

BE TIME WISE

A Monthly Newsletter On Self-Development



PRODUCTIVITY AND THE PROCRASTINATOR

Accountability – whether it's to yourself or to another person – can be crucial to your productivity.

BE ACCOUNTABLE

To combat procrastination, find an accountability partner. This can be a colleague or a manager, whose role is to receive regular progress reports on your project. The person you choose will have to take his or her role seriously, expressing disappointment if you have not achieved your goal, and appreciation if you have.

STAY ON TRACK

To-do lists work to keep you accountable because they help you stay on the path to getting your most important work done – if you use them effectively, that is.

Before you leave work for the day, make a list of five to eight goals that you would like to accomplish the following day. On a separate list add any personal errands that need to be done that day — like booking a flight for a vacation or buying a birthday gift. That list should contain no more than two or three items.

WHAT YOU'LL FIND INSIDE:

- **IDEAS FOR CULTIVATING THE RIGHT MINDSET**
- **THE MULTITASKER**
- **HOW TO MONOTASK?**
- **HOW CAN I MAKE WALKING A HABIT?**
- **WHY SPEAKING ELOQUENTLY IS SO IMPORTANT IN BUSINESS?**

Be realistic about what you can accomplish in a day of work, and resist the urge to make a to-do list for the whole week, which can leave you feeling stressed and overwhelmed.

Make the items on your to-do list specific, realistic and simple — don't secretly pack eight or 10 tasks inside one huge item, like "finish project." Instead, break your project into small, discrete components.

TO-DO LIST DOWNSIDES

Since our primal mind craves distraction, the classic to-do list can prevent interruptions from taking over your day. But humans are also vulnerable to so-called "structured procrastination," where in order to avoid working on a hard task, they spend time on a much easier one. Answering an email or liking a post on Facebook can be a form of structured procrastination.

Writing your to-do list can also be a form of structured procrastination. So, give yourself five minutes or less to write a to-do list each morning. Keep it focused and short, so you're not spending more time checking off items than actually completing them.

LIST KEEPERS

Some people like to keep their lists on paper – making emphatic and satisfying checkmarks whenever they complete a task. Others prefer the computer route. If that's the case, many apps are available.

To avoid confusion, pick either paper or digital for your lists, as it can be hard to manage both.

IDEAS FOR CULTIVATING THE RIGHT MINDSET

Here are some potential life-altering ideas that will help you embrace your challenges and growth opportunities in order to realize your full potential and enjoy the journey while at it.



Be Productive



1. Start developing a growth mindset

If you currently have a fixed mindset, there is good news. It's not a fixed thing. You actually can develop a growth mindset. "Mindsets are an important part of your personality, but you can change them.

2. Focus on learning over achievement

As you go about your life, focus on a growth mindset instead of focusing on your achievements alone. Embrace all the things that have felt threatening: challenges, criticisms, struggles and setbacks. Learn about the brain and all the wonderful ways it can help you grow and overcome.

Every time people stretch out of their comfort zone, do hard things, stick to hard things their brains form stronger and stronger connections and over time their abilities can grow.

3. Love the process of growing

It may be slow, but celebrate every progress you make, every step of the way despite the challenges. The growth mindset does allow people to love what they're doing — and to continue to love it in the face of difficulties.

Contrast that with a fixed mindset. With a fixed mindset, you love the score more, while growth-minded people love what they do more. Oftentimes, growth-minded people don't even plan to go to the top. They get there as a result of doing what they love. It's ironic, the top is where the fixed-mindset people hunger to be, but it's where many growth-minded people arrive as a by-product of their enthusiasm for what they do.

4. Work on your physical and creative abilities

Don't let a fixed mindset hold you back from what you're capable of. Just because some people seem naturally good at something, does not mean others can't do it. In fact, others can do it sometimes even better with training.

5. Understand that the journey is the reward

No matter the outcome of your efforts; even when things don't go as planned, you still win. This is because there is always a lesson in the journey that will help you grow and become a much stronger and more inspiring person. So, value what you're doing regardless of the outcome.



Develop A Growth Mindset



In the fixed mindset, everything is about the outcome. If you fail — or if you're not the best — it's all been wasted. The growth mindset allows people to value what they're doing regardless of the outcome. They're tackling problems, charting new courses, working on important issues. Maybe they haven't found the cure for cancer, but the search was deeply meaningful.

Becoming is better than being!

THE MULTITASKER

If you're trying to do three things at once, you're often accomplishing very little.

A BIOLOGICAL IMPOSSIBILITY

Think you can get more done by juggling multiple tasks at the same time? Try calling your co-worker while typing an e-mail and checking your Face book page. You may feel as if you're being productive, but you're probably not getting any of those tasks done efficiently.

