



VENTRAX BE TIME WISE – SEPTEMBER 2017 ISSUE



7 Tricks to Improve Your Memory

There's no way around the fact that memory erodes as we get older. The hippocampus, the area of your brain responsible for building memory, loses 5 percent of its nerve cells with each passing decade. Plus, aging slows production of acetylcholine, a neurotransmitter vital to learning and memory. Based on these facts, scientists once believed that a person's mental ability peaked early in adulthood, then went downhill from there. But over the last few decades, research has found that adults' brains are still able to form new, memory-building neural networks in a process known as *neuroplasticity*. The reassuring latest thinking: **With a little effort, anyone can boost their power of recollection.**

Technique #1: PLAY BRAIN GAMES

Puzzles like Sudoku and crosswords may improve memory and delay brain decline, though experts are not yet sure why. Playing them activates synapses in the whole brain, including the memory areas.



You just have to
EAT RIGHT.

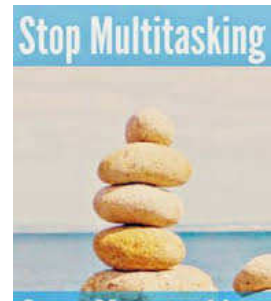


Technique #2: EAT THE RIGHT FOODS

Much like the Mediterranean diet, it's heavy on produce, legumes, nuts and fish. It's low on meat, since meat's omega-6 fatty acids may contribute to brain inflammation, a possible underlying mechanism for Alzheimer's. Refined sugars produce a similar effect, so they were also out.

Technique #3: QUIT MULTITASKING

One reason people can't remember where their keys are is they're not paying attention when they put them down. When you put them down, stop and say out loud, 'I'm leaving my keys on my dresser.'



Technique #4: MASTER A NEW SKILL

A recent Swedish study found that adults who learned a new language showed improved memory for people's names, among other things. Any activity that is practiced diligently, such as knitting or skiing, will likely have this effect, researchers say.

Technique #5: GET MORE SLEEP

Researchers at the University of Pennsylvania have discovered that losing half a night's rest—three or four hours—on just one evening can erode memory. And the journal NATURE NEUROSCIENCE recently reported that one way to slow decline in aging adults is to improve the length and quality of sleep. During a deep sleep of eight hours or more, it's believed that the brain shifts memories from temporary to longer-term storage.



Technique #6: USE MNEMONIC DEVICES

These are basically memory tools that give meaning and organization to a random group of words or concepts. They could be an acronym (BOG for "Buy oranges and grapes"), an exaggerated visualization (imagining a massive stethoscope to remember a doctor's appointment) or a rhyme (to recall a co-worker's name, I'd remember, "Ted has a giant forehead"). Memory champions also love chunking, or breaking a large amount of information into more manageable nuggets. Say you have to memorize these numbers: 2214457819. It's much easier to do as a phone number: 221-445-7819.

TECHNIQUE #7: HIT THE GYM



Researchers from the University of California at Irvine recently discovered that a little exercise might yield big mental benefits. They had one group of subjects ride stationary bikes for six minutes, while another group cooled their heels. Afterward, the active group performed significantly better on a memory test. Instant results!

WHY IS EMOTIONAL INTELLIGENCE IMPORTANT?

While the definitions of emotional intelligence vary in scope and depth, many believe that it is at least as important as traditional IQ which is why many companies now use EI testing to hire new staff.

Here are some ways in which a high EI quotient is beneficial to some at work.

- ✓ Helps you relate well and cooperate with others in the workplace (understanding other people's emotions and motives)
- ✓ Helps you achieve your goals (cooperation with others, emotion management, maturity)
- ✓ Maintain satisfying personal relationships (by managing and balancing your emotions)
- ✓ Live a more balanced lifestyle (personal and emotion management)
- ✓ Respond to others with empathy and compassion
- ✓ Allows you to be more playful and creative (in touch with your emotions)
- ✓ Resolve conflict more easily



WHY THE IMPORTANCE OF EMOTIONAL INTELLIGENCE AT WORK

Scholars may have coined the term “emotional intelligence” in the early 1990s, but business leaders quickly took the concept and made it their own.

According to emotional intelligence, or EQ, success is strongly influenced by personal qualities such as perseverance, self-control and skill in getting along with others. Much has been written about how to improve employees’ EQ, but hiring managers are likely to make better hiring decisions when they look for people who already possess high EQ scores.

Workers with high EQ are better able to work in teams, adjust to change and be flexible. No matter how many degrees or other on-paper qualifications a person has, if he or she doesn’t have certain emotional qualities, he or she is unlikely to succeed. As the workplace continues to evolve, making room for new technologies and innovations, these qualities may become increasingly important.

