

ATTACHMENTS

16 Boring Words & What to Use Instead



Instead of **pretty** use:

beautiful
lovely
glamorous
attractive
elegant
cute
exquisite
gorgeous
stunning
handsome
striking
fair



Instead of **smart** use:

witty
bright
quick-witted
knowledgeable
intelligent
clever
ingenious
sharp
brainy
brilliant
gifted
wise



Instead of **big** use:

towering
huge
large
great
gigantic
mammoth
enormous
tremendous
massive
giant
colossal
immense



Instead of **little** use:

teeny
diminutive
compact
microscopic
petite
wee
small
tiny
miniscule
miniature
slight
minute



Instead of **funny** use:

farcical
jocular
amusing
humorous
witty
comical
hysterical
sidesplitting
hilarious
laughable
silly
nonsensical



Instead of **laughed** use:

snickered
giggled
roared
chuckled
chortled
crowed
guffawed
cackled
howled
tittered
hee-hawed
bellowed



Instead of **saw** use:

glimpsed
noticed
observed
sighted
spotted
stared at
glanced at
eyed
gazed at
spied
examined
watched



Instead of **said** use:

called
cried
responded
demanded
asked
stated
shouted
whispered
remarked
questioned
replied
exclaimed



Instead of **nice** use:

kind	congenial
benevolent	agreeable
thoughtful	courteous
gracious	warm
considerate	cordial
decent	humane



Instead of **like** use:

love	prefer
admire	cherish
appreciate	care for
fancy	favor
adore	enjoy
idolize	treasure



Instead of **ran** use:

hurried	bolted
raced	darted
scurried	sped
dashed	jogged
galloped	sprinted
trotted	rushed



Instead of **walked** use:

staggered	shuffled
traveled	sauntered
trudged	lumbered
strutted	paraded
marched	ambled
hiked	strolled



Instead of **sad** use:

downed	unhappy
depressed	dejected
woeful	forlorn
gloomy	melancholy
miserable	crestfallen
sorrowful	mournful



Instead of **happy** use:

glad	merry
jovial	contented
jubilant	pleased
joyful	delighted
thrilled	jolly
cheerful	elated



Instead of **bad** use:

evil	abhorrent
atrocious	brutal
obscene	despicable
terrible	sinister
dreadful	nasty
vile	wicked



Instead of **good** use:

great	splendid
pleasant	superb
marvelous	grand
delightful	terrific
superior	amazing
wonderful	excellent



Check and improve your words online:

www.grammarcheck.net

30 Idioms

You Need to Know & Their Meaning

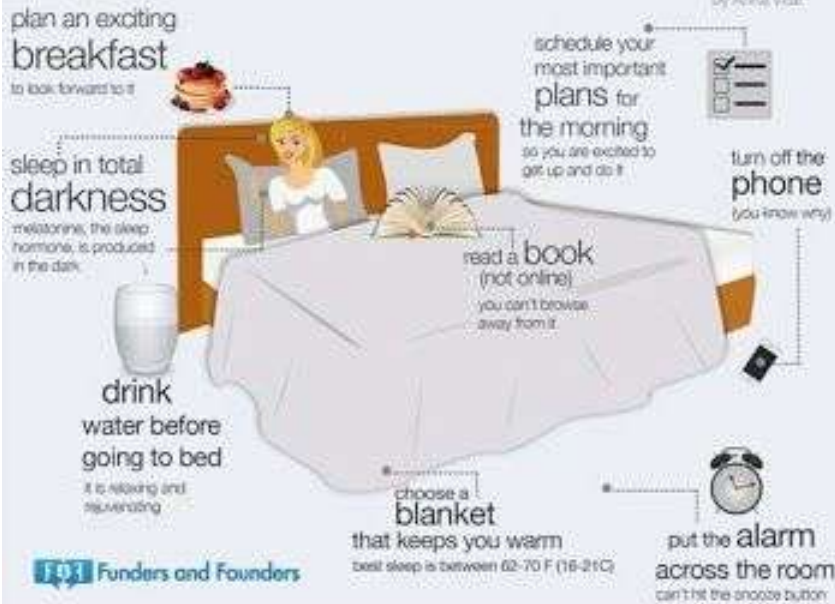
Idioms are words, phrases, or expressions which are commonly used in everyday conversation. They are often **metaphorical** to make the language more colourful. You can use them to express something **more vividly** and often **more briefly**. They serve as an image or **mental picture**. Remember that idiomatic expressions are mostly used when **speaking informally**.

