

## VENTRAX BE TIMEWISE JULY 2017 ISSUE

### INTELLECT AND INTELLIGENCE

We spend a lot of time acquiring intelligence at the expense of developing intellect.

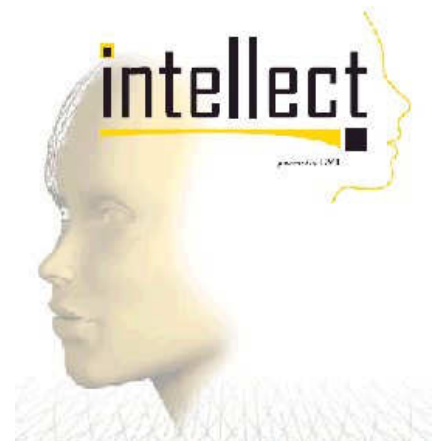


Intelligence is built by gaining information, knowledge from external agencies, from schools and universities, teachers and textbooks. The intellect is developed through your individual effort by exercising the faculty of questioning, thinking and reasoning. Not accepting anything that does not admit logic or reason. Know the difference between the two. And that any amount of intelligence gained cannot per se build your intellect.

The intelligence acquired from external agencies is much like data fed into a computer. Consider, a computer charged with a complete knowledge of fire extinguishers, fire fighting and fire escapes. All the knowledge stored in its memory cannot help the computer act on its own. If the room catches fire, it will go up in flames. The knowledge you acquire is of no use to you without an intellect.

You need a powerful intellect to put the knowledge, intelligence gained, to practical use in life. That explains why among millions of doctors graduating from medical schools only a few have discovered life-saving procedures, cures and remedies. So too, among millions of engineers only few design something unusual like the Panama Canal or Eurotunnel. ***It is their intellect that renders their performance outstanding.*** Besides hindering success and progress, ***intelligence without intellect could destroy peace and happiness in the world.***

Not realising the importance of the intellect in life, people make no attempt to develop their own. Instead, they merely indulge in acquiring intelligence through surface reading of others' periodicals and publications. Few go into the depth of any literature. ***Education has lost its meaning and purpose.*** For generations human beings have turned into intelligent robots and are traversing through life without awareness, much less enquiring into the meaning and purpose of life. Herbert Spencer, a profound thinker and writer, was a rare luminary. Someone asked him if he was a voracious reader. He said: "No sir, if I were as big a reader as others, I would have been as big an ignoramus as they."



The world today is in a state of chaos due to the perversion in human development all intelligence and no intellect. That explains why even highly educated businesspersons, professionals and scholars become alcoholics, are short-tempered and succumb to worry and anxiety. It is the mind that craves alcohol. It is the mind that loses its temper. Again, it is the mind that constantly harbours worry of the past and anxiety for the future. When the intellect remains undeveloped and weak, it is unable to control the vagaries of the mind. Those having developed a powerful intellect, with or without academic distinction, can hold the mind under perfect control and direct action to spell success and peace in life.

The educational systems the world over must be held responsible for the debacle of the intellect. It is their primary responsibility to strike an equable balance between acquiring intelligence and developing the intellect. Only by maintaining this essential equation can governments be run, businesses conducted, professions practised and families live in peace and prosperity.

### Morning Habits Successful People Swear By



Morning people are successful people. Just ask any CEO, politician, professional athlete or inventor out there – they all start their day at the crack of dawn, gaining a leg up on the competition. Create a routine and stick with it. Studies prove that willpower is the strongest in the morning before exhaustion and other priorities get in your way. Adopt a morning ritual and you will start to see **BIG** results.

So hold off hitting that snooze button and read up on some tips to guarantee a **more productive future!**

#### 1. GET UP AN HOUR EARLY

There is a 25<sup>th</sup> hour in the day. You've just been sleeping through it. Getting up an hour earlier is going to take time to adjust to, but once you make it a habit, you will never look back. Research has shown, not only are early risers more optimistic and conscientious, they also anticipate problems and minimize them more efficiently which, of course is crucial to success in the business world.



