

# BE TIME WISE JUNE 2016

## THE POWER OF FEEDBACK



Feedback is one of the most powerful influences on learning and achievement, but this impact can be either positive or negative. *Evidence* shows that although feedback is among the major influences, the type of feedback and the way it is given can be differentially effective.

Top performing companies are top performing companies because they consistently search for ways to make their best even better. For top performing companies 'continuous improvement' is not just a showy catchphrase. It's a true focus based on feedback from across the entire organization – customers, clients, employees, suppliers, vendors, and stakeholders.

### 5 REASONS WHY FEEDBACK IS IMPORTANT

1. **Feedback is always there.** In actuality, feedback is around us all the time. Every time we speak to a person, employee, customer, vendor, etc., we communicate feedback. In actuality, it's impossible not to give feedback.
2. **Feedback is effective listening.** Whether the feedback is done verbally or via a feedback survey, the person providing the feedback needs to know they have been understood (or received) and they need to know that their feedback provides some value. When conducting a survey, always explain why respondents' feedback is important and how their feedback will be used.
3. **Feedback can motivate.** By asking for feedback, it can actually motivate employees to perform better. Employees like to feel valued and appreciate being asked to provide feedback that can help formulate business decisions. And feedback from client, suppliers, vendors and stakeholders can be used to motivate to build better working relations.



90% of consumers felt online research and feedback helped influence their buying decisions.

4. **Feedback can improve performance.** Feedback is often mistaken for criticism. In fact, what is viewed as negative criticism is actually constructive criticism and is the best find of feedback that can help to formulate better decisions to improve and increase performance.
5. **Feedback is a tool for continued learning.** Invest time in asking and learning about how others experience working with your organization. Continued feedback is important across the entire organization in order to remain aligned to goals, create strategies, develop products and services improvements, improve relationships and much more. Continued learning is the key to improving.



## THE 5 SECRETS OF PEOPLE WHOSE HOMES ARE ALWAYS CLEAN

We all have that friend: every time you go to her house, everything is in its place. These are the secrets of people whose homes always seem clean.

*(Hint: They don't spend hours and hours cleaning.)*

### 1. They know the difference between tidy and clean.

A house could be clean in that the surfaces and floors are scrubbed, the furniture and carpets are vacuumed, and the bathrooms are shining. But if there are clothes all over the unmade bed and toys all over the floor and piles of books and papers everywhere, that house will not give the appearance of clean because it isn't tidy. I can function and feel at ease when my home is tidy but a little dirty; I can't relax when it's clean but cluttered.

### 2. They make tidiness a daily habit.

People whose homes always appear clean don't wait until it looks like a bomb went off and then snap and spend hours and hours cleaning up the wreckage. They have routines (note: not schedules) to keep each room looking tidy. This might mean rearranging throw pillows and folding blankets when they're done in the family room each night, having kids put toys back in the toy box, hanging up clothes at the end of each day, and folding the laundry right when it comes out of the dryer.

### 3. They clean as they go.

Much like ***making tidiness a habit***, they make cleaning as they go a habit. They do the dishes right after dinner, they wipe down the bathroom counters after getting ready for the day, and they sweep the crumbs off the floor after having a snack. By keeping major surfaces relatively clean throughout the week, they don't have to spend time doing these tasks during more intensive cleaning sessions, leaving more time and energy for things like mopping floors and dusting baseboards (you know, occasionally).

#### 4. They collect less stuff.

It's hard for a home to look cluttered when the owners don't have tons of stuff. Instead of spending tons of time organizing the stuff they do have, just to have it all go back to chaos a week later, these people ***keep their stuff simplified*** in the first place so they don't have to organize it.

#### 5. They have a junk drawer.



Because no one is perfect and not everything can have a place. It's just the truth. So for the few things that are cluttering up the counter when last-minute friends stop by, those few items can be swiftly swept into the drawer and forgotten about for the moment.



