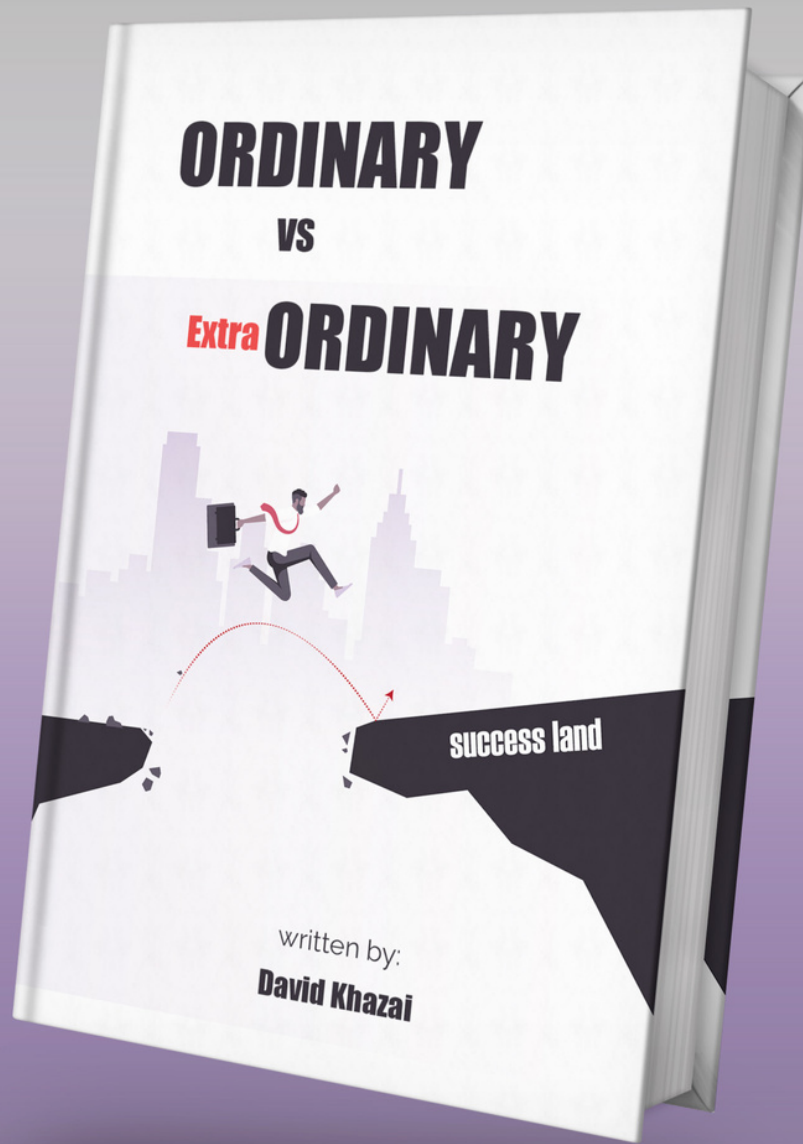


Unlock your extraordinary



Unlock your extraordinary

UNLOCK YOUR EXTRAORDINARY

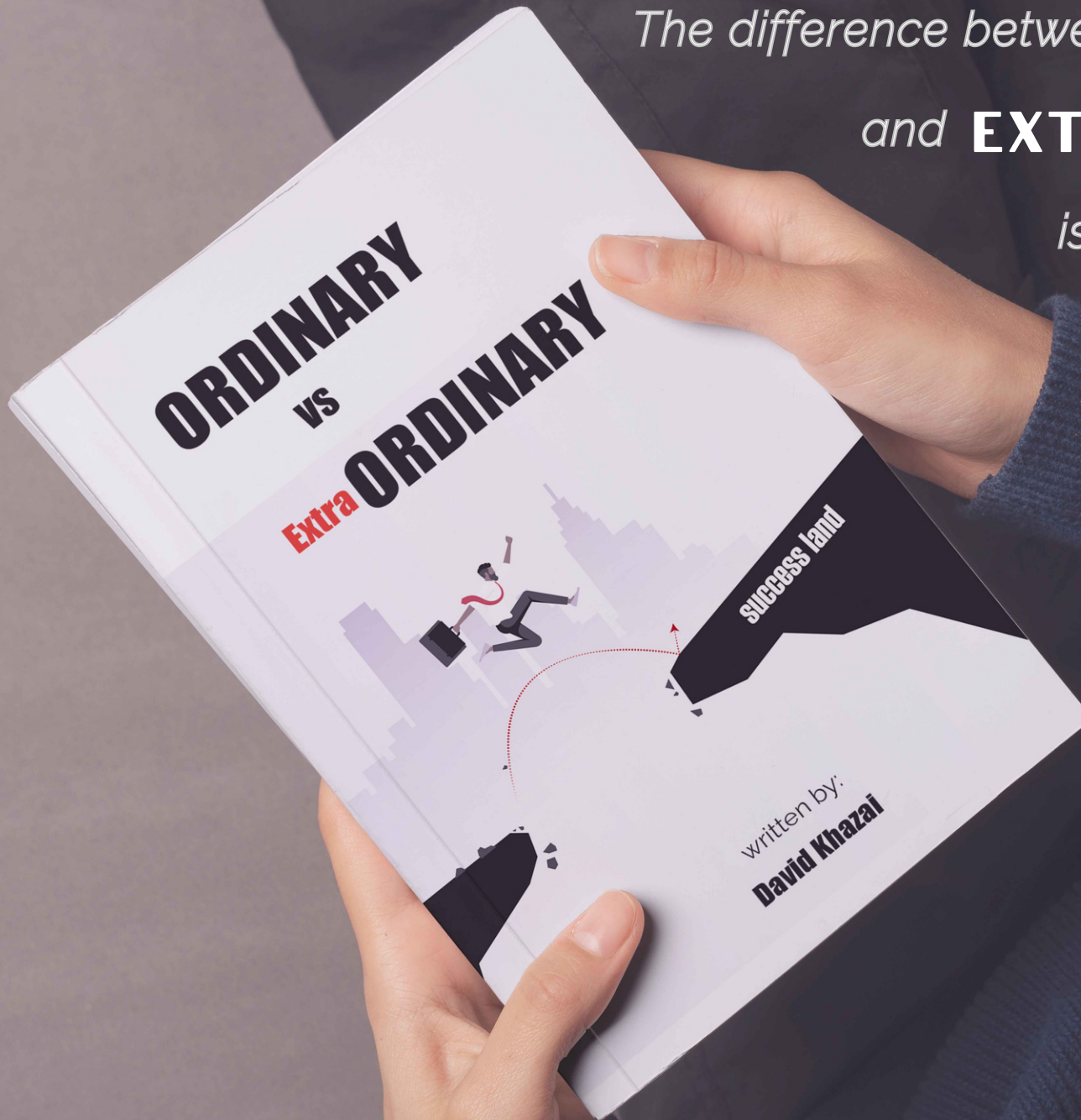
Ordinary doesn't have to be your norm. Discover the extraordinary with ordinary vs extraordinary. Unlock the potential of your unique self and take control of your life today.



In today's world
becoming **EXTRAORDINARY** is simple
because **99%** of people are ordinary



