



# FOR AMAN { U } ENSANS...

April 6, 2012

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## UPCOMING EVENTS ...

- > **From Contact to Connections ...**  
2-day Workshop  
03-04 May 2012
- > **Communication Skills for Finance Professionals ...**  
1-day Workshop  
18 May 2012
- > **Soft Skills: The As, Bs & Cs of Creativity ...**  
Breakfast Session  
23 May 2012
- > **Networking Skills for Finance Professionals ...**  
1-day Workshop  
17 Aug 2012
- > [www.Amanuenses ...](#)  
Events for details ...

## RECENT ARTICLES ...

- > **How to Manage your Brand Online**  
Start to Use Social Networking to Build Your Brand ...
- > **Managing Anger: Choosing Calmer Waters**  
Learn how to stop Anger getting the Better of You...
- > **Free Up Your Mind**  
Embrace Soft Skills for Innovation & Creativity ...
- > **Getting Time on Your Side**  
Boost Productivity by Managing your Time differently ...
- > [www.Amanuenses Knowledge](#)  
for details...

## A QUI SEQUITUR DUO LEPORES CAPTAT NEMO...

### **A man who chases two rabbits, catches none ...**

My Latin translations may be a little rusty, but the message is starting to sink in I think ... Multi-tasking is killing your Productivity; fact!

I know during workshops when I make this assertion , I often get some instant pushback.

Productive people use their brains well, so how Productive do you want to be?

The way our brains are wired, we can do only one thinking task at any one time. Yes, I agree that we can do numerous non-thinking tasks simultaneously.

But, are you paid to be a "non-thinker". And, more importantly, is that what you really want to be paid for?

Productive people take active charge of their lives, and make choices. They don't delegate down their days to the whims of others.

Productive people focus on their chosen priorities, and minimise interruptions. They don't allow distractions to seduce them over onto lesser priority "stuff".

Above all else, Productive people value Time, and create themselves space. They don't stress themselves out by optimistically over packing their days.

Productivity comes down to taking charge, being realistic, establishing & maintaining a very clear focus.

Focus ultimately means making choices between chasing one rabbit, or two, and that's a problem the Romans knew the answer to a long time ago ...



## CREATIVITY... AND LOVE...

### **Do you like to Eat?**

If so, here is some food for thought ...

Whilst Productivity helps us work at our prime, Creativity helps us to stand out, by generating new value in what we do.

Creative people use their brains in different ways, they use what we call whole-brain thinking.

If you'd like to know more about what that means, plus some of the other key ingredients for Creativity, then great.

On May 23, we are giving a Breakfast Networking talk at MDIS entitled, "Soft Skills: the As, Bs & Cs of Creativity".

Details are on our Events page, so go ahead and Register – All it takes is your commitment, a couple of hours of time, and no Fee :)

Come along, and pick up a few tips.

### **Love and Happiness ...**

"Just a Little More Love" sang David Guetta, and I guess that we could all do with a little more, couldn't we?

Well, one of our current projects tackles love as a concept. We are embracing love in a Emotionally Intelligent way, looking in at the Self, and out to how we use it in Building Relationships.

Love can be a little tricky to get a handle on. Yet from research, we can get a good sense that there is a relationship between Love & Happiness.

Happiness is getting more attention in Singapore, though we were ranked 33 in the UN Happiness Report. Maybe David Guetta had a point?

Let us know what you think, by sending me an email. As you do that, have a great break over Easter, and go easy on those chocolate eggs ... Cheery :)