

Be TIMEWISE

HOW FEAR WORKS

**COMMON PHOBIAS: WHY DO
PEOPLE GET SCARED?**

HOW TO OVERCOME FEAR

**MANAGERS CAN AVOID
WASTING TIME**

A MANAGER

THE IDEA IN BRIEF

THE IDEA IN PRACTICE

**Selamat
Menyambut
Eid
Mubarak**



HOW FEAR WORKS



It is dark out, and you're home alone. The house is quiet other than the sound of the show you're watching on TV. You see it and hear it at the same time: The front door is suddenly thrown against the door frame. Your breathing speeds up. Your heart races. Your muscles tighten.

A split second later, you know it's the wind. No one is trying to get into your home. For a split second, you were so afraid that you reacted as if your life were in danger, your body initiating the fight-or-flight response that is critical to any animal's survival. But really, there was no danger at all.

What happened to cause such an intense reaction? What exactly is fear? In this article, we'll examine the psychological and physical properties of fear, find out what causes a fear response and look at some ways you can defeat it.

WHAT IS FEAR?

Fear is a chain reaction in the brain that starts with a stressful stimulus and ends with the release of chemicals that cause a racing heart, fast breathing and energized muscles, among other things, also known as the fight-or-flight response. The stimulus could be a spider, a knife at your throat, an auditorium full of people waiting for you to speak or the sudden thud of your front door against the door frame.

The brain is a profoundly complex organ. More than 100 billion nerve cells comprise an intricate network of communications that is the starting point of everything we sense, think and do. Some of these communications lead to conscious thought and action, while others produce autonomic responses. The fear response is almost entirely autonomic: We don't consciously trigger it or even know what's going on until it has run its course.

Because cells in the brain are constantly transferring information and triggering responses, there are dozens of areas of the brain at least peripherally involved in fear. But research has discovered that certain parts of the brain play central roles in the process:



COMMON PHOBIAS:

WHY DO PEOPLE GET SCARED?

Was it the hairy spiders or the monster under your bed that made your skin crawl as a kid?

We may laugh at the things we were once scared of, but it's not surprising that many adults are still scared of creepy crawlies, dark spaces and creaks and cracks in their homes.

Being scared and fearful is not only common, it's completely. There are two types of fears. One is natural, as humans we are born with the ability to feel fear and we need this in order to determine everyday threats — basically animal instinct. The second type of fear occurs when we're exposed to other people or overwhelming experiences in our lives that inflate our sense of fear.

This type of fear is irrational fear and it varies by person. Some people will always be more fearful than others. A certain amount of fear has always been ingrained in our everyday lives. As children, we're told not to let the bed bugs bite, and as adults, we grow up with horror legends like Jason, Freddy Krueger and Bloody Mary.

So any time you see a flight of stairs and expect a creepy little possessed girl to crawl down (backwards even), when our fears remind us of movies and shows that have reinforced this feeling of unpredictable threats.

And there are some people, of course, who just love the pleasure of being scared. When our brains know there is no risk of being harmed, the rush of being scared becomes satisfying.

The fears of flying, swimming or sleeping in darkness — which are more common than any others — can slowly be tackled by simply "facing your fear".

A person who is afraid of flying can slowly overcome their fear by flying. It may not eliminate the anxiety, but it has a higher success rate of reducing it. Often, the fear of flying comes not from any real danger associated with flying, but instead, a fear of death.



HOW TO OVERCOME FEAR

Even the most courageous people have fears to overcome. Are you afraid of something tangible, like spiders or heights? Maybe you fear failure, change or something else that's more difficult to pin down. No matter what it is that scares you, learn how to acknowledge, confront and take ownership of your fear to keep it from holding you back in life.

START BY ACKNOWLEDGING IT

It's easy to ignore or deny our fears, even to ourselves, in a society that stresses the importance of being strong and brave. But courage can't come into play unless you have a fear to face down. By owning your feelings you've taken the first step toward gaining control over the situation.

NAME YOUR FEAR

Sometimes fear makes itself known immediately, clearly, and other times it's more difficult to name the cause of those anxious feelings lurking in the back of your mind. Let your fear rise to the surface and give it a name.