Daniel Goleman presents five categories of emotional intelligence. To hire candidates who will thrive in your workplace, look for those who have a handle on these five pillars.

1. **Self-awareness:** If a person has a healthy sense of self-awareness, he understands his own strengths and weaknesses, as well as how his actions affect others. A person who is self-aware is usually better able to handle and learn from constructive criticism than one who is not.



SELF-REGULATION *versus self-control*



2. **Self-regulation:** A person with a high EQ can maturely reveal her emotions and exercise restraint when needed. Instead of squelching her feelings, she expresses them with restraint and control.

HOW TO IMPROVE YOUR EMOTIONAL INTELLIGENCE

✓ **Become self-aware.** Learn to recognize your emotions and their effects, how you react to your environment and how your emotions affect your behaviour. Use them to find ways to make better decisions and problem solve in areas where you have weakness.

✓ **Observe how you react in stressful situations.** Do you get upset quickly? Do you blame others and get angry? How do you behave when things go wrong? Being able to stay calm and keep your emotions in control in difficult situations is important at home and in the workplace.

✓ **Manage your emotions.** Practice controlling impulsive feelings and behaviours. Deal with your emotions in healthy ways; take initiative; be reliable and responsible; learn to adapt to changing circumstances.

✓ **Become socially aware.** Take time to observe how you interact with people. Examine how your actions affect others. Do you listen and think about what they are saying? Are you open-minded and accepting? Learn to pick up emotional cues. Appreciate what people are saying and why they are saying it. Develop cross culture sensitivity.

Emotional intelligence is an intelligence that has to do with discerning and understanding emotional information. To be sure, an intellectual understanding of emotional intelligence is very important, but ultimately, the development of it depends on sensory, non-verbal learning and much practice.



SDS BANKER'S CLUB

Date: 4th October 2017

Time: 6pm – 8pm

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



Topic: The Art of Managing and Motivating Your Staff

SDS PUCHONG

Date: 25th October 2017

Time: 6pm – 8pm

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

Topic: Do You Know How Each Person on Your Team Likes To Work?

Timely Inspiration

There are 5 "P's" in Time Management. Prior Planning Prevents Poor Performance. Simple enough, but why do people find it so difficult to plan?

These days just about everyone carries some sort of organiser. Most carry it around without even knowing it's there while those who carry it with intent are aware of the mountain of activities to be done. They realise that some sort of a tool is needed to assist them in the process of handling these activities.

The diary as defined by the Oxford dictionary as a daily record of events or a book that is prepared for keeping a daily record. This definition may have sufficed half a century ago, but

this definition seems insufficient for today's high profile executives. Today's power executives also have plenty of detailed information that needs to be managed alongside their "daily record".

With a diary, you can experience the advantage of a calendar – at the very least, they get a quick overview of your next available spare moment. A calendar, however, does not help you to prioritise.



The organizer on the other hand offers the benefits of a calendar and includes more space for notes and useful information. This additional space can serve as a historical library.

With a planning system, you will have a clear link between your available time and your goals, thus it provides you with an active working tool. With your goal in mind it makes sense to define tasks, set priorities and even structure planning of meetings.

These days, planners come in both modern digital and traditional paper-based formats. You can choose to pick one or the other, but the best solution is to use a combination of the two. While electronic organisers such as your email client is great for scheduling and collaboration, paper based planners are powerful tools that can be used for goal setting, taking notes and jotting down ideas. Paper works well in the respect simply because it allows your creative juices to flow on a blank canvas. Your goals, notes and ideas can be your masterpiece and when you've committed your masterpiece to paper, you also strongly commit it to your memory.

You now know that you need to plan, but how will you benefit from planning? The diagram below shows us that if you were to increase the time you have invested in planning just by a little bit, it will cut the amount of time you need for implementation dramatically. This will provide you with the "more time" you so earnestly crave.

As you go about the business of planning, remember that too tight time planning causes problems. There are always unplanned events which will disturb your time table. The 60:40 rule suggests that you should only make a plan for 60% of your day. This time should be for goal oriented tasks. The remaining 40% of your time should be allocated for the unplanned – 20% for managerial or supervisory activities or for delegation. The balance 20% should be for unexpected such as telephone calls and time wasters.

Expect to control only 60% of your time but devote that time to productive activities. You can also expect idle time to crop up when you least expect it. Keep a block of productive activities in reserve for such opportunities.

(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.....



Lim Kim Yew



Lim Siew Ping & Usha Rani

WHAT DOES IT MEAN TO "BE CONSCIOUS"?

Conscious is a Latin word whose original meaning was "knowing" or "aware." So a **conscious person** has an awareness of her environment and her own existence and thoughts. If you're "self-**conscious**," you're overly aware and even embarrassed by how you think you look or act.