#### 2. VISUALIZE



Early hours foster reflection. Enjoy the quiet and take some time to map out your day. Think through your goals and to-dos. Take whatever notes you need to ensure your day

will be calmer and more efficient. Research has shown that even two minutes of visualization and positive thinking can improve your mood and clarity for the entire day ahead.

### 3. EAT BREAKFAST

Time is a luxury, enjoy it and feed yourself a wholesome breakfast. Sit down with your family and enjoy a hearty bowl of oatmeal. Fuel your body for the tasks that lay ahead of you. It will help you maintain a steady focus throughout the day.



### 4. SAY BUH-BYE TO THAT ONE BIG TASK



Reprioritize your to-do list, placing the most dreaded task at the top of your list. Instead of letting it loom over you all day save yourself the agony and stress and get it done first thing. You will feel a sense of relief and be more ready and willing to tackle any trivial task that follows. Besides, the morning is the time when you typically have the most energy and feel the most rested. Sounds like a win-win to me!

### 5. GET MOVING

Morning workouts not only give you a boost of energy, they pump you up, ensuring your senses are up and running. You'll feel ready to tackle any problem that comes your way. Studies have shown that people are less likely to come up with excuses early in the morning. So with fewer interruptions, you now have no excuse not to set your alarm 15 minutes early and sneak in a quick jog or a 5 minute workout.



### 6. PACK SNACKS



Eating fuels your brain, improving focus, productivity and memory. Plan your snacks ahead of time and drop some bars into your bag. I opt for a protein-filled KIND Bar which is completely natural and prevents my blood sugar from dropping. Smart snacking is critical for keeping your metabolism going and your brain working at full capacity through your busy day.

### 7. TOSS IT

Learn to let go of the things that are cluttering your life. It's one thing to try to clear your mind, but sometimes you have to physically toss something to feel lighter. So get rid of something – old magazines, junk mail, apps on your phone, old receipts or papers and watch how your attitude changes throughout the day. Our lives get cluttered so easily, but they can become uncluttered just as fast. Remember that.





## 7. GO TO BED EARLY



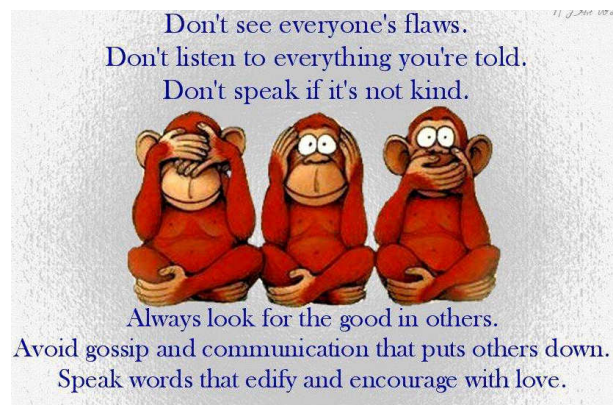
If you want to watch one more episode on Netflix think again. Getting the proper amount of sleep is critical to not only your mental health and creativity but to weight control. When your biorhythms are off it wreaks havoc on your entire system. Getting the proper sleep your body needs sets you up for success in everything else you want to achieve. So rest up, you have much to accomplish tomorrow!

## 8. SILENCE

Waking up early offers you opportunities that few get to enjoy – watch the sun rise, hear the sound of birds chirping, and just be still. We are always on the move. Sit and enjoy the morning calm. It's a brief time where you can be alone with your thoughts. Just breathe.



