VENTRAX VIEWS E - M A G A Z I N E

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BETIME VISE

YOU'RE NOT BORN KNOWING YOURSELF. GET OVER IT.

10 SIGNS YOU ARE ENJOYING YOUR WORK

10 REASONS WHY PEOPLE WHO CARE LESS ABOUT WHAT OTHERS THINK ARE MORE LIKELY TO BE SUCCESSFUL

SIGNS YOU ARE ALREADY SUCCESSFUL AND YOU'RE SIMPLY UNAWARE

MY JOURNEY TO DISCOVER MY IDENTITY IS ONGOING....

HOW TO GET TO KNOW YOURSELF IN 5 FOOL-PROOF STEPS:





You're not born knowing yourself. GET OVER IT.



You do not get to know yourself simply by growing up and growing old. Knowing yourself is a conscious effort; you do it with intention and purpose.

Not knowing yourself becomes obvious sooner or later. A quiet frustration lives in your heart when you do not know yourself. You may choose to live with it and ignore it – or you may choose to start getting to know yourself.

10 SIGNS YOU ARE ENJOYING YOUR WORK



Whether you are a location independent entrepreneur, work at an office, or otherwise, you are probably spending somewhere in the range of eight hours a day at work. Perhaps when you add commuting, that goes up to 10. Say you need to sleep eight hours a night (you really should be). That means out of your available time, you're spending about 63% of it at work, for a large chunk of your life. If you're going to spend that much time on something, you better make sure you're enjoying what you're doing. You only have one shot at life. How can you tell? Here are some key signs that you enjoy your work:

Time flies by and you lose yourself. You enter a flow state.

Flow is a nearly transcendental state where time ceases to matter—what is in front of you is all there is, and worries and other tasks slip away. It happens when you do something that is really enjoyable (like playing a musical instrumental you love) or being with someone you really care about.

It's the same thing when you are doing work you really love. Time slips away and you look at the window swearing that the sun just came up when you see it's dark outside.

And the best thing about the flow state-it feels good.

You feel like you are doing something of value. You feel fulfilled.

Humans feel happy when they are connected to others, but also when they give or create something of value. It doesn't have to be curing cancer (of course that would be amazing!); it could be more simple like being a carpenter and building things that people want or need.

Whatever the job, you feel a deep sense of gratitude for being able to help and serve people. You feel like you are giving back and giving people your unique ideas, abilities, and talents. It's another thing that defines how a happy person lives their life, and how you too can stay happy daily.

You are excited to wake up in the morning.

If you aren't ready and raring to get up in the morning, something might be amiss. Of course, everyone has off days. But if you continuously dread going to work to a serious amount, it might be time to change.

Whatever you do should get you excited to get up and hit the ground running full speed. It might involve you focusing on something about your job that you didn't see before, but it should get you up and excited.

Your co-workers and superiors are seen as partners to give and produce something.

When you see the people you work with not just as other bodies in the office, you are in the right place. You should see them as helpers with whom you can create something big. Maybe you aren't the big boss deciding what that is, but you believe in what you're doing, and you love that you get to work and struggle along with these people to make it a reality.

You do not complain.

Many people complain about their jobs:

"It's too early."

"It's too far."

"I don't like the people I work with."

"I hate what I do."

If you're constantly complaining, you either need a mindset change (start appreciating what you have, compared to say, being unemployed and struggling to pay any bill) or it's your internal guide showing you that you need to find a different job you would enjoy more.

Whatever the case, in work you enjoy there may be times you complain about work load or an annoying task. But overall you know these are small potatoes compared to the happiness that comes from doing what you love.

You don't mind the struggle.

Work can be a struggle. Writers spend hours editing and must work daily. Artists may do entire portraits and then throw them out. Engineers come up with designs that are faulty and have to go back to the drawing board of equations and figures. But when you enjoy your work, you don't care. You love the struggle. You love coming back, refining, and the process of progression to get what you want. The end goal of producing something amazing is worth it.

You get energized when you talk about what you do.

When people ask, "What do you do?", you get revved up. You can't shut up about it. That is a sign that you love what you do and you want everyone else to know.

You feel like your work is an extension of who you are; it is a part of your personality.

Work ceases to become work when it's not just a means to an end. The perfect work is something that deeply resonates with something inside of you, and makes you able to output amazing quality and hours upon hours of production. You are expressing yourself and feel amazing and congruent with it.

You find yourself interested in extra items not assigned to you.

