

Terms, Vocabulary and Lexicon commonly used in both Personal and Professional Life

1. **Balance:** The state of equilibrium or harmony between different aspects of life, such as work, relationships, health and personal well-being.
2. **Self-care:** Activities and practices undertaken to promote physical, mental and emotional well-being, including relaxation, exercise, mindfulness and self-reflection.
3. **Communication:** The exchange of information, ideas and thoughts between individuals or groups through verbal, written, or non-verbal means.
4. **Empathy:** The ability to understand and share the feelings, emotions and perspectives of others, fostering connection and support.
5. **Resilience:** The ability to adapt, recover and bounce back from challenges, setbacks and adversity, while maintaining a positive mindset.
6. **Growth mindset:** A belief that one's abilities and intelligence can be developed through dedication, effort and learning. It fosters resilience and a willingness to embrace challenges.
7. **Boundaries:** Establishing clear limits and expectations regarding personal space, time, energy and relationships to maintain a healthy balance and protect one's well-being.
8. **Goal setting:** The process of defining and planning specific objectives or targets that one wants to achieve, both personally and professionally.
9. **Self-reflection:** The process of examining one's own thoughts, feelings and experiences to gain insight, learn from past experiences and make informed choices.
10. **Time management:** The skill of effectively organizing and prioritizing tasks, projects and commitments to maximize productivity and make the most of available time.
11. **Mindfulness:** The practice of being fully present and aware in the current moment, cultivating a sense of calm, clarity and non-judgment.
12. **Emotional intelligence:** The ability to understand and manage one's own emotions and effectively recognize and respond to the emotions of others, enhancing interpersonal relationships and communication.
13. **Decision-making:** The process of evaluating options and making choices based on logical reasoning, critical thinking and consideration of potential consequences.
14. **Adaptability:** The ability to adjust and thrive in changing circumstances, embracing new opportunities, challenges and roles.
15. **Feedback:** Constructive information provided to individuals to offer insights, guidance and suggestions for improvement in personal and professional contexts.
16. **Accountability:** The act of taking responsibility for one's actions, commitments and results, both personally and professionally.
17. **Leadership:** The ability to inspire, guide and influence others towards achieving shared goals and objectives, fostering teamwork and success.

- 18. Collaboration:** Working together with others to achieve common goals, often involving effective communication, cooperation and teamwork.
- 19. Authenticity:** Being true to oneself, embracing one's uniqueness and expressing one's genuine thoughts, feelings and values in personal and professional interactions.
- 20. Success:** The achievement of desired goals, outcomes, or accomplishments, which can vary based on individual perspectives and aspirations.

These terms and vocabulary can be applied to various aspects of life, whether it's personal development, relationships, or professional endeavours and can help individuals navigate both personal and professional spheres effectively.

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