These habits are easy, simple, and less time consuming than you would think—in fact, they save time in the long run. If you want to have a home that always appears clean, start with just one of these secrets and integrate it into your daily or weekly routine, building up from there.

## SELF DEVELOPMENT SEMINAR

### The TOPIC for July, 2016

### **LEARN THE POWER OF GIVING “ACTIONABLE” FEEDBACK**

#### Date

1st July, 2016

VENUE (MALAYSIA)

Banker's Club Kuala Lumpur

(Amoda Building)

Jalan Imbi

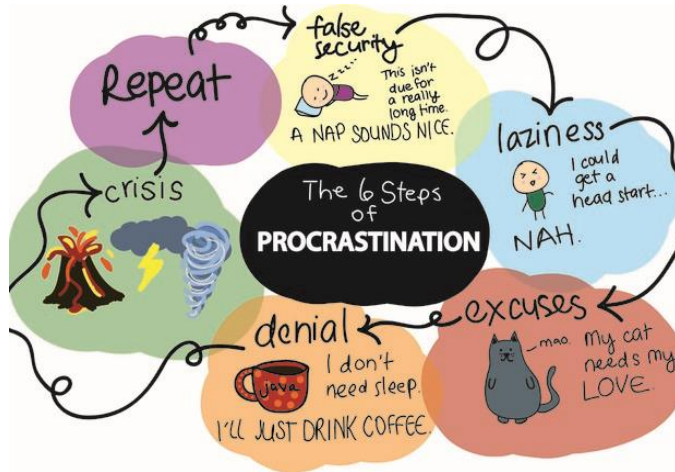
(Opposite Berjaya Times Square)



#### Time

6pm - 8pm

## WHY PROCRASTINATORS PROCRASTINATE



We know what we want to do and should do. But still we end up spending hours upon hours doing “easier” work or escaping via TV, blogs or music.

Now, nothing wrong with a little escape from time to time. But if you procrastinate too much you will not get the most important things done. And you will also send yourself into negative spirals where your self-esteem plummets and you spend your days or more in a vague negative phase.

Here are 7 timeless tips to help you to stop procrastinating and start living your life more fully.

### 1. STOP THINKING. START DOING.

*“To think too long about doing a thing often becomes its undoing.”*

**Eva Young**

A bit of planning can certainly help you to achieve what you want to achieve. A lot of planning and thinking tends to have the opposite effect.

### 2. DON'T BLOW A TASK OUT OF PROPORTION.

*“Putting off an easy thing makes it hard. Putting off a hard thing makes it impossible.”*

**George Claude Lorimer**

By over thinking and putting things off, you are not only trying to protect yourself from pain, you also make mountains out of molehills. The more hours and days you put something off the worse it grows in your mind, because you are dwelling on it. And so it expands in your mind. And since you are putting it off you are probably thinking about it in a negative way. This makes a little thing a big Godzilla, a horrible beast that is threatening to ruin your life. So plan a little and then take action.

### 3. JUST TAKE THE FIRST STEP.

*"You don't have to see the whole staircase, just take the first step."*

**Martin Luther King, Jr.**

When you start to look too far into the future any task or project can seem close to impossible. And so you shut down because you become overwhelmed and start surfing the internet aimlessly instead. That is one of the reasons why it is good to plan for the future but then to shift your focus back to today and the present moment.

Then you just focus on taking the first step today. That is all you need to focus on, nothing else. By taking the first step you change your mental state from resistant to "hey, I'm doing this, cool". You put yourself in state where you become more positive and open, a state where you may not be enthusiastic about taking the next step after this first one but you are at least accepting it. And so you can take the next step and the next one after that.

### 4. START WITH THE HARDEST TASK OF YOUR DAY.

*"Do the hard jobs first. The easy jobs will take care of themselves."*

**Dale Carnegie**

Maybe you have an important call to make that you also fear might be uncomfortable. Maybe you know you have gotten behind on answering your emails and have big pile to dig into. Maybe you have the last five pages of your paper to finish. Whatever it may be, get it out of your way the first thing you do. If you start your day this way you will feel relieved. You feel relaxed and good about yourself. And the rest of the day – and your to-do list – tends to feel a lot lighter and easier to move through. It's amazing what difference this one action makes.