When you really enjoy your work, you'll want to learn about your company or things that you might not be directly responsible for, but deal with the work in general. Even if you don't have to do certain things, you want to learn more.

You feel tired at the end of the day, but in a satisfied way.

There's a difference between feeling tired because you accomplished a lot, versus being tired because you had to drag yourself kicking and screaming through the day using lots of your willpower. If you feel accomplished, satisfied, happy, and like you produced something of value when you work and that makes you tired, you're doing it right.

ALWAYS REMEMBER:

Your work is going to fill a large part of your life, and the only way to be truly satisfied is to do what you believe is great work. And the only way to do great work is to love what you do.

If you haven't found it yet, keep looking. Don't settle. As with all matters of the heart, you'll know when you find it.

Steve Jobs

10 REASONS WHY PEOPLE WHO CARE LESS ABOUT WHAT OTHERS THINK ARE MORE LIKELY TO BE SUCCESSFUL



It is easy to listen others' opinions and try to tailor our lives to match their standards of us. Yet many have lost their purpose and making their dreams a reality because they thought they were not good enough for those whom they listened to. In history these persons are forgotten, but the truly valiant and successful person is not concerned about what others say about him/her. Rather, they have a passionate interest in meeting with their goals.

"Most people are other people. Their thoughts are someone else's opinions, their lives a mimicry, their passions a quotation."

—Oscar Wilde

They have a firm resolve to reach their destination.

Reaching their destination is more important than any current setback they may face. They understand that success takes grit, perseverance and patience. And that comes against obstacles, challenges and being self-motivated rather than riding on the tides of others' opinions.

They know people's opinions are in a flux.

We all are in a constant state of flux. According to philosophers and theorists, we are constantly changing. What successful people know is that if people's wrong opinions are thwarted with their success, such opinion and thoughts change.

They understand that life is too short.

They appreciate the very essence of their being and why it is necessary to make every second of their existence count. Dilly-dallying or being consumed with other people's opinion becomes a distraction, and so they focus on what should be done.

They are the ones with the goals.

The successful are responsible for their actions—this they know. If things go wrong in their lives, they bear the brunt and not every other person. Thus they take charge and make sure that they attain their dreams and desires against what others think of them. Even when Thomas Edison was told he was too stupid to learn anything he still went ahead to hold on to 1,000 patents. It was his responsibility to be successful and not his teachers.

They know what is best for them.

What applies to another person may not apply to you. Successful people do not ride through the sea on another person's ship but on their own, because they know that only the vessel they are familiar with can take them to the coast of their dreams.

They are consistent.

They understand that success takes consistency. To be successful means staying on a track for success rather than going through several routes. People's opinions could affect this consistency and this they ignore.

They know they cannot please everybody.

This is a hard truth. Not everyone will see the world the same way you see it. Living according to another's expectation of you will only get you burned out and frustrated. Thus, they try to please themselves only.

They can deal with the complications of life

Many use their opinions or disapproval to get out of their complicated lives. By speaking against you they find a source to involve you in their complex lives. But successful can deal with the complicated approach life has presented to them by paying less attention to all the distractions before them.

They seek freedom.

Successful people are not prisoners. Imagine what must have been said of Walt Disney after being fired by his newspaper editors for "lacking imagination." Even when his businesses failed before finally premiering "Snow White" he continued to seek freedom. According to Lao Tzu, "caring about what others think will only make you their prisoner."

They don't need anyone's approval.

Whatever successful people do shouldn't be validated by others because it really doesn't matter. Success is success and it speaks for itself. People can think whatever they want but the responsibility of attaining success will always be your business, and you do not need anyone's approval to go after your dreams.

SIGNS YOU ARE ALREADY SUCCESSFUL AND YOU'RE SIMPLY UNAWARE

We have all had that period in our lives where we feel, regardless of what happens, we simply have nothing positive going for us. It's easy to criticize yourself in just about anything–from your competence in the workplace to how you deal with situations at home–and this can make it easy to become clouded to our own successes in life.

This kind of constant action and lack of clarity can make it easy to believe that you are a failure, even when all the evidence in your life-personally and professionally-points to other conclusions. If you are too busy in life fighting fires, you'll likely never make the time to actually appreciate your own success and accomplishments. You could already be successful and just not realize it. Here are some signs that is the case:

YOU AREN'T CONTROLLED BY YOUR INCOME

Many people feel like they are tied to that next pay cheque to make things work for them. If you are able to go day-to-day without the worry that you won't have enough money to last until the end of the month, then you are most definitely a success! You might not be able to afford a Rolex, but if you aren't living from week-to-week you are a success.

