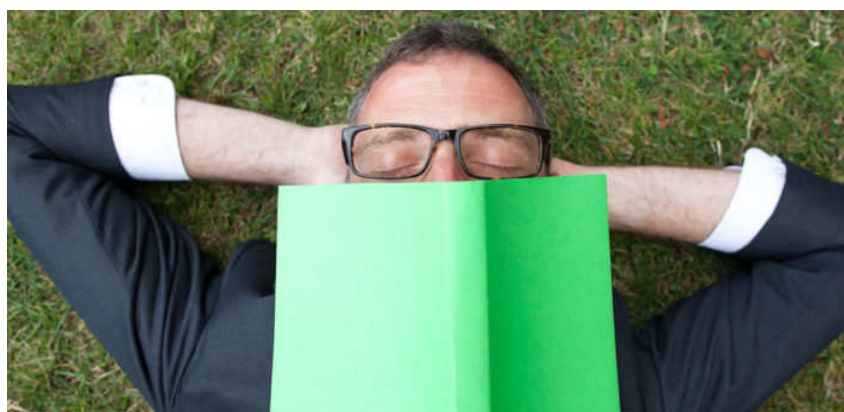




VENTRAX BE TIME WISE OCTOBER 2017 ISSUE

A Nap After Lunch Makes You Smarter

Afternoon naps are no longer guilty pleasures. New research finds that a post lunch snooze, if it's not *too* long, is very good for the brain...especially if you're older. Smart napping might even keep your mind younger.



Background: In Spain, China and many other countries, an afternoon nap after lunch is a time-honored cultural tradition, especially for older people. While it's known that short "power naps" of 10 minutes or so can improve alertness and accuracy when performing mental tasks, the jury has been out on the cognitive effects of these longer siesta-type naps.

Study: American researchers studied 3,000 Chinese adults age 65 and older. They were asked to recall their post lunch napping (if any) over the previous month and were then classified as non nappers, short nappers (less than 30 minutes) moderate nappers (30 to 90 minutes) and long nappers (more than 90 minutes). They were all given cognitive tests that included basic math, memory exercises and copying drawings.

Results: While 60% of the subjects regularly took post lunch naps, not all had cognitive benefits. The sweet spot for optimal performance on brain function tests was a *moderate* nap of more than 30 but less than 90 minutes. They did better on the cognitive tests than

non nappers, shorter nappers and longer nappers. Second best were the shorter nappers, who had better cognitive test scores than either non nappers or long nappers.

Surprising finding: Compared with non nappers/long nappers, the moderate nappers performed on cognitive tests like people who were *five years younger*.

Bottom line: If you can swing it, take a 30-to-90-minute snooze after lunch—your brain will thank you! The researchers cite other studies to explain what happens. You may wake up feeling a little groggy—it's called “sleep inertia”—but once you fully wake up, your cognitive functioning will be improved for the next 24 hours.

I NEED MOTIVATION... RIGHT NOW!

A POSITIVE ATTITUDE INCREASES MOTIVATION



Have you ever heard the saying that attitude is everything? If you have, then you may know it to be true. While it can be difficult to be positive all the time, being an optimist has been linked to many things, including better health. Doctors will tell you that patients who are optimistic about treatment are those that always recover faster than those who are pessimistic. When you are positive, you can accomplish things that some may have thought were unrealistic. A positive attitude can help you build strong relationships as well as create increased motivation. If you have a goal in mind that you are having a hard time finding motivation to meet, try having a positive attitude. Although it may seem challenging at times, try these easy tips in order to be more positive each day.

WAKE UP NICER

Your whole day really starts with waking up. If you want to have a more positive attitude, make sure you can wake up in a calm environment. Those with children know too well that this can be difficult. However, you can practice doing things in advance to prepare for the morning so everything will flow



smoothly. For instance, try laying out everyone's clothing the night before. Pack lunches and stick them in the fridge as well. Do anything you can to make your morning a little easier. You will find that with the ease, you will be more apt to have a positive start to the day.



