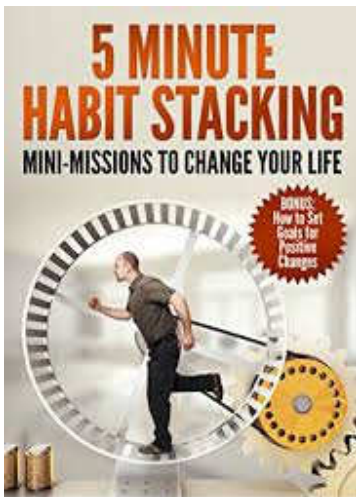


Be Time Wise - February 2017



THE 5-MINUTE HABIT THAT CAN CHANGE YOUR LIFE

In today's world, it's incredibly easy to get side tracked from doing what truly matters to you. Every day, we are bombarded by distractions from all directions. Being able to minimize these distractions and focus your time on what's important to you will greatly influence your entire life.

When it comes to being productive with your time and focusing your days on what really matters to you, there is a 5-minute habit that can have a significant affect on your life. It's very simple: *You must tell your time where to go.*

Taking 5 minutes every day to write down your schedule for the next day can help you stay on track toward your goals, decrease time wasted on unimportant activities, and help you make sure you are spending your days doing what matters most to you.

Here are some tips to maximize the power of writing down your schedule.

1. Set aside time to do something you love

Every day, plan some time to do something you love, even if it's for just 5 minutes to start. When you take time to regularly do the things that light you up, your life will change and so will the people around you.

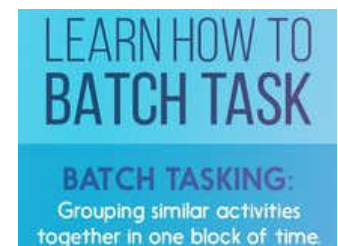




writing down your schedule, if you discover that you're not living your top priorities, dig deep and be really honest with yourself about what your priorities are, and re-evaluate your life and schedule so you can truly live your priorities.

3. Group similar tasks together

When you write down your schedule, consider batching tasks together that are similar or that require you to be in the same location. This can help you minimize time spent transitioning from one activity to the next, which can help increase your productivity. Think about your daily tasks and group them in ways that allow for seamless transitions.

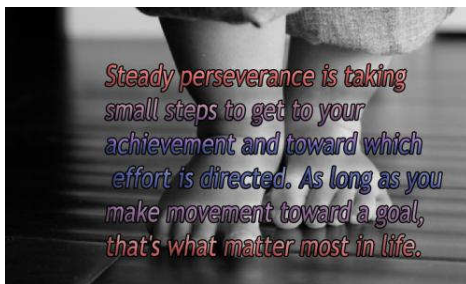


4. Give yourself deadlines

Deadlines are very powerful, significantly increase our your schedule, put time limits like the task must be amount of time, it can help take immediate action.



as they can help us effort. When you write down on your tasks. When you feel completed in a certain you avoid procrastination and



5. Include a small step toward a big goal on your daily schedule

In order to make regular progress toward your big goals, commit to taking a small action step every day. Each day, write out the action step you will take the next day to move yourself closer to your dreams.

I hope these time-management strategies help you as much as they've helped me. Writing down your schedule is a very simple exercise, yet it can be life-changing.

When you tell your time where to go, it helps you focus your life on what truly matters to you. This will enable you to live a more fulfilling life. As you develop the habit of writing down your schedule, I'd love to hear how your life changes as a result. Writing down your schedule is a very simple, yet amazingly beneficial, life hack.

How to cope with a stress attack

Have you had a stress attack recently? It's when you are swept up with anger or fear, your heart pounds, you sweat, shake or tremble and may have difficulty breathing.