YOU DON'T SEEK PRAISE

Seeking praise from loved ones and colleagues is something that we typically grow out of in our teenage years. If you aren't hanging around waiting to get the proverbial pat on the back at work or at home, you are a more successful individual than you might even know. Being able to do your part without looking for praise is a strong sign of mental security.

YOU SUFFER LESS DRAMA

Look back even just a year in your life: are you finding that things are quieter? At home and at work? If this is the case then you can probably say that your life is pretty successful—a lack of chaos points to order and harmony.



DATE:

11 JUNE 2015

TIME:

6.00PM - 8.00PM

VENUE:

BANKER'S CLUB

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

SELF DEVELOPMENT SEMINAR

How Can I Know & Understand Myself Better?

Sometimes you find yourself doing things and you have no idea why. Why did you yell at your son? Why did you choose to stay with your current job instead of taking a new one? Why did you argue with your parents about something you don't even care about?

Our subconscious controls a huge amount of our behavior and thus the reasoning behind many of our decisions in life can be shrouded in mystery.

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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.
PLEASE CALL 03-8062 1133 TO BOOK YOUR SEAT.



YOU HAVE A PLAN

Success is built on structure and having a long-term plan to get to where you want to be. If you actually have a framework to follow in your life to reach your life goals, you are already pretty successful. Most people don't plan ahead!

YOU CRAVE MORE

For someone who might feel like they aren't doing well very in life, if you tend to look for more from any situation you are already on your way to success. Ambition and a desire for knowledge points to a determined individual who seeks to better themselves.

YOU ARE AN EARLY BIRD

You know the old saying. The early bird catches the worm. If you are to make your life a success, you can't be starting each day in the afternoon. When you find that you are jumping out of bed, ready to attack the day, you can probably point to a successful lifestyle and personality.

YOU ARE SOCIALLY ACTIVE

Success tends to come in many different ways, not just your rank or your pay packet. If you are able to get involved in many different situations with a variety of social circles you can point to a healthy and harmonious life—people don't tend to stick around toxic personalities.

YOU OFFER MUTUAL RESPECT

Success tends to come from your own experiences in life, including going through stresses and difficulties. If you understand the value of treating others with respect, you already harness one of the most important aspects of success.

YOU WISH TO HELP OTHERS

Again, your success in this world goes far beyond the cost of your car. If you are able to provide people with a solid base to work with, and act as a pillar of strength for colleagues, success is not too far off.

YOU ARE DRIVEN

Anybody without an engine and a willingness to get through the hard times and the difficulties will struggle to succeed. If you don't mind getting your sleeves rolled up and your hands dirty, you are better off than you think.

YOU POSSESS CONFIDENCE WITHOUT ARROGANCE

The big difference between a successful person and someone who believes they are successful is the way they conduct themselves. If you can show some genuine humility for others, whilst inspiring those who are struggling, you are already a successful individual

YOU STRIVE TO IMPROVE

Many people fall into the trap of believing that they "made it". When you always look to improve on the previous performance, even if it was spectacular, you are setting yourself up to be a long-term success.

YOU HAVE DISCIPLINE

Discipline can only come from being a success and seeing how things have gone in the past. Learning how not to make mistakes and how to make the right call is vital to being a long-term success.

YOU PREACH PATIENCE

Patience is a virtue that the most successful people emit on a large-scale basis. Without patience, it can be hard to ever make the type of impact that you originally intended in any work or personal environment.

YOU CAN SAY NO

We spoke earlier about the power of being able to avoid needing to be praised—this is the same ideal. If you are able to say no then you have already avoided the need to please everyone. This is the sign of a successful individual.

YOU MANAGE TIME WELL

Time management is a sign of long-term success, and being able to use the time in any given day to be productive is the sign of a successful person. Capable of dealing with plenty of tasks in any given day? You are already a success.

YOU HAVE SUCCESSFUL FRIENDS

Success around you is the easiest way to inspire yourself. If you find yourself surrounded by those who are also doing well it can be easier to actually improve and develop yourself in the right manner.

YOU DON'T BLAME OTHERS

You have reached a point in your life where you fully understand what it means to take ownership of your actions and not target others for your frustrations and failures. That comes about from being active rather than passive, and noticing your inner power to transform your life. It also speaks to your ability to prevent the environment from leading you down a direction you do not desire.

