

**PERSONAL
DEVELOPMENT
ADVICE FROM
EXPERTS**

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PREFACE

This book consists of hundreds of recommendations and experiences for various aspects of life, for everyone from seven to seventy. These recommendations and experiences were prepared by examining many books, magazines, articles, encyclopedias, expert opinions, websites, and scientific research. Due to the translation of the book into many languages, there may be spelling errors. Wishing it to be helpful...
PREPARED BY: SCIENTISTS

ADVICE ON LIFE

1. Always be cheerful and smile, because everyone loves debonair people.
2. Speak clearly when talking, make sure to speak briefly and concisely; don't speak fast, and always speak with thought.
3. Your life is what your thoughts are. If you want to change the course of your life, change your thoughts.
4. Don't waste your time with unnecessary things; plan your time. Pay attention to what you read, listen to and watch. Choose things that benefit you and improve you.
5. Know that no friend is a real friend until he or she has proven his/her friendship.
6. Don't laugh at or make fun of anyone's flaws or words.
7. Chose well the environment in which you express your political views and criticisms on a subject.
8. Don't do business together with people whose general culture and life experience is below yours, because you will not be able to get along.
9. Follow accurate, impartial, reliable, non-partisan news sites and news channels.
10. As you read, search and learn new information, your perspective will expand, and you will be able to evaluate life holistically; just like climbing a mountain, your perspective and thoughts will change as you ascend.

11. Think positively about everything; don't be a pessimist. Interpret everything as good, say there is good in everything, and thus, everything in your life will be positive.
12. Learn etiquette and rules of courtesy, and be polite. Read relevant books to learn more on this subject. Learn how to behave and talk during house visits, telephone conversations, weddings, condolences, visitations, shopping, in restaurants, Eid visits, in traffic, libraries, parks, trips, meetings, etc.
13. Never make fun of other people's dreams.
14. To improve your native language, buy a dictionary, read the dictionary from beginning to end, and learn the meanings of words you don't know.
15. Read world history, learn from history. The further back you look the further into the future you can see.
16. Wherever you are, don't hesitate to ask questions when necessary; you can learn many things by asking questions.
17. Learn the sciences that are useful for you, stay away from useless sciences.
18. When in a bad mood, never turn to cigarettes, alcohol or drugs even once.
19. Take notes of the questions you have, research them on the internet and in books, learn new things every day.
20. When talking to someone, always look at his or her face.
21. Pay attention to the tone of your voice, always speak calmly; don't raise your voice.
22. A true friend is someone you can call at four in the morning.

23. Really knowing something is possible by explaining it. If you manage to explain a topic, know that you have understood that topic.
24. Always arrive at your rendezvous place before time.
25. Even the greatest pains that you consider unforgettable will be forgotten and every wound will heal.
26. Be brave, don't be afraid to take risks every now and then, be confident, be assertive, and don't be shy. Pay attention to the turtle! He can move forward only when he puts his head out and takes risks.
27. While reading a book, read it thoughtfully. Remember that reading without thinking is useless and a waste of time.
28. Exchange gifts with your loved ones. Small gifts create friendship and big gifts create love.
29. If you go on a journey with at least three or four people, choose one of you as the leader.
30. If you want to have an opinion on a subject, you must first have knowledge on it.
31. Reading without thinking is blinding; thinking without reading is misleading.
32. Settle in this world like a tenant, if you settle like a homeowner, it will be difficult to leave.
33. First, it is necessary to know the truth. If the truth is known, the wrong can also be known, but if the wrong is known first, it will be difficult to reach the truth.
34. The quality of your life is determined by the quality of the people in your life; never forget that.
35. When making a decision on an issue, be sure to seek advice from experienced people. Don't make a decision without consulting, asking, and researching

thoroughly. Remember that those who consult can cross mountains but those who don't, will lose their way.

