



VENTRAX BE TIME WISE NOVEMBER 2017 ISSUE

HOW TO REMEMBER PEOPLE'S NAMES?

Remembering people's names needs a slightly different approach from all the others explained so far in this section. The techniques used, though, are quite simple:

1. FACE ASSOCIATION

Examine a person's face discretely when you are introduced. Try to find an unusual feature, whether ears, hairline, forehead, eyebrows, eyes, nose, mouth, chin, complexion, etc.

Create an association between that characteristic, the face, and the name in your mind. The association may be to link the person with someone else you know with the same name. Alternatively it may be to associate a rhyme or image of the name with the person's face or defining feature.

2. REPETITION

When you are introduced, ask for the person to repeat their name. Use the name yourself as often as possible (without overdoing it!). If it is unusual, ask how it is spelled or where it comes from, and if appropriate, exchange cards. Keep in mind that the more often you hear and see the name, the more likely it is to sink in.



Repetition

Also, after you have left that person's company, review the name in your mind several times. If you are particularly keen you might decide to write it down and make notes.

SUMMARY

The methods suggested for remembering names are fairly simple and obvious, but are useful. Association either with images of a name or with other people can really help. Repetition and review help to confirm your memory.

An important thing to stress is practice, patience, and progressive improvement.

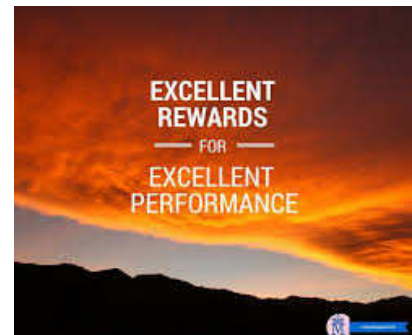
LEARN EVERY DETAIL OF YOUR BUSINESS

If you become very good at what you do, there is nothing that can stop you from getting paid more and promoted faster.... Dan Kennedy

The market pays excellent rewards for excellent performance. It pays average rewards for average performance and below-average rewards for below average performance.

Read magazines in your field. Read and study the latest books. Attend courses and seminars given by experts in your field. *The Law of Integrative Complexity* says that the individual who can integrate and use the greatest amount of information in any field soon rises to the top of the field.

If you are in sales, become an aggressive, lifelong student of the selling process. The top twenty percent of salespeople earn, on average, sixteen times the amount earned by the bottom eighty percent of salespeople. The top ten percent of salespeople earn even more.



If you are in management, resolved to become an outstanding professional manager. If you are starting and building your own business, study entrepreneurial strategies and tactics and try out new ideas every single day.



Set a goal for yourself, to become the very best in your business or profession. One small detail, in sight, or an idea can be the turning point in your career. Never stop looking for it.

STOP PROCRASTINATING!

— IT'S YOUR DECISION

Many of us sit on the fence about important decisions in our lives because we're afraid of living with the consequences of making a wrong choice. We won't make perfect decisions all the time, and we don't have to. It's been said there are no wrong decisions, only different lessons to learn. Understand that not doing anything is actually a decision not to act. Either way, you're in control of the situation. A well-thought-out decision, even one that dares to assume some risk, is a powerful force.

As it is with all things, decision making is something that improves with practice. So start with small decisions and build your capabilities. Here are five ways to flex your decision-making muscles.

1. **Get more information.**

It is amazing how many people try to decide on something important based on limited information. You can find information on the Internet and in the public library about almost anything. But the best way to learn is to speak with people who have been there and done that. For example, talk to several people working in a specialty you're interested in, or get some ideas from those with the graduate degree you're considering. The more facts and anecdotal information you have, the better able you'll be to make a decision that's right for you. No one information source is complete, but each helps build a bigger picture. Many times, facts will surface that you had not considered.

