

# LifeSolutions Corner – March 2008

*“People I feel close to tell me that I have a lot going for me but think I need to develop better “people skills”. I’m not sure how to do that. Can LifeSolutions help?”*

Yes, we can. Lots of people come for coaching to improve their personal and/or professional “people skills.” **Your friends are wise to tell you as they** are a key to success.

Donald Petersen, the former head of Ford Motor Company, said that the number one reason people succeed in business, or fail, is because of *people skills*.

What are they? “People skills” boil down to an ability to get along with a wide range of people, the great majority of the time **at work and in your personal life. These include the** five basic skills below:

1. **Don't prejudge people** based on appearances or on what somebody else has told you about them. Give everyone a chance to define or explain him or herself. [Your parents, your children, your date, and your coworkers will all appreciate your not jumping to conclusions.]
2. **Be a great listener.** Commit to listening two thirds or more of the time. Not only will this be pleasing to others, but you'll learn something!
3. **Avoid using extreme language.** Sound moderate by saying, "I think," "perhaps," or "possibly" instead of "I know" and "definitely," unless you really do know, or it really must seem definite at that moment.
4. **Thank people incessantly.** Show your appreciation even more than you think you should.
5. **Praise the good** and always offer a solution if you're going to identify a problem. Don't be a complainer.

If you are interested in personal coaching to develop these and/or other “people skills”, consider calling **1-800-647-7008** to make an appointment.

In addition, the *LifeSolutions* Web site ([www.lifesolutionsforyou.com](http://www.lifesolutionsforyou.com)) offers a number of excellent articles on communication and relationships.

Source: Goodman, G.S. (n.d.). *5 basic people skills everyone should know*. Retrieved November 14, 2007, from <http://www.articletree.org>