

# BE TIME WISE

*A Monthly Newsletter On Self-Development*



## FOCUS ON BEING PRODUCTIVE INSTEAD OF BUSY

*Dr. Venga*

We're more than halfway through 2018 and it sure feels like we are busier than ever before. These days it feels like no one has "free time" to do anything. We run late for meetings, grab lunch on the go (if at all), and get home later (and with more work still to do). Do you feel like you're struggling to keep up? I can relate, so I am working on becoming less busy, and more productive.

The most productive and efficient people are those that "own their day" versus letting their day own them. They work to maximize their time to be as productive as possible, not just busy. But before we list the four most powerful steps to a productive day, let's explore the difference between "busy" and "productive" people.

WHAT YOU'LL FIND INSIDE:

- **BEING AT EASE AT WORK IS A LUXURY**
- **ADOPTING AN ATTITUDE OF COLLABORATION**
- **BASIC TABLE MANNERS**
- **BUSINESS ETIQUETTE - DRESSING**



### **“Busy” versus “Productive”**

There is a huge difference between being busy and being productive. You can be busy all day and still feel like you're behind on accomplishing your goals. You were really busy, but were you productive?

Busy people tend to be great at “looking busy” whereas productive people are simply “getting it done.” A productive person's list of to-do's does not include something like “call Celyn about the reports” because they've already called her and handled it. No wasting time. No dilly-dallying and putting something on a to-do list to just look at later. Consider it done.

### **HOW BEING EXTREMELY PRODUCTIVE SETS YOU APART**

Being productive is the core of every high level achiever in the game. Being productive versus being busy will be the reason you hit all of your 2018 goals. Here are four powerful steps you can take to become more productive immediately.

### **STEPS TO BEING MORE PRODUCTIVE**

#### **1. FOCUS ON ONE THING (AT A TIME)**

There are a million things that you could be doing, but what is the one thing that will deliver you the most results first? Do that! Start retraining your brain and behaviour to think and operate with this mindset.

Another tip that high-level achievers swear by is “chunking.” Chunk your time based on your goals and the tasks you need to get done first. That way you can stay focused on one topic instead of bouncing around from one thing to another all day.

Master Your Calendar. Become a wizard of your calendar. Scheduling properly can help keep you on track. If it is in your calendar you are more likely to stick to the plan. Throw out those outdated to-do lists!

You can start by notating every minute of what you're doing for a few days including meetings, phone calls, meals, even bathroom breaks and random conversations. Logging your activity for a baseline can help you



**"Focus on one  
thing at a time"**





determine where your time is being wasted and help you fix it.

## 2. THINK SMALLER!

Learn to set smaller, accomplishable goals.

Keep the big long-term goals but then set smaller daily goals to get there. We often overestimate how much we can accomplish in one day.

Setting daily goals that are attainable helps you stay on track in getting the most important things done even when you get side tracked with “busy work.”

It's also more encouraging and builds confidence to have a list of three things you can accomplish towards your successful day versus a long list of 10 that you won't finish.

## 3. ELIMINATE DISTRACTIONS

Distractions are the enemy of productivity. Do everything in your power to give your fullest attention to the task at hand. Ever try to do two things at once, or maybe even three, and fail miserably? We've all been there. Spreading yourself too thin will only hurt you. Not giving your full attention is a sacrifice made on the quality of your thoughts and your work. Learn to be more present and in the zone with anything you're trying to finish or accomplish.

### The Good News

Whether you lean more towards the “busy” side or more towards the “productive” side, do not panic. This is something you can change and get better with over time. We all fall into the busy category from time to time but, during those times, it is important to recognize it for what it is and move forward with action.

Highly productive people are the go-getters of our time making their dreams their reality. They push themselves to be less busy and more productive every day



**"Eliminate  
distractions!"**





# Being At Ease At Work Is A Luxury

In the workplace we rarely know the rules of the game. If I hit a ball at you as hard as I can, odds are, you're not going to be happy with me. If I now tell you we are playing tennis, you're no longer upset at me and your perspective immediately changes.

## Why does this happen?

As soon as I tell you we're playing tennis, your expectations have changed, and you understand, at least in concept, the rules of the game we are playing. In the workplace, on the other hand we rarely know the rules of the game. One employee thinks we are playing tennis, another thinks we're playing football and someone else thinks we're playing chess. There are no defined rules of the game because as a team, we have never sat down to establish what game we are playing.