YOU DON'T WASTE YOUR TIME

Long gone are the days when you let others drag you along and make you invest your time in activities you deemed boring or even counterproductive to your self-development and self-esteem. Your greater sense of direction empowers you to know what you want without needing other's approval.

YOU STAY POSITIVE

You have learnt the hard way that being negative or skeptical to justify your potential defeats and failures does not serve any purpose. Not only it does make you feel unable and anxious, but also does affect the final outcome. By being positive and honest at pursuing your goals you will unleash the true achiever within you.

YOU TAKE CARE OF YOUR HEALTH

Quitting harmful activities that stop you from working towards the brighter future you have always dreamt is a powerful step. Be it smoking, taking drugs, eating too much saturated fats and sugar, or not exercising, you understand that leaving all of those behind will turn you into a stronger individual with greater drive and willpower.

YOU DON'T SEEK A RELATIONSHIP TO SOLVE YOUR PERSONAL ISSUES

It is easy to hide our failures behind someone who loves us. But, it is a bit immature for both sides in a relationship to stop tackling the real issues that harm each other's lives. It is not a good idea to avoid helping the other towards becoming a better person just because it is easier not doing it or because "things are just fine as they are".

YOU ARE MATURE

When bad situations unfold in the workplace, or you need to deal with the individual who you have a problem with. A sign of success is being able to put personal grievances to the side for professional gain.

It's always important to remind yourself that success isn't something that can be judged so materially. If you are able to look at your lifestyle and understand that you do things in a mature, social and effective manner then you are already far more successful than any slap on the back will ever make you feel.





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.

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."

Why is self image important in time management? When you realise the kind of person you want to be, this itself will lead you to manage your time better.

BELIEF + VALUE + ATTITUDE = SELF IMAGE

MY JOURNEY TO DISCOVER MY IDENTITY IS ONGOING....

REALIZE THAT YOU DO NOT HAVE TO JUSTIFY YOUR WORTH.

I used to think: "If I do X, then I am worthy of Y." This thought is entirely wrong and destructive, as it presumes some hierarchy of people's worth exists. The truth is that everyone is worthy of love, respect, and kindness.

TAKE TIME TO TRY DIFFERENT THINGS TO FIGURE OUT WHAT YOU ENJOY.

What struck me after leaving Cambridge was that I had no idea what I actually enjoyed doing. If someone had asked me this when I was at school, I would have spouted stuff that would make me sound like a model student, like being part of the debate team or public speaking. Of course, you can like doing these things, but in my case I was merely saying what I thought people wanted to hear. Since realizing this, I've tried art classes, different forms of exercise, cooking, a film club, volunteering abroad, creative writing, and I'm still trying new things out. This has provided me with a greater insight into what the real Jade actually enjoys, and I've had a lot of fun along the way.

LET GO OF EXPECTATIONS.

This was probably one of the most important things I did. It was hard to let go of the idealized image of what university and my life were going to be like, which had been instilled in my head for years. But once I was able to, it was easier to accept things for what they were, without feeling like my whole world was crumbling before me.

LOOK AFTER YOURSELF.

When you're finding things tough and questioning who you are and where you're going, it's important to take some time out to practice a bit of self-care. For me, this usually means getting lost in a great novel, having a warm shower, and getting at least eight hours of sleep. After this, my thoughts become less erratic and I feel a lot calmer and more ready to face any challenges ahead.

KNOW THAT FITTING IN IS OVERRATED.

I have learned that you are very lucky if you have a few close friends.

At school particularly, it can sometimes seem that belonging to a group is the most important thing, but as I've gotten older, I've realized that true friends won't leave you on a whim. And they should love you for your amazing unique qualities rather than your "role" to the group. Be yourself and you'll attract authentic friendships into your life.

REMEMBER THAT YOUR LIFE IS NOT SET IN STONE.

I could berate myself for leaving Cambridge and the great opportunity it presented to me. However, I've come to realize that life is full of opportunities. Any time spent regretting missed ones allows less time to enjoy the opportunities that are presenting themselves right now!



HOW TO GET TO KNOW YOURSELF IN 5 FOOL-PROOF STEPS:









GET TO KNOW YOUR PERSONALITY

Understanding your own personality is the first key. You have the collective opinion of others which is one aspect. You also have your own database of information about what your personality is really like, and who you are in your private moments as well as in your public ones. The idea is to get to know your personality inside out, to know what you are and what you are not like. Understand what makes you react a certain way in life's myriad of situations. Ask yourself "Why did I do that?" and answer it.