The difference between **ORDINARY**
and **EXTRAORDINARY**
is the little **EXTRA**



WHAT DOES ORDINARY MEANS?

ON NOVEL IS BRILLIANT,

The other is decidedly ordinary

Of no special quality

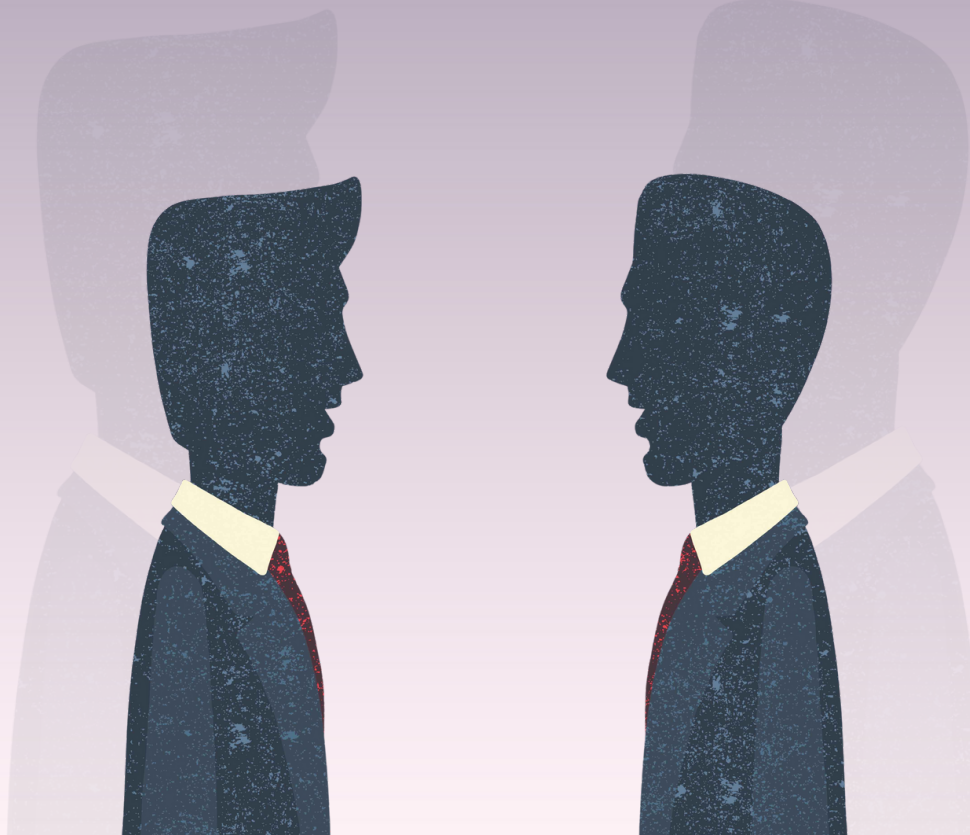
OR INTEREST

MEDICORE , CUSTOMERY

Usual or normal

Commonplace

OR EXCEPTIONAL



There isn't an exact definition but an **ORDINARY** person is someone who follows the status quo.