## 7 THINGS GOOD COMMUNICATORS ALWAYS DO

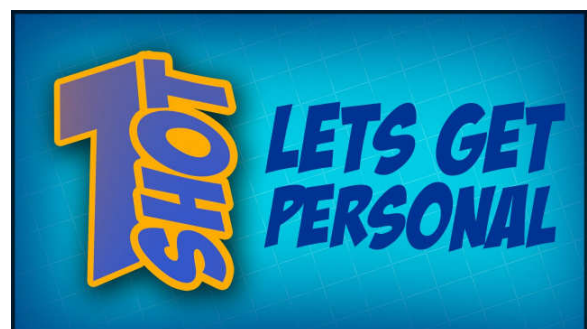


Communicating is easy, but communicating well takes skill. Thinking beyond basic language rules and facilitating effective, positive exchanges of information is something not everyone can do. Fortunately, good communication habits come with regular practice, so if you know what it takes to sharpen your skills, you can proudly communicate like all the great orators and writers before you. Remember these seven things that good communicators always do, and make sure you are doing them!

### 1. Get personal

Most of the time, people don't care about what you're saying unless you're saying something they find valuable on a personal level. That personal level doesn't have to be deep, it just has to exist.

Good communicators establish a personal connection by focusing on how their message may impact the other person. For example, good communicators in the marketing industry always explain how the company's products or services will benefit the customer. This gives the audience a reason to listen and remember what the marketer has said.



## 2. Represent facts



Inaccurate information is worthless, so if you're not sure about something you're saying, either don't say it or at least admit that you're not sure about it. Sometimes, we can get carried away with a conversation and begin spewing out random things we've heard but don't know to be true. Although this may seem harmless, regularly offering

inaccurate information not only leads people to believe things that are not true, it discredits you as a valuable source of information and sharing information is what communicating is all about.

## 3. Be specific

Good communicators cut to the chase and understand the value of brevity. You may love to talk, but that doesn't mean others want to hear it. If you have something to say, say it. Ambiguity and superfluous words are likely to bore people and discredit you, causing your message to get lost in a cloud of noise. Good communicators always respect people's time and choose simple, straightforward words.



## 4. Ask questions



Whether the conversation is with one person or many, good communicators always ask questions. Most importantly, they question their audience to confirm that their point has been understood.

Of course, it can get irritating if someone continually asks us "Do you know what I mean?" or "Get what I'm saying?" Such questions may come off as condescending, but there are friendlier, more subtle ways to ask for

confirmation. *Instead of putting the focus on your audience's ability to understand, put the focus on yourself by asking "Am I explaining this well?"* This invites the other person to ask for clarification without feeling incompetent.

## 5. Ask for clarification

While it's necessary to make sure others understand your own points, good communication also requires you to understand their points. The same way you think the information you share is important, your conversation partner likely believes the same and would love for you to truly comprehend what they're saying. Furthermore, understanding their message is vital to responding appropriately.

### Clarifications



Many people are afraid to ask for clarification for fear of offending the other person, but that fear is unneeded. Everyone comes from a different background, so everyone associates different words, phrases, and even body language with different meanings. If you aren't sure what someone means, ask for clarification! Simply asking "What do you mean?" is not only a good way to understand better, it's also a great vehicle for moving conversations forward.

## 6. Listen



A big part of communicating well is responding appropriately to what someone else communicates. This requires knowing how to actively listen and making every effort to understand what they're telling you. If you don't listen and then respond inappropriately, that can make people feel unimportant and literally unheard. In addition to responding appropriately, attentive listening makes the exchange enjoyable for your conversation partner.

## 7. Read body language

Listening with your eyes is just as helpful as listening with your ears. By looking for non-verbal cues, you can more readily ascertain how someone is receiving your message, and then adapt accordingly. Furrowed brows, for example, can indicate that the other person is trying to understand your point, but not fully succeeding. If you notice, you can facilitate good communication by asking if there's something you can clarify.

### BODY LANGUAGE



## Build your Daily Routine by Optimizing Your Mind, Body and Spirit



*"We are what we repeatedly do. Excellence, then, is not an act, but a habit."*

Aristotle is credited with saying these 15 famous words. And for most of my life...I didn't believe him.