WAVE AT YOUR NEIGHBORS

Although this seems a little old fashioned to some people, when you are leaving home, try to wave at your neighbours. Offering a little smile and a quick wave is a great way to spread your positive attitude to everyone around you.

TAKE YOUR TIME

Be sure that you leave for work or school each morning in plenty of time to get to your destination. When people have to rush, they tend to become flustered. You will be more motivated in general if you give yourself enough time to accomplish tasks.



EAT LUNCH

People who claim they are unmotivated are often those that eat poorly, never exercise, and work over 40 hours a week. When you are not taking care of yourself, it is difficult to stay positive and be motivated to do anything at all. Even the simplest tasks like laundry on the weekend can seem overwhelming. Be sure to eat healthy meals throughout the day and never skip lunch!

SOCIALIZE WITH FRIENDS

Part of staying positive has to do with your personal relationships. If you are trying so hard to do as much as possible, then you probably have little time to socialize. Take the time to socialize with friends as much as you can. This will help you stay positive and help your motivation continue.





LIMIT MEDIA INFLUENCE

As informative as it can be, watching or reading too much media news coverage can be harmful to a positive person. The tragedy of it all is that the news is typically filled with depressing and over-dramatized events. The news crews choose the most dramatic things to put on the air or in print. Therefore, you are only seeing the worst of the worst. Try limiting yourself to this type of influence and you will be more positive altogether.

PRETEND TO BE HAPPY

One key trick to staying positive is to act positive even when you are feeling down. By acting like you are positive, you will find that you can lift your own spirits faster than anything else. Although it may seem like you are faking it, chances are no one will even know. The next time you are feeling down and not motivated, take on a positive attitude role and your motivation will come naturally with your character.



As you can see, there are many things you can do in order to keep a positive attitude throughout your days. These are minor changes in your day and in your attitude that can be done daily in order to train yourself to be a more positive person. When you are a more positive person you will be a more motivated person. This will all lead to a more successful life.

DAILY HABITS WILL HELP YOU TO STAY ON THE PATH TO REACHING YOUR GOALS

In some way, shape or form, our daily lives are all a part of our path to success, no matter what that is defined as. Whether it be to meet a sales goal or to start a business, to buy a house or to travel the world, it's human nature to set goals and want to achieve them.

Society today drives us harder than ever before. In our constantly connected world, it can be even more difficult to find the focus to achieve our goals. It takes discipline, passion, commitment and a burning desire to succeed.

If your view of success is anything like ours, these five tried and true daily habits will help you to stay on the path to reaching your goals.



Plan your day

Take five minutes at the end of the day to create an action plan for tomorrow. Start by making two lists: one of your high priority projects and another of your meetings and other commitments. Next, combine the two to create a schedule. Sitting down to work the following morning will feel less dreadful when you have a plan already in place.

Shut down distractions

We live in a very connected world, one in which it can be difficult to not constantly feel like we're being pulled in five different directions. Make it a habit to put your phone on silent, only check emails once an hour at a designated time, and block social media sites during scheduled work hours.



Though less obvious, but perhaps even more important, don't get distracted by other people's journeys. It is important to realize that your journey is unique. You cannot compare another's success to yours.



Stay in the know

Begin your mornings browsing through your industry news. Grab your cup of coffee and bookmark a few well-known websites that are relevant within your industry. It never hurts to stay on top of what is happening, and you never know when that knowledge can come in handy.

Network

This makes for a nice midday break. Spend 15 minutes before or after lunch networking on LinkedIn or writing an email to an old colleague. Connections are so important; you always want to be maintaining old ones and building new ones. This goes for face-to-face



networking as well. Attend a seminar, join a group, or grab coffee with a co-worker. Aim for once a week face-to-face networking, and you'll never be happier you did.