WRITE IT DOWN

Writing down your fear is a way to officially admit that you have a problem you want to overcome. Keeping a journal is a good way to track your progress as you work toward conquering your fear. It can serve as a guide for the next time you've got a problem that needs to be solved. You can overcome fear by facing it every time it comes your way, and, once you decide to make up your mind, your fears will dissolve away.

DEFINE ITS CONTOURS

Approaching your fear as something with a beginning and an end can help you see that you have the power to contain it. If you can clearly see the shape of your fear, you'll be able to recognize when it's affecting you and handle it more effectively. Answer the following questions to better understand your fear.

WHAT IS THE HISTORY OF YOUR FEAR?

Did it begin with a negative experience? Is it related to factors that affected your childhood environment? For how long have you been affected by this fear?

WHAT TRIGGERS YOUR FEAR?

Is it something obvious, like the sight of a snake on a trail? Maybe passing your career counselor's office door sends your mind into a downward spiral when you walk down the corridor in your high school. Figure out everything that triggers your fear so you can determine how far it stretches.

HOW DOES YOUR FEAR AFFECT YOU?

Does it cause you to stay in bed instead of getting up and going to a class you're afraid of failing? Do you avoid visiting your family in another state because you don't want to get on a plane? Figure out exactly what power your fear has over your mind and behavior.



IMAGINE THE OUTCOME YOU DESIRE

Now that you completely understand your fear, think about what exactly you want to change. You already have your big goal set - you want to overcome your fear - but it's important to set smaller concrete goals to help you get there. For example:

If your fear is commitment, your first concrete goal may be to date someone for longer than a month.

If your fear is heights, you may want to be able to go on a hiking trip with the outdoor club at your school.

If your fear is spiders, you might want to be able to handle seeing a spider in your bathroom next time that situation arises.

FEAR!



Topic For
June 2015

SELF DEVELOPMENT SEMINAR

How To Overcome Fear?

DATE:

09 JULY 2015

TIME:

6.00PM - 8.00PM

VENUE:

BANKER'S CLUB

Bilik Keluli (Level 21),
Jalan Imbi,
Kuala Lumpur

It's important to realize that in everything we do, there's always a chance that we'll fail. Facing that chance, and embracing it, is not only courageous – it also gives us a fuller, more rewarding life.

Have you ever been so afraid of failing at something that you decided not to try it at all? Or has a fear of failure meant that, subconsciously, you undermined your own efforts to avoid the possibility of a larger failure?

Come to our FREE Self-Development seminar in July and get some tips on how to overcome fear.

**PLEASE CALL 03-8062 1133 OR EMAIL
US AT SALES@VENTRAX.COM.MY TO BOOK YOUR SEAT.**

free



TIME MANAGEMENT WORKSHOP

The Time Management Workshop is specially designed to help you understand and use the planner. The better you organise your time with your planner, the better you can use your time for attaining your personal and organizational goals. You're most welcome to bring along your friends and colleagues.

**TIME MANAGEMENT WORKSHOP AT VENTRAX OFFICE.
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Reflections

"BE YOURSELF; EVERYONE IS ALREADY TAKEN"

Highlight...
**Self Management
with Dr. Venga**



“Early to bed, early to rise, makes a person healthy, wealthy and wise.”

Have you ever had one of those days when you just feel lazy, lethargic and the thought of going to work is the last things on your mind? And all you want to do is to call in sick, jump back into bed and snuggle up with a favorite book or dream? Well, the next time that you do, remember that if we misuse the time we have, we will be unable to achieve the targets we have set out to achieve. This does not of course mean that just because you decided to play truant for 1 day that you are going to be a failure in life. But there are very few people who are able to discipline themselves and many would repeat the situation again and again, thus leading to procrastination in achieving their goals.

What does energy mean to you? What does time mean to you? Time invested in “utilities” – sleeping, eating, personal care, commuting – should be aimed at strengthening your personal support system. Like time, we have also taken energy for granted. We fail to realize that we can only spend our time and energy once. We depend on energy for survival. The question is have you got enough energy? Like time, if we misuse our energy, we will find ourselves unable to achieve our targets.