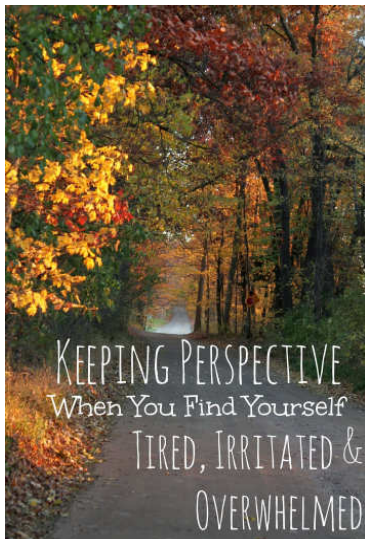
When you experience a stress attack like this, you will almost always react to it. Some people direct their stress reaction outwards towards others. I'm sure you've seen it when they raise their voice, interrupt and make demands or threats. Of course the people around them don't appreciate this outer-directed stress reaction, which feels like being bullied.

There is also another type of stress reaction which is very different and is inner-directed. This happens when the person has difficulty expressing their intense emotion; they bottle it up and often feel its best to withdraw. They may even weep with frustration, which incidentally shouldn't be seen as a sign of weakness. This inner-directed stress reaction also has negative consequences, as it may result in eroding the person's self-esteem if they feel unable to stand up for themselves.



Common to both outer- and inner-directed stress reactions, is that they inevitably don't have good outcomes either for the individual or the people around them.

If you recognise yourself in either of these unhelpful stress reactions, there are several actions you can take to cope better:



1. Get perspective

To get perspective about what has happened, you need to pause. Don't react immediately - a quick reaction will almost always be the wrong reaction. Remember to breathe. Tell yourself that you're not going to lose your temper or do or say anything that you'll later regret. Practising mindfulness techniques is really useful.

Also, change your focus by reframing or restructuring your thinking. Three powerful questions that help do this are:-

- How can I accept this?
- What can I learn from this?
- Is there an opportunity?

2. Get positive

You need positive feelings to balance the intensely negative experience of the stress attack. In fact, positive feelings actually help you recover and bounce back. Amazingly, studies have also shown that they help repair the physical damage done to our bodies by prolonged exposure to overstress.

There are three easy and effective exercises that reduce the emotional impact of a stress attack and also assist with the previous point of getting perspective:-



- **Three good things exercise:** once-a-day reflect on, and preferably write in a journal, three good things that have happened to you over the past 24 hours.
- **Gratitude exercise:** once-a-day reflect on, and preferably write in a journal, the things that you are deeply grateful for in your life.
- **Gratitude letter:** write a letter to a person to whom you are grateful but have not expressed that gratitude recently. Then visit the person and read the letter to them out loud.



3. Get meaning

A stress attack knocks you off balance. You can retain your balance by focusing on the important and enduring things of life. Connecting with your faith, spirituality and spending time in nature are powerful ways of doing this.

4. Get support

We often hesitate to ask for help for fear of embarrassment. Remember, strong people ask for help whereas weak people hesitate. The support from loved ones, family, friends and colleagues is of crucial importance in recovery from a stress attack. You need people who you trust, who will listen to you and also tell you if you are overreacting.





5. Get moving

Everyone agrees that we should exercise more, but the uncomfortable reality is few of us actually managed to do so. At the very minimum, we should be exercising to the point of breaking out in a sweat for 20 minutes, three times a week.

In conclusion, it might be that getting moving and exercising is the place to start in coping with the stress attack and your stress reaction. It enables you to get perspective, change your thoughts to be more positive, reflect on what's meaningful in your life, and you can even do it with family and friends. So let's all get moving!

Be more Productive – 4 Ways that Really Work

Everyone assumes that being more productive is simply about getting more done in less time. If you are a productive person, you definitely accomplish more in months than many people do in years, but productivity is more of a way of being. You could be doing less and at the same time, be more productive. What do you think of when you think about 'being more productive in your life'?

On your search for being more productive, you are likely to come across a wealth of information on different tools, techniques and tips to employ. Most of the time, it may seem like common sense; however, common sense is definitely not common practice and this is why many individuals struggle to increase their productivity.