A person who does things that are accepted by society as they are supposed to be done.

NOT DIFFERENT IN ANY WAY

NOT SPECIAL

NORMAL



WHAT DOES EXTRAORDINARY MEAN?

Something **EXTRAORDINARY** goes above and beyond what is expected.

THIS CAN BE GOOD OR BAD

Saving a child
from a burning
building is an
EXTRAORDINARY
act of heroism,

but a test
score of 11 out
of 100 is
EXTRAORDINARY
too.



The **extra** in
EXTRAORDINARY
means
“OUTSIDE THE ORDINARY



PERSONAL QUALITIES

Flexible

Well Rounded and
Balanced

Confident

Self Acceptance

Curious and Embracing

Self Control

Positive Attitude and
Perseverance

High Self-Esteem

Trusts Intuition

Admits Mistakes

Mindset of Abundance



GOAL-ORIENTED

Focused

Definite Aim,
Vision and Purpose

Action-Oriented

Big Dreams

Energy Conscious
presenting



SOCIAL QUALITIES

Manager emotion on
mastery level

Givers

Choice

Self Reliant

Good Character

prepared

Great Company use this



SKILLS AND ABILITIES

Masters of Time

Expertise and Excellence

Strong Communicators

Listener

Excellent Network

Enthusiastic

Prepared



PEOPLE EXTRAORDINARY

Definit Aim vision & purpose

Self Control

Prepaed

Energy conscious

Expertise

Self Reliant

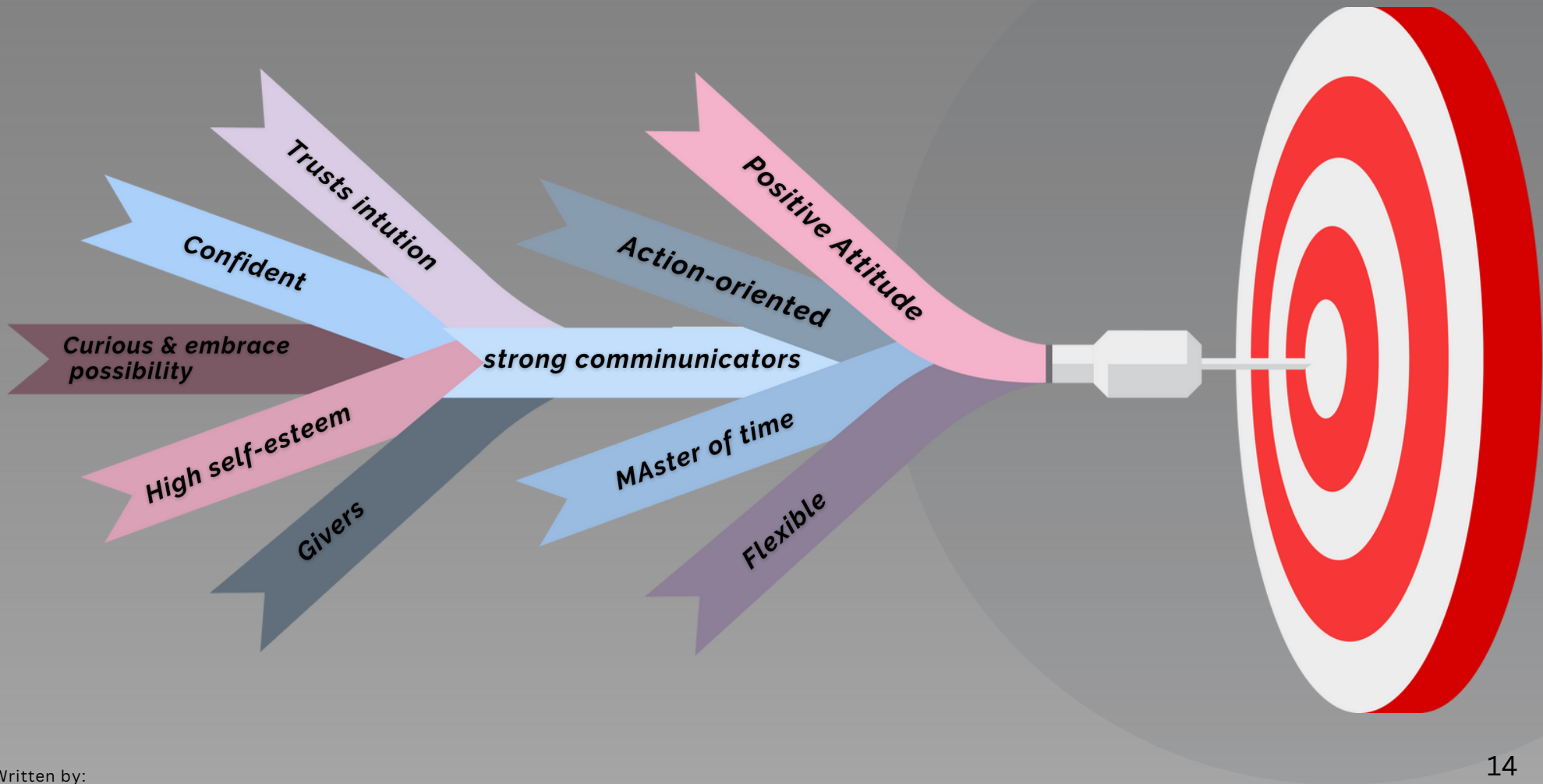
Chois

Clear Vision with action plan



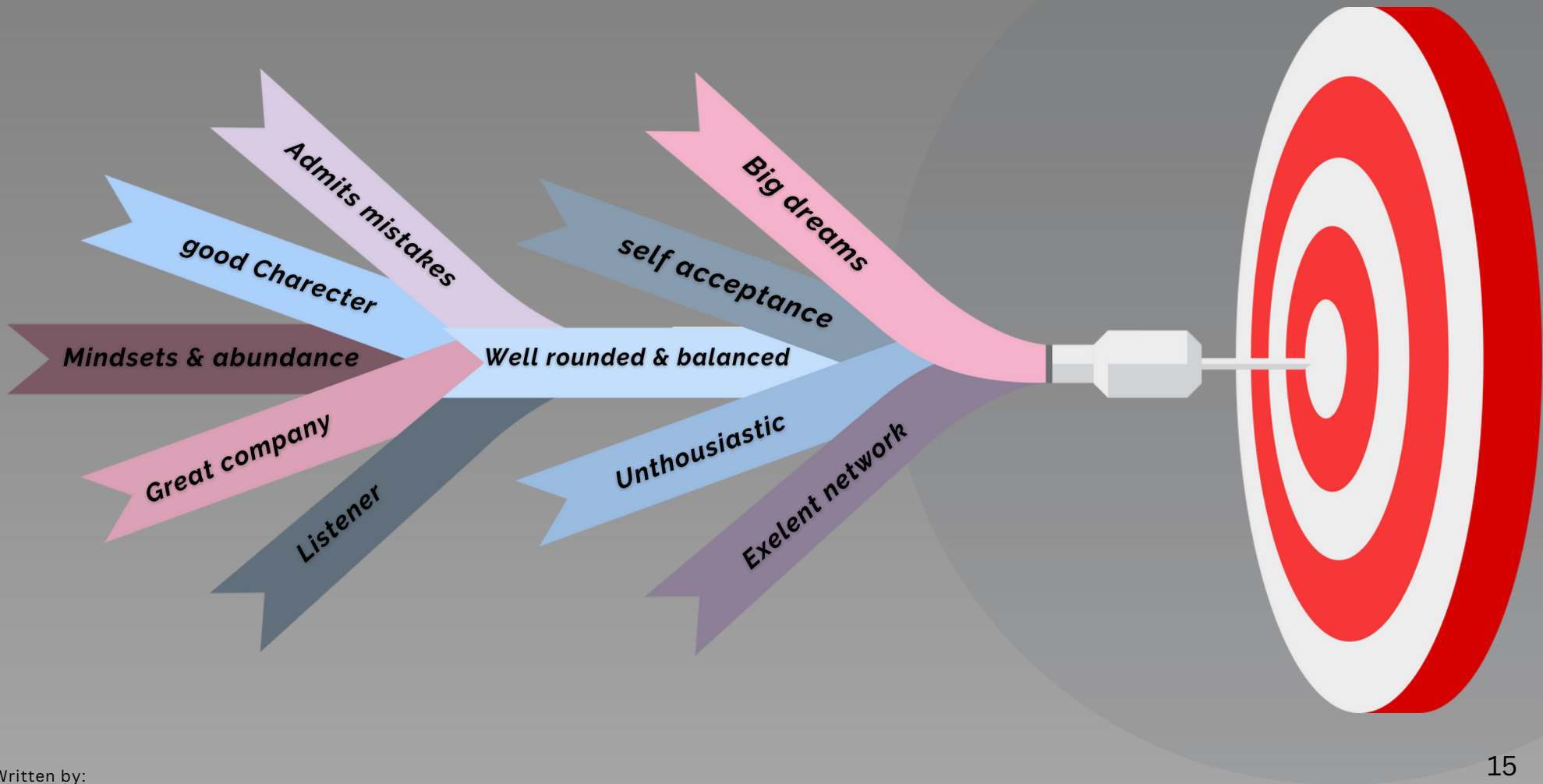
IMPORTANT QUALITIS

What abilities are needed to find the target point?