CONSCIOUSNESS VS AWARENESS: WHAT'S THE DIFFERENCE?



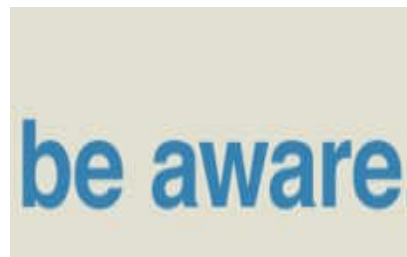
Imagine yourself in the middle of a forest, being chased by a bear. The rustling of leaves behind you burgeons your pace, causing a much needed adrenaline rush. As you run across the landscape, you search for possible escapes. You are aware of the trees, and the animal life in your vicinity (imagine the forest sounds), but you're conscious about a possible, untimely end to the journey of your life.

And before the bear catches up, let's snap back to reality and ward off the threat.

Simply put, being aware and being conscious are two extremely different concepts, even though both words seem to have the same connotation in language. Here is a little insight about the two concepts **that'll** help you differentiate with ease.

Being Aware

It is like those announcements you hear on media. For instance, a hurricane is headed towards the city. While you know what is out there and you're factually aware that it exists, there's little you can do to explain where it is, whether it'll strike or not, how much damage it will cause, and so on

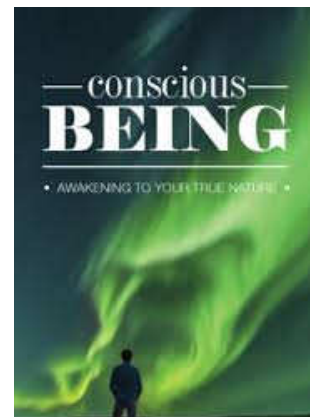


“Being Aware” essentially has a tangible, physically-related expression. You are aware of the fact that consuming too much sugar/carbohydrates can lead to obesity, diabetes and other diseases. You are aware that anything you do might have an impact on your loved one’s life. You are aware of your realities, primarily because of factors like sensations, perceptions, cognitive abilities, and knowledge.

You know what is, but you don’t know how it may or may not be related to your life. Being aware does not necessarily equate with being conscious. This brings us to the other part of the equation.

Being Conscious

In every sense of the words, being conscious has a lot to do with being spiritual. It refers to that degree of awareness where the physical world no longer obstructs your understanding. It is about being aware of the metaphysical world, where spiritual interactions and learning takes place beyond the tangible experiences. Being conscious has a lot more depth than being merely being aware.



Awareness is considered a prerequisite for consciousness. You can’t be conscious about something if you’re unaware of it in the first place. As in the example we started off with, you were aware about everything in your surroundings, but you were consciously looking out for an escape. This blurs out your perception of non-related elements, enabling you to focus exclusively on certain, sought aspects.

How Knowledge Influences Your Awareness and Consciousness

As the wise people say, “Knowledge is power!” It is the starting point of a revolution, the beginning of awareness and consciousness. For the most part, you are free to decide whether you’d like to be aware and conscious or not. Your free choice plays a pivotal role in defining your destiny.

Knowledge makes you aware of your worldly realities, in turn making you conscious about a higher calling, a bigger purpose. Nothing happens without a reason, and the moment you decide to question and reason out your realities is when you become truly conscious. It is a chain of realization that begins with your worldly learning.

You make better decisions when you are aware, but you make the best ones when you are conscious. If you wilfully chose to give up your abilities, you unconsciously choose to be a

part of someone else's purpose. You share your fate with all those who consciously renounce their rights, eventually becoming a part of someone else's journey.

Knowledge, awareness and consciousness influence your life in three ways:

- **Application:** You apply your knowledge, actively deciding the particulars of intervention. You know something is good or bad, so you're in a better position to decide whether or not you should integrate it in your life. For instance, excess sugars are bad and can cause diseases. It enables you to make a well-informed decision regarding your lifestyle. This is where you gain awareness.
- **Discernment:** Based on what you know, you can judge what is and isn't. This enables you to discover and pursue options. If sugars are bad, you can figure out healthier alternatives to it. This is where you use your awareness to become responsible, being on the verge of consciousness. You begin to question your knowledge.
- **Connection:** Questioning gets you closer to consciousness. You begin to see the reason behind everything, which helps you connect with your purpose of existence. In other words, it is a level of complete awareness. As your level of awareness rises, your vibrational frequency increases, enabling you to protect yourself against negativities and to see beyond typical boundaries. It is where you become conscious – about yourself, your realities, your purpose, and the higher calling.