### 6. JUST MAKE A DECISION. ANY DECISION.

*"In a moment of decision, the best thing you can do is the right thing to do, the next best thing is the wrong thing, and the worst thing you can do is nothing."*

**Theodore Roosevelt**



We feel bad when we sit on our hands and don't take action because it's unnatural. The natural thing is to be a decisive human and take action.

When you procrastinate you want to do something but you don't take the action that is in alignment with that thought. You become conflicted within.



What you do always sends signals back to you about who you are. Sure, doing affirmations where you say to yourself that you are confident can help you. But taking the confident actions you want to take over and over again is what really builds your self-confidence and a self-image of you being a confident person. When you procrastinate you lower your self-esteem and send signals back to yourself that you are a well, a lame and indecisive person.

## 7. FACE YOUR FEAR.

It's easier to live on that "someday..." thought. It's harder to just take action. To risk looking like a fool. To make mistakes, stumble and not avoid that pain. To take responsibility for your own life.

The easier choice can come with a sense of comfort, with a certain level of success, pangs of regret for all the things you never dared to do and a vague sense of being unfulfilled. You wonder about what would have happened if you had taken more action and more chances.

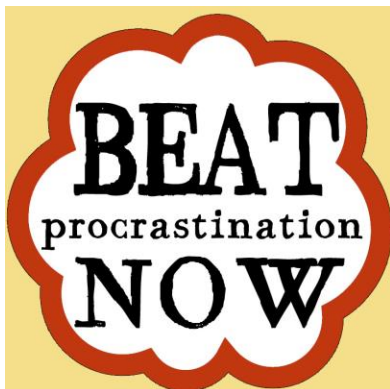


The harder choice gives you, well, who knows? But it will sure make you feel more alive.

## 8. FINISH IT.

*"Much of the stress that people feel doesn't come from having too much to do. It comes from not finishing what they started."*

**David Allen**



Not taking the first step to start accomplishing something can make you feel bad. But not finishing what you have started can also leave you in a sort of negative funk. You feel fatigued or stressed and sometimes you don't even know why. It's like someone zapped your inner power.

If that is the case, go over tasks and projects that you are currently involved in. Is there something there you know you want to finish but haven't yet? Try to get that finished as soon as you can, you will start to feel a whole lot better.

## **Timely Inspiration**

### **“Self Management with Dr. Venga”**

In order to implement effective time management you basically need 10 important elements. First of all, you would need a tool to help you structure your thoughts; help you organise your activities and help you focus on what you want to achieve.

Secondly, you must be willing to make the necessary changes. For example, if you have a need to improve your health, you must be willing to wake up an hour earlier in the morning to exercise. Or if you have children, you must have the need to stop smoking and you must be willing to make the change, so that your children are not subjected to secondary smoke or follow in your footsteps.

Thirdly, you need commitment. You must be committed to see your endeavours through to the end, no matter how dreadful the situation is. You must crave to make it; to be more effective at work and life. Perhaps even at the risk that, others may shun you at the office.

Fourthly, you must have self-discipline: to stop yourself when you are going off track, to correct yourself when you feel that you lack discipline. Implementing techniques of time management may seem very simple to you but the techniques must be implemented daily until it becomes a habit. Once you are able to develop these habits, only then will you see yourself benefiting from effective time management.

Fifth, it is important that you seek guidance and support from others. Associating yourself with people who share the same need and desire will help. Like minded company would be able to influence you to get back on the right track as you deter. You should socialize and mix with people who are organized and not those who are taking one day at a time, unconscious of time.

