



VENTRAX BE TIMEWISE MAY 2018 ISSUE

How to Make the Most of Your Workday

Do you often find your workday spiraling out of control? You start each day with a plan to get so much done, but soon find yourself becoming distracted, focusing on low-priority tasks and, simply, procrastinating. So how can you regain control of your time?

Three Basics of Productivity

Use these principles to help guide you through your workday.

All workers and workdays are unique. With fewer companies and employees adhering to a traditional 9-to-5 day, the differences in our workdays are becoming more pronounced. But putting those differences aside, three overarching ideas apply to all our productivity tips:



1. Trust the small increments. You can't expect to change years of working habits overnight. Small changes in how you work can gradually add up to big changes in productivity. Try one tip to start, and keep adding more as you find the strategies that work best for you.

2. Be accountable. Whether it's weekly check-ins with a co-worker or setting your own deadlines and announcing them to others, having to answer to someone else can often force you to get the job done.



3. Forgive yourself. You are human: Accept that you are sometimes going to slip up, become distracted and have a bad day. It's more important to move on than to dwell on your mistakes.



For 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 Facebook 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," said Earl K. Miller, a neuroscience professor at the Picower Institute for Learning and Memory at the Massachusetts Institute of Technology.

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.

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. Some workers may need to go so far as to install anti-distraction programs like Self-control, Freedom, Stay Focused and Anti-Social, which block access to the most addictive parts of the internet for specified periods.

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.

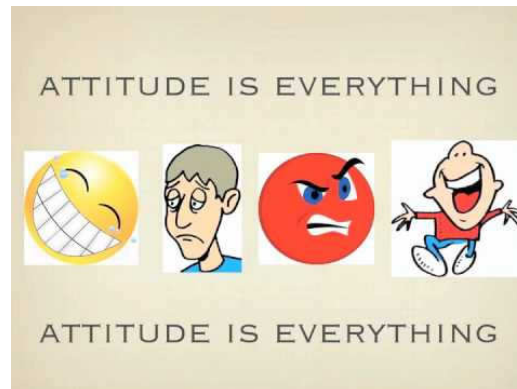
LOOK! A Distraction!



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. 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.

WHY YOUR ATTITUDE IS EVERYTHING



One of the most important steps you can take toward achieving your greatest potential in life is to learn to monitor your attitude and its impact on your work performance, relationships and everyone around you.

If you ask a question like: What attitude did you bring into work this morning? Often, this brings puzzled looks. In truth, people generally ***don't have a high level of attitude awareness***. They'll know if they are hungry or if their feet hurt, but they usually don't have a good handle on their attitude. That is a mistake ***because attitude is everything. It governs the way you perceive the world and the way the world perceives you.***

We all have a choice. We can choose an inner dialogue of self-encouragement and self-motivation, or we can choose one of self-defeat and self-pity. It's a power we all have. Each of us encounters hard times, hurt feelings, heartache, and physical and emotional pain. The key is to realize it's not what happens to you that matters; it's how you choose to respond.



Your mind is a computer that can be programmed. You can choose whether the software installed is productive or unproductive. Your inner dialogue is the software that programs your attitude, which determines how you present yourself to the world around you. You have control over the programming. Whatever you put into it is reflected in what comes out.

Many of us have behaviour patterns today that were programmed into our brains at a very tender age. The information that was recorded by our brains could have been completely inaccurate or cruel. The sad reality of life is that we will continue to hear negative information, but we don't have to program it into our brains.

The loudest and most influential voice you hear is your own inner voice, your selfcritic. It can work for or against you, depending on the messages you allow. It can be optimistic or pessimistic. It can wear you down or cheer you on. You control the sender and the receiver, but only if you consciously take responsibility for and control over your inner conversation.

Habitual bad attitudes are often the product of past experiences and events. Common causes include low self-esteem, stress, fear, resentment, anger and an inability to handle change. It takes serious work to examine the roots of a harmful attitude, but the rewards of ridding ourselves of this heavy baggage can last a lifetime.



