



Personal Hygiene & Grooming



LIFE SUCCESS: MAIN

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MODULE: PERSONAL HYGIENE AND GROOMING

You are your greatest asset....Put your time, effort and money into training, grooming and encouraging your greatest asset.....

- What is Personal Hygiene and Grooming?
 - Benefits of good grooming
 - Tips for maintaining good hygiene and grooming
 - Summary
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-

What is Personal Hygiene and Grooming?

GROOMING

“**W**hat is that smell” said Shruti? Sitting in her cabin, she could detect a bad, stale smell coming from a nearby cubicle. She went to investigate and found Sudhir sitting there. “Hey! Why have you taken off your shoes? Your feet are giving out such foul smell? Don’t you realize it is causing all of us so much discomfort?”

Sudhir laughed and didn’t pay any attention.

A few days later, he walked into office and was promptly called in for a department meeting. During the meeting he started talking but he found no one was paying attention to him. People were looking at him and laughing and joking. He realized that something was amiss but continued.

These sorts of incidents became quite common with him. End of the year, during appraisal time, he realized that neither was he promoted nor did he receive an increment.

Dejected, he sat and skipped office for 3 days. On the fourth day, his friend Rahul from another company who had recently been promoted and was soon leaving for the USA on company project came over.

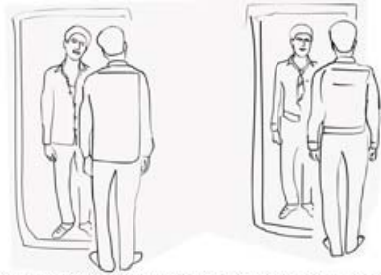
He asked: “What’s wrong?”

Sudhir told him that he felt very lonely and depressed. He didn’t have any friends and people always seemed to talk behind his back. Juniors poked fun of him and seniors treated him badly. In his personal life as well, he didn’t seem to connect with anyone.

Rahul said: “Just look at you! Filthy! You have not had a bath for days it seems. Your teeth are smelling, this room is stinking. Look at your clothes, dirty! Unwashed utensils in the sink, no ventilation in the room.

How do you expect to get ahead in life when you have no sense of person hygiene and grooming?" he asked.

Sudhir said, "What grooming? Where is the time? I do wash my face daily but am too lazy to wake up early when the water supply comes on. Many times I miss the water and go without bath. But what has that got to do with my work? I have the most technical knowledge out of all my colleagues."



MAN LOOKING IN MIRROR, UNSHAVEN, HAIR NOT COMBED, SHIRT NOT TUCKED IN COMPLETELY, SHOULDERS DROOPING, LOOKING SAD AND TIRED. THE SAME MAN NEXT TO HIM, WEARING SAME CLOTHES AND TIE, NICELY SHAVED, SMILING, CHEST OUT, LOOKING VERY CONFIDENT

Rahul said: "Personal grooming---also referred to as personal hygiene---is the act of taking care of your body through proper cleanliness and self-care. The way that you look and the way that you act determines what people think about you. If you smile – people think that you are pleasant; If you wear wrinkled clothing people think that you do not care.

How you feel about yourself on the inside, has to show on the outside. Some of us know this; some of us do not. If we want the outside world to respond to us in a positive way, we must look and act positively."

Benefits of Personal Hygiene and Grooming

Rahul said: "There are certain skills and actions that you can use to be successful in getting what you want – especially in getting a job. You must consider joining First Personality's programs. Their "Life Success" program provides detailed information on how to look and act your best. The goal of this program is to increase your confidence and to help you present yourself. "Life Success" provides detailed guidelines on appropriate attire, grooming and presentation for individuals seeking employment. Remember:

1. Grooming helps increase your self-esteem and confidence as you present yourself to potential employers.
2. Self-grooming is not about vanity. It's about presenting yourself in the best possible way. It's about loving and respecting yourself.
3. Personal grooming not only affects the way others see you, but also has an impact on how you feel about yourself. When you look and feel you're best you are able to present yourself confidently with others.
4. Your physical appearance is the first impression that people have of who you are. Choosing to ignore common personal grooming habits may indicate to those around you that are not detail oriented
5. Bad grooming or hygiene tells others that you do not take pride in your work because you don't take pride in your appearance; or that you are not someone who desires to be taken seriously.
6. Just as location is important in marketing real estate, your image is what helps "sell" you to potential employers, members of the opposite sex and any other groups of people you come in contact with.
7. Your resume may tell the story of a highly educated and accomplished individual, but if your appearance and cleanliness don't follow suit then you put yourself at a disadvantage, possibly missing out on opportunities for advancement at work and fulfillment in personal relationships.
8. Poor grooming can indicate to others that you lack self-confidence or you have poor self-image.
9. Not showering or brushing your teeth immediately after exercise increases your risk of MRSA disease which can lead to potentially life-threatening infections.
10. First impressions are largely based on physical traits there is a relation between personal grooming and image projection that cannot be ignored.
11. You are taken more seriously and professionally if you look good and dress well.
12. As the ancient saying goes: 'Clothes maketh a man.' What you wear, says a lot about you.
13. Many people can gauge your personality just by looking at the state of your shoes or feet.
14. You feel more confident on the inside and it reflects on your performance.