Most of what you will read will improve your results, but another contributing factor is that some of the suggestions just don't seem to resonate with people or cannot be easily applied.

I am not going to tell you where you can buy a magic pill to take away any effort you need to make to achieve what you want, but I am going to share with you 4 ways that really work to be more productive. It is not only about applying the best practices, but also applying yourself more and in different ways. To increase your productivity, you need to 'be more productive' and this means:-

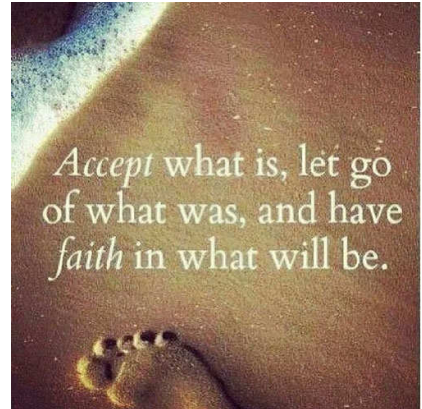


1. Get out of your own way

Sometimes all you need to do is stop sabotaging yourself and get out of your own way. You might tend to look at all the extrinsic factors of why you can't be more productive and you might blame, complain and point fingers at everyone and everything, except yourself. When the blame cannot be directed externally, you might then resort to using excuses, desperately searching for a justification that will give you comfort because *'you have no control over what happens.'*

How many excuses do you have and live by each day? *'I couldn't do this because...or I don't have time to do this because...'* I am not saying that your excuses might not be valid, but I strongly believe that more than 80% of the time, they are not real; it is an avoidance technique that we subconsciously use.

Not dealing with procrastination is a clear example of standing in your own way. Nobody else is going to suddenly make it go away; it will be there the next time you attempt to do whatever it is that you are procrastinating. Put results before comfort, get out of your own way, and stop making excuses. Like Nike says, "just do it!"



Ask yourself honestly: 'How are you standing in your own way in some areas?'



2. Talk to yourself differently

Productive individuals think very differently than others. You need to challenge your thoughts and develop a productive mindset. What is the main difference? A productive person doesn't think along the lines of...

- 'Oh no, I have got so much to do. What am I going to do?'
- 'I am so stressed. I can't think straight'
- 'I am so overwhelmed. I wish this...or that...'

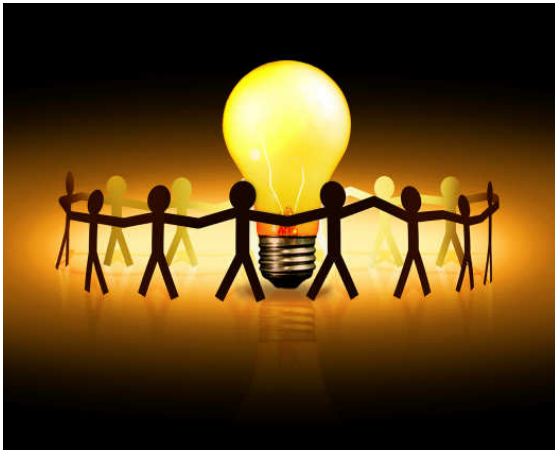
But instead...

- I need to do x and y. What is the best way for me to get everything done?
- What is causing the stress? What needs to change so that I manage this situation better?
- What can I do to improve this, considering the current circumstances?

The words and phrases you use immediately empower you or they don't; they either make you feel better or more stressed. The words you use, 'your self talk,' is pivotal to everything in life, because you always act on them, whether they support you or not.



How could you change the way you are thinking to be more productive and empowered?



3. Adjust the suit to fit your body

Time management supports productivity; they go hand-in-hand. Most people often overlook the fact that time management is not a cookie cutter though, and what might suit you won't necessarily work for your colleague or best friend.

