

BE TIME WISE

A monthly newsletter on self-development



WHAT'S IN THIS ISSUE

- To Consciously Stay Positive
- 6 Ways To Uncover Your Personal Zone of Genius
- These Small Mind-Set Shifts Will Make You. More Productive
- Table Manners & Dining Etiquette

A LEARNING SECRET: DON'T TAKE NOTES WITH A LAPTOP

Although typing is invariably faster than writing with a pen, is it really the most effective form of note taking? Turns out, it is not. While typing will compile a much bigger volume of notes, it is the act of writing your notes which actually does commits to memory.

Scientifically speaking, writing is important because it stimulates a part of the brain that typing simply doesn't. Writing longhand stimulates the Reticular Activating System (RAS), Broca's area, and the bilateral inferior parietal lobules. The RAS acts as a filter for everything your brain needs to process information, giving more



"Write!"

attention to the stuff you are currently focused on. In addition, writing stimulates the Broca's area and the bilateral inferior parietal lobules, areas involved in controlling speech, execution, imagery, and observation.

As for why writing stimulates the mind much more; the act of physically writing something down grabs the brain's attention much more than the monotonous act of typing, wherein you are essentially tapping keys. When writing with a pen or pencil, you need much more attention in order to write—making sure to cross your Ts and dot your Is.

The act of this focused attention allows for neurons in the brain to fire in areas of the brain dedicated to the task of learning. In addition, writing has been shown to train the brain and increase your cognitive abilities much better than typing. Using brain imaging, researchers found that the practice of writing by hand helps with improving idea composition and expression, and also aid in fine motor-skill development.



TO CONSCIOUSLY STAY POSITIVE

Maintaining positivity is a daily challenge that requires focus and attention. You must be intentional about staying positive if you're going to overcome the brain's tendency to focus on threats. An emotional intelligence test can provide some powerful feedback to help you with this, as it won't happen by accident.

POSITIVITY AND YOUR HEALTH

Pessimism is trouble because it's bad for your health. Numerous studies have shown that optimists are physically and psychologically healthier than pessimists. The researchers found that pessimists' health deteriorated far more rapidly as they aged. Optimists have lower levels of cardiovascular disease and longer life-spans.



"Be optimistic!"


POSITIVITY AND PERFORMANCE

Keeping a positive attitude isn't just good for your health. In one study in particular, he measured the degree to which insurance salespeople were optimistic or pessimistic in their work. Optimistic salespeople sold 37% more policies than pessimists, who were twice as likely to leave the company during their first year of employment.

The ability to turn pessimistic thoughts and tendencies around with simple effort and know-how, people can transform a tendency toward pessimistic thinking into positive thinking through simple techniques that create lasting changes in behaviour long after they are discovered.

Here are three things that we can do to stay positive.

1. SEPARATE FACT FROM FICTION



The first step in learning to focus on the positive requires knowing how to stop negative self-talk in its tracks. The more you ruminate on negative thoughts, the more power you give them. Most of our negative thoughts are just that — thoughts, not facts.

When you find yourself believing the negative and pessimistic things your inner voice says, it's time to stop and write them down. Literally stop what you're doing and write down what you're thinking.

Once you've taken a moment to slow down the negative momentum of your thoughts, you will be more rational and clear-headed in evaluating their veracity. Evaluate these statements to see if they're factual. You can bet the statements aren't true any time you see words like never, always, worst, ever, etc.



"Think positively!"

2. IDENTIFY A POSITIVE THOUGHT

Once you snap yourself out of self-defeating, negative thoughts, it's time to help your brain learn what you want it to focus on — the positive.

This will come naturally after some practice, but first you have to give your wandering brain a little help by consciously selecting something positive to think about. Any positive thought will do to refocus your brain's attention. When things are going well, and your mood is good, this is relatively easy.

However, when things are going poorly, and your mind is flooded with negative thoughts, this can be a challenge. In these moments, think about your day and identify one positive thing that happened, no matter how small. If you can't think of something from the current day, reflect on the previous day or even the previous week. Or perhaps there is an exciting event you are looking forward to that you can focus your attention on. The point here is you must have something positive that you're ready to shift your attention to when your thoughts turn negative.

Step one stripped the power from negative thoughts by separating fact from fiction. Step two is to replace the negative with a positive. Once you have identified a positive thought, draw your attention to that thought each time you find yourself dwelling on the negative. If that proves difficult, you can repeat the process of writing down the negative thoughts to discredit their validity, and then allow yourself to freely enjoy positive thoughts.

3. CULTIVATE AN ATTITUDE OF GRATITUDE

Taking time to contemplate what you're grateful for isn't merely the "right" thing to do; it reduces the stress hormone cortisol by 23%.





"What were you born to do?"

Research has found that, people who worked daily to cultivate an attitude of gratitude experienced improved mood, energy and substantially less anxiety due to lower cortisol levels.