2. **Write down what you're thinking.**

Writing is a great way to sort things out. When you write, you take an idea from the abstract and to the concrete. It's also a means of expression that often leads to clarity and decision making. You can see it, read it, go back over it, and analyze it. What should you write? You can assemble the facts, express your thoughts and feelings, and jot down questions that loom in your mind. Have a "conversation" with yourself

on paper. Reading your thoughts can be telling. While you're at it, write down the names of people you need to speak with or information you need to get. If you write it down, you're likelier to act on it.





3. Make a pro-and-con list.

This simplistic technique can help put things in perspective. Sometimes when we try to make a decision, the potential drawbacks dominate our thoughts. Likewise, we may latch onto a benefit and overlook the potential negatives. Take a sheet of paper and draw a line down the middle. Use one column to record the

pluses; write down the minuses in the other. If you're trying to decide between several possible choices, make a list for each and compare them all.

4. Talk it out.

Discuss your situation and indecision with a trusted friend or colleague. Your friend may be able to give you advice based on his or her own experience. But aside from that, talking is itself therapeutic. That's why many of us pay a professional to listen to our problems — not only do we hear ourselves out loud, but our listener can give us objective feedback based on our words, emotions, and body language. Often, I can tell just by listening to someone that he or she has a clear slant one way or the other, even though that person can't see it. Discussion, brainstorming, feedback, input, and validation are all important elements of effective decision making.



5. Go with your gut and listen to your heart.

How many times have you made a decision against your better judgment and later regretted it. We say, "I should have listened to my gut instinct" or "I knew in my heart it wasn't the right thing to do." It's happened to all of us more than once. Learn to listen to your inner voices and gut reaction to things.

Create your own positive tomorrows by making decisions about your life and career today. Rather than wasting away in inactivity and indecision, build up your decision-making muscles for a strong and healthy future.

HAPPINESS TAKES WORK: 5 CHOICES TO CREATE HAPPINESS

All of us have met people who just seem to be happy most of the time. Perhaps you have assumed that these people are just naturally happy, or that they are the lucky people who have an easy life, or they had really loving parents. Most of the time, nothing could be farther from the truth.



Happy people are making specific choices regarding their thinking and behavior. Happy people **CONSCIOUSLY** choose to think and behave in ways that result in happiness. Unhappy people are **UNCONSCIOUSLY** thinking and behaving in ways that create unhappiness.

Following are five of the specific choices that happy people make:

OPTIMISM

Happy people see the glass as half full, while unhappy people choose to be pessimistic – to see the glass as half empty. Optimistic thinking does not just happen - it is a choice regarding how you see life. Optimistic people are optimistic because they **CHOOSE** to be optimistic. Instead of allowing their ego wounded self to be in charge with all its doom and gloom, happy people put their loving adult self in charge and open to the wonderful possibilities that life has to offer. Happy people realize that their thinking is the beginning of a creative process that leads to manifestation. By thinking in positive ways, they move themselves to act in ways that manifest their dreams

KINDNESS

Happy people choose to be kind and compassionate toward themselves and others. Happy people have learned that how they treat themselves and others determines much of how they feel. Happy people do not wait to be happy before being kind to themselves and others. They realize that their happiness is the **RESULT** of their caring behavior, not the **CAUSE** of it. They are kind, caring and compassionate whether or not they feel like it. They have chosen this way of being, and their happiness is the result.



FORGIVENESS

Happy people do not harbor resentment toward others, even others who have been mean and hurtful toward them. They realize that resentment makes them unhappy, so they choose to allow people their humanness and forgive them their hurtful behavior. Because happy people tend not to take personally others' uncaring behavior, they don't get their feelings hurt in the same way that people do who take others' behavior personally. Happy people recognize that another's behavior is really about that other person, so they move into compassion toward themselves and others rather than into judgment.



