

Management Brief

Essential Tips for Personal Growth



Bounce Back

Sometimes life can be really tough and knock you down with unexpected situations. But knowing how to approach failure can be first step to success.

Thinking that you will never fail in life is like living in a fool's paradise. It's not important how big the fall is, what is important is how well you handle the situation and bounce back on your feet. This brief article will tell you how your brain reacts when you fail. New research is pinpointing how we learn and make decisions. To the brain, a new thought or idea is like a spider. If it is industrious enough, an intricate web of knowledge spins out from it. Failure can trigger your brain; it can enhance your brain. Here's how it works;

A fixed mind-set is grounded in the belief that talent is genetic-you're born artist, sportsman, or numbers person. The fixed mind – set believes it's entitled to success without much effort and regards failure as a personal affront. When things get tough, it's quick to blame, lie, and even avoid future challenge or risk.

Editorial Panel

Moizuddin Khan
EVP/Divisional Head, T&MDD
Training and Organisation
Development Group

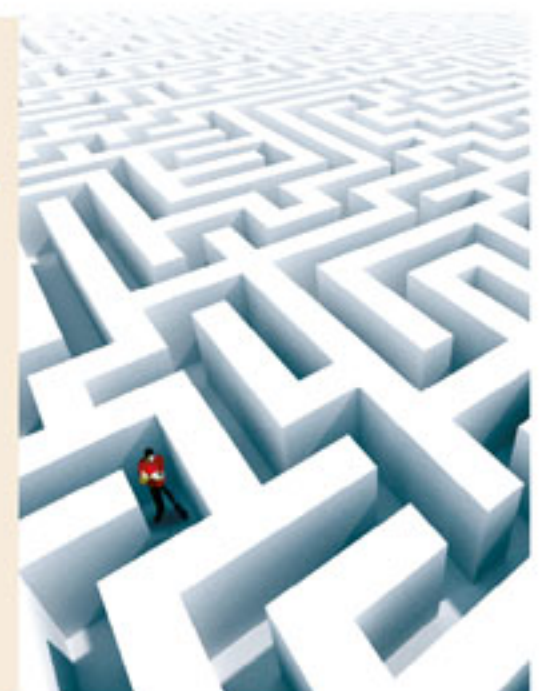
Editor
Asra Adnan

For suggestions and comments
please feel free to e-mail at
editormbp@hotmail.com
Tel:021-99225677
FTC, 6th floor, Tower 'B,'
Shahrah-e-Faisal, Karachi

Change the way you approach your job... take it as a game

Research at a University shows that games produce a condition called flow, characterized by absorption in the activity (a lack of thoughts about anything else), a feeling of control, and enjoyment. And one of the most common characteristics of flow is that time seems to fly.

According to a researcher, one of the reasons games produce flow is that the outcome of the game is not important. We may really get into a game and the outcome may seem very important at the time, but we know nothing is really at stake on a personal level.



NBP

National Bank of Pakistan

The Nation's
Bank

But at work, there is something at stake. That means when we're working, we tend to pay attention to where the work is getting us. What this means is that work becomes a means to an end and that means the end of flow because a requirement of the experience of flow is an involvement in the activity itself — a lack of thought about anything else. When a person is looking at the clock or thinking about his/her position or promotion in the company, it's enough of a distraction to prevent flow. Even wondering if you're enjoying yourself is a distraction. Absorption produces flow.

Of course, when most people are working, they are working for money. So the work is done as a means to an end. Does that mean we can't experience flow at work? Luckily, even when you do something as a means to an end, you can learn to become absorbed in the work and forget about where it is getting you while you're doing it.

If you want to experience more flow on the job, then, simply learn to become more engrossed in your work. Learn to "get into it." If your job is stressful or boring, however, becoming absorbed is difficult. If what you've got is stress, that means the challenge of your job, either physically or psychologically, is greater than your skills. The answer is to find out what skill you need to improve and work on that. Increase your skill. That's the answer to stress. At the other end of the spectrum is boredom. If your job is boring, you'll have to find a way to make the work more challenging, interesting, or creative. It may take you a lot of thinking to figure out how to do that, but keep at it and you can find a way.

Find a way to become absorbed. You'll enjoy your work more. Get so engrossed in your work that you forget about everything else, like where it's getting you. It'll get you a lot further that way.

