



THE GIRL'S
MINI-GUIDE TO
COMMON
SENSE!

Monica Burns-Capers

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THE GIRL'S MINI-GUIDE TO COMMON SENSE



Monica M. Burns

Dress The Part

People often immediately form an impression of who they think we are just by observing our outer appearances.

You are not supposed to care about what others think about your particular style, if you are truly confident in the way that you look and the image that you are projecting; however, if you are going to a Job Interview, you should care about how the hiring manager will perceive you, and the first impression that you are making, for the type of job in which you are interviewing. In certain situations, you should care about how others perceive you, that would include: Job Interviews, Apartment Hunting, Public Appearances, Professional Events, Social Gatherings, and so on and so forth.

Never attend an event where your usual attire will clash with the theme for which you are attending. If you are not going to dress the part for the event that you are attending.....do not attend. Never apply for a job that will require you to dress-up, if you are not willing to dress the part. That will save you time and hurt feelings. Do not go out on a date if you are not willing to dress according to your plans for that evening. All of us would like to think and say that we really could care less, what anyone thought about the way that we looked. But that's not entirely true. It's not that we care about others judging us, we would just like to be perceived as the people and professionals that we really are. So we must dress the part!

If dressing the part becomes a problem for you, maybe you should evaluate your position in life and switch roads, because the road that you have been traveling down has led you the wrong way and you are truly lost!

Your Image and First Impressions are important. Sometimes you never get a second chance to impress those who initially formed their impression of you based on the image you projected when you first met them. Be who you are or who you are striving to be by Dressing The Part!

IMAGE TIP

- ✓ **Dress According To Your True Personality Type; Which In Turn, Will Allow Others To Form Accurate Perceptions of Who They Think You Are!**

INSECURITY OR CONFIDENCE?

Confidence in one's self is an attractive character trait. It is a trait that sets us apart from the Insecure bunch and carries us through times that we initially thought we would never get through. Confidence assures our minds that we are able and capable to complete tasks and situations that are of great difficulty, and allows us to choose how we are going to handle the next obstacle. Confidence shows in us once we enter a room, once we speak to one another, and in our display of body language. When you are faking your Confidence.....others take notice!

Insecure people mirror the images that are presented before them and they often confuse their Insecure behavior with that of Confidence. Insecurities floats to the surface in people when they feel threatened by others, afraid, and incompetent. They can't make decisions for themselves; instead, they attempt to duplicate the lives of those who they "claim to not like." Insecure people tend to bully those around them and wish that they could be half of what others are. If you find yourself never having anything good to say about someone that has never done anything to you.....you are Insecure. You secretly want what they have. You may secretly even want to be that person. If you find that you only want to be in the company of those who are less intelligent than you are.....you are Insecure. If you are in a relationship and you're always belittling your better half because they are doing okay for themselves and you're not doing so well at the moment.....you are Insecure.

We are not born with Confidence, it is obtained from life's experiences. For every obstacle we endure, and trial & tribulation we encounter, it builds.....Character. That Character develops into a Strong Armor which shields us from the stones thrown at us from others in the form of Negative Words, Negative Treatment, and Defamation. When Insecure people plan their attack, Confident people counter that attack, by not meriting their behavior with the same negative response.

Most Insecure people are content with their lives, but for those of you who want to escape from your own prison of negativity, there is hope for you. You must find out who you really are and what you strive to be. If you interact with people who you "really admire" and they have accomplished a goal similar to the goal that you've set for yourself; instead of speaking negatively about these people, why not pick their brains and ask for assistance on reaching your own goal. Insecure people really are "admirers" of those they wish to become. They camouflage their true feelings with hatred and negative behavior.

Confident people command attention without uttering one word. Upon entering any room, their presence is strong and they are self-assured and know exactly what they want out of life, and where they wish for life to take them. Confident people do not require the approval of others to feel important or validated. This assurance within them already exists. They don't need the love of a spouse to feel whole, they already feel whole because of the love that presently resides within them. Confident people are competent and capable of all that life throws at them. There is no need for them to surround themselves with less than intelligent people to feel powerful. Instead, Confident people feel powerful because of their thirst for knowledge, and they surround themselves with the company of such people who possess a world of knowledge, life-experiences, and overwhelmingly intelligence. Confident people are life-long learners and they know that "Knowledge is the Real Power and True Key to unlocking and maintaining that Confidence."

So for those of you who are Insecure and continuing to get in your own way, move and allow the presence of a Confident person to enter your life. You never know where it might lead you!