ACCEPTANCE

Happy people realize what they can control and what they can't. They live by accepting the things they cannot change and changing the things they can. Unhappy people are constantly trying to change people and circumstances and do not accept their lack of control. As a result, they are constantly frustrated. Happy people realize they cannot control others and outcomes, so they focus on what they can control – their own thinking and behavior. Acceptance of what they can and cannot control leads to happiness and inner peace.

GRATITUDE

Finally, happy people are consistently grateful for what they have, rather than complaining about what they don't have. They notice the many gifts that come their way and they frequently express gratitude for the everyday things in their lives – the beauty of nature, the food they eat, the smile on a friend's face, their ability to see, hear, walk, talk. Even many disabled people who may not have the blessings of eyesight, hearing, speech or legs are often happy people because they focus on what they do have and what they can do, rather than focusing on what they are missing out on.



If you want to be happy, then you need to recognize that happiness is the result of your thinking and behavior, not the cause of it. If you choose to focus on becoming conscious of what thoughts and behavior make you feel happy, you can become a happy person – regardless of your present circumstances. Happiness does not just happen – it takes work!

SELF DEVELOPMENT SEMINAR

BANKER'S CLUB

Date: 6th December 2017

Time: 6pm – 8pm

Venue: Bankers Club Kuala Lumpur
(Amoda Building) Jalan Imbi
Opposite Berjaya Times Square

Topic

Success Factors for Personal Growth: Moving Forward To Achieve Your Best Life



VENTRAX OFFICE PUCHONG

Date: 20th December 2017

Time: 6pm – 8pm

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

Topic

What Is Organizational Culture? And Why Should We Care?



Timely Inspiration

Some people are perfectionists. If you are a perfectionist, you are likely to delay making decisions until you have everything you want in hand. You'll make to make sure that the quality of your product can pass any scrutiny. If this is you, then you need to realise that there are inherit risks to your approach. To overcome your perfectionist compulsion, you must train yourself to make decisions without having all the facts. Remember, that if you analyze your facts too much, this could lead to "analysis paralysis." Decide quickly on small matters. Chances are, there will be many small matters to deal with. The occasional misfire will not cause much damage.



Sometimes, you may also be afraid of making mistakes. You fear the consequences of that mistake and the repercussions it will have on you. You must be willing to accept that making mistakes is human and that it part of the learning process. Remember, each time Thomas Edison failed to make the bulb light up, he said," Well, I've managed to eliminate another barrier."

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

NEWS....ATVENTRAX.....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.....



Peter Paphitis and Puvaneaish



Badlishah Ahmad



Peter Chin Lai Hock

PATHS TO GOOD TIME MANAGEMENT



If you are like most people, balancing a busy personal and professional life is quite a challenge. Trying to keep current, whether that is with technology, your industry, changing expectations at work, or simply meeting your personal obligations, is becoming harder and harder. More than ever, managing time well is a key skill.

Time is probably the most precious and limited resource we have. In spite of our best efforts, time is unyielding -- no one can stop it, slow it down, or truly save it. It is the rare person who has enough time to do all the things that he or she wants to do. For some reason, we keep adding "just one more thing," and forget to eliminate others. The result is an ever-increasing time crunch. Do you take on too much, have difficulty saying "no" to extra demands, and fail to set priorities?

PATHS TO SUCCESS

Considering how important goals are, it is truly amazing that goal-setting is not taught in schools.



Do you ever dream? Big-picture dreams are wonderful things. They inspire and excite, but left alone, they rarely create. The key is to turn your dreams, intentions and desires into firm, achievable goals. Specific, measurable, realistic plans are the building blocks to living your dreams. Not set in stone or intended to be inflexible weights around your neck, goals do make it easier to stay on track and resist temptations that may sidetrack you in directions you do not wish to go.

Plan yearly, quarterly, monthly, weekly and daily. The secret to successful planning is to allow extra time for unexpected situations, and not over-commit or over-book yourself. Establish priorities on your activities so that at the end of each day, you have done the most important things. Planning long projects by breaking them down into bite-sized pieces will help you dedicate a few minutes each day to important high-value activities that carry future due dates. By getting ahead on projects, you are less likely to have last-minute crises and time crunches.