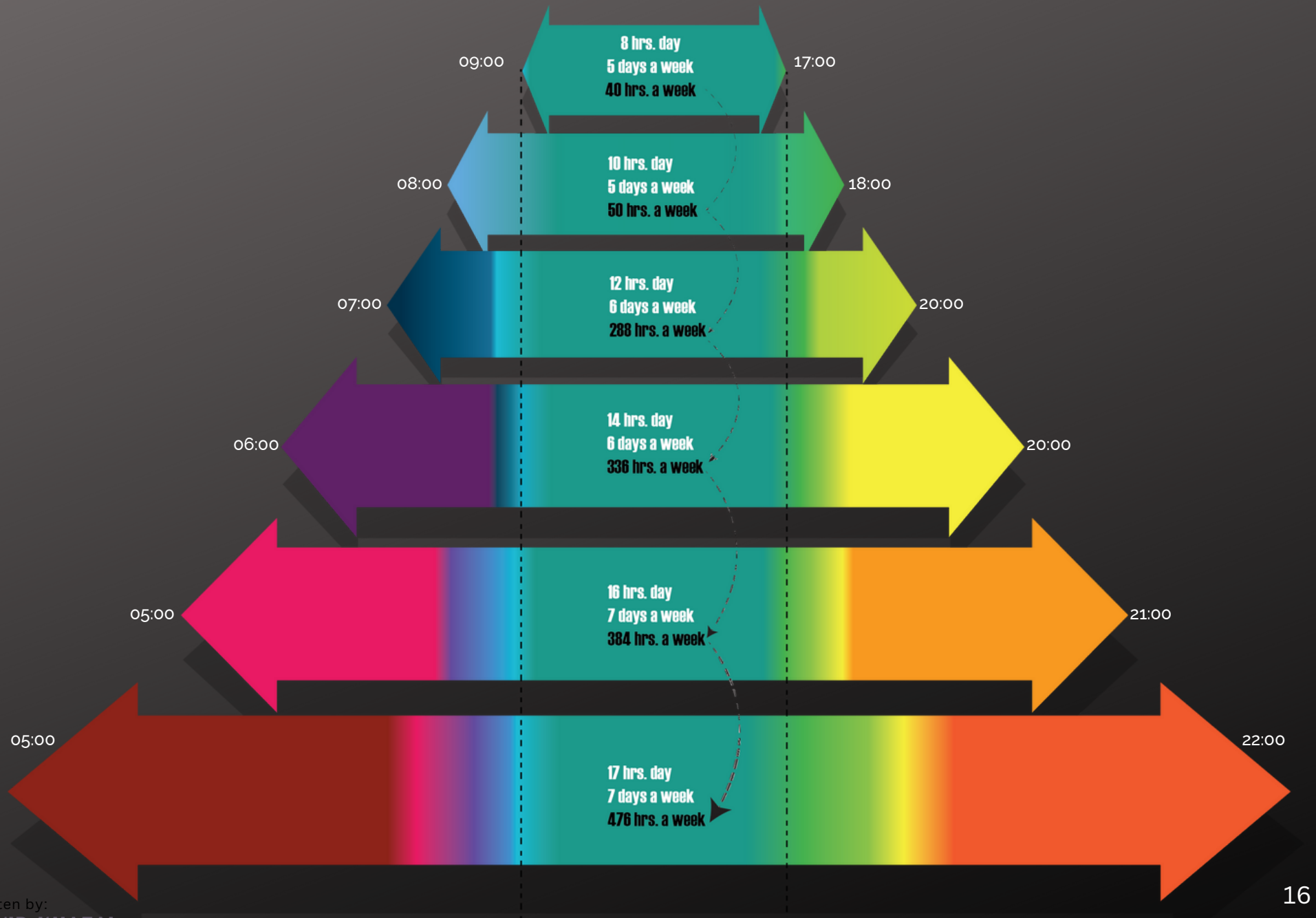


OTHER QUALITIS

What abilities are needed to find the target point?

