

Be TIME *W*ISE

**PERSONAL PROBLEMS
WAYS & WHYS**

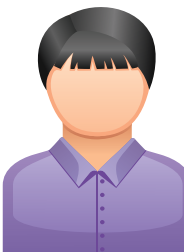
MISTAKES AT WORK

**RANDOM ACTS OF KINDNESS
AT WORK**

**10 TIPS TO HELP YOU BE
MORE EFFICIENT WORKING
FROM HOME**

**7 THINGS HIGHLY CONFIDENT
WOMEN DO DIFFERENTLY**

**7 POWERFUL QUESTIONS TO
HELP YOU FIND YOUR LIFE
PURPOSE**



Personal Problems WAYS & WHYS

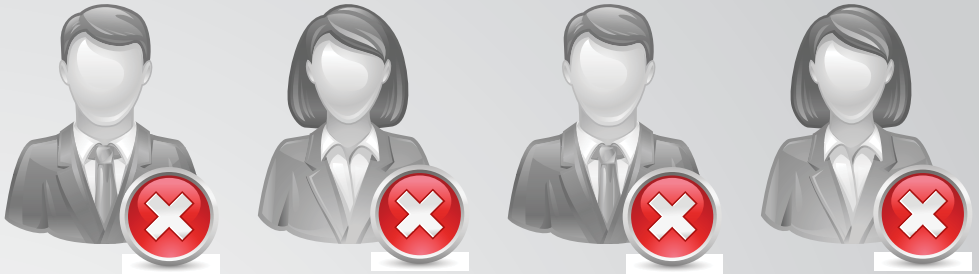


The range of personal problems is surprisingly large. Indeed, almost every aspect of a person's existence is a potential source of problems. You may feel that this or that part of your body is too big or too little, or you may think that you engage in one or another type of behavior too seldom or too often. Many things that may seem trivial to you may trouble someone else.

Whatever the problem, a person naturally worries about it. We worry when we know that worrying won't solve the problem, and the more personal the problem, the more likely we are to keep it to ourselves. Which is more, otherwise intelligent people tend to be very stupid in the context of their problem. For example, people who think that they "worry too much" may believe that worrying can cause insanity. So they not only worry about their problems, they also worry about worrying so much.

Now worrying will not drive you crazy, but it does preoccupy your mind with non-productive thoughts. Everybody has a one-track mind, so you can't concentrate on your work and worry about something else at the same time. Worrying can become a mental habit that obstructs good work habits.

MISTAKES AT WORK



As they say, everyone makes mistakes. In many situations, you can correct your error or just forget about it and move on. Making a mistake at work, however, can be more serious. It can have a dire effect on your employer. It may, for example, endanger a relationship with a client, cause a legal problem or put people's health or safety at risk. Repercussions will ultimately trickle down to you. Simply correcting your mistake and moving on may not be an option. When you make a mistake at work your career may depend on what you do next.

Admit Your Mistake

As soon as you discover that something went awry, immediately tell your boss. The only exception is, of course, if you make an insignificant error that will not affect anyone or if you can fix it before it does. Otherwise, don't try to hide your mistake. Doing that will make you look a lot worse if someone else discovers it and you could be accused of a coverup. Being upfront about it will demonstrate professionalism, a trait most employers greatly value.

Present Your Boss With a Plan to Correct the Error

There is one thing you should try to do before going to your boss—come up with a solution to rectify your mistake (along with a few alternatives for her to consider). If you can't come up with something quickly, go to your boss anyway, but reassure him that you are working on some solutions. Once you know what needs to happen, present your plan clearly. Tell your boss how long it will take to implement it and if there are any costs involved. Be ready to also present your alternative solutions just in case she shoots down the first one. Problem solving is an important soft skill.

Don't Blame Anyone Else

You may have collaborated with other employees on the project in question and, on some, level, each member of that team is responsible for its successes and failures. Ideally, everyone should approach your boss together to alert him to the mistake and take ownership of it. Unfortunately, that might not happen. There are going to be some people who say "not my fault." It won't help you to point fingers at others, even if they do share responsibility for the mistake. In the end, each person will be held accountable for his or her own actions.