I fought against cultivating good habits and routines because I didn't want to feel like I had to live my life by other people's *rules*. I wanted to be my own person and do my own thing. Besides, keeping a routine was hard work.

### Know what I discovered?

Having no routine or structure is so much more draining mentally, physically, and emotionally than any routine could ever be!

By *not* doing the things I knew would make me better — habits like exercising, meditating, and creating gratitude lists — I deprived my body





mind of the energy that these types of positive activities create. I felt tired...inside and out. And to make matters worse, my dreams and goals were just slipping away.

I'd love to share with you all of the elements of my daily success routine and see if the pieces might help you create your own routine for greatness!

### Why Create a Routine?

Establishing a positive daily routine is both a self-investment *and* a way to do your best for the rest of the world. It also provides additional benefits, such as giving you structure, building forward-moving habits, and creating momentum that will carry you on the days when you feel like you don't have the strength to carry yourself.



Following a daily routine can help you establish priorities, limit procrastination, keep track of goals, and even make you healthier. It lowers your reliance on willpower and motivation because, as Tynan, the author of *Superhuman by Habit*, says, habits are “*action[s] that you take on a repeated basis with little or no required effort or thought.*”

Today, I have more drive, motivation, and passion, which makes reaching my goals easier...and more fulfilling. I have more physical and mental energy to make it through my days...even the really tough ones (which still show up). I feel happier and more satisfied with the quality and depth of my life.

I admit it though; it isn't always easy to create good habits. As Brian Tracy says, “*Good habits are hard to form but easy to live with. Bad habits are easy to form but hard to live with.*”

Here's something really important to remember: *what works for someone else, might not work for you.* That's why it's important to pick the activities that resonate most with you, the ones that push you to become **the best you** that you are capable of being...and to keep doing those.

Don't be afraid to try new habits and see how they work for you. If they leave you feeling energized and inspired, keep doing them...if they don't, keep trying new ones until you find ones that do.



The key is to create regular and consistent daily patterns that will take you where you want to go in life, helping you maximize yourself on every level possible.

# *SDS for August 2017*

## Banker's Club

Topic : The Science of Productivity: How to Get More Done In a Day?

Date : 2nd August 2017

Time : 6.00 pm – 8.00 pm

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



## Puchong Office

Topic : What If Companies Managed People as Carefully as They Manage Money?

Date : 23rd August 2017

Time : 6.00 pm – 8.00 pm

Venue : Ventrax Management Sdn Bhd  
37 & 39 Jalan TPP5/17  
Taman Perindustrian Puchong  
47160 Puchong  
Selangor Darul Ehsan





## Timely Inspiration

Many have taken life itself for granted with the knowledge that stages of life will come and go – willing away time as a wasted natural resource. We have unconsciously taken time for granted, knowing that each day we will awake to another 24 hours. Sadly, we've failed to realise that with all the things that we need to do as a kid, an adult, a spouse, or a parent; time is limited. So often we've wished to turn back the clock or make time stop and wait for us to finish what we want to do before moving on to the next. The unfortunate reality is that we will continue to face an abundance of activities to perform every single day of our lives. And at the end of the day, we still find that we have been so busy during the day and yet, have not achieved any real results. Time and time again we keep making the mistake of procrastinating on what we have to do.



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

## Venga's journey

Dr Venga this year has endeavoured into a journey to meet his clients from time to time. These are mainly the users of the planners for more than 15 years.....