 <p>A bitter pill A situation or information that is unpleasant but must be accepted.</p>	 <p>Actions speak louder than words People's intentions can be judged better by what they do than what they say.</p>	 <p>A dime a dozen Very common and of no particular value. Experts in this field are a dime a dozen.</p>
 <p>Add insult to injury To act in a way that makes a bad or displeasing situation worse.</p>	 <p>All ears Listening intently; fully focused or awaiting an explanation.</p>	 <p>Barking up the wrong tree Looking in the wrong place. Accusing the wrong person.</p>
 <p>Beat around the bush Avoiding the main issue. Not speaking directly about a topic.</p>	 <p>Bed of roses An easy, comfortable situation, an easy life.</p>	 <p>Best of both worlds To get all the advantages of two things at the same time.</p>
 <p>Bite off more than you can chew To take on a task that is way too big.</p>	 <p>Call it a day To declare the end of a task.</p>	 <p>Can't judge a book by its cover Cannot judge something primarily on appearance.</p>

 <p>Cat nap To have a short, light sleep, a doze.</p>	 <p>Couch potato A lazy person.</p>	 <p>Cry over spilt milk When you complain about a loss from the past.</p>
 <p>Curiosity killed the cat Being inquisitive can lead to an unpleasant situation.</p>	 <p>Don't put all your eggs in one basket Do not put all your resources in one possibility.</p>	 <p>Have a blast To have a good time or to enjoy.</p>
 <p>Hit the road To depart, to start a journey.</p>	 <p>Hit the sack / sheets / hay To go to bed.</p>	 <p>It takes two to tango Actions or communications need more than one person.</p>
 <p>Kill two birds with one stone To accomplish two different things at the same time.</p>	 <p>Miss the boat Someone missed his or her chance.</p>	 <p>Off the hook To escape a situation of responsibility, obligation, or (less frequently) danger.</p>
 <p>Pushing up daisies Euphemism for dying or death.</p>	 <p>Picture paints a thousand words A visual image is far more descriptive than words.</p>	 <p>Piece of cake A job, task or other activity that is easy or simple.</p>
 <p>Once in a blue moon Happens very rarely.</p>	 <p>He/She's a big fish Being the boss, the leader.</p>	 <p>Spill the beans To reveal someone's secret.</p>

how to GET UP EARLY

by Anna Vital



HOW TO START THE DAY

by Anna Vital

first thing successful people do in the morning



HOW TO WORK FAST

by Anna Vital



have a **one track mind**
an average person has
70,000 thoughts per day
which is 49 per min

keep lights bright
Increasing light levels
from 300 lux to 2000 lux
improves productivity by 8%
most offices work at 300-500 lux
10000 lux is full daylight
(not direct sun)

listen to music
background music
helps finish tasks
faster

don't stop
if you get stuck
for more than
30 seconds,
move on

don't question
anything you do
in the first 15 minutes

write short
140-character emails
otherwise you don't know
what you are saying

keep your desk clear
it will clear your mind

do use a timer
if you can't
hack it in
15 minutes,
you can't do
it at all

make
1st draft
in 15
minutes
let it be bad

FQ1 Funders and Founders

how to THINK FASTER

by Anna Vital



say,
"Yes, and..."
- first principle of
improv
comedy

work with the 1st thought
that comes to mind - it is
there for a reason

relax your jaw
your mouth may talk
on its own - body
intelligence

listen to your gut
it thinks faster
than your brain

if the other
side is silent,
let the silence be
don't feel like
you have to fill in

repeat
something
several times
while you are
thinking

visualize your knee jerk
now produce a
"mind jerk"

follow
the
least effort
principle

FQ1 Funders and Founders