Who are you behind your name? What are your characteristic traits? Who are you among friends? What about strangers? What persona do you portray to the outside world?

What are you really like on a good day as well as a bad day, in face of a challenge or a great reward? How do you react to the world around you?

GET TO KNOW YOUR CORE VALUES

Your core values are the morale codes and the principles you hold near and dear to your heart. When I work with my clients, one of the first things I ask prior to our coaching sessions is a list of their top eight core values.

You probably have more than eight values, but the top eight play the big roles in decision-making, influencing, persuading, conflict-resolution, communication, and living your day-to-day life. In your work, in your home, in all aspects of your life, which values can you never compromise? Those are your core values. Is it honesty, integrity, security or flexibility? Is it dedication to others, wisdom and learning, financial comfort or fun? Do you value loyalty above excellence, responsibility above ambition, or innovation above improvement?

GET TO KNOW YOUR BODY

Youth is such foolishness. In my 20s, I used to think I know my body. I was but a child. The more I learn about my body, the more mysterious it becomes and the more I push my body, the more it surprises and delights and amazes me. Yours can too.

How well do you know your body, your breathing, your abilities, your limits of balance and flexibility?

Have you ever said "my body can't do this" and that "my body type won't do that" without even trying a physical challenge? Before you close the door to wonderful possibilities, take another look. Take the time to become truly intimate with the loveliest temple on earth, your own body.

GET TO KNOW YOUR DREAMS

Your dreams and hopes create the pathway into your future. They help you build the life you can be proud of living. Your dreams matter. Your dreams are important. Your dreams are worth going after. Don't believe anything less.

And start getting to know your dreams well. Get to know the details and the specifics. If you want to become a musician, ask yourself: What instrument do you want to play? What level of proficiency do you want to learn? How big a part of your life would it be? And on and on until you know everything about your dream. Make your dreams part of your daily pursuits. Take them seriously. Work at them. Glorify them instead of hiding them and being ashamed of them.

GET TO KNOW YOUR LIKES AND DISLIKES

What do you like and just as important, what do you dislike? Simple, innocent question but knowing this about yourself gives you a lot of confidence into who you are. A lot of people go through life liking what's popular and disliking what's not "cool". Don't do that.

Take the time to define your likes and dislikes, and don't put it up for a vote among family and friends. You decide. Defining your own likes and especially dislikes takes guts. It maybe impolite to dislike attending yet another baby shower or spending 3 hours with extended relatives, but look at the alternative. If you keep doing frustrates you and neglect what brings you joy, you give up part of who you are. It's the least likely path to any happiness whatsoever.

Stay true to your likes and dislikes. Nobody has to like them but you!

Getting to know yourself allows you to tap into the well of happiness beyond your imagination. Bliss even on cloudy days.

EFFECTIVE SELF MANAGEMENT

PROGRAMME OUTLINE

Productivity Improvement

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

Your Vision. Values And Future

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



Your Mind And Productivity

- . Understand The Fundamentals 04 Our
- Learning How To Organise Your Brain To Increase Output
- · Organising Your Activities In A More Effective Manner



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 then 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:

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

PACKAGE 2:



- Compact Planner
- 1 Complimentary

How Long Can You Walt 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

This program can also be conducted in house

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

For booking kindly call 03-8082 1133 or visit our website at www.ventrax.com.my for more information. * Subject to lerms and conditions



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Management Development Programme
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Power Leadership for Senior Management
Teambuilding for Managers & Executives
The Art of Managing Difficult People
The Key To Compete In A Changing Environment
Time Management for Managers & Executives

Programmes for Supervisors
Achieving Personal Success and Self-Motivation
Effective Teambuilding
Enhancing The Skills of Problem Solving and Decision Making
Interpersonal Skills and Communication
Leadership Skills For Supervisors
Supervisory Development
The Art of Becoming A More Dynamic Person
The Art of Managing Difficult People
Time Management For Supervisors

Programmes for Secretaries and Personal Assistant
Advanced Secretarial Development
Secretarial Development
Time Management For Secretaries

Programmes for Administrative and Clerical	
Clerical Development	
Time Management For Clerical Staff	

Programmes for Sales People			
Effective Selling Skills			
Personal Management For Salespeople			

General
Building Confidence and Attitudes
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