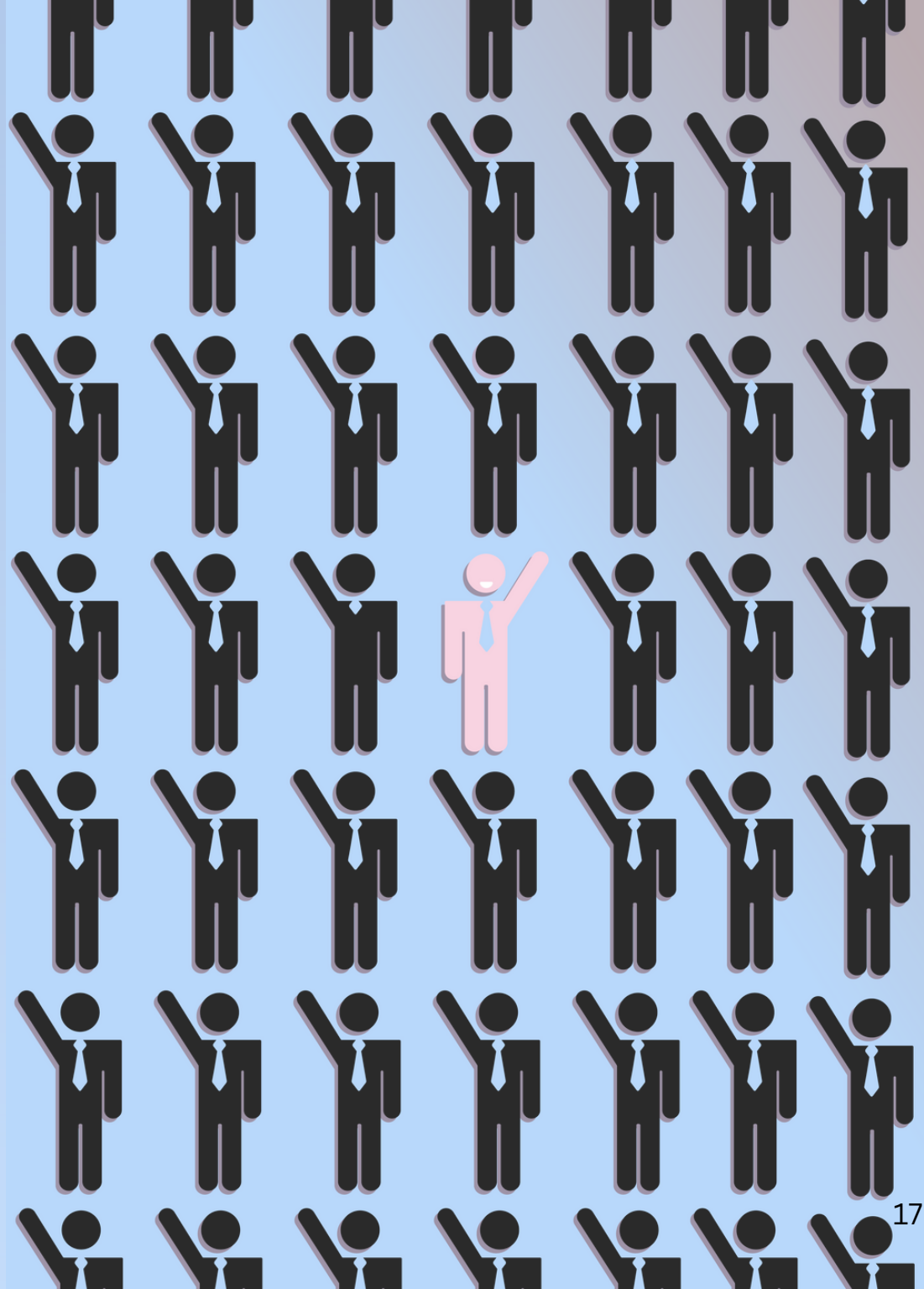


MONTHLY WORKING TIME IN EXTRAORDINARY



LUCK?

Very few people can achieve
some extraordinary in their life.





HARD WORK

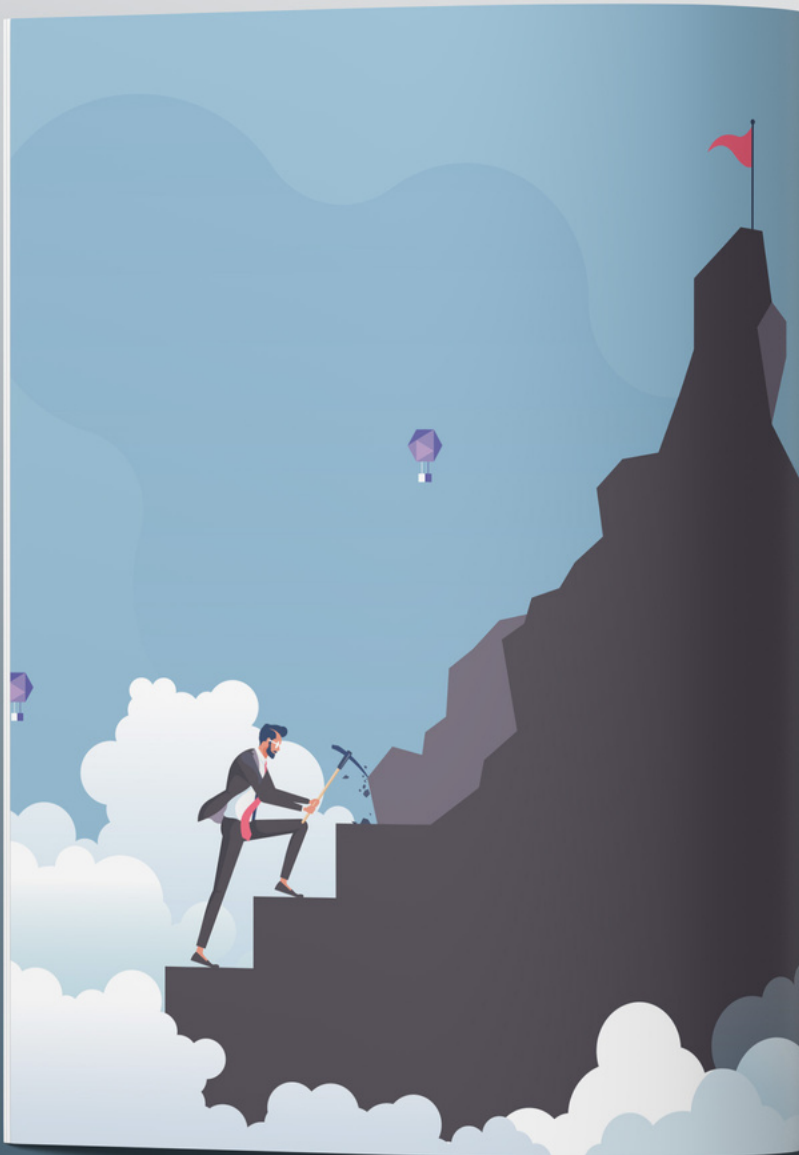
Dedication is the amount of patience, focus, hard work you keep on doing until you achieve your goal.