IMAGE TIP

- ✓ Knowledge is the Real Power and True Key to Unlocking and Maintaining Your Confidence." Dedicate Yourselves To The Wonderful Tasks of Life-Long Learning.

The Confident Woman

I can probably ask many women this question and they would all give me a different answer according to what they feel and how they think a confident woman should be. Some would say that a confident woman should know who she is, where she comes from, and where she is going. I would agree, but allow me to elaborate.

A Confident Woman knows where she comes from and is humble to that fact. A confident woman isn't ashamed, embarrassed, or apologetic. She knows her past is what brought her to her future. She strides in this confidence because it's what made her who she is.

A Confident Woman knows that there aren't limits to her possibilities. She knows that she can go as far as she is willing. No one can stop her because she doesn't measure herself by other women successes.

A Confident Woman knows where she is going. She does not need the instructions of anybody else to tell her. She is confident enough to know that if she stumbles and falls along the way, she'll still look cute getting up from that fall and continue on accomplishing what she set out for.

A Confident Woman takes compliments with grace, takes criticisms with grace, and knows how to give compliments with grace and she criticizes with grace. She knows that she doesn't need a man to complete her nor compliment her. She knows that she completes him and compliments him.

A Confident Woman doesn't need love to feel loved. She feels loved because she gives love.

A Confident Woman walks into a room and immediately owns the place. She commands attention and she doesn't need to put forth much effort. It comes naturally. She may get the attention of your man, but she doesn't want him. She may get the negative attention of all of the jealous ladies, but the confident woman will go on about her life while these women are sitting at home wasting their time discussing her. The confident woman could care less, and do you know why? Because.....

The Confident Woman knows Who she is, Where she comes from, and Where she is going.

The Eclectic Woman: Who and What Is She Exactly?

An Eclectic Woman is one who is Confident, Eloquent, Poised, Intelligent, Elegant and all of the above. She is a woman who has great self-worth and is held in the highest of standards and regards. She comfortably makes this assessment of herself, while not requiring the approval of no one.

An Eclectic Woman enters and exits any room, anywhere, and at anytime commanding the attention of everyone there, men and women. The women because they want to be her and the men because they want her. She is aware of the affect that her presence has on others and she doesn't takes this lightly. She attempts sometimes to make those around her feel more relaxed, as they are at a loss for words when in her company.

An Eclectic Woman keeps others intrigued by her mysteriousness and she knows their interests are piqued just by the thought of her. She seductively glides as she walks looking over her shoulder to ensure the gazes of all of her admirers. She is comfortable in her own skin and never feels inferior or insecure around others. She is an intelligent being, who constantly stimulates her mind with intellectual information, understanding that an Eclectic Woman with Beauty, Talents, and Knowledge is definitely a Triple Threat.

An Eclectic Woman allows her man to take the lead, without feeling stripped of her independence. She is vulnerable to certain situations, but understands that this doesn't make her weak. She compliments other women, this makes her strong in character. And she stands unshakeable in her beliefs, this makes her firm and steadfast.

An Eclectic Woman has a gigantic heart, does not belittle others, and is empathetic to those who are less fortunate. She shines because she is Radiant, She walks upright because she is Confident, and She unintentionally seduces because she is Sensual.

IMAGE TIP

- ✓ An Eclectic Woman is one who is Confident, Eloquent, Poised, Intelligent, and Elegant.

TIPS ON DATING FOR THE SINGLE WOMAN

Dating can be a big headache these days and it is extremely overrated. It is not the same as it used to be a while ago. I guess it used to be that you would be fixed up by your parents to go out with your future husband. You already knew who your husband would be, so the stress of actually finding someone, was automatically eliminated. I for one, am glad that it's not that way anymore. You have your own choices and options. How can you live and sleep with someone that you don't even love anyway!

Anyway, most women these days go out on first dates already planning their weddings. This is where the phone call that you expect him to make for that second date.....never happens! Ladies it is only a first date. Your desperation to get married or just talk of being in a serious relationship, makes most men run for the nearest exit. Then you are stuck wondering why he hadn't called you back yet! Maybe it was that third time you asked him *"So.....How Many Kids Will We Have Together,"* and you have only been on this date for two hours.....what the hell!