BRINGING IT ALL TOGETHER

These three tips sound incredibly basic, but they have tremendous power because they train your brain to have a positive focus. They break old habits, if you force yourself to use them. Given the mind's natural tendency to wander toward negative thoughts, we can all use a little help with staying positive.

6 WAYS TO UNCOVER YOUR PERSONAL ZONE OF GENIUS

There are moments in all of our lives when we feel as if we are doing exactly what we were born to do. Our work feels like a privilege and everything we're doing feels like a gift to the world. This is what we call as our personal zone of genius.

Unfortunately, our education system has done a terrible job of helping people find their zone of genius. In really unfortunate cases, it's caused them to believe they don't have one at all. The biggest problem with education today is that it's a one size fits all solution.

Because of everything you've been taught or told over the course of your life (beliefs, opinions, judgements, criticism, etc) social programming and the matrix, it's possible you don't believe that you have a zone of genius.

That's the bad news.

The good news is that you do and there's a way to discover it.





"Set time for self-reflection"

1. SET ASIDE TIME FOR REFLECTION EACH DAY

What's really important here? How am I using my gifts? What is my genius and how can I bring it forth to bare on my family and my culture and my business? Those genius questions are things that we need to cultivate in ourselves almost as a matter of discipline.

Whether it's writing 1000 words a day, going for a walk in the woods, or meditating, setting aside time for self-reflection helps us cultivate the discipline that allows us to tap into our personal zone of genius.

2. CONDUCT LOTS OF EXPERIMENTS AND COLLECT DATA POINTS

Very often people express concern that they don't know what they want to do with their lives. The expectation that you should know what you want to do with the rest of your life when you're 20 is a bit ridiculous. You haven't had enough life experience and don't have enough data points to make a truly informed decision. Not only that, none of the decisions you make about your career are permanent.

The early part of your career is really a process of conducting experiments. Ideally, your experiments increase your earning potential. Experimentation is essential for innovation and creativity. Effective experimentation requires you to focus on the process and not the prize and great ideas require a willingness to be wrong.

3. WORK IN A GROWTH ENVIRONMENT AND CHOOSE A GREAT BOSS

The job you take is not that relevant. What really is relevant is who you work for because your first boss out of school or any boss is going to shape your career opportunities far more than the job description. Go work for a growing company because where there's growth there's



"Create value!"

opportunity. And also a lot of sins are forgiven in growth environments.

It's likely that one of the most important career decisions you'll ever make is the boss you choose to work for. Possibly even more important than the job itself.

4. SEEK OPPORTUNITIES WITH AUTONOMY

Without autonomy, we tend to lack a greater sense of purpose and meaning in our work, which makes it difficult to tap into our personal zone of genius.

5. BECOME A PRODUCER

Producers create value by bringing new ideas into existence. There's tangible evidence of their impact. They tend not to thrive in situations where they can't see evidence of their contributions. Producers are usually working in their zone of genius.

Performers, unlike producers, are rewarded for their ability to follow instructions and hit certain metrics. It's rare that a performer is an indispensable linchpin. Many could easily be replaced with someone else. The exception to this is people who work in sales. But top notch salespeople are both producers and performers.

6. EMBRACE NON-LINEAR THINKING

The more we're able to write programs, the more we're able to develop machines that can replace linear thinking.

Robots will almost definitely be better than we are at number crunching and linear processes. But humans are really good at being human, we've just lost the time and inclination to do that. As we seek to be relevant in a world that's being taken over by robots, these techniques will place us at an advantage.





"Embrace Non-Linear Thinking"

As machines replace things that don't require human input, we will experience a commoditization of linear thinking. We currently face the prospect of white collars jobs being threatened by automation.

So where does that leave us?

All this isn't necessarily a bad thing. Mankind has never had a greater lever. It's likely we're going to see an unprecedented pace of innovation. Just look back at the last 10 years. For a person who is creative and can embrace non-linear thinking, there's probably been no better time in history to be alive. The only question is what you'll do with what you've been given.

When you don't actively seek out our zone of genius, you deny the gifts that you could give to the world and to yourself. You go through the world with a very limited sense of possibility. Trust yourself. Commit to making your career a lifelong process of finding your zone of genius.

The greatest work of your life is inside you. Give it the fertile soil it needs to see the light of day. Plant the seeds today for who you eventually want to become and you'll open yourself up to an infinite set of possibilities.





SELF-IMPROVEMENT

SEMINARS

WHY CREATING A SHARED VALUE AT WORK IS IMPORTANT?

Date: 5th September 2018

Time: 6pm - 8pm

YOUR FEELINGS ABOUT WORK-LIFE BALANCE ARE SHAPED BY WHAT YOU SAW YOUR PARENTS DO - CONSCIOUSLY OR NOT, WE ADOPT OR REJECT OUR PARENTS' HABITS.

Date: 20th September 2018

Time: 6pm - 8 pm

No 37 & 39 Jalan TPP 5/17 Taman Perindustrian Puchong
47160 Puchong, Selangor



EXTRACT FROM "HOW LONG CAN YOU WAIT FOR RESULTS?"