36. Read and research constantly. If you stop reading, learning, researching you will become old whether you are 20 or 80 years old.
37. Don't feel guilty about the past; learn from the past. Don't worry about the future; plan your future, focus on building a new future.
38. Try to learn at least two foreign languages, search for effective learning methods in language learning.
39. Learn to drive, and to gain experience, get help from expert drivers and watch videos. Also, research and learn the technical specifications of the car.
40. Make friends who are cultured, knowledgeable, moral, hardworking, honest, and who don't lie. Know that there are three types of friends: The first is like food, you look for them every day. The second is like medicine, you call when necessary. The third one is like a germ, you don't look for them, they find you.
41. Make good friends in your youth, friendships made in old age will not be as strong.
42. Be patient and endure everything that will happen to you. Remember that you are not permanent in this world, but that you are just passing through, like a traveler.
43. Help your family with household chores and act fairly. Don't put all the work on your mother or sisters; divide the labor among you.
44. Pay attention to your habits, many people are victims of their habits. Habits are a big part of our lives, so try to develop good habits.

45. Don't complain about difficulties; they are a person's greatest friends, because the difficulties one faces make the person stronger.
46. Don't be a person who objects to everything and don't criticize everything.
47. While doing research on a subject, make use of the results of statistical institutions and of scientific data. For example: Inflation data, earthquake statistics, population data, election data, death statistics, traffic accident statistics, import and export statistics, environmental pollution statistics, agriculture and livestock statistics, science and technology statistics, meteorology statistics, provinces' quality of life statistics, military statistics, education statistics, crime statistics, unemployment statistics, etc.
48. If you want to learn something, you have to love it first.
49. If you want to embark on an enterprise and start a business, you should climb the stairs one by one, not by skipping a few at a time. Don't think about what you will gain; think about what you will lose.
50. Don't criticize anyone in public. If you are going to criticize someone, say it in a nice way while alone with him or her.
51. Wake up early, make the most of your day. Remember that waking up early three mornings in a row wins one day.
52. Never slam the door you have left, as you may want to return.
53. Consider every aspect when making a decision. Remember that if you button the first button of your shirt wrong, the other buttons will go wrong as well.

54. A person who does not know how to smile should not open up a shop.
55. Marriage is an important event that affects fifty percent of life. Therefore, don't rush when choosing a spouse, do your research well, marry your equal, choose your spouse with your ears, not your eyes.
56. Remember that four things cannot come back: The word spoken, the arrow shot, the time passed and the opportunity missed.
57. Always set goals for yourself, you can't enjoy working if you don't have goals. Also break your goals into small parts, take one small step each day to achieve your goals. Make a friend who will support you with your goals.
58. Don't trust people until you see them when they are angry.
59. There is no mortal without mistakes. You can make mistakes but don't make the same mistake twice. When you make a mistake, do these three things: Admit it, learn from it, and don't repeat it.
60. Travel; embark on trips out of your town and out of your country. Know that the world is a book and those who don't travel only read a single page.
61. Learn to cook. Read cookbooks, observe experienced chefs and ask any questions you may have, learn practical information, watch cooking videos on the internet for this. Also, be sure to have a notepad, take notes of practical information and after trying a new meal, write down your experiences and note how much of which ingredients you have added.
62. Do everything on time; don't procrastinate. Remember that the lazy person, who does not take

one step on time, will have to take a hundred steps later.

63. Don't be financially dependent on someone else, find a job and work as soon as possible. Earn money early, even if just a little, and make sure to gain your financial freedom.
64. Work on speaking effectively and eloquently, read books on this subject, improve your diction, and use your native language correctly. For important meetings, plan what you will talk about in advance.
65. Read books every day; remember that living without books is like living blind, deaf and mute.
66. Never lose touch with your family and relatives even if you are far away.
67. Open your own account at a bank, which no one else knows about, and also save some money in your account for difficult times.
68. Be open to novelties, aim to constantly improve yourself.
69. It doesn't matter if you are superior to someone else. The important thing is that you are better than you were yesterday.
70. Speak slowly but think fast.
71. Don't argue with people. If you are forced to argue, raise your words, not your voice.
72. Learn to use the computer and the internet in the best way, improve yourself very well in this regard, make sure to take lessons and attend courses.
73. Get a notebook and name it the *Information Book*. Write down the important information in this notebook while reading a book or doing research. Read the notebook from time to time, because a lot

of information that is not repeatedly read is forgotten.