Get to know your date first before you go off planning the wedding, better yet, before talk begins of starting a serious relationship. Also, don't share too much personal information on your first dates. If he didn't ask to see the pictures of your wonderful kids, leave your wallet in your purse. If he didn't ask you about that mole on your lip, keep your mom's picture in your purse. Some women drink a little too much on their dates sometimes to relax and to get rid of nervousness, which in some cases, clouds their judgments and visually and sensibly impairs them. If this is you, order a soft drink, water, or juice instead. You should always remain alert at all times! Besides.....this is a first date and you don't know your date very well.

So ladies..... date and have fun, but proceed with caution!

IMAGE TIP

- ✓ On Your First Dates.....Get To Know Your Date Before Any and All Talk of Serious Relationships.....If You Want A Second Date! Never Appear Desperate.

Visiting Your Past To Claim Your Future

Are you wondering why you just can't seem to live up to your full potential? Do you often wonder what's behind the fear that continues to hold you back from accomplishing all of your goals. Do you find yourself making negative remarks about other women or even comparing yourself to other women, resulting in you feeling inferior to them. Haven't you ever wondered what's behind all those feelings? Somewhere along the way you lost track of who you were, and by measuring yourself to these other women and what they have, it is continuing to harm you rather than help you. It is damaging your self-esteem and your self-confidence. You are looking for an identity and belittling other women is certainly not the way to find one. You may need to visit your past to find your true self. The answer may be there.

As painful as it may be sometimes to revisit bad memories in our pasts, it's the only way to move forward from it. If you suppress the memories, they will continue to have a negative impact over you causing you to self-sabotage. You may not even know what it is that's plaguing your mind, but you need to surely find out. Visit your past by sitting quietly and thinking. May be you were teased a lot growing up, or your family didn't show you a lot of affection. Whatever your situation, it has carried over into the present moment causing stunted growth on your future. Sit and deal with your past now, so you can move on to a fulfilling and satisfying life.

You are not your past; however, your past contributed to parts of who you are today. You can't change your past, but you can change you. Stop living in the past and wondering if people are judging you for things that happened in your past. No one person is better than the other. We all have skeletons in our closets and have to answer to a higher power and it's not the next door neighbors, family members, friends, etc.

Do not allow your past to control you. You will control your past by visiting the problems in your past that's holding you back, then leaving your problems in the past, and moving towards a bright future. You are not your past!

IMAGE TIP

- ✓ Visiting Your Past May Answer Questions and Resolve Issues That Are Repetitive In Your Present.....Leading Toward A Bright and Happy Future!

Wardrobe Basics For Women

Every Woman should have in her Wardrobe the following: Five (5) Professional/Business Suits (2 Black Suits, 1 Navy, 1 Dark Brown, 1 Gray), A Wonderful and Sexy Black Dress, Nice & Flattering Fitting Jeans (at least three pairs), Three pairs of quality High-Heels with at least one pair being higher than three (3) inches, A pair of Platform Shoes, A pair of Wedged Heels, Four Handbags (Black, Brown, White, and Straw), An Assortment of Accessories that wears well with any outfit, and An Attitude to go with it all.

Most Women these days try to play it safe when dressing for work, play, and in between. And why? In the workplace, Executive Level Women want to be taken seriously by her colleagues and her subordinates, so she maintains a conservative way of dressing, which in turn eliminates all body flattering, attention grabbing suits from her Wardrobe. A Business Suit can be worn to flatter the body type by trying the following: Make sure the suit is of high quality material and is tailored to fit your particular body type well. To command attention when you are entering the Boardroom, try wearing a Black Suit with a nice White Shirt with Collars, leave at least the first button on your Suit Jacket open for appeal and top it off with Black High-Heels. The colors Black & White makes for a very strong presence when worn together. If you are wearing a Skirt Suit, it is too long if it touches your ankles and too short if it turns into underwear when you are sitting. Opt for a skirt that is mid-length, at least 23 inches from waist to hem. You will still look Professional and Authoritative, while also projecting Sensuality.

For dates, showing a little skin doesn't make you appear easy or desperate. You want to look sexy and you should. If you are in a daring mood, try wearing a nice form-fitting short dress and high leg elongating heels. If that's too much for you, try wearing perfect fitting jeans with a cute Blazer or Silky Embroidered Tank. The bottom line....."Wear What's Comfortable For You!"

There are so many fun and sexy outfits out there to choose from, and there are many stores that offer quality, inexpensive clothing for all occasions. Take a journey to the unfamiliar and see where it takes you. Try wearing an outfit that you wouldn't never in a million years thought you could pull off. All eyes will be on you! Feel your Confidence soar. When you are Confident in your appearance and image, it shows.

