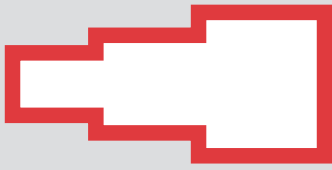




Sightings



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16 Things I Wish They Had Taught Me in School

Written and published (in a longer form) by Henrik Edberg April 2, 2008 in the following blogs: Productivity, Relaxation, Personal Development, People Skills, Career & Work and Success (twitter.com/positivityblog). Reprinted here with permission of the author. Here are 16 things I wish they had taught me in school:

1. The 80/20 rule. This is one of the best ways to make better use of your time. The 80/20 rule – also known as The Pareto Principle – basically says that 80 percent of the value you will receive will come from 20 percent of your activities.

2. Parkinson's Law. You can do things quicker than you think. This law says that a task will expand in time and seeming complexity depending on the time you set aside for it. You can focus your time on finding solutions. This will force your mind to focus on solutions and action.

3. Batching. Boring or routine tasks can create a lot of procrastination and low-level anxiety. One good way to get these things done quickly is to batch them. This means that you

do them all in row. You will be able to do them quicker because there is less “start-up time” compared to if you spread them out.

4. First, give value. Then, get value. Not the other way around. If you want to increase the value you receive (money, love, kindness, opportunities etc.) you have to increase the value you give. You pretty much get what you give. It would be nice to get something for nothing. But that seldom happens.

5. Be proactive. Not reactive. You could sit and wait and hope for someone else to do something. And it can take a lot of time before it happens. Why not be the one to take the first practical action and get the ball rolling. Saves you a lot of waiting; and is more pleasurable

The Longview Group, LLC
3 Longview Knoll
Iowa City, IA 52240

Tel: 319.351.6510
Free: 866.351.6510
Fax: 319.351.6520
info@longview-group.com

www.longview-group.com



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6. Mistakes and failures are good. When you experience errors, it is seldom the end of the world. Success in life often comes from not giving up despite mistakes and failure. It comes from being persistent.

7. Don't beat yourself up. It's a pointless habit. It creates additional and unnecessary pain inside you and wastes your precious time.

8. Assume rapport. Meeting new people is fun. But it can also induce nervousness. We all want to make a good first impression. Therefore: assume rapport. This means that you simply pretend that you are meeting one of your best friends. Then you start the interaction in that frame of mind instead of the nervous one.

9. Use your reticular activation system to your advantage. Focus on what you want, not on what you don't want. And keep that focus steady. Setting goals and reviewing them frequently is one way to keep your focus on what's important. Write down a few goals and post them where you will see them frequently.

10. Your attitude changes your reality. If you change your attitude, you actually change your reality. When you change your attitude you change what you focus on. And all things in your world can now be seen in a different light. If you try changing your attitude for real – instead of analysing such a concept in your mind - you'll be surprised.

11. Gratitude is a simple way to make yourself feel happy. Feeling grateful about things for minute or two is a great way to turn a negative mood into a happy one. It is also a good tool for keeping your attitude up and focusing on the right things. Emotions are contagious.

12. Don't compare yourself to others. If you compare yourself to others you let the world around control how you feel about yourself. It always becomes a rollercoaster of emotions. A more useful way is to compare yourself to yourself. Look at how far you have come, what you have accomplished and how you have grown..

13. 80-90% of what you fear will happen, never will. This is a big one. Most things you fear will happen never happen. They are just monsters in your own mind. And if they happen then they will most often not be as painful or bad as you expected. Worrying is most often just a waste of time.

14. Don't take things too seriously. What may seem like a big problem right now you may not even remember in three years. Taking yourself, your thoughts and your emotions too seriously often just seems to lead to more unnecessary suffering. So relax a little more.

15. Write everything down. If your memory is anything like mine then it's like a leaking bucket. Many of your good or great ideas may be lost forever if you don't make a habit of writing things down.

16. There are opportunities in just about every experience. In pretty much any experience there are always things that you can learn.



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