We all have a limited amount of cognitive bandwidth — the number of thoughts and memories we can hold in our minds at any given time. Your brain may delude itself into thinking that it has more capacity than it really does, but it's really working extra hard to handle multiple thoughts at once when you are switching back and forth between tasks. Your ability to get things done depends on how well you can focus on one task at a time, whether it's for five minutes or an hour.

“Multitasking is not humanly possible”

MORE ERRORS AND LESS CREATIVITY

When you multitask, you tend to make more mistakes. When you toggle back and forth between tasks, the neural networks of your brain must backtrack to figure out where they left off and then reconfigure. That extra activity causes you to slow down, and errors become more likely.

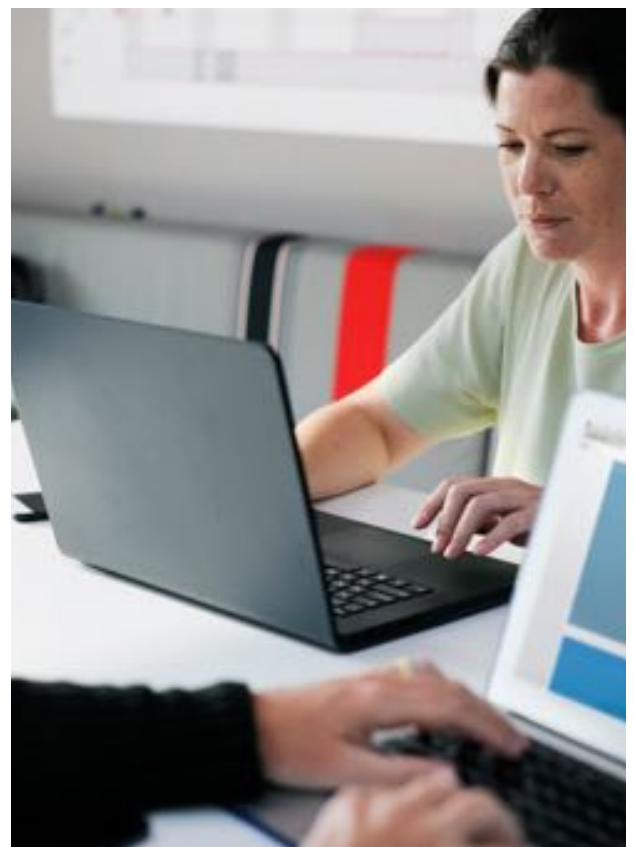
“People are much more efficient if they monotask.

Trying to multitask also impedes creativity. Truly innovative thinking arises when we allow our brains to follow a logical path of associated thoughts and ideas, and this is more likely when we can focus on a single mental pathway for an extended period.

The brain is like a muscle: It becomes stronger with use. As with physical exercise, the more we strengthen our mental connections by focusing on one task to the exclusion of all others, the better we can perform.



**Multitasking is not
humanly possible**



HOW TO MONOTASK?

To the best of your ability, set up a work environment that encourages the performing of one task at a time. It's probably not realistic to think that we can block off hours at a time for a single task, but even committing to monotask for five minutes can yield productivity benefits.

Here are a few small changes you can make:

Remove temptation: Actively resist the urge to check unrelated social media while you are working on a task.

Work on just one screen: Put away your cell phone and turn off your second monitor.

Move: If you find yourself losing focus – reading the same sentence over and over or if your mind continually wanders off topic – get up and briefly walk around. A brief walk around your office can lift your mood, reduce hunger and help you refocus.

Work in intervals: Set a timer for five or 10 minutes and commit to focusing on your assignment for that amount of time. Then allow yourself a minute of distraction, as long as you get back on your task for another five or 10 minutes.