The amazing thing is that if we expand our physical energy, it does not mean that mentally we will not have the energy to think. However, if we exhaust our mental energy, usually, physically we will also be exhausted and will not be able to work anymore for the day. For example, if I asked you to run 500 meters, would you be physically tired? Your answer would most probably say “yes”. And if you were to attend a meeting after that, would you still be productive? Your answer once again could be “yes”. However, after an 8 hour business plan meeting with the management team, you would be mentally drained and if I were to ask you now to run the 500 meters, you’d probably say that you’re too tired and need to rest. Therefore, it is important for us to feel fit in our mind in order to have the energy to do things.

Managers Can Avoid Wasting Time



Many managers escape into busyness (sorting through e-mail, fighting fires) because real managerial work--with all its vagueness, ambiguous accountability, and muddy causal connections--generates intense anxiety.

But when we succumb to busyness to allay anxiety, we neglect our primary responsibilities: improving performance, demanding more from employees, streamlining daily activities. Our companies pay the price, with too many people on the job, overly complicated structures, excessive analysis, and insufficient action.

How to replace anxiety with the confidence to tackle your toughest challenges?

- Break Big Projects Into Manageable Pieces
- Selecting Efforts That Focus On Bottom-Line Results
- Clarify How You'll Measure
- Report On
- Review Progress

And apply traditional time-management strategies: document your actual use of time, ask which daily activities are most important, and compare insights with other managers' to identify more effective work habits. Your reward? You'll avoid the seductiveness of busyness and invest your time where it pays the biggest dividends.

A Manager

The title of “manager” doesn’t make you a manager; it merely affords you an opportunity to become one. In fact, all a title does is buy you time: time to gain influence or lose it, to get results or to fail. It’s a foolish notion to believe you have suddenly become more competent by virtue of a promotion.

A manager doesn’t automatically have followers; he or she has subordinates. How you act as a leader determines whether subordinates become followers. Subordinates only follow you as far as they have to. They comply but never commit. Followers, on the other hand, go the second mile.