74. Don't become the boss a job of which you had not been an apprentice.
75. Don't point out anyone's mistakes. Explain the mistake to the person who made it by using someone else as an example.
76. When you work on some subjects or do some jobs, always put the most important first.
77. Be careful what you say, they become your thoughts. Pay attention to your thoughts, they become your emotions. Pay attention to your emotions, they become your actions. Pay attention to your actions, they become your habits. Pay attention to your habits, they become your values. Pay attention to your values, they become your character. Pay attention to your character, it becomes your destiny.
78. Learn how to shop online, how to follow news sites, the sites of your school and government institutions, how to use social media and watch videos on useful topics, how to follow the latest developments and innovations related to your profession, and how to do research from the right sources.
79. **Do the following in preparation for all exams:** Obtain reliable sources, benefit from solved question banks and solved trial exams, solve the questions that have been asked in previous tests, study the topics by taking notes, solve more questions instead of studying the topics, review the newly published books, benefit from the internet, watch the videos of experienced teachers, read the comments of exam winners, take a course, and make daily, weekly or monthly plans.

80. Research popular and new computer programs, learn how to install and use these programs such as, Photoshop, Microsoft Office, Movie Maker Video Editor, Zoom, Format Factory, anti-virus programs, VLC Media Player, WinRAR, etc.
81. Research popular and new applications for cell phones, learn how to use them. For example: Google Play, Whatsapp, Navigation, Twitter, Facebook, Telegram, Instagram, LetGo, Google Drive, shopping apps, Google Chrome, Adobe, dictionary apps, language translation apps, etc.
82. Pay attention to book selection, mostly read books with information content. Prefer books on history, science, personal development, religion, general culture, and psychology. Choose expert, reliable writers.
83. Regret is reaped where anger is sown. Control your anger. Don't speak when you are angry, you may regret it later if you do. Swallow your anger, for anger is a temporary state of insanity, so sometimes it is best to remain silent.
84. **Appreciate these five things before they arrive:** Appreciate youth before old age, free time before busyness, health before disease, wealth before poverty, life before death.
85. When anger comes, reason flies away. An angry person will later become angry with himself once he comes to his senses.
86. Unless you are patient with the things you don't like, you cannot get the things that you like, and if you cannot be patient with small events, you cannot realize your big plans.

87. If you can't get what you love, try to love what you get.
88. Don't worry today about tomorrow; every day has enough worries of its own.
89. Learn about human rights, avoid being treated unfairly, research and read the Universal Declaration of Human Rights.
90. Know that whoever carries others' words to you, will also carry your words to others.
91. Don't tell every truth everywhere.
92. Read the best books first, otherwise, you may not have the opportunity to read them all.
93. Don't throw away your informative books after reading them once. Read them again after three or four years, or read the important points you had underlined from time to time, because if information is not repeated, it will be forgotten.
94. Research popular and new websites, and learn how to use them. For instance, YouTube, E-Government, Blogspot.com, Yandex, Amazon.com, Pinterest, Wikipedia Encyclopedia, Gmail, etc.
95. Fools are the most harmful of thieves, they steal your time and joy.
96. Be conscious, learn your citizenship rights. For instance, privacy of private life, right to humane life, right to social security, freedom of communication, freedom of settlement and travel, freedom of religion and conscience, freedom of thought, right to immunity, right to compensation, consumer rights, patient rights, right to education, rights to obtain information, right to obtain a lawyer free of charge while in custody, right to collect evidence, right to remain silent in court, etc.