Apologize But Don't Beat Yourself Up

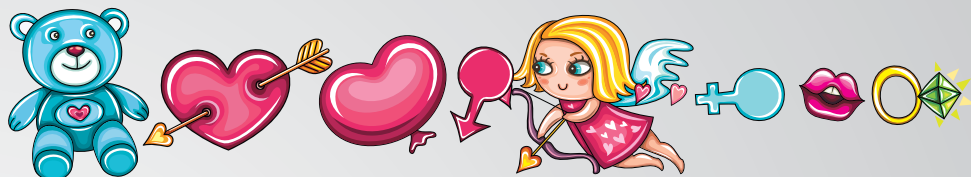
There's a big difference between admitting your mistake and beating yourself up about it. Take responsibility but don't berate yourself for making it, especially in public. If you keep calling attention to your error, that is what will stick in people's minds. You want your boss to focus on your actions after you made the mistake, not on the fact that it happened in the first place.

If Possible, Correct the Mistake on Your Own Time

If you are exempt from earning overtime pay, get to work early, stay late and spend your lunch hour at your desk for as long as it takes to correct your mistake. This won't be possible if you are a non-exempt worker since your boss will have to pay you overtime—1 1/2 times your regular hourly wage—for each hour you work over 40 hours per week. You certainly don't want to stir up more trouble by causing him to violate that requirement.



RANDOM ACTS OF KINDNESS AT WORK



There must be random acts of kindness going on in some workplaces but you wouldn't know it by reading some of the stories people share about their colleagues' bad behavior. Very rarely do we hear tales of people who go out of their way to do something nice for those with whom they work. Is it that such acts are a rarity in the workplace or is it more likely that we, as humans, just like to complain? What if you could do something that would give one of your coworkers one of those rare stories to tell? Would they spread the word about your random act of kindness? How about giving it a whirl? Try doing one of these nice things for someone in your workplace.

- Bring your coworker a cup of coffee when she looks like she needs a pick-me-up.
- Share your mid-afternoon snack with him or if you don't want to share, bring an extra one (everyone gets hungry a couple of hours after lunch).
- Buy your coworker her favorite iced cold beverage on the first warm day of the year.
- Celebrate Friday—or make Monday more bearable—by bringing in a treat for the entire department. Or maybe choose to do this on a rainy day to cheer everyone up.
- Offer to stay at work late or come in early to help a coworker with a difficult project (don't wait to be asked).
- Praise him for a job well done. No one can get too many compliments.
- Take a difficult customer off your coworker's hands by saying you're there to relieve him for lunch or a break (it doesn't have to be true).
- If you see someone is about to make a mistake, try to intervene to prevent it.
- Offer unsolicited advice, especially to a new colleague who seems to be floundering.
- Stop others from spreading a rumor about someone.
- If you see something you know your colleague will absolutely love, a book about a topic in which he's interested for example (nothing too extravagant), get it for him.
- Include a less experienced colleague in a meeting or on a project that can help her grow.

- Invite him to join your lunch group especially if he doesn't have many workplace friends.
- Stop by her desk to say good morning.
- Stop by his desk to say goodbye.
- Hold the (otherwise unoccupied) elevator while your colleague runs back to her desk to get something she forgot even if you're in a hurry to leave the building.
- Praise her to the boss who may not realize how hard she's working.
- Save him a trip to the office supply closet by offering to pick up his supplies when you get yours.
- Offer to mentor an inexperienced coworker. Many people are too shy to ask or may not even think of it.
- Put your colleague's bully in her place or lend a sympathetic ear and give him advice on how to deal with one.
- Tell a coworker about an internal job opening for which you think she'd be perfect.
- Pack an extra brown bag lunch for a coworker who can't ever seem to remember to bring his own.
- Have an errand to run in your coworker's neighborhood after work? Offer her a ride home so she doesn't have to take the bus or train that day.
- Offer to relieve him or one of his undesirable tasks for a day or more (as long as you clear it with the boss).



Topic For
Mar 2015

DATE:
10 MARCH 2015

TIME:
6.00PM - 8.00PM

VENUE:
BANKER'S CLUB
GALLERY 2 (Level 22),
Jalan Imbi,
Kuala Lumpur

SELF DEVELOPMENT SEMINAR

How Do You Analyze Your Personal Problems And Find A Solution?

The ultimate goal is to understand the problem better and to deal with it more effectively, so the method you choose should accomplish that goal. He or she should use prior experiences in life and adapt useful strategies to find appropriate solutions in a structured and systematic way with problem solving strategies.

It is always a very useful approach to think of successful strategies for problems in the past. Train yourself to adapt useful problem-solving techniques to new situations!