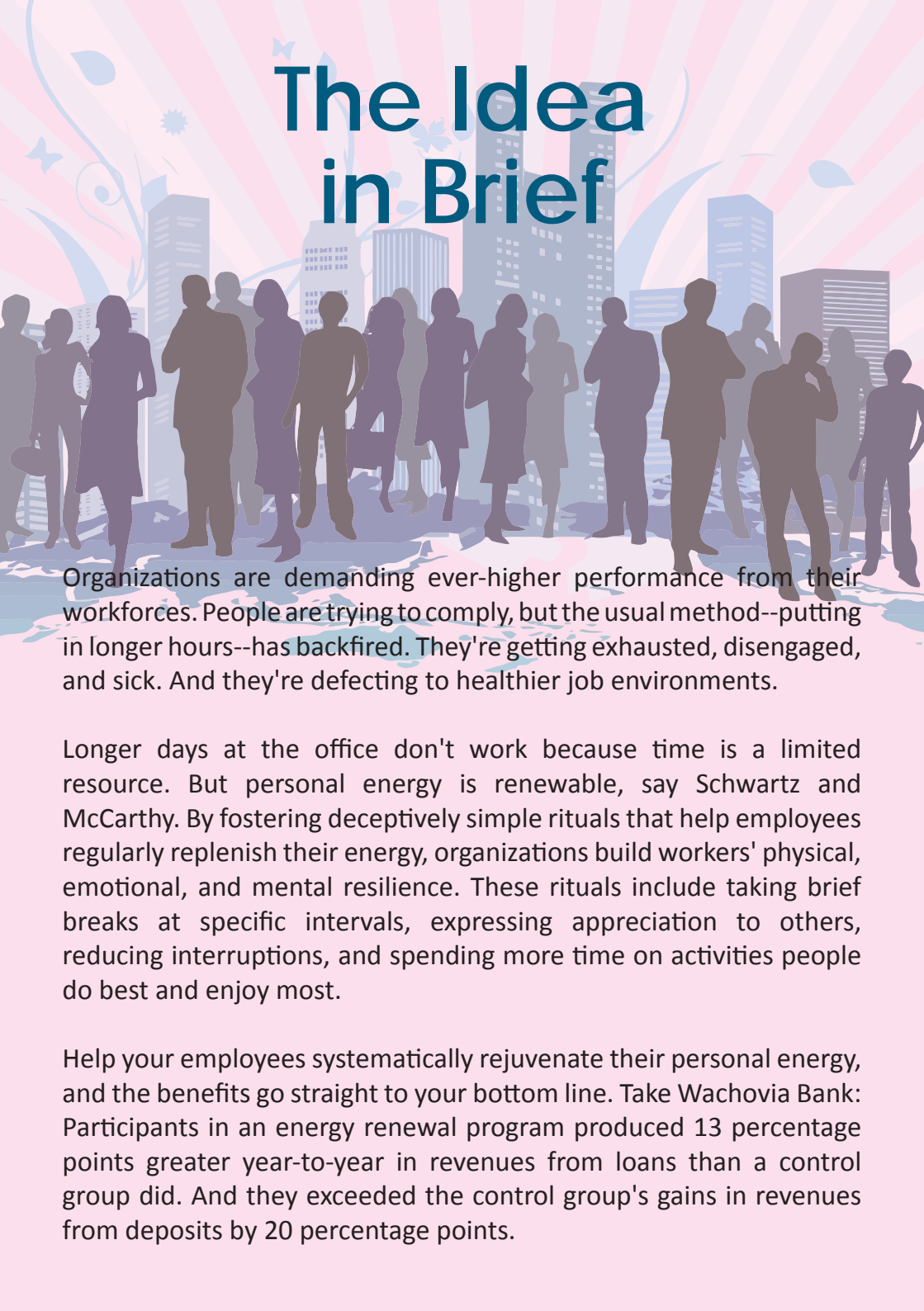
A manager's main role is to achieve effective utilization of resources in an organization. He achieves so through coordinated human efforts. A manager has a very important role to play in achieving organizational objectives. He is responsible for aligning the individual's objectives with the organizational objectives.

A Manager is the one who communicates organizational vision to the employees of the organization. He should ensure that there is effective communication flow in an organization and that there should no misinterpretations taking place.

A manager has crucial role to play in decision making process in an organization. He has to decide how to bring and communicate organizational changes.

A manager should resolve conflicts among the employees and try to reach at an acceptable solution. This would improve employees work quality as well as performance. Thus, a manager's role is very important so as to improve employees productivity as well as organization's productivity. He should understand that organizational success depends on employees.

Thus the more satisfied and happy the employees are the more success the organization will show. A manager must be committed to his work so as to set an example for his subordinates.



The Idea in Brief

Organizations are demanding ever-higher performance from their workforces. People are trying to comply, but the usual method--putting in longer hours--has backfired. They're getting exhausted, disengaged, and sick. And they're defecting to healthier job environments.

Longer days at the office don't work because time is a limited resource. But personal energy is renewable, say Schwartz and McCarthy. By fostering deceptively simple rituals that help employees regularly replenish their energy, organizations build workers' physical, emotional, and mental resilience. These rituals include taking brief breaks at specific intervals, expressing appreciation to others, reducing interruptions, and spending more time on activities people do best and enjoy most.

Help your employees systematically rejuvenate their personal energy, and the benefits go straight to your bottom line. Take Wachovia Bank: Participants in an energy renewal program produced 13 percentage points greater year-to-year in revenues from loans than a control group did. And they exceeded the control group's gains in revenues from deposits by 20 percentage points.

The Idea in Practice

Schwartz and McCarthy recommend these practices for renewing four dimensions of personal energy:

PHYSICAL ENERGY

- Enhance your sleep by setting an earlier bedtime and reducing alcohol use.
- Reduce stress by engaging in cardiovascular activity at least three times a week and strength training at least once.
- Eat small meals and light snacks every three hours.
- Learn to notice signs of imminent energy flagging, including restlessness, yawning, hunger, and difficulty concentrating.
- Take brief but regular breaks, away from your desk, at 90- to 120-minute intervals throughout the day.