You need to take the advice given from a meta view and then adjust it to your situation specifically. Think about clothes shopping: sometimes the suit doesn't fit and you need to

make adjustments and tweaks so that it fits your body perfectly. The same is true with time management and being more productive. You need to personalize what you read to your needs. If some tips and techniques don't work for you, instead of throwing in the towel, find a way to adjust them to suit your situation. Otherwise, it is like wanting to get healthier but resisting a change in lifestyle. You can't avoid it, so if you don't like it, adjust it to suit your specific needs and make it work for you.

4. Identify your time thieves

We all have time thieves, but most of us don't even know what they are. If you can identify your biggest time thieves, the activities or situations that throw you off course, distract or interrupt you, or the bad habits that keep you from performing better, you will improve your results much more quickly.

If you try to study and apply different techniques, and you ignore your current thieves, the effort will remain aim to change one management habits, your results most likely also give change what else you feel the reward you see the clear what you do and



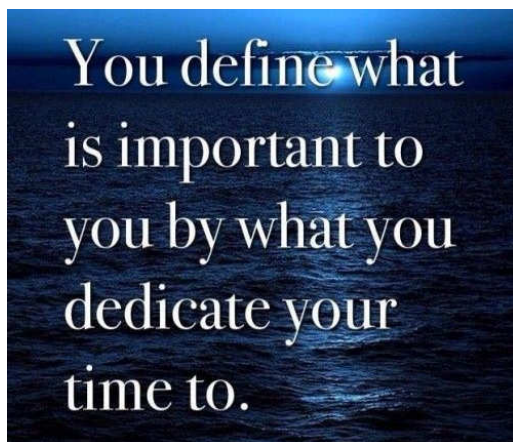
fruitless. If you just of your worst time you will change immediately. It will you the impetus to isn't working, once of your efforts and connection between what your reality is.

Think about one thing that if you changed right now, would have the biggest positive influence on your productivity. Write this down, think about what causes or contributes to this and what your solution will be moving forward.

Don't forget to put results before comfort, if that is what you really want. Most people give up without ever knowing that they really can achieve their goals, meet their objectives and transform their lives!

15 SMALL THINGS YOU CAN DO EVERY DAY TO BECOME HIGHLY SUCCESSFUL

Have you ever wondered what the secret to success is? For most people, it's not one specific thing. Rather, it's the result of many daily habits that are repeated over and over. Here are 15 small things you can do every day to ensure that you're being intentional with your time and spending it on your priorities. Incorporate these tips into your daily routine and watch your success soar!



1. Define your priorities.

What are your main three priorities in your life? What three things do you do with the majority of your time? Do your priorities match up with where you're spending your time? If so, awesome. If not, you'll need to work extra hard to be intentional about spending more time on your priorities, and getting rid of the junk that prevents you from doing what's important to you. Really think about how you want to spend your life – you will likely only feel successful if you spend your time on what matters most to you.

2. Set a schedule for the following day.

Time is our most precious resource, and it's irreplaceable. If you really want to be successful, you'll need to plan how you're spending your time.

One way to do this is to take time each evening to write out a schedule for the next day. Writing out your schedule helps for three main reasons: It helps you maximize every hour you are awake; it helps you set aside time to focus on your priorities every day; and it helps you discover if you waste a lot of time. I recently read that the average American spends 5 hours a day watching TV. Setting a schedule will help you avoid the trap of time-suckers like TV.





3. Eat the frog.

"Eat a live frog first thing every morning, and nothing worse will happen to you the rest of the day." – Mark Twain

If you're like most people, there is a task every day you procrastinate because it scares or overwhelms you. This task is your frog, and according to Mark Twain, you should eat it right away in the morning. The problem with procrastinating eating your frog is that it's hard to concentrate on getting other things done; you're too busy thinking about the frog you need to eat later. Also, putting it off makes it seem even more overwhelming because you have time to imagine every possible thing that could go wrong with the task.

Eating the frog early in the day gives you a sense of accomplishment, and it's great to start the day feeling successful. Finishing your dreaded task immediately can give you the momentum you need to get other tasks done throughout your day. Plus, they'll all seem easy compared to the frog you started with.