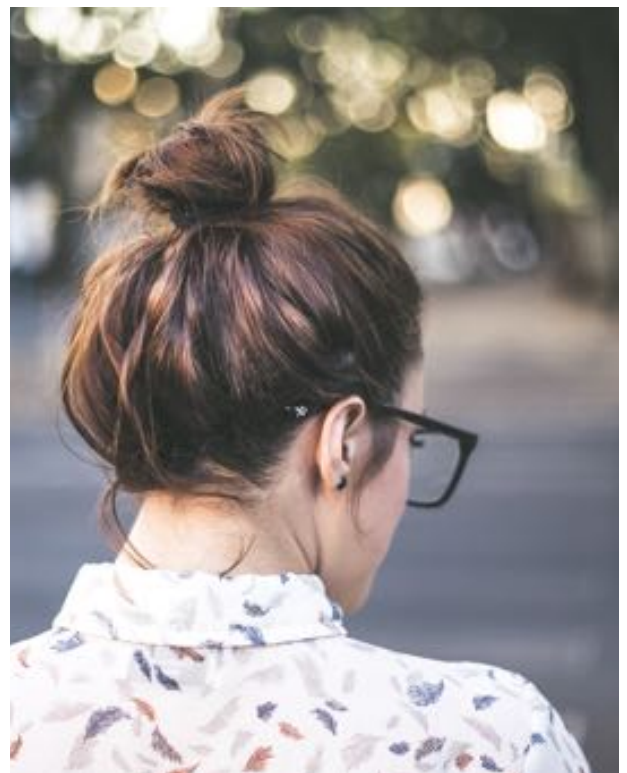
WHEN DISTRACTIONS TAKE OVER

The tendency to become distracted is primal, so forgive yourself if you do. It arose in our earliest days as humans, when we needed to respond instantly to lions, tigers and other predators that threatened us. Every sensory input was deeply interesting, and our response to it was sometimes a matter of life or death. Our brain has not let go of this ancient survival mechanism; we still crave that informational tap on the shoulder.

Fortunately, the more we work on focusing on one task at a time and ignoring distractions, the more we exercise the prefrontal cortex – the more evolved part of our brains. Then it becomes easier to focus.

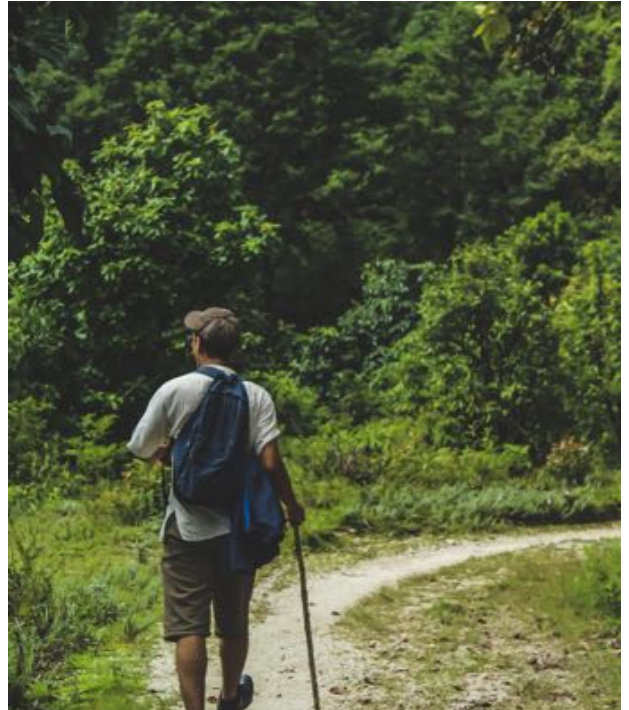


**Focus On One
Task At A Time**



HOW CAN I MAKE WALKING A HABIT?

- ◆ **SCHEDULE IT.** If you treat walking as an automatic "must" on your daily list -- like brushing your teeth or taking your vitamins -- then there's no debate about whether you will or won't do it. Before long, it'll be a rock-solid habit.
- ◆ **GET A BUDDY.** Having a friend waiting for you to take a walk gets you out there day after day. Your walking "buddy" doesn't even have to be somebody you see. It can be a pal with whom you check in every day, by phone or online. If your pal doesn't get your daily "I just walked" message, he or she knows to give you a get-going poke.
- ◆ **ADD SOME FUN.** Head outdoors or hop on the treadmill, and think up words while you walk. Whatever makes walking more fun for you, do it!
- ◆ **KEEP TRACK.** A walking log, a pedometer, even a little notation in your calendar -- it's all good. That's because keeping track of your miles and goals increases your odds of sticking to your plan.
- ◆ **REWARD YOURSELF.** We're all for bribery when it comes to exercise. Give yourself a walking goal of, say, 10 miles per week for a month, or 60 minutes a day for a week -- and if you're successful, treat yourself to a massage or a got-to-see-it movie or a new MP3 player for your walking tunes or recorded books.



Speak Eloquently

WHY SPEAKING ELOQUENTLY IS SO IMPORTANT IN BUSINESS?

- Language that is spoken elegantly, effectively, and eloquently.

Eloquence is the fine art or practice of using language fluently and expressively. We've all been moved by eloquent speakers. Think back to speeches that affected your life in some way -- a teacher, a mentor, an activist, or a politician. Great speakers have mastered the art of speaking eloquently.

Fortunately, eloquence in speaking is a practice that is not solely innate; it is an art that can be taught, and one that is extremely important in business.