When your mind, your soul is constantly working and are steady in whatever situation to achieve your goal that's the determination.

HARD WORK

is the determined. dedicated work you have done to achieve your goal





7 HABITS ‘ OF EXTRAORDINARY PEOPLE

- 01: The habit of Awareness
- 02: The habit of Self-investment
- 03: The habit of Early rising
- 04: The habit of Exercising
- 05: The habit of Self love
- 06: The habit of Greatfulness
- 07: The habit of Relationship



WORK LIKE **HELL**

I mean you just have to put in 80 to 100 hour weeks every week

THIS IMPROVES THE ODDS OF SUCCESS

If other people putting 40 hour in workweeks and you're putting 100-hour workweeks, then even if you're doing the same thing, you know that you will achieve in four months what it takes them a year to achieve

-Elon Musk, July 14, 2015



THE 39 TRAITS OF LIKEABLE PEOPLE



POSITIVE ATTITUDE AND BEHAVIOR:

They smile.

They laugh.

They encourage others.

They celebrate others.

They are consistent.

*They are optimistic, without being
unrealistic.*

They can laugh at themselves.



COMMUNICATION SKILLS:

They speak slowly and confidently.

They actively listen.

They don't interrupt.

They remember your name.

*They give you their
undivided attention.*

They let you do most of the talking.

They maintain good eye contact.



PERSONAL INTEGRITY:

They tell the truth.

They don't exaggerate.

They do what they say they'll do.

They treat everyone with respect.

They don't speak for you.

They don't judge you.

They apologize.

They admit when they are wrong.

They are accountable for their mistakes.



RELATIONSHIP BUILDING:

They follow-up.

They offer to help.

They forgive, but don't forget.

They send thank you notes.

They know how to give a compliment.

They don't take credit for other people's success.

They know how to have a tough conversation

They ask questions instead of making assumptions.

They make a great first impression.

They don't make you feel defensive.



TOP 20 PERSONALITY TRAITS THAT CAN MAKE AN EXCELLENT AND EXTRAORDINARY EMPLOYEE:



- 1:Self-motivated:** They are internally driven to achieve their goals.
- 2:Reliable:** They consistently meet deadlines, show up on time, and fulfill their responsibilities.
- 3:Positive attitude:** .They approach challenges with optimism and enthusiasm
- 4:Adaptability:** They are flexible and can quickly adjust to changes in the workplace.
- 5:Strong work ethic:** They have a strong sense of responsibility and take pride in their work.
- 6:Good communication skills:**They are able to clearly and effectively communicate their ideas and collaborate with others.
- 7:Creativity:** They think outside the box and come up with innovative solutions to problems.
- 8:Attention to detail:**They pay close attention to details and ensure their work is thorough and accurate.
- 9:Team player:**They work well with others and are able to contribute to group projects effectively.
- 10:Leadership**They can take charge when needed and inspire others to work towards a common goal.



11:Professionalism: They conduct themselves in a professional manner and maintain a high level of integrity.

12:Continuous learning: They are open to learning new skills and are always seeking to improve themselves and their work.

13:Empathy: They are able to understand and relate to others' feelings and perspectives.

14:Initiative: They are proactive and take the initiative to solve problems and improve processes.

15:Accountability: They take ownership of their actions and are responsible for their outcomes.

16:Resilience: They are able to clearly and effectively communicate their ideas and

17:Time management: They are able to effectively manage their time and prioritize their tasks.

18:Honesty: They pay close attention to details and ensure their work is thorough and accurate.

19:Confidence: They have a strong belief in their abilities and can confidently take on new challenges.