Make health a priority

Your health and well-being affect every area of your life. Make time for workouts, pack a healthy lunch, drink plenty of water throughout the day, and get enough sleep. A workaholic is far less productive than a smart worker. YOU are a priority, so be sure to prioritize YOU.

Success is a big deal, no matter what kind of success you are seeking. It's important to remember that, without all the little days in between, you wouldn't be able to achieve the big picture, so make the most of them.

SDS BANKER'S CLUB

Date: 1st November 2017

Time: 6pm – 8pm

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

Topic: Manage Your Mind to Manage Your Time



SDS PUCHONG

Date: 29th November 2017

Time: 6pm – 8pm

Venue: Ventrax Management Sdn Bhd
37 & 39 Jalan TPP5/I7
Taman Perindustrian Puchong
47160 Puchong, Selangor

Topic: Resilience Is About How You Recharge, Not How You Endure



Timely Inspiration

You need to be aware of is that there are many ways to be true to yourself. What is important is that our basic attitudes must be right. Attitudes are moulded by realities of our own environment, and partly we are to make sense out of our experiences by managing to fit them into our system of beliefs. Other people's experiences also confirm the rightness of the basic attitudes they have. Those who know the truth, learn to love it. And those who love the truth learn to live it. It is therefore easy to conclude that attitudes which are contrary to one's own must be the result of stupidity or perhaps dishonesty.

Do not say that this sort of thing only happens to other people. Get real – they can and probably have happened to you too. You should begin with your primary values and set goals for them. Your goals must always be subservient to your values and your career goals must not hinder your family goals – they must coexist in harmony.

Realise that your goals and the product of your values. Over time, your values may change. You are growing and constantly reaching out. You are not static and inflexible. Take time to rethink your values and goals. I suggest you work on your goals daily, but be sure to make time to review you goals alongside your values annually to ensure that your self-image constantly improves. Will Rogers put it well when he said, "Even if you are on the right track, you will get run over if you just sit there."

(Extracts from "How Long Can You Wait For Results")

7 WAYS TO DEVELOP A READING HABIT

You know reading is good for you, but you can't seem to concentrate on reading the book you've picked up from the library. You get a few pages in and then get distracted, and turn to the computer or your television. You end up dragging the book around for months, moving it from the coffee table to your bedside table to your briefcase, but you never seem to get around to actually reading it.

If you're tired of this routine, there's hope: reading is a habit you can develop and there are many ways you can turn into a bibliophile.

Make time for it

Unless you schedule reading time in your busy day, you may not be able to squeeze it anywhere between all of the other commitments and projects and tasks already crowding the calendar.

Even if you can only devote 15 minutes for reading— the time it takes you to commute to work— do put it in your schedule. By doing so you assign a sense of importance to it, and this will ensure that you treat reading with respect rather than ignoring it.



Book bags everywhere!

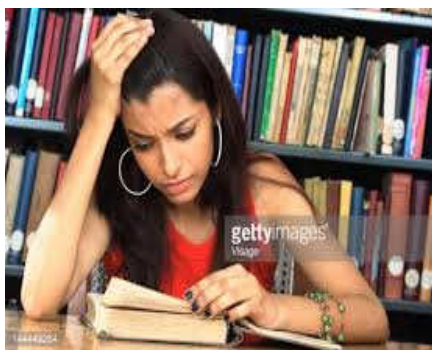
Add an extra item in your doorstep checklist; keys, phone, wallet, book. Carrying a book with you at all times is a great trick to start reading more habitually.

You will find that there are a lot of times where you can read a chapter or two, such as instead of staring at your computer screen or checking your email for the 15th time.

Make a reading list

Do a bit of research if you don't know where to start or if your previous choices of authors have been uninspiring. Create a list with exciting books and stories – just don't overdo it. Anything beyond 20 books for an entire year could be too overwhelming if you're just getting started as a dedicated reader.