FOCUS ON YOURSELF

Beware of creeping bad habits that can sabotage your best efforts. Recognize subconscious patterns that can make you your own worst enemy. Whether it is trying to keep everything in your head, versus making a list, being constantly late because you wanted to do just one more thing before leaving for the meeting or being easily distracted, you can change your habits.



Keep one job in front of you at a time. There is a fantasy that people multi-task. Actually, what people do is one task interrupted by another. It is nearly impossible to do two things equally well, simultaneously.

The best way to save time is not to speed up and attempt to jam more and more into a crowded schedule. The best way to do more is to do less. Saying "no" and delegating more are two important strategies. Saying "no" more often, will allow you to say "yes" to your priorities and to participate fully when you volunteer. Eliminate unnecessary and inappropriate activities. Those can creep in if you do not pay attention.

Identify those areas of greatest stress, and begin to make changes. A continual high-stress high-rush style can cause health problems, not to mention sleep and interpersonal difficulties. For example, make decisions quickly. Rarely does delay improve the quality of the choice. Over-analysis can be seductive and also stress-producing. Keep in mind that nearly all decisions must be made with imperfect information.

FOCUS ON OTHERS

Control interruptions, time wasters and distractions. Whether at work, at home, or in a home-based business, these are insidious. Look for patterns in interruptions.

Often, they are caused by a breakdown in a system, process or function. Low-priority items often masquerade as important things that require your immediate attention; however, they will often



take care of themselves without your intervention. As a test of this, consider all the things that do not wait for your return from vacation. Somehow they get handled.

Manage your staff effectively. Delegate regularly. It serves as a training tool, and helps make others' jobs more interesting. Actively look for things that your staff does well, and let them do more of it. Employees are more often limited by our ability than by their own.

CELLPHONE ETIQUETTE YOU NEED TO KNOW

Owning a cell phone can be a lot of fun. It's portable, convenient, and is comforting to have when driving alone late at night. But now that there are millions of people who own cell phones, proper cell phone etiquette is becoming a concern.

Owning a cell phone doesn't give a person a right to be rude or inconsiderate of others. It may be alright to take your phone with you and have it on while you are in business settings, with the exception of business meetings, but it's not alright in some social settings.

People in a movie theater aren't going to appreciate it if your cell phone is ringing during a movie. They'll be even more annoyed if you answer it and talk during the movie. A nice leisurely dinner at a restaurant can be ruined if someone at the table next to you has their phone on and is taking calls.



Yes, sometimes it may be necessary to have your cell phone on even if you are in a restaurant, theatre, concert hall, or meeting. In those situations, put the phone on vibrate. If the phone goes off, discreetly check to see who is calling. If it is necessary to talk to the caller, excuse yourself and go to a quiet area out of earshot of the other diners, theatre patrons, etc and return the call.

In some parts of the world wireless phone jamming devices have been installed in public places so that your phone just won't work. In many other places, signs are starting to pop up telling people to turn off their cell phones in both public and private buildings. Not turning off a cell phone can even cost a person money. In New York City, there's a \$50 fine for breaking a bylaw that prohibits the use of mobile/cell phones at all indoor performances.

A person can choose to be part of the problem or part of the solution. If people demonstrate consideration for others there won't be the need for more jamming devices, more "no cell phone" signs, and more laws being passed to fine users who don't obey the "no cell phone" rules.

Make sure the voice mail is set up on your phone. Encourage people to leave a message for you if you are not able to answer the phone. Then return the call as soon as you can. But make sure to return the call. Just as it is inconsiderate to take a call in a restaurant or theatre, etc. it is also inconsiderate to not return a call in a timely manner.

reflections

"Insanity is doing the same thing, over and over again, but expecting different results"