IMAGE TIP

- ✓ **Take Risks With Your Wardrobe. Choosing Items That Are Unfamiliar Will Lead You To Creating A New and Exciting Look & Image!**

What Does Your Image Say About You?

Have you ever noticed that people are treated a certain way based on their appearance at any particular time?

If you are out shopping with sweats and an old ratty shirt on, you will be treated as such, whereas; if you are out shopping and you are flawlessly dressed and well-groomed, these same people are going to treat you as the star in the building. Whether we like it or not, the way that we look on the outside (*Our Image*), gives people some idea of the type of person that they think we might be. I'm not saying that we have to please people and care about what they think, but if you want to be treated as the person that you really are or if you want people to develop an accurate perception of your personality.....why not dress the part!

You may be interested in advancing in your present career, but you've noticed that most or all of the higher-ups are always nicely dressed and well-groomed. Your current look is plain and outdated, so you are in need of an Image Make-Over if you want to join the ranks and fit into the professional image that the higher-ups are displaying. This is where an Image Consultant can make recommendations, assisting you in finding a New Look and Image that compliments you and one that may be simple enough for you to maintain on your own.

Maybe you are interested in going on a date, something that you haven't experimented with, in a very long time. You have no idea of what to wear, how to style your hair, and how to apply sexy Make-up. An Image Consultant can also assist you in this process, along with showing you how to maintain your sexy new image. People who are bored with their current look or just need a new look and image to boost their self-confidence and self-esteem, can also enlist the assistance of an Image Consultant.

An Image Consultant performs a variety of life-changing improvements, assisting in boosting Self-Confidence, Getting that Job Promotion, and Getting that Great Date! What Does Your Image Say About You? To Receive Accurate Perceptions.....Your Image Should Mirror Your True Personality Type.

Visit My Website For More Fashion, Beauty & Image Tips At:
www.monicamburns.com.

You Get What You Settle For!

If you are one of the many people in this world who are suffering from having a miserable life, it is your own fault! Allow me to explain and elaborate.

See.....once upon a time, you set standards for yourself in every aspect of your life. You were going to have a certain career, a nice home, a nice car, a nice man, and a nice life in general; but, having your nice career, your nice home, your nice car, and your nice man didn't bring you the level of happiness that you thought you were going to experience once you reached your identifiable level of success. You were taking care of your man.....buying everything, paying for all the dinners, his clothes, stroking his ego and so on and so forth, but he had no respect for you. You thought you really had him because after all, you had all the money and the material possessions, in which he utilized anytime at his own discretion.

You were upset with him because "he used you." In all reality, "you *allowed* him to use you." **You Get What You Settle For In Life.** He was only doing what you allowed, settled for, and approved. You are an intelligent woman, so why is it so hard for you to find a love in your life, that respects and values you as a person.....despite all of your flaws? It is because, you have not yet set a high enough value of yourself within yourself. You have to know your self-worth in order for someone else to come along and treat you with the respect that you deserve. If you don't have any confidence in yourself, how can you expect others to do the same? You need to love yourself first, which in turn, opens you up to receive the love and respect that's your own.

There are reasons why each of us do the things that we do in life, but we have to go back to the roots of why we carry out such behaviors and face it, deal with it, and then leave it. There is not a reason in this life that anyone has to settle. If you do settle, you are lazy because we each have options and choices! There is always a way out.....and it may not be easy, but if you want it bad enough, you'll figure it out! Set your standards reasonably high and do not get impatient when you feel you are being passed over for something. The things that you feel you are being passed over for, are not yours to have anyway. It is all in the big picture for your life. Be patient and never settle. You are worth way more that you ever thought possible!

IMAGE TIP

You Get What You Settle For In Life!

About The Author

Monica Burns-Capers is an Expert Author, Freelance Writer, and Self-Development Consultant. She is President and Founder of *Monica Mi'Chelle Communications - A Professional Writing & Self-Development Firm*. She is an Expert in her field with over fifteen (15) years of experience, and has authored several eBooks, Children eBooks, eSpecial Reports, and other Reading Informational Materials. Monica Burns-Capers Has Also Written For Several Nationally Published Publications and Popular Websites. She is a Regular Featured Expert Author and Writer on many Websites - Most Recently A Featured Writer On The New Dove Campaign For Real Beauty Website.

Monica Burns-Capers is a member of the National Association for Female Executives (NAFE), the Manchester Who's Who in Business for Professional Executives Registry, and the Empire Who's Who Professional Business Executives Registry.

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