THE POWER OF A SMILE



Power is given to things that can impact, influence and change things in a profound way. Having said that, there is an immense **power** found within a **smile**.

A smile conveys feelings of happiness, hope and positivity to anyone who sees it. When you smile, you are sending a message to those around you that you are accepted, you are welcome, all is well.

It's pretty amazing to feel its power. As you sit reading this, my guess would be that you are not smiling. Take a few seconds and smile. Do you feel that? I've always been amazed at the good mood feelings that begin instantaneously. You feel it in your cheeks, it actually makes you feel lighter, more carefree. It brings about happy thoughts, bringing you to an instant

happier mood. Anytime you are having a hard day, a down day, force yourself to smile, even for a few seconds.

Then there is also the power a smile has when shared with others. It's pretty awesome how you can turn someone's whole day around with just a smile. Let's face it, smiling is contagious, similar to a yawn. So, you're not only passing hope and happiness on to someone, you are helping them to smile as well and feel those good vibes.

A smile makes those around us feel welcome, accepted, wanted. This is what we are each ultimately looking for, isn't it? The golden rule: ***"Treat others the way you want to be treated."***



Smile at those around you, those you care about deeply, your family and friends. Also share a smile to those you come in contact with on a daily basis, your co workers, to the woman at Starbucks, strangers on the street or train. Smile at anyone who looks like they could use one. A smile really can turn someone's day around. It is the human condition to be connected. By lending a smile, you are reaching out to your fellow man and connecting. So keep smiling please!

SIGNS YOU'RE NOT DRINKING ENOUGH WATER

We hear it all day, every day: most of us are not drinking enough water. We know that we need it, but for one reason or another, we often fail to make it a priority. As a result, we may begin to notice changes in our sense of well-being.



The average adult body is made up of between 55-60 percent water, which is an indication as to why it's so important to replenish and refresh these vital stores. It makes sense that when we get dehydrated our bodies, much like our vehicles, send out clear warning signs that we need to check our fluid levels. If that happens, it's important to do everything to get your hydration level back on track.

Here are some of the symptoms associated with not drinking enough water

Dry skin that doesn't improve with lotion

It's normal for our skin to change with the seasons. In winter months, we may find that our skin seems dull and lifeless. You see, dry skin lacks sebum (oil) and should respond to the application of oil-rich products. In these situations, applying copious amounts of moisturizer is often enough to improve the situation.



If, at any point in the year, your skin stays dry and chapped despite being slathered in healing lotions, you may want to grab a drink (or several). When skin loses its luster due to dehydration, all it desperately needs is to be watered!

Dry, sticky mouth and excessive thirst

It feels a bit obvious to point out the fact that if you haven't been drinking enough water, your mouth and tongue may be extra dry and sticky, but some people may genuinely miss this sign. Along the same lines, being excessively thirsty is actually a symptom that you've been dehydrated for a while. In both cases, grab a glass and start replenishing any lost fluids (especially since desert-like conditions in your mouth can cause a serious case of bad breath!).

It's worth mentioning, however, that a dry mouth and increased thirst can be a sign of something more serious. If your symptoms haven't improved after a few days of focused rehydration, you should probably make an appointment with your healthcare provider.

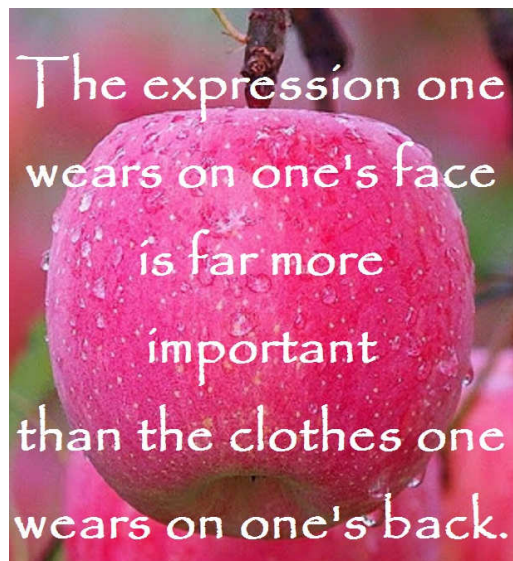


You're dealing with a headache

It's one of the worst feelings. Your head is throbbing and, with each passing minute, you can feel it getting worse. It makes it hard to concentrate on anything, and your patience begins to run thin. Fortunately, drinking more water could be enough to not only prevent these painful episodes, but also cure them.

According to the National Headache Foundation, headaches are actually a common sign that someone is experiencing mild to moderate dehydration. In fact, an inadequate intake of water can trigger a migraine!

reflections



The expression one wears on one's face is far more important than the clothes one wears on one's back.

— Dale Carnegie