Know when to give up a book

Reading is meant to be an enjoyable, eye-opening experience. If you find yourself stressing out (or yawning!) over a difficult or boring book, do give it a try for a few more pages but give up if it ends up frustrating you.

Get excited about the book

To get into the habit of reading more you need to be excited about it in the first place. Read a review or two online to see what people are saying and raving about. If reviews are not your thing, try reading the first few pages of the content and the back-cover blurb to get an idea of the narrative.



This will make you look forward to reading the book by sparking your curiosity about “what happens next.” Just stay away from spoilers if you’re reading fiction!



Read to someone

A great way to get into reading more is to read to someone else: an elderly person or a shut-in, a friend’s child or your own son or daughter. Reading to others is a fascinating way to spread the bookworm craze. It will make the listener feel flattered and inspired, and as for you, you will have a reading assignment that helps you stick to your reading habit!



THE IMPORTANCE OF SINCERITY IN THE WORKPLACE

Creating fruitful working relationships are a big part of inter-office networking. These connections go beyond friendship and rely heavily on trust and respect. Getting to the level of a close work acquaintance needs to go beyond doing favours for one another. Just like when you leave a meeting you want to feel confident, or like you're on a mission. The same should go for a casual conversation with your co-workers, or a working strategy meeting with one or two key figures. What you need to be cognizant of during these exchanges is your sincerity, and how that's being portrayed.

In assisting others around the work floor there are several motivators that may turn someone from being helpful to over the top friendly. Workplace politics can play a big role in changing someone's demeanour toward their colleagues, for example. Another reason can be that the targeted employee has valuable skills that are in high demand and their time is limited. It's no secret that we try to expedite tasks for those we like, so it doesn't hurt to back the niceties with some sincerity. So when does a new project turn from a simple request into a hidden agenda without the chance of a developing internal partnership? There are some subtle clues you can pick up if you're interested in a transparent relationship with your colleagues.



When your co-worker is playing on a hidden agenda they might:

- come to you for one-off tasks and never follow-up with results
- only come to you when they need something
- not have the time to return a favour when you ask for their expertise or resources



While sincerity may be veiled by other drivers it can be easy to detect if you're looking at the right signs. For example, if your co-worker is looking for a sincere working relationship they will:

- give credit where it's due; without being prodded to do so
- make time to follow-up on projects you've worked on and look for opportunities to maximize both of your talent areas
- not gossip unnecessarily; if they're saying damaging things about one colleague that may be untrue you may question if they're doing the same with you

If you're currently experiencing a hidden agenda don't let that detour you from working with that individual. Instead just be more aware of what you're sharing and really listen to what they're saying. Stay open minded while you're at work, because it is possible for people to change. You won't want to be shut out of some unique opportunities because of one or two poor experiences.

By taking the high road and accomplishing the task at hand you're showing that you have some integrity, and that you're motivated to making a difficult relationship work. Remember also to give off a sincere impression in order to get that in return.

Transparency is more valued than you think, even when you're in a cutthroat industry. Don't lose your desire to be an authentic co-worker that others can rely on.



WHY IS IT IMPORTANT TO DRESS WELL AT WORK

It is often said, 'Don't judge a book by its cover'. On the flip side, if the cover is fantastic, the book is likely to not only get desired attention but also appreciation it may deserve. Quite evidently, our appearance has a huge role to play in the impressions we leave on people and the way we are perceived in everyday life – professionally and personally. So if clothes make such an impact, then why must something keep you from nailing it!



Observing people and seeing how they are different has always intrigued me. One's appearance invariably becomes the window through which the world looks at them. Interestingly, it may occasionally also become the deciding factor for prospects at work. Aside, some of us definitely invest in perfection, including perfection in how we pull ourselves together every morning. The idea is that if appearance has such a huge role to play in so many areas of one's life, including boosting self-confidence, then why should it be so difficult to do?

Reflections