**Sivabalan Palaniandy**  
Midas Utara Engineering Sdn Bhd



**Ganeshwari Thangarajah**  
Inti International College Subang

## 5 SUPERFOODS FOR CLEAR SKIN



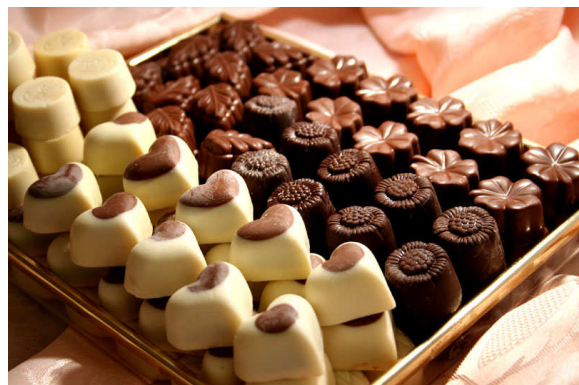
### Superfoods for Clear and Healthy Skin



Skincare cosmetics abound in store shelves everywhere. However, recent breakthroughs in beauty science have shown that synthetic cosmetics can be harmful to your skin. While makeup can help you look presentable, they may leave lasting effects on your skin, which would manifest much later on. On the other hand, with the current popularity of alternative lifestyles, people are looking for natural alternatives to beauty products, by incorporating superfoods for clear skin in their diets. Your diet has significant effects on the quality of your skin. What are some of these superfoods, though, and how can they lead to healthy skin?

### 5 Amazing Superfoods for Clear Skin

**1. Chocolate:** Aside from being utterly delicious, this superfood can contribute to the health of your skin! The flavonoids in dark chocolate can help remove roughness in skin, and mitigate the damage caused by direct exposure to sunlight. According to research, people who eat or drink chocolate have smoother skin, than those who don't. However, for you to experience optimal results, you need dark chocolate with cacao at 60%, at the very least.



### Benefits of Spinach



**2. Spinach:** Spinach is another superfood that has clearing and protecting properties for skin. Possessing various vitamins which are useful in maintaining healthy skin, spinach can be used to clear up acne, prevent sunburn, and improve your complexion. For those who have age marks, spinach can also be of help. The antioxidants present in spinach can help reverse the effects of free radicals, which drastically speed up the ageing process.

**3. Sweet potato:** The vitamin C present in sweet potato makes it a legit superfood for clean skin. Research shows that people who consumed vitamin C every day had 11% less wrinkles, than those who didn't. This is because vitamin C facilitates the production of collagen, which helps lessen creases on your skin.



**4. Salmon:** Salmon is a popular fish in many diets. It's very easy to integrate salmon in your regimen, whether you grill it, or eat it raw. This superfood helps keep your skin healthy by moisturizing your skin and preventing it from hanging loose because of its considerable amounts of omega-3 fatty acids, and by lessening the damage by the sun through selenium.

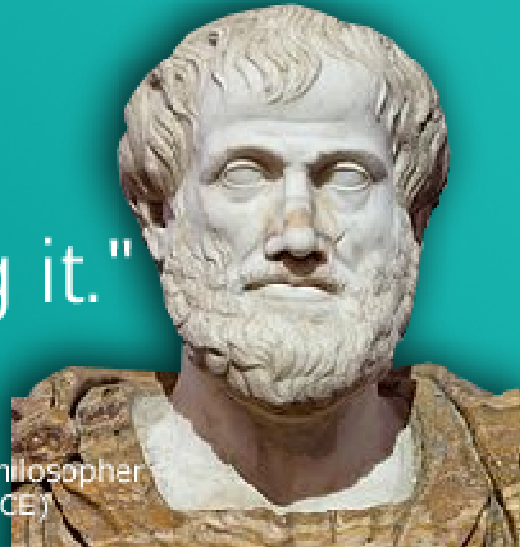
**5. Tomato:** You may have heard many tomato sauce advertisements boasting of their products containing lycopene. These claims hold merit, because this phytochemical helps fight off the harmful effects of free radicals on your skin and body. If you spend most of your days under direct sunlight, consuming this superfood may help you maintain clean and healthy skin.





# REFLECTIONS

"It is the mark of an educated mind to be able to entertain a thought without accepting it."



Aristotle, Greek philosopher  
(384-322 BCE)