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SELF IMPROVEMENT SEMINAR JUNE 2018

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Topic

"Numbers Take Us Only So Far"

Date/Time

6th June 2018/6pm – 8pm

Venue

*Banker's Club Kuala Lumpur (Amoda Building)
Jalan Imbi (Opposite Berjaya Times Square)*



Topic

A Resilient Personal Brand Ensures Your Competitive Edge

Date/Time

27th June 2018/6pm – 8pm

Venue

*Ventrax Management Sdn Bhd
No. 37 & 39 Jalan TPP5/17
Taman Perindustrian Puchong
47160 Puchong
Selangor Darul Ehsan*

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Timely Inspiration

Time invested in work and employment should be aimed at improving productivity – accomplishing more in fewer hours. Stated below are some common problems manager's faces at work. I have also provided some quick tips to help you manage these problems better so as to utilize your time at work more effectively.



If you need to think of marketing ideas for your company, it may be beneficial and more productive if you were to take some time off or away from the office. If you are under stress at the office, you will not be able to think up strategies on how to make your company grow.

If you are constantly rushing around in circles, it could be that you are disorganized. You should take some time off and reorganize yourself. What do you need to do at work, when are you going to allocate time to do it, and how can you reorganize them is best sorted away from your usual environment. You may also need to make decisions more carefully as this could be the root cause of the problem. There is a saying that people do not seem to have the time to do things right after the first time but they seem to have the time to do it over and over again. But the problem is that doing it again will cost tens, if not

hundreds of times more than getting it right the first time.

You could also be taking on more than you can chew. What you could do is to delegate more and delegate it effectively so that people need not waste their time and yours to keep clarifying what needs to be done.

If you find yourself spending time on non-essential tasks, then it is time that you sit down and plan. Everyone has a plan – most have it in their mind - but many are not willing to sit down and write it down. That makes a tremendous difference as one with a plan is able to focus better and achieve more results. If your boss is the one who is causing you to waste your time on non-essential tasks, then you need to clarify your objectives. Delegate the non-essential tasks to other people who are capable of doing the task as well as you can, if not better!

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

10 STRATEGIES TO IMPROVE OUR ATTITUDE

1. SELF-COACHING THROUGH AFFIRMATIONS

Affirmations repeated several times each day, every day, serve to reprogram your subconscious with positive thinking. An affirmation is made up of words charged with power, conviction and faith. You send a positive response to your subconscious, which accepts whatever you tell it. When done properly, this triggers positive feelings that, in turn, drive action.



2. SELF-MOTIVATION THROUGH DISCOVERING YOUR MOTIVES

Discover what motivates you—what incites you to take action to change your life. Basic motives include love, self-preservation, anger, financial gain and fear. Self-motivation requires enthusiasm, a positive outlook, a positive physiology (walk faster, smile, sit up), and a belief in yourself and your God-given potential.

3. THE POWER OF VISUALIZATION

Studies of the psychology of peak performance have found that most great athletes, surgeons, engineers and artists use affirmations and visualizations either consciously or subconsciously to enhance and focus their skills. Nelson Mandela has written extensively on how visualization helped him maintain a positive attitude while being imprisoned for 27 years. “I thought continually of the day when I would walk free. I fantasized about what I would like to do,” he wrote in his autobiography. **Visualization works well to improve attitude.**

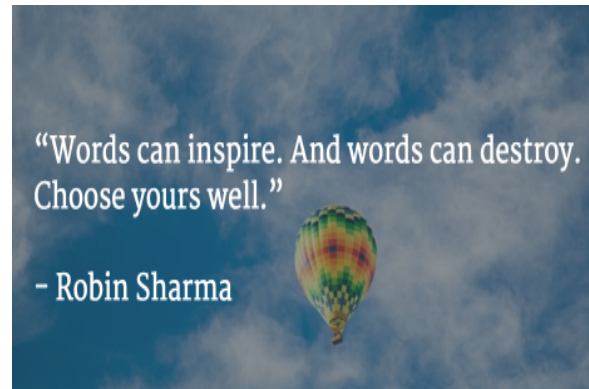


4. ATTITUDE TALK FOR POSITIVE INTERNAL DIALOGUE

Attitude talk is a way to override your past negative programming by erasing or replacing it with a conscious, positive internal voice that helps you face new directions. Your internal conversation—that little voice you listen to all day long—acts like a seed in that it programs your brain and affects your behaviour. Take a closer look at what you are saying to yourself.