15. Demonstrating that you care about your personal appearance communicates to the person you are meeting with that they are important to you.
16. Paying attention to the details of your appearance sends a message to others that you will also pay close attention to business details, and the needs of your customers and clients.

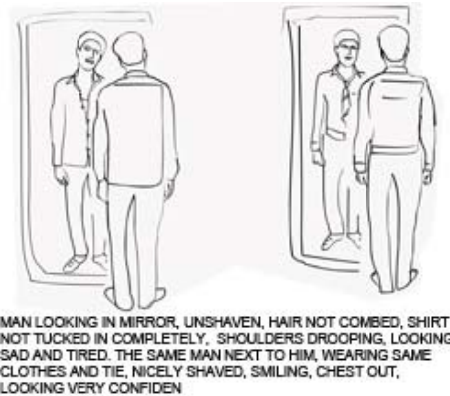
Tips for maintaining Personal Hygiene and Grooming

Sudhir said: “But how can I suddenly start looking good?”

“It won’t happen overnight said Rahul, but you have to make start somewhere. Remember: If you take care of your personal grooming, you for the promotion! immediately?” asked

Sudhir said: “Yes! Can How do you always look looking at yourself in the

Rahul smiled?” No, it’s basic common sense look and feel good and



your boss will take care of grooming Isn’t that enough incentive to start Rahul.

you give me tips for good grooming? so clean and fresh? Do you keep mirror all the time?”

not necessary to do that. Just some techniques and things can make you clean:

These points are very important for good grooming and dressing:

1. You need not have the looks of a supermodel, but should be neat.
2. Your hair should not cover up your face but held back. Ladies can tie their hair or put it in a bun. No ponytails or excessively oily or smelling hair.
3. There should not be much make-up. The make-up should be natural and light, not bold and bright.
4. One may not wear very expensive clothes, but just make sure that the clothes are well-ironed and crisp, and not wrinkled. During an interview or job, one should not wear bright colours so as to direct unnecessary attention.
5. It is said that the first impression is the last impression. Therefore, one should not flaunt much and remain sober and calm.
6. Don’t try to pride yourself more by acting busy and talking on your cell phones all the time, unless an emergency; keep it in your bag.
7. The shoes make a huge statement too, so wear the appropriate ones for the right occasion.
8. Have good mannerisms like not fiddling with hair, crotch, nails, etc.
9. Pay attention to your diet and eating habits.
10. Exercise regularly. Look good and feel good.
11. You should always dress to impress clients, investors, and customers, because a winning sales pitch is not enough to seal the deal.
12. Dirty nails of hand and feet, Nail art and nail jewels are not acceptable for business meetings.
13. Take care of bad breath or other body odour. Ask your friends and family for feedback.
14. Make a checklist of your grooming schedule and stick to it to ensure nothing gets left out.
15. Pay attention to your living and work area. These area s should always be clean and tidy.

16. Do not leave a messy desk or bed at home as it reflects on your poor attitude towards life or work.
17. Dressing sharp means to wear clean clothes that fit
18. Make your own style; follow popular trends but remember: We are all not the same: an outfit you see on the young man next to you may or may not work for you.

“Wow! Thanks buddy” said Sudhir. “You have opened my eyes to staying clean and healthy and I will ensure I look presentable and well groomed at all times.”

Rahul said: “No problem, take care of personal appearance and watch the world appear so joyful and full of opportunities.”

Summary

Looks always have always played a very important role in everything a person does. If a person is good in talent or technical skills, speech, etc but looks untidy and uncivilized, the person creates a bad impression immediately. You should always dress to impress clients, investors, and customers, because a winning sales pitch is not enough to seal the deal. A person's professional appearance needs to support their professional accomplishments.

Home Worksheet

INSTRUCTIONS:

Place an “X” beside each item below that is a good grooming habit. Discuss and practice.

- _____ 1. Bathe weekly
- _____ 2. Exercise regularly
- _____ 3. Shampoo hair daily if needed
- _____ 4. Brush teeth every three days
- _____ 5. Shave monthly
- _____ 6. Manicure nails regularly
- _____ 7. Have hair trimmed once a year
- _____ 8. Do not brush or comb hair
- _____ 9. Never use antiperspirant or deodorant
- _____ 10. Practice good posture
- 11. Makes bed and cleans room
- 12. Leaves desk untidy before leaving work
- 13. Does not pay attention to body odour
- 14. Brushes teeth twice daily
- 15. Does not spit or chew paan, smoke or use tobacco related products