- ❖ There are 4 main types of speakers:
- ❖ The coherent
- ❖ The incoherent
- ❖ The articulate
- ❖ The eloquent

A coherent speaker can communicate opinions and facts verbally, but usually, doesn't say anything that is memorable.

An incoherent speaker is a rambler. They use slang and jargon and most often lose their audience because they're gabbing about topics that are only of interest to themselves (and perhaps their family).

An articulate speaker manages to speak clearly and succinctly, but does not use language that is particularly persuasive.

The eloquent speaker is a person who knows how to use both body language and their words to create both an interest in the product or topic that he or she is discussing, as well as an ability to win over the minds and hearts of their listeners.

There is an abundance of reasons why it is important to be able to speak eloquently. But first, let's take a look at how you can become a more eloquent speaker.

To begin with, you must assess your body language. Sit or stand with a straight but relaxed spine; keep your chin up and do not slump. Avoid glancing sideways – focus completely on your audience. Make certain that your voice is loud enough so that the people sitting farthest away from you can clearly hear you, but not so loud that the ears of those people closest to you are hurting from over loudness. Use gestures when you want to emphasise key points; notice what gestures popular public speakers and celebrities use when they're speaking.

When you're about to introduce a new idea, add some power to the words you're speaking by moving your body from one location to another on the stage. If you're sitting at a conference table and need to emphasise a certain point, incline your body slightly forward.



Body Language



Never speak in clichés; instead, use vivid or unexpected phrases or words that will illustrate a point simply, but memorably.

Use common words put together in an interesting manner, and don't use words that are too fancy, or ones that some of your audience won't understand.

Change the speed with which you're speaking at. If everything you say is at the same speed, your speech will quickly become monotonous. Speed it up or slow it down at different times, depending on how important the concept is that you're communicating.

Your business presentation needs to be inspiring and persuasive, and it must also reflect conviction as well as quality. Enhance your word pronunciation; make certain that your words are delivered fluidly, gracefully, and with style. You must exude confidence so that your audience will find it easy to believe the things you're saying. Remember that eloquence is power, and that power is influential.

If both speaking and presenting in an eloquent manner is an issue amongst a vast number of your employees, you need to do something about it. Building on these communication skills cannot be done overnight. It takes time and proper training. This is where a public speaking workshop for professionals comes in. If you get your entire team involved in the course, no one will feel like their skills are being singled out and your business will benefit as a whole.

What benefits will come from being an eloquent speaker? First, your words will be heard, and your opinion will be respected. Your audience won't just listen to you – they will HEAR you, and value what you have to say. Second, if you're an eloquent speaker, you will feel an increase in your feelings of personal power. Finally, speaking with eloquence creates opportunities. Learn how to influence others with your words, and new opportunities will open up for your business.



Be Confident



Practice does make perfect when it comes to speaking eloquently. Practice reading out loud to yourself or a few others. Consider taking a series of coaching lessons. Consider taking presentation or public speaking classes, like those mentioned previously. Embrace your worth and increase your business by learning how to speak eloquently.



SELF IMPROVEMENT SEMINARS IN

THE MONTH OF DECEMBER



**THE KEY TO ADAPTABLE COMPANIES IS
RELENTLESSLY DEVELOPING PEOPLE**

5th December 2018 / 6PM - 8PM

**HOW DO YOU "ADD VALUE"?
UNDERSTANDING HOW YOU CONTRIBUTE TO
THE BOTTOM LINE**

20th December 2018 / 6PM - 8PM

VENUE:

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

Timely Inspiration

We have got to be ruthless about distractions. Distractions are time wasters and time wasters are blockers from realising your goals. You need to be ruthless with situations and people who intrude upon both your personal and professional time.

Also, try to locate information in a hurry. Studies have shown that searching for and handling information occupies up to 20% of our time.

If you find that your routine work lacks priorities, then it is time to sit down and get focused on your goals. Delegate the unimportant tasks, but stop short of micromanaging your staff. Look at the results that they produce and not the process or details of how they did it. You're not interested how your car was made, but you are happy that it works and fulfils your needs. You must realise that if you do not delegate work, it is virtually impossible for you to do everything yourself. You must use the help of others.

If paperwork and reading is taking too much of your time, then, you should avoid "knowledge explosion". Do not attempt to read everything. Select what is crucial for you to read. If you have the opportunity, take up speed reading. Remember the Pareto Principle; you may even want to delegate reading to your staff and later ask them for a summary.



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

Reflections

"Our greatest weakness lies in giving up. The most certain way to succeed is always to try just one more time."

- Thomas Edison

