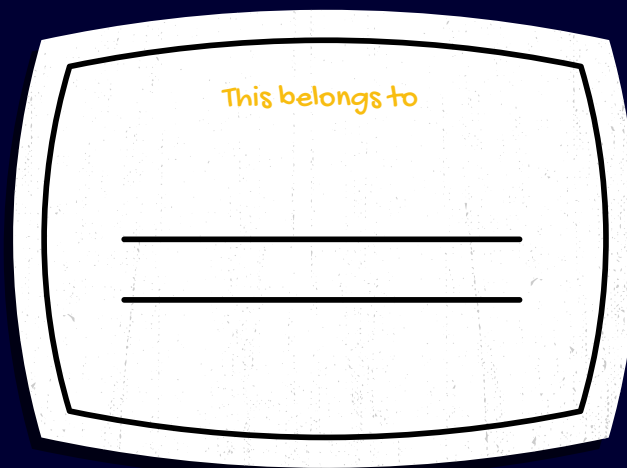




RISE & THRIVE GUIDEBOOK

Stand Tall, Stay Real, Succeed at Work





INTRODUCTION



Welcome to your Rise and Thrive Survival Guide—your go-to companion for navigating life, school, and the workplace with confidence, resilience, and purpose. Whether you're juggling studies, internships, first jobs, or the challenges that life throws your way, this guide is here to give you practical tools, real-world advice, and a mindset that empowers you to bounce back stronger from setbacks.



Life doesn't come with a manual, and neither does the workplace. Every day, you'll face situations that test your patience, your confidence, and your resilience. But here's the truth: resilience isn't about avoiding challenges—it's about learning how to rise above them, thrive despite them, and grow because of them.

Inside, you'll find actionable strategies, reflection exercises, and tips from real experiences—crafted to help you:

- Manage stress and build mental toughness
 - Communicate effectively and confidently
 - Navigate teamwork and leadership challenges
 - Balance personal growth with professional expectations
- 





To help you survive, bounce back, and shine at school, work, and life.

- 💡 Remember: It's not about being perfect—it's about progress.

What would you like to achieve?



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DO'S

5 TIPS

Be Respectful



Ask with humility, not entitlement

Be Clear & Honest

Don't over explain or hide the truth



Be Ready To Listen

Asking means you're open to hearing feedbacks



Follow Up

Let the person know what happened after they helped



Show Gratitude



Even a "thanks or thank you" or a gesture counts



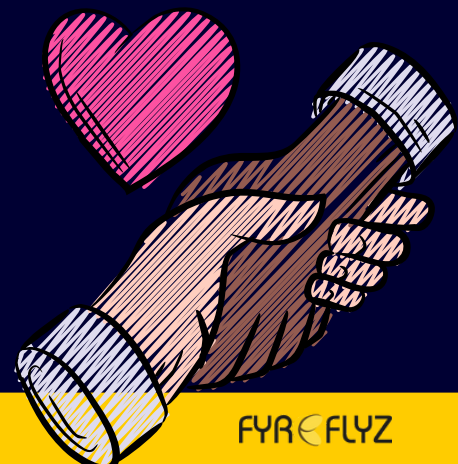


WHAT MAKES A GREAT MENTEE?

1. Openness to learning — Remember that your mentor has more experience and knowledge than you do, so it is important to be open minded and willing to consider their advice and feedback. This does not mean you have to agree with everything they say, but it does mean you should be willing to give their suggestions serious consideration.
2. Being committed — A good mentee should be committed to the mentoring relationship and dedicated to achieving their goals. They should be willing to invest time and effort into their personal and professional development.
3. Respect your mentor — The Singaporean culture places a strong emphasis on respect for authority figures. A good mentee should demonstrate respect for their mentor's knowledge, experience, and guidance.
4. Clear goals/objectives — Before entering into a mentoring relationship, identify your goals and what you hope to achieve from the experience. This will help you communicate your needs to your mentor and ensure that you both have a shared understanding of what you want to accomplish.
5. Take Initiatives — Do not rely on your mentor to take the lead in the relationship. Be proactive in scheduling meetings, asking questions, and following up on action items. This demonstrates your commitment to the relationship and your willingness to learn and grow.
6. Be accountable — A good mentee takes ownership of their actions and decisions. They should be accountable for their progress and actively work towards their goals.
7. Show gratitude — Show appreciation and gratitude to your mentor for the time, guidance, and support. A simple thank you note, a small gift or even a verbal expression of gratitude can go a long way in building a strong and lasting mentoring relationship.
8. Take action — It is not enough to simply listen to your mentor's advice and guidance, you need to take action on it as well. This means setting goals, creating action plans and following through on your commitments.

What You Can Talk About with Your Mentor

1. Education and Skill Building
2. Career Development
3. Networking and Relationship Building
4. Personal Growth and Development
5. Work-Life Balance and Self-care



GOAL SETTING

SMART Goal-setting

Specific

Measurable

Accountable

Relevant

Time-bound

What exactly do you want to achieve?	Good goals are clear and defined
How will you know when you have achieved it?	You will need to be able to track daily progress
How can the goal be accomplished?	List the specific tasks you need to complete
Why is this goal important to you?	Does this goal help add to your plans for the future?
When do you want to achieve this goal?	Set a target date so you can guide your work to a completion?

WOOP Goal-setting

Wish

Outcome

Obstacle

Plan

What would you like to achieve?

e.g. I would like to gain admission into a local university.

How would life be better?

e.g. I can increase my chances of getting my dream job!

What is standing in your way?

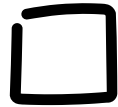
e.g. My studying methods are not effective.

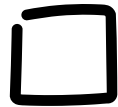
How can you overcome this?

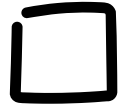
e.g. I will review my study methods and find ways to improve it!

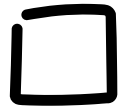
My goals

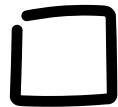






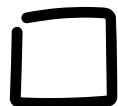


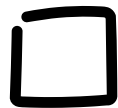










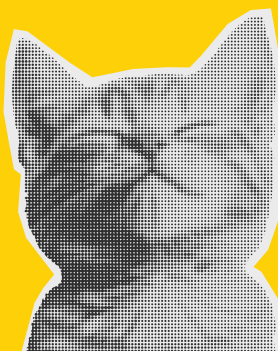


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Reach out anytime. :)