

Thank you for downloading my Top 10 Tips To Every Day Better Social Skills! I also included a fun fact bonus for my friends.

There are so many social skills to practice and learn but I wanted to create a quick resource of the top 10 essential social skills you can use EVERYDAY. I have discussed a list of tools in the following section that helps with mastering the skills.

Social Skills is a great way to Everything from your work performance to relationships. How to interact with other people, build and maintain friendships/relationships, collaborate and connect with others. This is why Social Skills is my jam and one of the best skills I love to coach on.

We all share very similar desires, Regardless of our age, race, religion, sexuality, social ability or environment where we currently live, We all want to share space and interact with people who care not only about us, but also those in our community. We all want to connect, We want to belong; to be part of, and contribute to, something bigger than ourselves.

Increasing our social skills is a effective way to connect with others. It takes patience and lots of practice. They are habits that we grow over time, and a reason as to why the role played by parents and teachers is critical in learning them.



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TOP 10 EVERYDAY ESSENTIAL SOCIAL SKILLS & HOW TO MASTER IT!

1

SOCIAL AWARENESS

To improve awareness you must understand what social skills is and why it's important. List your strengths and challenges of social skill situations you experience. Be aware and honest about how you want to be in social situations and how you currently are. Work on action goals to increase your behavior, control your behavior. Be intentional and vulnerable about and what is expected social skill behavior and what can you do to help yourself cultivate social skills.

2

EMOTIONAL INTELLIGENCE

Be calm and control your emotions, (self control) especially anger, A lot of us fail because we never want to see any fault on ourselves. Take a step back to speak and act calmly with others by not being rude or disrespectful. Learn to accept criticism, even when being critiqued and you're right, Calmly listen then justify your actions with reasons to the other party. Emotional Intelligence is skill to long lasting positive relationships.

3

BODY LANGUAGE

There are many ways show someone you are interested in what they say. Pay attention to non verbal gestures. People may not always be in a position to express their feelings using words but will drop physical cues that can give you a hint of how they honestly feel. Tools that improve our communication, such as, body posture, making good eye contact or focusing on the person talking, Don't look at other people or things.

4

PHYSICAL PRESENCE/ PROXIMITY

Being considerate and thoughtful those around you. This includes not touching and giving others space. Stand about an arm's length of each other (physical proximity) but to also have a physical stance/posture that conveys emotional calm and willingness to communicate.

5

GREET OTHERS

Be friendly and polite when greeting others, Be approachable verbally say ('hi' or "hey," or "whats up?") or with a glance, head nod, or smile, Shake Hands, Fist Bump, High five. Humans need attention from others, Put your phone or other device down.. These skills are contagious.

TOP 10 EVERYDAY ESSENTIAL SOCIAL SKILLS & HOW TO MASTER IT!

6

DON'T GOSSIP

Be a kind and considerate. Don't talk unkindly about others. Nobody wants to hang out with someone negative and who talks behind their back. It hurts feelings and breaks up trust and relationships. Building the trust between two people is essential for having successful social relationships.

7

PERCEPTIVE TAKING AND EMPATHY

Adapt your behavior to consider other people's thoughts and feelings as well as your own. Consider the emotion, thoughts, beliefs, prior knowledge, motives and intentions of the person with whom one is communicating as well as one's self.

8

CONVERSATION RELAY/TURN TAKING

Don't take over conversation. Take turns talking and listening with others. Ask How are you? What did you do over weekend? Ask questions regarding others and their interest such as, What do you like to do for fun? What is your favorite movie? Allow them to answer and listen with good body language!

9

EXECUTIVE FUNCTIONING

Managing relationships is a big part of social relationships. Lots of social situations require us to understand social rules, use self-control, plan our responses, have flexibility when things don't go our way, and use coping skills to manage our emotions when we are upset. Self-control to stop what you are already engaged in, use organizational skills to initiate the switch in conversation and be mentally flexible to move on to something new in social situation. Use social scripts, organize appropriate and inappropriate questions to ask people. Dysregulated emotions cause decreased social skills.

10

GRATITUDE

Be grateful and thankful for good friends, mentors, teachers, co-workers, family etc. Be positive and optimistic in every situation, it's inspiring for those around you and people do appreciate that. Think about how grateful you are to have special ones in your life every morning and before bed to truly appreciate and value gratitude. A great skill to cultivate and navigate better social skills!

BONUS COMMUNICATION FUN FACTS

6

FUN FACT

Only 7% of our communication is to do with the words we use! (make your words count!) this means it is essential to complement our words with the right tone and voice and the appropriate body language.

7

FUN FACT

38% of our communication is the way we say things, for example, the volume we use, and how clearly we speak. (Don't mumble or talk really loud in conversation or interrupt other speakers abruptly) speak clearly with a good tone of voice.

8

FUN FACT

55% of our communication is our body language. (Don't slouch, be alert and upright, keep feet on floor don't swing them, butt in chair when in group;). Lean your head forward to show you are interested and keep head upright or slightly to one side to show you are listening. Nod your head to show you are listening.

9

FUN FACT

People form impressions of others in the first 7 seconds of meeting them! This impression is based on their non-verbal behavior. That means their body language and personal appearance. So it's not what you say, but what your body language is saying that gets people's attention!

10

FUN FACT

To have good friends, you must first be a good friend. Problem-solving skills are an essential part of our social skills, This is mainly because conflicts and disagreements will always come about as a result of our social interactions, Being in self-control and handling emotions better and smarter is key. Social skills can be taught and practiced and takes time and patience to learn talking and listening and social rules!