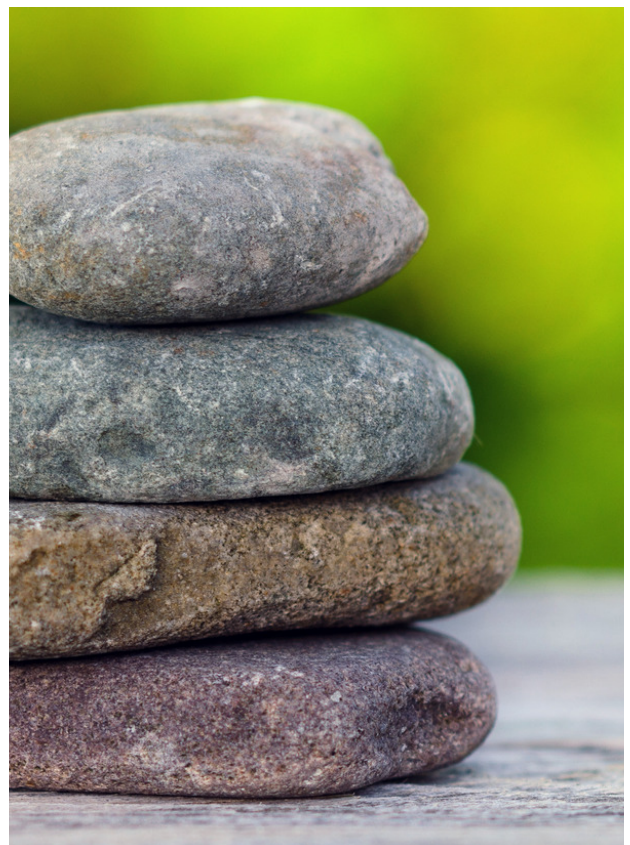
When we don't know what's acceptable to say or to do with each other it makes it quite hard to get our work done let alone collaborate with others. We come to work with vastly different perspectives and views of the world. This diversity of perspectives and backgrounds can be a breeding ground for creativity and a recipe for disaster.

It can make work feel like you are walking through a series of landmines. Instead of giving someone direct and honest feedback, it's safer to stay quiet and not risk stepping on a landmine. The energy we spend trying to tiptoe around one another's assumed land mines takes away from the common goal we're trying to achieve as a team. It is what drives ineffectiveness and inefficiency. Lack of clarity and confusion on what to say to whom and when, is a massive waste of time and energy. This lack of transparency is one of the biggest barriers to leading a high performing team.

To create a team that performs, you need people who are willing to be radically transparent with one another, a team that is direct in their communication.



**"There are no defined rules"**



### What does it mean to be radically transparent?

1) Radical transparency means you deliver communication that is clear, action-oriented and in the moment. This type of live and direct interaction is what allows each individual on your team to operate at their best and deliver results most effectively for the team.

2) It also means you have a group of people who feel psychologically safe to communicate with one another directly.

Psychological safety is the belief that you will not be punished or humiliated for sharing an idea, question, concern or even for making a mistake. It's the creation of a safe space for people to interact without worrying about consequences.

Creating a radically transparent team is within your control as a leader. You don't need to get your entire company involved to make them happen. You can start today.

Radical transparency is created when you clearly define the rules of the game, align with your team on the rules and consistently hold yourself and your team accountable to the rules.

It starts with clarity and gets stronger with consistency.



**"Be radically transparent"**



## Timely Inspiration

I would like to share with you what I believe are the key attributes to achieving success:

- Define results in a simple way.
- Identify differences in results achieved in the past.
- If you have not achieved any goal/result, then identify the adverse effects it has caused. Remember the famous Chinese proverb, "As long as the trunk is firm, worry not over the branches swaying to the wind."
- Have an action plan for the results to be achieved.
- Identify the way and what you need to have to achieve the result.
- God willing, you should achieve the result.

SELF IMPROVEMENT SEMINARS IN

# THE MONTH OF AUGUST



**BOOST YOUR EMOTIONAL INTELLIGENCE**

1st August 2018 / 6PM - 8PM

**BREAKING BAD HABITS - OVERCOMING  
NEGATIVE BEHAVIOURS**

29th August 2018 / 6PM - 8PM

**VENUE:**

**VENTRAX MANAGEMENT SDN BHD  
NO. 37 & 39 JALAN TPP5/17  
TAMAN PERINDUSTRIAN PUCHONG  
47160 PUCHONG  
SELANGOR DARUL EHSAN**



- Do not assume that people naturally do their best and that everything works for you.
- Do once, review once.

Finally, remember that there are those who love money and use people. Then there are those who love people and use money. You should love time, love people and use time and money. It's inevitable that money is a means to something better and it must always be earned. Alongside money, you must realise that time is also a valuable mean. Use it well.

*(Extracts from "How long can you wait for results")*

## How To Adopt An Attitude Of Collaboration

The shift from 'me' to 'we' doesn't come naturally for everyone. It sure didn't for me. That's why today we're going to examine some qualities of a good team player, and discuss how to adopt an attitude of collaboration.

### Talk It Out

Good Coaches do address critical skill with players such as communication. Young men must ride together, room together and train together. Communicating means more than simply talking (and definitely more than just texting).

To improve your connection with people:

- Be candid. Harboured hidden agendas, relaying messages through third parties, sugar coating bad news, beating around the bush and airing grievances on social media are sure fire ways to sabotage group relations.
- Be quick. If something is bothering you, address the problem within 24 hours so that a short-term frustration doesn't morph into a long-term grudge.
- Be inclusive. Be discreet when needed, but otherwise share as much work-related information with your team as possible. Open communication increases trust, trust increases ownership and ownership increases participation.



**"Candid, quick  
& inclusive"**



## Roll With It

The best attribute to bring to a team is adaptability. Every organization benefits from someone who is able to roll with financial ups and downs, pinch-hit for colleagues, adjust to changing operations or shift strategies.