Timely Inspiration

If you find that you are not delegating enough it may be because you are afraid that your subordinates are not capable of doing the task. In my organisations, I have always allowed my staff to make mistakes as long as they were not repetitive. I would spend time training them and as a last resort, replacing them if necessary. Nobody knows how to get something right the first time. Unless you try, you'll never know. When delegating, be sure to delegate fully.

When your subordinates do well, don't forget to give where credit is due.

You need to ensure that there is growth in your organisation or risk not being able to meet the challenges in the marketplace.

If you feel that you are unable to delegate to your subordinates for any reason, you should try to ensure that you balance their workload. Work with them to reorganise their priorities by first helping them to tie their work into your company's goals. Eliminate work that does not support the goal.





THESE SMALL MIND-SET SHIFTS WILL MAKE YOU MORE PRODUCTIVE

Sometimes, the secret to being more productive lies in how you think and what you believe.

Getting more done effectively and efficiently is a challenge for both employees and employers.

And it's an expensive one.

High-potential employees are those who have exceptional decision making, technical, and analytical skills, according to the study. However, these workers still have trouble staying focused on the right priorities, struggle to meet deadlines, and fail to communicate or avoid surprises in their workday or responsibilities.

And while ideas for boosting productivity often focus on actions, there is another component that contributes to helping people be more effective in their roles: their mind-set.

There is a big connection between mind-set and productivity. Shifting those beliefs and thoughts can be a critical factor in helping employees be better at their jobs.

Here are a couple of mind-set shifts that can boost productivity and effectiveness.

“Any part of wanting to do things differently starts with gaining awareness of how we currently are and how we’re showing up. By being mindful about what you’re doing and why, you can often get a clearer picture of what is truly necessary and what can be discarded or delegated.

FROM TO-DOS TO AGREEMENTS

Throughout our days, we collect more additions to our to-do lists. However, if we stop simply collecting an array of errands and tasks and, instead, consciously think of each new obligation as an agreement, that simple shift in thinking helps us become more discerning about what we take on.





"Get better at saying no"

"The reason why this matters isn't just the amount of stuff we're agreeing to, it's the fact that agreements come with emotional baggage, right? An agreement is a promise. Our brains are built to remind us constantly of things we haven't completed. So when you treat that new task your boss has given you or that new project that has come up as something to which you need to agree, it does a couple of things: First, you have a measure of control in taking on the activity. And you begin to weed out the tasks that don't need to be done—or don't need to be done by you.

People who really cultivate this agreement mind-set, rather than just to-dos, they actually get better at the letters N-O coming to their lips, right? They get better at actually saying, 'I'm not going to be able to do that,' or 'Can we renegotiate the agreement in a way that works better for both of us.

FROM PERFORMANCE TO OUTCOME

If you find yourself stuck in the weeds, overwhelmed with next actions, to-dos, or agreements you need to take care of, it's often because you're focused on process instead of outcome.

Delegation

Our obsession with doing everything better and measuring performance analytics may actually remove us from why our work matters and reduce engagement and productivity. That's when you need to reconnect with the "why" of your work.

Instead of organizing your day by ticking off some "quick hits" on your task list, focus on the meaningful work first, and build your day around getting those things done. Your leader does not care about how many things you get checked off your list. All they care about are your results.





"Your boss cares about results"

So, turn off your email and other notifications and start with the tasks that are going to produce the results you need. Work on those first. If another task or request crops up, write it down to keep track of it, but deal with it later. When you regain your concentration and start seeing through the tasks that matter, you're going to get better results.

TABLE MANNERS AND DINING ETIQUETTE

When you know the rules there is no awkwardness or questions about how things should be done; instead there is only opportunity to spend quality time with the company present. If nothing else, live by these four rules:

1. PAY ATTENTION TO YOUR HOSTS

Being an observant diner and picking up on cues from your host will enable you to avoid 95% the embarrassing situations you could find yourself in. Simple things like waiting to eat until you see others eating and using the utensils others are using will enable you to "wing it." However, this constant observing and following does not allow you to relax and enjoy the evening.

2. CHEW WITH YOUR MOUTH CLOSED AND DO NOT TALK WITH FOOD IN YOUR MOUTH

If you have something to say, refrain from filling your mouth the moment before. In order to recover if expected to speak, only put a single bite in your mouth at a time. The days of stuffing your mouth with as much food as it can hold are over.

3. BRING YOUR FOOD TO YOUR FACE, NOT YOUR FACE TO YOUR FOOD

You shouldn't be leaning over your food, shovelling it into your mouth with a distance travelled





"Say thank you"

of only 6 inches. Instead, sit straight, balance a single bite on the utensil of choice and bring it directly to your mouth. And never drink from your soup bowl.

4. SAY THANK YOU, PLEASE, AND EXCUSE ME

These small words are magic and should be used liberally.

REFLECTIONS

"Happiness is found when you stop comparing yourself to other people."