EMOTIONAL ENERGY

- Defuse negative emotions--irritability, impatience, anxiety, insecurity--through deep abdominal breathing.
- Fuel positive emotions in yourself and others by regularly expressing appreciation to others in detailed, specific terms through notes, e-mails, calls, or conversations.
- Look at upsetting situations through new lenses. Adopt a "reverse lens" to ask, "What would the other person in this conflict say, and how might he be right?" Use a "long lens" to ask, "How will I likely view this situation in six months?" Employ a "wide lens" to ask, "How can I grow and learn from this situation?"



SPIRITUAL ENERGY

- Identify your "sweet spot" activities--those that give you feelings of effectiveness, effortless absorption, and fulfillment. Find ways to do more of these. One executive who hated doing sales reports delegated them to someone who loved that activity.
- Allocate time and energy to what you consider most important. For example, spend the last 20 minutes of your evening commute relaxing, so you can connect with your family once you're home.
- Live your core values. For instance, if consideration is important to you but you're perpetually late for meetings, practice intentionally showing up five minutes early for meetings.

HOW COMPANIES CAN HELP

To support energy renewal rituals in your firm:

- Build "renewal rooms" where people can go to relax and refuel.
- Subsidize gym memberships.
- Encourage managers to gather employees for midday workouts.
- Suggest that people stop checking e-mails during meetings.

EFFECTIVE SELF MANAGEMENT

PROGRAMME OUTLINE

1

Productivity Improvement

- Productivity: You, Your People, Your Company
- Ingredients To Increase Productivity
- Self Development Audit
- Time Management In Perspective

2

Your Vision, Values And Future

- Making A Difference For Yourself
- Organising Your Company And Personal Goals
- Maintaining Motivation During Tough Times
- The Link Between Your Company Goals And Your Success

3

Your Mind And Productivity

- Understand The Fundamentals Of Our Brain
- Learning How To Organise Your Brain To Increase Output
- Organising Your Activities In A More Effective Manner

4

Increasing Your Performance

- Principles Of Prioritising
- Managing Your Thoughts And Information For Effective Decision Making
- Dealing With Electronic Mails, Paperwork And Files Effectively

CUSTOMER'S TESTIMONIALS

The contents are very useful for me to manage myself as a student.

It is Great!! Fun and interactive, provide chances for improvement.

The facilitator includes organising for personal goals and objectives.

Relevancy of topic relating to daily life was good.

BENEFITS OF THE PROGRAMME:

Benefits for the Company:

- Increase productivity, accountability, ownership & commitment.
- Improve overall efficiency & effectiveness.
- More effective communication throughout the organisation.
- Ensure important deadlines are met.
- Improve customer relations.

Benefits for Attendee:

- Make better decisions & take more proactive action by becoming more responsive rather than reactive.
- More control & value for your time and your life.
- Reduce stress and more enjoyment of everyday life.
- More focused on important tasks and projects.
- Achieve a more balanced life at work and home.

PACKAGE 1:

RM 900

- VPlanner (Management Tool)
- 1 Complimentary Book:- From Ordinary to Extraordinary



PACKAGE 2:

RM 700

- Compact Planner
- 1 Complimentary Book:- How Long Can You Wait For Results



PARTICIPANTS WILL RECEIVE

- 1 Day Effective Self Management Program
- Time Management Workshop at Ventrax office
- 12 Months of Public Self Development Seminar at Bankers Club, KL
- 12 Months of E-Zine (Ventrax Views)
- Training Handout
- Certificate of Attendance

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28 July 2015 & 17 Aug 2015 / 9AM - 5PM / Ventrax Training Centre, Puchong, Selangor

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General

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Catch The Energy and Release Your Potential
Effective Goal Setting
Effective Telephone Handling and Excellence In Customer Service
Excellence In Customer Service
Improving Internal Customer Service
Improving Internal Customer Service Towards Achieving Customers' Satisfaction
Increasing Productivity Through Excellent Performance
Managing Meetings and Effective Delegation
Records Management
Stress Management
Team Building
English as a second language
Self Development Seminar Topics
Personal Insight Profile