You can become more flexible in your thinking if you:

- Keep learning. You never grow out of fashion u doing so.
- Think beyond your role. How many times have you heard a colleague whine, “That’s not my job”? Don’t be that office bellyacher! Instead learn a little bit about everyone’s duties, especially those higher up on the ladder than you. You never know when an opportunity will arise to save the day in a company crisis.
- Think creatively. Look for unconventional solutions when you meet a challenge. “There’s an expression that says a person’s age can be determined by the degree of pain he experiences when he comes in contact with a new idea”. “The ones who don’t react with fear are the really creative people.



## Wave Your Pompoms

Figuratively, of course. But consider the enthusiasm of sideline cheerleaders and how much energy they infuse into fields and stands.

You don’t need to be cheerleader-perky to bring energy into your workspace. But you can grow your enthusiasm by:

- Showing a sense of urgency. Give yourself deadlines for completing the steps of a project, especially the mundane tasks you’re putting off.
- Taking on more. When someone asks you to do something, do it and then go beyond the assignment.
- Striving for excellence. Nothing breeds enthusiasm like the feeling of success that follows a job well done. Let that momentum carry you into the next project.

It is strongly believed that when you’re surrounded by people who share a passionate commitment around a common purpose, anything is possible.

These qualities are merely a taste of the many attributes good team players bring to their organizations.

**"Wave your  
pompoms"**





## ACTION PLAN

- Think about the people in your sphere.
- Consider everyone from the parking attendant to the CEO
- Identify those who exhibit the best team qualities
- Watch them. How do they put their attitudes into action?
- How do they inspire others to follow their examples?

# Basic Table Manners Tips To Aid You Immediately

### TABLE MANNERS TIP #1

**Make Good Use of Your Napkin.** Place your napkin in your lap immediately upon sitting down. Unfold it while it is in your lap.

### TABLE MANNERS TIP #2

**Utensil Etiquette.** In most situations, use the "outside-in" rule to tell which knife, fork, or spoon to use at the dinner table. Use utensils on the outside first and work your way in with each new course.

### TABLE MANNERS TIP #3

**Removing Unwanted Food from your Mouth.** Food is removed from the mouth in the manner in which it is put into the mouth. Food put into the mouth with a utensil is removed with a utensil. When fingers are used to eat food, the pit or bone is removed with fingers.

### TABLE MANNERS TIP #4

**Excusing Yourself.** Simply say "excuse me, please; I'll be right back" when leaving for the restroom. Leaving without a word is rude.

### TABLE MANNERS TIP #5

**Cutting Food.** Cut your food into only one or two bite-sized pieces at a time.



**"Use the  
outside-in rule"**



#### TABLE MANNERS TIP #6

**Electronic Devices.** Turn off or silence all electronic devices before entering the restaurant. If you forgot to turn off your cell phone, and it rings, immediately turn it off. Do not answer the call. Do not text and do not browse the Internet at the table.

#### TABLE MANNERS TIP #7

**Seasoning Food.** When at a dinner party or restaurant, proper table manners dictate that you taste your food before seasoning it.

#### TABLE MANNERS TIP #8

**Speaking While Eating.** If you have more than a few words to say, swallow your food, rest your fork on your plate, and speak before you resume eating.

#### TABLE MANNERS TIP #9

**Reaching.** Items are within reach if they are within easy reach of your arm when you're leaning only slightly forward. Don't lean past the person sitting next to you.

#### TABLE MANNERS TIP #10

**Don't Drink with a Full Mouth.** To avoid leaving food on the rim of the vessel, make sure the mouth is free of food and blot the lips with a napkin before taking a sip of a beverage.



**"Taste before  
seasoning"**

## Business Etiquette - Dressing

### Why Women Wear Stockings?

Have you ever questioned why it is that women are supposed to wear stockings?

At a national convention, one so-called expert said, "Men have to wear socks, so you have to wear them, too." I'm not buying that. It is not a logical reasoning for why women wear stockings. In order to come on board with this concept, women need real logic with value.

As we look back in history, women started wearing shorter skirts in the 1920s that showed a little more leg.





They also wore stockings for comfort and continued modesty.

Clothing sets the boundaries for social interaction as well as office interaction. A bare leg invites touch. Stockings say hands off. Some women think that wearing stockings is old-fashioned and outdated. There is real logic to wearing stockings. We're seeing a lot of ugly mottling and broken veins on women's legs nowadays. Stockings are an excellent solution as they give a flawless look to your legs. When wearing nylons, you achieve that finished look. For women that don't care to wear nylons, they can choose to wear longer skirts instead.

Stockings also provide additional warmth in the cooler months and denote a cue to refinement as well. Colour and patterned tights have become all the rage among Generation X and Y, effectively opening them up to the concept and benefits of stockings for women



**"There is logic  
to stockings"**

## Reflections

**"Don't wait for extraordinary opportunities. Seize common occasions and make them great"**

- Orison Swett Marden

**"Weak men wait for opportunities. Strong men make them"**

- Orison Swett Marden

