

[FIVE THINGS TO AVOID]

MONDAY MARCH 19, 2007

Some say, never say never again. But heres, a list of five things you must keep yourself away from

WORK WISE - A fortnightly column by Rahul Kapoor

Just as everyone shares the things you must do in order to succeed in today's world, it is also interesting to know a few things you must certainly avoid as well. I share with you the five things that you must keep yourself away from for maximum results.

1. NEVER OVER -COMMIT

Very often we come across people who over commit. They take up more work than they can actually deliver. This happens because of two reasons. They do not want to say no, because they believe that it will upset people or / and they do not like to lose an assignment to competitors.

This habit eventually puts the person under immense pressure to perform, which results in compromising on quality or missing deadlines, finally, the person looks incompetent and this impacts his / her image as a professional.

Instead try

Learn to say NO whenever required. There is a point beyond which you should not accept work especially if you are certain that you will not be able to deliver in time. It is always better to be forthright and frank in the beginning than to be sorry later. Don't bite more than you can chew.

2. NEVER TALK TOO MUCH

There are some people who can't stop talking. They have this uncanny knack of talking themselves into trouble. Like in the sales situation it's good to talk until you have influenced a prospect to make the buying decision, but if you do not know when to stop and go on talking then you will land up over selling. This creates a doubt in the mind of your customer and makes him doubt your honesty. Even while at work some times, talking too much puts off people and they begin to consciously avoid you or in some cases stop taking you seriously.

Instead try

Sometimes silence is golden. It retains certain amount of suspense and the other person will always have something to discover, it is good to talk and talk really hard but there are times when being quiet / talking less can win the day for you. Therefore practice restraint. It will really pay off in the long run.

3. NEVER GET IMPATIENT

Once a person bought a gold mine with the hope that someday he will be able to dig gold out of it and become rich. So, he hired 20 people and asked them to dig everyday until they found gold. His men worked everyday for a month, digging a hundred feet deep but they could not find any gold. The gentlemen did not give hope and asked them to go on. Another month passed by and they dug another hundred feet, yet they found

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Not gold. The man started to get impatient and thought there really is no gold in the mine. So, he sold the mine to someone else.

The new owner of the mine dug for one more day and found gold and became rich overnight.

Instead try

Impatience is dangerous, it makes you react and that eventually leads you into disaster. We can get impatient with people, life, and work. The above story teaches us that patience pays. We need to focus on our goals, work with difficult people, never surrender to fate and keep working like the patient workers in the gold mine. Soon we will find gold in all aspects of life.

4. NEVER PROCRASTINATE

Procrastinating is the art of convincing your self that you can put off until tomorrow what you should be doing today. People postpone things due to fear of boredom or plan laziness. And in the long run their inaction becomes the cause of their failure. Businessmen fail, students fare badly in exams, sports persons lose out to someone because they are not ready to take up the challenges associated with doing things Now. They wait for the perfect time, the perfect set up, the perfect place which never come by and eventually people fail.

Instead try

Tell yourself each day that the only way to do this is to start. Don't deliberate. Don't postpone. Keep telling yourself that you need to meet deadlines, you need to accomplish certain jobs and push yourself to take the first step.

5. NEVER IGNORE YOUR WORK LIFE BALANCE

According to a recent study Europeans work for 43 hours per week American for 45 hours per week but Indians are clocking close to 50 hours per week and in some cases much higher, too. This is because of the rapid economic growth we are experiencing in our country. There are plenty of opportunities to earn lots of money at all levels. As a result people are making unhealthy choices in favor of the work place, as they opt to neglect family and friends in pursuit of corporate goals. This eventually leads to lots of unhappiness.

Instead try

Ask yourself how much money is enough to make you lead a comfortable and a happy life. Do not land yourself into a situation where you chase money so much that you forget the real meaning of life and eventually lose out on family friends and health. Create a balance and grow steadily, this way you will not only grow professionally but also spiritually. You will also enjoy life better.