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

Reflections

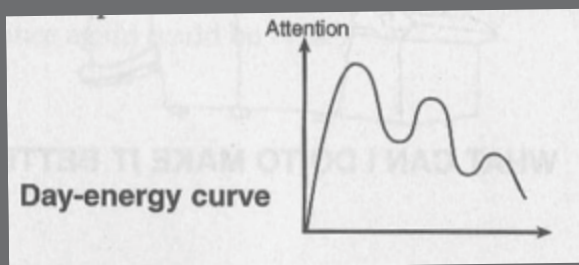
"HAPPINESS IS NOT THE ABSENCE OF PROBLEMS, IT'S THE ABILITY TO DEAL WITH THEM."

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



As the day energy curve shown below illustrates that early in the morning, our productivity level is at its peak and if we do not focus on doing the right things at this time, then we have wasted that time.

If you have already developed the habit to sleep late, and you find it difficult to sleep early, then one thing that could help you to get to sleep is to pick up a book and read it. However, the book should be one on self development and not a novel, as the novel which relates to your emotional side would keep you reading on whereas a self development book which is heavy to digest, would make you mentally tired and thus make it easier for you to fall asleep.



Getting up early is a habit that one must acquire in order to be successful. Every successful person would tell you that one of the things that attributed to their success was being able to wake up early and start the day ahead of others. So just when the others start work and start reacting to the demands of the day, you would already be mentally prepared and ready to take on the challenges of the day.

10 TIPS TO HELP YOU BE MORE EFFICIENT WORKING FROM HOME

Are you an expert at working remotely? You will be if you apply these 10 simple tips to your daily routine.

Being efficient working from home can be a challenge. There are tons of distractions, less accountability, and less communication than when you're working in the office. But that doesn't mean it's impossible. There are lots of ways to keep yourself working productively from any location.

Whether you work from home every day, a couple of times per week, or even if you're just working from home while you recover from an illness, these tips can help you to get the most out of your remote work hours. You won't believe how much you can get done in a day!

Keep yourself to regular work hours

This is the first step to ensuring productivity while working from home. It's tempting to give yourself total flexibility as to when you get started, take breaks, and call it a day. But you're doing yourself a disservice if you don't keep yourself to at least some amount of consistency. Setting yourself consistent hours keeps you accountable to yourself and to your boss. It makes you more likely to get all your work done, and it makes it easier to get in touch with you.

Here are the important factors to consider when you're setting an at home work schedule:

- When your boss needs you to be available
- Communication with your coworkers and customers
- Time of day when you are most productive

This doesn't mean that you need to work 9-5 every day. You should work at the times of day when you're most productive. However, it's a good idea to find out when your boss really needs you to be at work. For example, it might be important for you to check your emails each morning, or to be available by phone in the afternoons. Other than that, choose times of day when you're likely to get the most work done. Communicate those hours of availability to anyone that might need to get in touch with you, and you'll be on your way to productive, consistent work days.

Keep work time and personal time separate

Just as it's important to work when you say you will, it's important to give yourself time off when you've promised it. Don't extend the work day too far beyond what you planned, at the risk of burning yourself out.

Keeping work time and personal time compartmentalized also helps you keep productive while you're at work, and reduces stress when you aren't at work. In the same way that you scheduled your work hours, schedule, communicate, and plan when you will not be available to work. For example, if you like to take evenings to spend time with family, make sure you communicate that you aren't available for work during that time. And then hold yourself to that commitment!

Plan your workflow

One surefire way to keep productivity up is to get smart about planning your work day. Before you even start working, make sure you know what your priorities are for the day, how long you think it will take you to get everything done, and what you will work on if you have extra time.

You might find it helpful to take a few minutes before you go to bed to plan for the next day. You may find that you sleep better without the stress of planning in the back of your mind. If you find that planning before bed actually keeps you awake, try making a plan for the day while you eat breakfast or exercise before work.

In your planning, consider the following:

- Do the highest priority tasks first
- Plan your day around your own natural cycles—do the hardest work when you have the most energy throughout the day
- Plan yourself rewards and breaks throughout the day

Break up the day

If you followed the last step, then you'll have already planned breaks for yourself throughout the day. Make sure you get up from your desk during those breaks—get some fresh air, grab a healthful snack, and talk with another human being if at all possible. All of these activities will help you reset, get your blood flowing, and make sure you're ready to tackle the next chunk of tasks.