The sixth element is to know what you want in life. Set goals for yourself. Ask yourself what exactly your life needs en route to a better quality of life. Only when you identify what you want, will you be able to identify it when you see it. You must ensure that your goals are not only realistic and achievable, but also that they provide enough of a challenge for you. It is all too easy to set a goal you can easily achieve. At the same time, recognise that there are many levels of goals. There are some goals that you set with a 5 year timeframe, but there are also goals that you need to set on a daily basis.

Next, you must be prepared to invest time in order to get time. Time is the greatest resource and if it is not used well, you will not be able to reap the benefits. Remember that time and tide waits for no man. Therefore you need to sow the seeds of success now, in order to reap the fruits of success in the future. Take time to think and plan for the future that you want.

The eight element is to believe in yourself. You need to have the confidence that you will be able to achieve what you are setting out to get. You must believe that you are capable and

with time and energy as your only resources, you can achieve uncharted results. However, to be able to do this you must utilise your energy well according to the time that you have.

The ninth element is one of the most important. This is to have the skill of writing. Yes, writing. Unless you are able to write all that you see and think about, you will not be able to focus on what you need to achieve. Despite living in what many call the information age, you must go back to basics and tap into the power of the physically written word and personally sketched art.

Lastly, you need to have the initiative to take the first step towards achieving effective time management. You will need to control time wisely in order to satisfy your life values.

Other than the first element – to have a tool – all the other 9 elements are within you and it is up to you to make it happen. As long as you have the desire to achieve a better quality of life, the skills and knowledge of what you need to do, the reasons why you want to make it and the ability to do it, you should have no reason why you cannot achieve what you want.

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



# reflections

Failure will never overtake me if my determination to succeed is strong enough.

“Putting off an easy thing makes it hard. Putting off a hard thing makes it impossible.”

*George Claude Lorimer*



## WHAT DOES IT MEAN TO BE ENTERPRISING?



What does it mean to be "Enterprising"? There are a number of definitions, including "showing initiative, seeing opportunities and taking advantage of them and adaptability", "Having drive, determination, persistence and passion", and "Ready to embark on new ventures". Many people assume that enterprising means starting a business or enterprise, but it is actually just one of a set of features or characteristics of someone doing that.

An **enterprising** person is one who comes across a pile of scrap metal and sees the making of a wonderful sculpture. An **enterprising** person is one who drives through an old decrepit part of town and sees a new housing development. An **enterprising** person is one who sees opportunity in all areas of life.

To be **enterprising** is to keep your eyes open and your mind active. It's to be skilled enough, confident enough, creative enough and disciplined enough to seize opportunities that present themselves...regardless of the economy.

A person with an **enterprising** attitude says, "Find out what you can before action is taken." Do your homework. Do the research. Be prepared. Be resourceful. Do all you can in preparation of what's to come.

**Enterprising** people always see the future in the present. **Enterprising** people always find a way to take advantage of a situation, not be burdened by it. And **enterprising** people aren't lazy. They don't wait for opportunities to come to them, they go after the opportunities. **Enterprise** means always finding a way to keep yourself actively working towards your ambition.

**Enterprise** is two things. The first is creativity. You need creativity to see what's out there and to shape it to your advantage. You need creativity to look at the world a little differently. You need creativity to take a different approach, to be different.



What goes hand-in-hand with the creativity of **enterprise** is the second requirement: **the courage to be creative**. You need courage to see things differently, courage to go against the crowd, courage to take a different approach, courage to stand alone if you have to, courage to choose activity over inactivity.

### Skills and competences to be enterprising

- Being self reliant
- Being creative
- Capable of analytical thinking
- Task focused
- Responsible for own and others actions
- Ability in communication



And lastly, being **enterprising** doesn't just relate to the ability to make money. Being **enterprising** also means feeling good enough about yourself, having enough self-worth to want to seek advantages and opportunities that will make a difference in your future. By doing so you will increase your confidence, your courage, your creativity and your self-worth—your **enterprising** nature."

With that definition in mind, it is easy to see how an entrepreneur is enterprising. It is a big and necessary part of being involved in entrepreneurship, and we could even argue that being enterprising and **being entrepreneurial** are very similar.