97. A wise person does not say everything he thinks, but he thinks about everything he says.
98. Set up internet banking and learn how to use it. Watch tutorial videos for this. You can make many transactions via internet banking, without going to the bank. For instance, money transfers, electricity, water and natural gas bill payments, tax payments, investment transactions, TL top-up for cell phones, rent payments, insurance premium payments, etc.
99. Be careful when choosing brands in all your purchases such as cars, white goods, furniture, kitchen appliances, clothing, electronics, etc. Be sure to research thoroughly. Read users' comments online and choose high quality and reliable brands. Also, research the things to consider about the product you will buy online. For instance, be conscious and research the things to be considered when buying a car, computer, phone, refrigerator, washing machine, oven, combi boiler, carpet, or furniture, etc.
100. It is not important what your country will do for you, but what you can do for your country.
101. **Research and learn the duties, powers and services of important public institutions and organizations.** For instance, the Social Security Institution, Police Department, Governorship, Municipality, Revenue Office, Mukhtar's Office, Employment Agency, Ministries, Directorate of National Education, Credit and Dormitories Institution, notaries, Supreme Court, Council of State, Central Bank, Competition Institution, NATO, UNESCO, WHO, IMF, etc. Also, research and learn about major holdings, foundations, unions, associations and companies.

102. Call people by their name.
103. When talking to someone, listen patiently, wait for the conversation to end, and don't interrupt anyone.
104. **Know that ignorance is of three types:** Not knowing anything, not knowing what is necessary, and knowing too many unnecessary things.
105. Always pay attention to your health while working. Know that many people first spend their health to gain money, and then spend their money to regain their health.
106. The most important benefit of knowing history is that it teaches us the good and bad deeds of the previous ones.
107. **If you are considering settling in a new city, do your research first.** For instance, what is the climate of the province? (Annual rainfall amount, average temperature, etc.) Where does it rank in air cleanliness? Is transportation easy? (Is there subway, tram, or high-speed train?) Where does it rank economically? Which district is more developed? Where does it rank in terms of literacy? What are the places to visit? What are the health facilities? Do they have good hospitals? Where does it rank in crime rates? Is it an expensive city in general? What is the culture of the people living there... and so on. Also, check out reviews, either online or in person, from people who live there.
108. Success is achieved with the right decisions, and the right decisions are reached with experience. Don't be upset when you make a wrong decision, think positively, because most of the experiences are gained through wrong decisions.

109. Be sure to open an e-government account and learn how to use it. You can perform many transactions on the e-government app and access many documents without going to government institutions. For example: Job applications, debt inquiries, scholarship applications, student certificates, making appointments, population registration sample document, exam applications, criminal records, military status certificates, subscription applications, traffic penalty inquiries, etc.
110. **If you are going to visit a city, first learn the following.** Watch the promotional video of the city, research the places to visit and learn how to get there, learn how urban transportation is, and find out about the bus, subway and tram routes and timetables. Also, examine the city map, use navigation, and find out where the bus station and airport are. Learn where to find the best restaurants and shopping malls. Check the fifteen-day weather forecast and make your plans accordingly. Learn the opening and closing times of attractions. Get a provincial transportation card, search for suitable hotels, etc.
111. When you are subjected to an injustice, it is not right to take revenge by beating, insulting or using force against the person who did the injustice. The best thing to do is to apply to the relevant authorities and leave justice to the courthouse.
112. Communication is very important in solving problems, never be a person who is closed to communication. Always be open to communication because communication is the key to solving all problems. There is no conflict that good and accurate

communication cannot overcome. For good communication, pay attention to the following:

- Be respectful to the person you are talking to, speak thoughtfully and choose your sentences correctly.
- Don't interrupt the person speaking; listen fully, try to understand, empathize, and be positive.
- Control your temper; don't talk when you are angry.
- Be open to criticism.
- Don't engage in other things while talking (i.e. your phone.)
- Speak by looking at the face of the person you are talking to.
- Stay away from behaviors such as commanding, threatening, warning, diverting the topic, giving advice, judging, and ridiculing.
- Be solution oriented.

113. Learn how scientific research is done and what stages it consists of. Also, find out what sources should be used when doing research. For instance, books, scientific journals, encyclopedias, domestic and foreign websites (i.e. Wikipedia, Google Academy), articles, theses (Master's degree, doctorate), statistics and reports related to the research subject, etc.

114. Prepare daily, weekly, monthly or annual to-do lists and write them down. This will make your life easier, keep you organized and prevent forgetting. You can do this on every subject you wish. For instance, car monthly/annual maintenance list, weekly/monthly/yearly household items cleaning list, monthly meals to be cooked list, weekly work list,

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