Try planning how you'll spend your breaks ahead of time, so you have something to look forward to. Just make sure you decide how long you will spend on a break, so you don't get too distracted. Ten to 30 minutes is great for shorter breaks, and an hour or two is perfect for lunch.

Dress like you are at work

Even if you won't be interacting with another person all day, it's important to dress for success. This includes showering and brushing your teeth! This will tell your brain that it's work time, not relaxation time, and that will give you a lot more energy. Sweatpants and a T-shirt might be more comfortable, but you may also feel sluggish, sleepy, or unmotivated. It's also a good opportunity to give a new outfit a test drive—risk free! If you have a hard time motivating yourself to get ready in the morning, try laying out your outfit the night before, or planning an outing during the day so that you have to get dressed.

Create an at-home office

It might be tempting to work from your couch, easy-chair, or even from your bed, but this could take a huge toll on your productivity. Try to always work from a consistent room, desk, or chair, to tell your brain that it's time for work, not relaxation.

You are likely to feel more alert, more confident, and more organized. Try setting up a desk where you always work. Set yourself up with a comfy, supportive chair, a spacious desk, and consistent workplace tools. Make sure to personalize your space. After all, you will be spending a lot of time there!

No roomies allowed

Being efficient working from home is all about boundaries, as we have previously discussed. This also means setting boundaries for kids, pets, and your spouse or roommates. Try to encourage them to leave you alone while you are working so you can stay focused.

Try to keep the boundaries friendly and playful, but make sure you stick to them. One fun idea is to make a sign for the door of your office that indicates whether you're working or not.

Be your own janitor

Unlike in the office, you don't have a janitor to clean up after you, which means you have to do it yourself. Keeping your home office clean helps you stay focused, get organized, and be productive. Even if you're someone who isn't bothered by a messy desk, keeping some semblance of order helps ensure that nothing important falls through the cracks (or gets lost in a stack of paper, as is more likely). However, this tip goes beyond just keeping your home office clean. Having a messy home could inspire you to procrastinate on work tasks in favor of cleaning—which is bad news for your productivity. Setting yourself a weekly cleaning schedule can help you keep on top of cleaning your home, so you won't be tempted to clean during work hours. Make sure to schedule regular tidying of your home office!

Tune in to inspiration

A great advantage of working from home is that you can't distract your coworkers. Go ahead and play those pumped-up jams loud and proud, if that's what gets you moving. Or try a more soothing soundtrack, with nature sounds, instrumental music, or even by leaving the windows open to let the sounds from outside come in. If you're doing repetitive tasks, an audiobook or podcast may even be what you need to keep moving.

Try a few things to find what works best for you.

Stay in the loop

One of the best things about working in an office is the potential for collaboration and socialization. You don't have to lose this just because you are working from home. Try to check in with your coworkers at least a couple of times per week, whether by email, phone, Skype, or even in person. Make sure you keep up on a personal level as well as a professional level. You can do this without taking a lot of time—just share the things that are most important, and encourage your coworkers to do the same.

If you can master these 10 tips, you will be a work-from-home wizard before you know it. You might even find that the days you work from home are your most productive days!

7 THINGS HIGHLY CONFIDENT WOMEN DO DIFFERENTLY

We all have examples of confident women in our lives, whether it be a family member, a friend or someone we have not actually met, but admire from afar. We are instantly drawn to this person by their self-assurance and positive outlook on themselves. They seem resilient against adversity in their lives and turn each stumbling block into a stepping stone to self-fulfillment and happiness. Wonder what their secrets are to believing in themselves? Here are seven rules that they live by to live more confidently.

They embrace their purpose

These women know their strengths well and make sure they put themselves in both personal and professional situations where they can utilize these skills. They focus on what they excel in, more than dwelling on their weaknesses. They acknowledge that they have imperfections, but realize this is part of being human and make every mistake into a personal learning experience.

They practice a self-confidence ritual

Giving themselves a pep-talk whenever they need a little extra confidence, either before a big work presentation or even working through a fight with a loved one, is what makes these women stand out. Whether the ritual entails affirmations while looking at themselves in the mirror or putting on a special outfit that makes them feel good inside and out, these women know what ritual works for them when they need a confidence boost. And, more importantly, they are not afraid to use it.

They enjoy spending time alone

Reveling in a few moments to themselves during the day to relax and feel free of others' obligations is a must. Women who are confident are also empowered by going out alone, whether it is to see a movie or enjoy a leisurely dinner at a local restaurant. These women cherish their friends and family, but also realize that it is important to have their "me" time, where they can shamelessly indulge themselves. And they can always be social when they are ready.