4. Be honest with the person in the mirror.

Now that we've talked about eating the frog, I want to encourage you to be honest with yourself. Just because there's a frog to eat at the beginning of your day doesn't mean it's a good idea to get up way earlier than you normally do to start eating it.

Some people do their best work before sunrise, and others are incredibly productive late in the evening. If you love starting your day at 5 am, wonderful – go ahead and eat your frog in the early hours of the morning. If you prefer to sleep in, that's fine too – go ahead and eat your frog early in YOUR day.



Successful people are honest with themselves. They know that setting a goal of working out every morning at 4.30 am isn't the best idea if they've never been a morning person. They set their goals based on their most productive times.



5. Give yourself deadlines.

Take advantage of a major productivity hack: Parkinson's Law. Parkinson's Law states that work will expand to fill the time available for its completion. If you have less time to complete a task, you'll likely increase your effort. Think about how clean you can make your house when someone calls and says they'll stop by in 20 minutes, and how intensely you can focus

when you have an assignment due the next morning. Your effort significantly increases when time is limited.

Giving yourself deadlines to accomplish tasks can help you achieve your goals. As you set your daily schedule, it can help to use Parkinson's Law to your advantage. One way to do this is by using time blocks. Give yourself 55 minutes to accomplish a goal, and then take a planned 5 minute break. Knowing you have limited time will help maximize your productivity during the 55 minute work session. Also, the mini mental breaks from your hard work every hour can re-energize you.

6. Minimize distractions.

Get rid of as many distractions as possible while you work. If the internet distracts you, set your computer so it's locked from certain sites during set times of the day. Shut off your phone. Your messages will be there when you're done with your to-do list.



7. Pause.

Plan time every day to take care of yourself. Set aside time in your schedule for you to give yourself the gift of exercise, quiet time, or ideally both.

8. Plan backward.

One way to move forward toward your big goals is to plan backward when setting goals.

For example, say you want to lose 26 pounds. After you set an initial long-term goal of losing 26 pounds by one year from now, start planning backward and breaking the goal down into doable chunks. If you want to lose 26 pounds in one year, you'll need to lose 0.5 pounds (1750 calories) each week. This is 250 calories per day. Many people have 3 meals and 2 snacks per day, which means you can decrease your intake by 50 calories every time you eat. That's a totally doable goal! You've now taken a large, overwhelming aspiration and you broke it into very small, achievable daily goals.



Planning backward to move forward works for all kinds of big goals. I have a financial goal I want to meet this year, and I know exactly how many dollars and cents I need to earn each day to hit my mark.



9. Write it down.

Research shows that just by writing your goals down, your chance of achieving them increases significantly! Write down your goals, post them somewhere easily visible, refer to them frequently, and you have a much higher chance of success.

10. Find an accountability partner.

Accountability partners are great; they encourage and support us as we work toward achieving our goals. Maybe you've always wanted to write a book, exercise regularly, or start a home-based business. Tell someone who will help keep you accountable and check in with you weekly to review your progress. It works great to have an accountability partner who has some similar goals.



11. Compare yourself to others only to fuel your determination.

You really want to feel good about your life? Quit comparing yourself to everyone else if it makes you feel bad. Being envious of others can quickly decrease your happiness and make you feel unsuccessful.

That being said, comparing can be helpful if you're doing it out of admiration instead of jealousy. If your friend is constantly getting promoted at work, study his habits at the office. Does he always arrive early and stay late, and offer to take on extra projects? Emulating his work ethic may help you

get the raise you desire. Is your co-worker the picture of perfect health? Comparing your habits to hers may make you realize she takes a walk every day over the lunch hour while you munch on snacks at your desk. Join her for a walk if you aspire to improve your fitness.

'When we compare in a healthy way (they have that, I'd like it, how can I learn from them to get it?), it can fuel our determination to become more successful.

