# Guide on PROACTIVITY?

What is proactivity?

Proactivity is the ability to take initiative and act before problems arise. A proactive person does not wait for instructions, but actively seeks solutions and improves situations independently.

Characteristics of a proactive person

- Takes decisions with responsibility.
- Focuses on solutions rather than excuses.
- Keeps a positive attitude toward challenges.
- Gets ready for problems and stays organized.
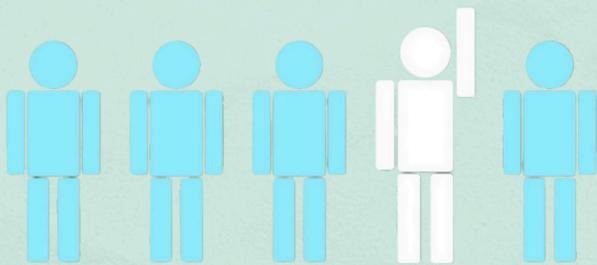
Importance of being proactive

Being proactive helps you reach goals, do better at school or work, and stay in control of your life. It also builds leadership, responsibility, and self-confidence.

How to develop proactivity?

- Set goals and plan your actions.
- Organize your time and priorities.
- Learn from your mistakes and try to improve.
- Take action without waiting for others to ask.

Type 'proactive' if you already knew!