They refuse to buy into the media's image of a perfect woman

These women do not let the media dictate their physical appearances or behaviors, because they know that it is all false advertising. These women are confident in their lifestyle choices, whether they decide to get married and have a family or not. They do not feel the need to be stick thin just because it is commonly seen on TV, but instead they know the value of a healthy, active lifestyle.

They refuse to take anything too personally

Letting the hard days and moments in their lives roll off their shoulders is what defines these women, because they know how to keep everything in perspective. Women who have confidence always see the bright light at the end of the tunnel and refuse to wallow in their own pity, because they know it will only harm them in the end. Confident women are also aware that they cannot control other people's emotions, only their own, and that is what matters.

Maya Angelou said, on the importance of being authentic and not focusing on the little things, "I've learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel."

They ask empowering questions

Asking questions that make them a better individual and have a direct correlation to their own self-fulfillment is another thing that these women have in common. They realize that asking themselves the "why me" question is detrimental to their own well-being and contentment in life. They make sure to eliminate the negative broken record that plays in all of our heads and replace it with positive questions like "what do I need to do to be happier in life?" and then follow through with immediate actions.

They ask what they can do to improve the world

Asking themselves how they can use their strengths to make the world that they live in a better place is a common trait for these women. First Lady Eleanor Roosevelt, was often referred to as the "First Lady of the World," because of the self-assuredness that she displayed while fighting for human rights. This selflessness is one of the key factors for confident women, since they know what they are capable of and would like to share their talents with others.



7 POWERFUL QUESTIONS TO HELP YOU FIND YOUR LIFE PURPOSE

Do you know your life purpose? Many people earn a decent living, but would define success as much more than money. For many it is also about happiness, positive relationships and the ability to contribute to something you care about. Here are 7 questions you should ask yourself if you are trying to discover your life purpose.

What were you passionate about as a child?

What did you find emotionally fulfilling when you were younger? From writing to building figurines, children are actively encouraged to follow their passions. However, we often stop doing the things we were passionate about as a child. Often this is due to a lack of time, or pressure from society to pursue something that comes with a (often financial) reward. Consider your childhood passions. Do you still practice your childhood passions? If not, why? Would you still feel passionately about the same things now?

If you didn't have a job, how would you choose to fill those hours?

If you didn't have to work and you weren't allowed to stay in the house, how would you choose to spend that time? Where would you go? In the evenings, many people like to relax and unwind. However, unlimited free time often encourages people to fill the time in a productive manner. Write down a few ways you would spend your free time, and then try one out on your next day off.

What makes you forget about the world around you?

When you are working on your life purpose, you often completely lose track of time. Often people don't notice the hours passing by, and can even forget to eat or drink until they have finished. When is the last time you felt this way?

What issues do you hold close to your heart?

What topics do you like to read about? Think about what interests you most on the news, online, or in the area you love. From the environment to finding new recipes, many people have passions that even they were unaware of. If you are unsure, don't feel disheartened – it can take a while for you to realize what you are passionate about, so spend some free time doing something that you find both enjoyable and productive, and eventually you will discover your life purpose.



What kind of conversations do you have with your closest friends?

Most of the time when you are with your loved ones, you only discuss subjects that you actually find interesting and fun. Are there any subjects that you repeatedly bring up to talk about? This is often a great indicator of your life purpose. As well as the subjects you love to discuss, think about the times your friends have come to you for advice. This shows the areas in which your friends class you as a valuable source of knowledge – it could be something you didn't even realize you were good at!

What is on your bucket list?

What do you want to accomplish before you die? Creating a bucket list is a great way to discover your life purpose, as the list will show you the activities you believe to be important and emotionally fulfilling.

If you had a dream, could you make it happen?

Many people have dreams, but choose not to pursue them due to the financial risks or fear of failure. Start thinking about your dream in a more positive light, asking yourself 'How can I make this happen?' instead of telling yourself you won't succeed. Try to let go of negative thoughts that could hold you back from achieving your life purpose. Instead, try and do something every week that helps you to make your dreams come true.



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

This program can also be conducted in house

**27 Mar 2015 & 16 Apr 2015 / 9AM - 5PM / Ventrax Training Centre,
Puchong, Selangor**

For booking kindly call 03-8062 1133 or visit our website at www.ventrax.com.my for more information.

* Subject to terms and conditions