Eliminate Bad Thoughts You sometimes find yourself thinking how you don't like your job - or you don't like parts of it. Your mind will feed on that and it grows until it engulfs you. That's what's referred to as "bad rap" and nothing good will come of it. When you find yourself doing that, yank yourself back to the positive. Think about some job-related activity that matches your happy list instead. This is not easy. Bad rap is a habit and it's hard to break, but it's oh so critical that you stop that in its tracks.



Take a break When you have a 30-minute lunch break, use that time to do the things that you enjoy doing. This is not the time to gather around with co-workers and have fun. If that's part of the culture, you need to distant yourself from it. Find someone that likes to walk and walk with them; talk about pleasant things. During lunch, associate with positive people instead of negative people. People fuel each other with their attitudes. Your objective is to increase the positive and decrease the negative.. When you constantly hear people expressing negative views, your negative views will increase. Likewise, when you're with positive people, your positive views will increase.

Use Affirmation You've probably heard or seen this a thousand times. Maybe you've dismissed it - but truly it works. It might seem a bit silly to look in the mirror in the morning and tell yourself you are going to enjoy the day but let this sink in... it will help. Positive thoughts are habit forming just like negative thoughts are. It works because of the way our brains are wired. It may seem useless at first and you will not see instant results - this is not a magic wand kind of thing - but keep at it. Do it every day. Post your happy list job matches on the mirror and read them every morning.



Steps to be taken...



Become more committed

The goal you've set is to enjoy your job. To do that, you have to be determined that you're going to make a positive psychological change. Do not believe that just because you've done the prework things will magically change for you. This will require a constant examination on your part of your attitudes and behaviors.



Focus on the Positives

For example, if your boss is "hovering" remember that you enjoy being around people. When your phone is constantly ringing, remember that you love talking to people. When you're constantly being asked to do extra things, remember that helping people makes you happy. The objective here is to look for the things about your job that match the things you listed as making you happy and focus on those.

Look for Motivation

There must be something about your job that matches your motivation list. Find those things. This is one of the things your supervisor should also know. Try to have a conversation with your boss about the things that stimulate you and see how you can get more of those assignments. Don't assume it will happen all at once; your current assignments are there for a reason and it will take time to adjust the workload, but most managers want their people to be productive and happy - that reduces turnover and makes them look better because the team performs better. When you do this, focus the conversation on the positive areas rather than the negative areas: "I hate my job because it's boring." has no place.



Employee Gratitude

If you show employees they're valued, they're more likely to have positive feelings about the workplace and their jobs.

Here are three tips for effective employee recognition:

Let line managers lead - immediate supervisors are best equipped to observe when an employee thank you is warranted, or to review the results of performance metrics and recognize top performers.

Keep it simple - Managers shouldn't have to wade through complicated reports to determine who their top performers are.

Customer feedback - What's more powerful than hearing a customer's thank you?

When frontline employees and managers hear directly from customers - when they see how customers scored their experience, when they hear what went right and wrong in the customer's own words - the effect is dramatic. Applause in the form of positive feedback inspires them to keep up the good work. Loyal, passionate employees bring a company as much benefit as loyal, passionate customers. They stay longer, work harder, work more creatively, and find ways to go the extra mile. They bring you more great employees. And that spreads even more happiness - happiness for employees, for customers, and for shareholders.



Health Guide

Whether it's dull and achy or sharp and stabbing, back pain can make it hard to concentrate on your job. Unfortunately, many occupations - such as typing and writing can place significant demands on your back. Even routine office work can cause or worsen back pain. Understand what causes back pain at work and what you can do to prevent it.

What are the common causes of back pain at work?

A number of factors can contribute to back pain at work. For example:

Force. Exerting too much force on your back - such as by lifting or moving heavy objects - can cause injury.

Repetition. Repeating certain movements can lead to muscle fatigue or injury.

Posture. Slouching exaggerates your back's natural curves, which can lead to muscle fatigue and injury.

Of course, certain medical conditions and lifestyle factors - such as obesity, sleeping position, poor physical condition, smoking and stress - also can contribute to back pain.

Workplace Safety Tips

Safe workplaces don't happen by accident... They happen when there is a culture of safety within the workplace

1

Design a safe work area: A work area may include work benches, conveyors, furniture, equipment and vehicles. The layout of an area where a particular job is based is critical to preventing injuries and ensuring an efficient job and workplace;

2

Maintain a clean work area: A clean work area is a Safe work area. Not only will a clean environment remove many hazards, you will ensure greater productivity from your employees.

Laugh
it off!