5. THE POWER OF WORDS—WOW

Once released to the universe, our words cannot be taken back. Learn the concept of WOW—watch our words. What we speak reflects what is already in our hearts based upon all the things we have come to believe about ourselves. If we find ourselves speaking judgmental and disparaging things about our circumstances or those around us, we know the condition of our hearts needs to change. You can create a direct path to success by what you say.

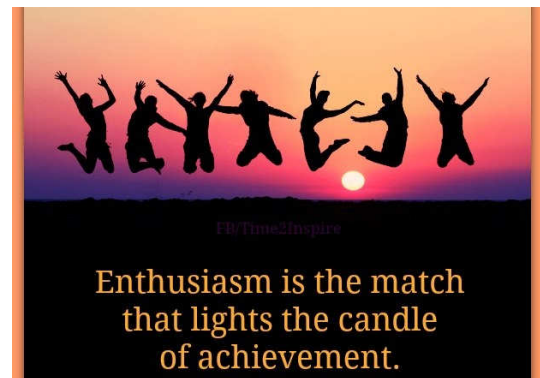


6. THE POWER IN A POSITIVE GREETING

When people ask me how I am doing, I say, "Super-fantastic." Most people enjoy working and living with others who try to live life for what it is—a beautiful gift.

7. ENTHUSIASM: VITAL TOOL FOR STAYING MOTIVATED

Enthusiasm is to attitude what breathing is to life. Enthusiasm enables you to apply your gifts more effectively. It's the burning desire that communicates commitment, determination and spirit. Enthusiasm means putting yourself in motion. It's an internal spirit that speaks through your actions from your commitment and your belief in what you are doing. It is one of the most empowering and attractive characteristics you can have.



8. CONNECTING TO YOUR SPIRITUAL EMPOWERMENT

The ultimate level of human need extends into the spiritual realm. Just as we feed our bodies in response to our primary need to survive physically, we need to feed our spirit because we are spiritual beings. Many people find powerful and positive motivation in their faith. I happen to be one of them.

9. LIGHTEN UP YOUR LIFE WITH HUMOR

Humour is a powerful motivator. The more humour and laughter in your life, the less stress you'll have, which means more positive energy to help you put your attitude into action. There are also health benefits to lightening up.



10. EXERCISING WILL HELP KEEP YOU MOTIVATED

One of the best ways to move to a more positive and motivated frame of mind is to exercise. A regular exercise routine can provide relatively quick positive feedback in the form of weight loss, muscle development and a sense of doing something positive for your own self.



Seek your personal and professional success by using the tools in this attitude tool kit. It is no secret that life seems to reward us most when we approach the world with a positive attitude.

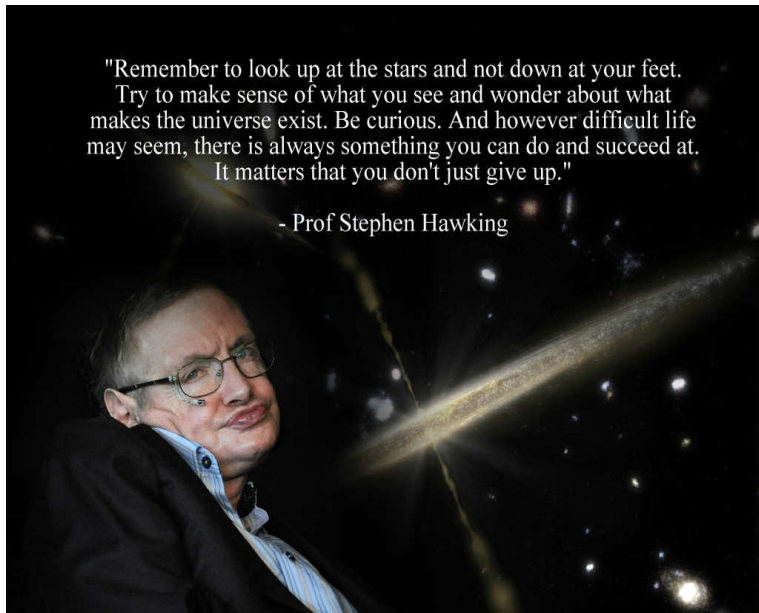
WHY CURIOSITY IS THE GREATEST TRAIT OF ALL?