20:Curiosity: They have a desire to learn and explore new ideas and concepts.



TOP 6 **INTERPERSONAL** TRAITS OF AN EXTRAORDINARY EMPLOYEE:



Team player: They work well with others and are able to contribute to group projects effectively. They are cooperative, respectful, and supportive of their colleagues.

Empathy: They are able to understand and relate to others' feelings and perspectives. They are able to build strong relationships with coworkers and clients by showing empathy and care.

Accountability: They take ownership of their actions and are responsible for their outcomes. They are reliable, dependable, and trustworthy

Communication skills: They are able to clearly and effectively communicate their ideas and collaborate with others. They are able to convey their thoughts and ideas in a way that is easy to understand and they actively listen to others' opinions.

Professionalism: They conduct themselves in a professional manner and maintain a high level of integrity. They are respectful, courteous, and exhibit ethical behavior.

Conflict resolution: They are able to manage conflicts in a constructive and positive manner. They are able to remain calm, listen attentively, and come up with a solution that is satisfactory to all parties involved.



TOP 6 PROFESSIONAL TRAITS OF AN EXTRAORDINARY EMPLOYEE:



Reliability: They consistently meet deadlines, show up on time, and fulfill their responsibilities. They are dependable and can be counted on to deliver high-quality work.

Strong work ethic: They have a strong sense of responsibility and take pride in their work. They are diligent, hardworking, and committed to achieving their goals.

Good communication skills: They are able to clearly and effectively communicate their ideas and collaborate with others. They are able to convey their thoughts and ideas in a way that is easy to understand and they actively listen to others' opinions.

Attention to detail: They pay close attention to details and ensure their work is thorough and accurate. They take pride in their work and strive for excellence.

Leadership: They can take charge when needed and inspire others to work towards a common goal. They have strong decision-making skills and can motivate and lead teams effectively.

Continuous learning: They are open to learning new skills and are always seeking to improve themselves and their work. They stay up to date with industry trends and best practices and actively seek out opportunities for growth and development.



TOP 6 **PROFESSIONAL** TRAITS OF AN EXTRAORDINARY EMPLOYEE:



Self-motivation: They are internally driven to achieve their goals. They have a strong work ethic and are able to work independently to achieve their objectives.

Positive attitude: They approach challenges with optimism and enthusiasm. They are able to maintain a positive outlook even in the face of adversity.

Adaptability: They are flexible and can quickly adjust to changes in the workplace. They are able to adapt to new situations and challenges, and are open to feedback and constructive criticism.

Creativity: They think outside the box and come up with innovative solutions to problems. They are able to generate new ideas and approaches to work challenges.

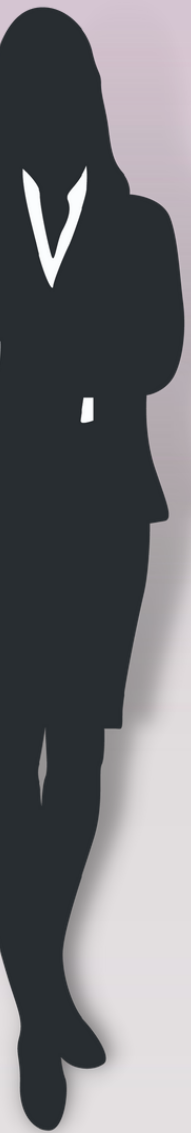
Initiative: They are proactive and take the initiative to solve problems and improve processes. They are self-starters and take ownership of their work.

Resilience: They are able to bounce back from setbacks and persevere through challenges. They are able to maintain their focus and commitment even in difficult times.



TOP 6 **PROFESSIONAL** TRAITS OF AN EXTRAORDINARY EMPLOYEE:





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TOP 6 TIME MANAGEMENT **TRAITS OF AN EXTRAORDINARY EMPLOYEE:**



Prioritization: They are able to identify and prioritize tasks based on their level of importance and urgency. They understand that not all tasks are created equal and focus their time and energy on what is most important.

Planning: They plan ahead and organize their tasks to ensure that they are able to meet deadlines and achieve their goals. They use tools such as calendars, to-do lists, and project management software to help them stay organized.

Focus: They are able to maintain their focus and avoid distractions, even in a busy or noisy environment. They set aside time for uninterrupted work and minimize interruptions by turning off notifications and avoiding unnecessary meetings.

Time estimation: They are able to accurately estimate how long tasks will take to complete and adjust their schedules accordingly. They know their own strengths and weaknesses and factor that into their time estimates.

Delegation: They are able to delegate tasks to others when appropriate, freeing up their own time to focus on more important tasks. They understand that they cannot do everything themselves and trust their team members to deliver quality work.

Time optimization: They are constantly looking for ways to optimize their time and increase their productivity. They may use techniques such as time blocking, the Pomodoro method, or batch processing to maximize their efficiency and get more done in less time.



BECOME A LEADR

By being

EXTRAORDINARY

and **LIKEABLE**