12. Seek out a mentor.

If there's a specific area in your life you are passionate about, choose a successful mentor to help you grow in that area. You may find that you have different mentors for different areas in your life – I know I do. Consider hiring a coach; the right coach can make a world of difference in your life by giving you the inspiration and tools needed to reach high levels of success.



13. Delegate.



“If you want to do a few small things right, do them yourself. If you want to do great things and make a big impact, learn to delegate.” – John C. Maxwell

As difficult as it can be, it's important to give up some control and delegate certain tasks. After all, there are only 24 hours in the day, and if you really want to focus on your priorities and become wildly successful, you'll

need to trust others to take care of the things that are less important to you.

14. Choose your company wisely.

Aside from having one specific accountability partner, choose your entire tribe with care.

According to businessman Jim Rohn, “You are the average of the five people you spend the most time with.”

Are you hanging out with people who are encouraging, positive, and supportive? Or, do you spend most of your time with people who are toxic? Choose to spend your time with people who inspire you to be your best.

**SURROUND
YOURSELF WITH
PEOPLE WHO
MAKE YOU A
BETTER PERSON**



15. Read.

Want to be highly successful? Read. Read frequently. Reading invigorates us and opens our minds. Read material that inspires you and lights your fire. Delve into self-development. Absorb as much information as you possibly can. There's always more to learn. Do these things every day and you will quickly be on the path to wild success!



The TOPIC for March 2017

HOW TO COPE BETTER WITH LIFE'S CHALLENGES?

Date : 1st March 2017

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

Time : 6pm - 8pm

Timely Inspiration

Our lives are composed of thousands of useful habits. The act of waking up in the morning, knowing how to care for ourselves and how to behave in different situations are products of our habits. As adults we automatically and habitually recognise certain sensations without having to think consciously about it. Habits do not discriminate. They do not distinguish between right and wrong, good or bad.

We know that anything that is done over and over again eventually becomes a habit. It's obvious that you can get into the habit of doing mundane chores. A daily office routine can also become mechanical if your routine is very rigid. At the same time you also develop certain habits towards problem solving. Things which are first complicated can also become a habit if you keep applying a certain method to resolve it. The danger is that we run the risk of letting the habit take over our lives if the habit itself is negative in nature. If you have the habit of letting your email pile up for instance, you'll soon be buried in a heap of virtual paperwork. If you constantly procrastinate or feel scared, it can become a habit and thus, become a way of life.

What about your habits when using time? What is your attitude towards time? Time is highly personal. It's the only resource that any number of persons can have without sacrificing the slice that you get. If you want to change the way you use time, you need to question your subconscious feelings about time. How wisely are you using your time? Are you aware of how you are using your time? When you learn the techniques of time management, how can you make what you learn stick? How can you avoid slipping back into all your old, discouraging patterns of mismanaging time?

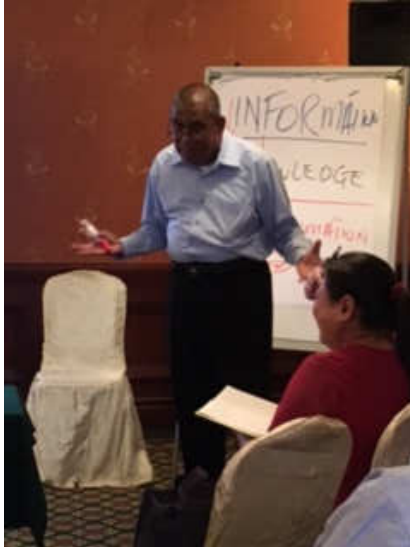
(Extracts from "How long can you wait for results")



NEWS...AT ...VENTRAX.....

The SDS February 2017 addressed the topic of “Proven Tactics to Spark Productivity in the Workplace”. It was an interesting session with over twenty five people attending it. The session did encourage lots of discussion amongst the participants and this made many share their own insights of productivity at work and how they battled with it.

The session concluded with Dr Venga sharing with us the “quickest, easiest, and most effective ways to take your office life to the next level”.



reflections