If you ask a group of people to describe strong leaders, chances are you will hear some replies like these:

- “Leaders look strong. By their strong physical presence, they convince others to follow them.”
- “Leaders are highly articulate. Their strong voices and powerful language motivate people.”
- “Leaders are decisive. They are the first to make a decision and take action.”
- “Leaders are charismatic. When they enter a room, they attract notice.”

We have all heard opinions like these about leadership. Yet in my opinion, they are flawed, and untrue a lot of the time. Are some leaders tall and good looking, with booming voices? Yes, but

that is not where the essence of leadership is found. If you doubt that opinion, let me point to a group of notable leaders who do not possess those traits at all:



Stephen Hawking was one of the world's greatest scientists and transformative thought leaders, yet he suffered from physical limitations.



Ruth Bader Ginsburg, Supreme Court Justice, has one of the keenest legal minds anywhere, but does she speak in a booming, compelling voice? Hardly at all.



Jeff Bezos, CEO of Amazon, has revolutionized retailing and business, but does he attract attention because of his commanding appearance?



The Dalai Lama and Pope Francis exude powerful spirituality that has changed the way people think, yet they seem self-effacing and modest.



Sheryl Sandberg, COO of Face book and author of the highly influential book *Lean In*, is a visionary leader who is changing the role women play in the world, but in her demeanor, she seems modest and quiet.

I think you will agree that all those very different people are important leaders. They have a lot in common. They are all empathetic and intelligent. They are all able to identify, understand and express very big ideas and concepts. But I would like to offer my opinion that their ability to lead can be found in another trait that they all share...

They are all extremely curious people.

In fact, they have devoted their lives to finding new solutions to old problems, new ways to motivate people, new ways to think and even new ways to behave. While other people seem to think that once they have found a solution, they can stop looking for new ideas, great leaders tirelessly go on pursuing the new and the better.

In them all, you will see patterns of curiosity like these:

1. Great leaders practice “Engaged Leadership.”



That means they are much more interested in listening to others than in listening to themselves. They are curious to hear and learn from younger people, older people and people whose backgrounds are different from their own. Instead of shutting people out, they invite them in. They are constantly looking for ideas that are new and better, and when they hear concepts with potential, they tirelessly explore them.

2. Great leaders are intensely curious about ideas that come from fields like art, literature, philosophy and more.

We know, for example, that Steve Jobs studied beautiful objects and wanted all his products to not only work well, but to be highly attractive. Could his products have been as successful if they simply worked well? Possibly, but his curiosity made Apple products unique in the marketplace.



3. Great leaders are constantly looking for new and better solutions.

While other people keep applying ideas that have worked well enough in the past, good leaders are on the lookout for ideas that are dramatically new and better.

4. Great leaders are open to being proven wrong.

In fact, they set their egos aside and surround themselves with people whose ideas could be better than their own.

5. Great leaders admit their own limitations and ask for help when they need it.

In this way, they put no upper limits on their ability to grow. When he started out, did Jeff Bezos know everything there was to know about the technology that he later used to build Amazon.com? Probably not, but he showed the curiosity to ask the right people the right questions.

Every day offers opportunities to listen to new ideas, learn new things and try something different. If curiosity is the key to great leadership—and I believe it is—you can start building your leadership today simply by being curious.

reflections

*The mediocre teacher tells.
The good teacher explains.
The superior teacher demonstrates.
The great teacher *inspires*.*

- William Arthur Ward