

# holikx NEWS

October  
2014

Volume

02

Issue

10



**Director's Desk**

2

**Why Personality  
is Important ?**

3



**Transforming Bad  
Day into Great One**

4

**Taking Notes  
that Works**

5



**Simple ways for  
Happiness**

7

**Morning Habits of  
Successful People**

8



# From our Director's Desk



I am very glad to see the readers of **Aadhar** and well wishers of Helikx through this Desk. I hope the sharing of experiences and learnings is the greatest strength in our life that me miss often. Also the exchange of ideas, thoughts among a group of learned people or a forum will also make us more stronger than we were. I hope our newsletter "**Aadhar**" ... the fundamentals is doing this incredible task among the forum of our readers.

At this juncture, I must thank all our well wishers for their excellent support rendered through their feed backs, contributions in terms of interviews, suggestions, etc. We also expect your sharing of learning by the way of sending the articles related to the training and development, Human Resource research, Skill development, etc.,

I had the opportunity of interacting with the Faculty members of many Colleges through our **Faculty Development Programmes** which really gave me a new insight about the challenges of the teaching community. We at Helikx strongly believe that with the focused, structured training, we can develop the skill sets to overcome the challenges. We are happy that we are instrumental in creating the favorable environment that will nurture the relationship between the student community and the teaching community through the parallel training process in many colleges.

The **BRIDGE** Programme for the first year college students took off well and fetched the desirable results in most of the institutions which have created a long term association. My special thanks to the management of the institutions who have understood the importance of this Programme and provide us an opportunity to perform.

While the industry's view is considerably on the students of Arts and Science Colleges this year, it is the right time to get them ready for the placements through trainings with the clear understanding on the expectations of the industry.

**Best wishes,**

A handwritten signature in blue ink, appearing to read 'G. Kumaraguru'.

**G. Kumaraguru**, Director & Head, Training



One Day **Motivational Program** for 12<sup>th</sup> Standard Students of Government Higher Secondary School, Neickarapatty, Organized by Annapoorana Engineering College Salem.



**G**ood looks are nice and all, but they can't hold a candle to a great personality. Your personality facilitates all the important moments in your life, and is what you are really remembered for. Remember how much it matters if you ever get too concerned about personal appearance.

### **It makes you interesting:**

Your looks can't make you interesting, at least not for long or not in a good way. Being interesting is how you grab people's attention, making personality important virtually whenever you're in a social setting. Think about the most interesting person you know, and the prettiest/most handsome person you know. Who would you rather be stuck in a room with? Being interesting is also not something that you can fake; just ask all the people who try and fail to do exactly that. Being interesting depends almost entirely on your personality, so if your personality is great then you're all set.

### **It can change**

Even if you don't have a great personality right now, you can acquire a better one by considering what you can do to become more likable while, of course, always stay-

ing true to yourself. To contrast, you can't acquire good looks, at least not naturally. That makes personality important in ways appearance can never be. Friends and family and partners want to see you grow as a person as you get older far more than they look forward to seeing you age. If you have a lot of anger buried inside you, for example, people close to you will be very pleased to see you change into a calmer person. No one's going to be proud of you for getting wrinkles and gray hair.

### **How we distinguish ourselves:**

There are probably hundreds of people across the world who look nearly identical to you. What makes personality important is that it's what makes us one of a kind. Be the one of a kind you want to be by focusing on your inner qualities. There are a lot of people who haven't done anything to develop their personalities, so they're similar to hundreds of people in both looks *and* personality. A surfer dude with great abs can't compare to someone with real stories to tell.

### **Personality doesn't fade away :**

Good looks don't last. Eventually you grow old and gray; nothing can stop that. What makes personality important is the fact

that it will stick with you, even when you're an old, old man or woman. It will even stay with you after you die. No one remembers someone who passed away by thinking about how handsome they were. They reminisce on the good times they had with them, made possible because of their compatible personalities.

### **It can get you further professionally:**

A great personality can help you progress in your career as well as in your social and love life. Employers will want to hire you if you have a good rapport with them. Once you have the job, the personality is important to getting In your boss' good graces. Again, if you have a good personality they'll *want* to spend time with you, which gets you through more doors than you could if your personality wasn't up to par.

### **It can get you further romantically**

When you're trying to woo someone, a great personality is a key ingredient in getting their attention. Good looks may help you get into a conversation with a guy or girl you like, but if you have a boring personality the conversation is as far as it will go. Personality is important to continue that relationship beyond that first meet.



-- By Robin Sharma

The first idea I'll suggest is that there's really no such thing as a "bad day". (I still adore Nietzsche's genius line: "What doesn't kill us makes us stronger.")

When faced with a challenging day, many people play the victim. They crumble into retreat, blame conditions and other people and believe they are powerless. But giving away your power is excusing yourself. And no victim ever changed the world.

You're different: a game-changer + exceptional producer + a true leader. So to keep you focused on getting giant things done and staying at your finest on even the most difficult of days, please remember these 5 practical ideas:

### #1. All progress is messy:

The very nature of any type of growth (business or health or personal or inner, for example) means you'll experience disruption, confusion and what appears to be difficulty. Just keep in mind that problems are progress in wolf's clothing. And that

rather than going backward, your challenges are actually showing you you're moving ahead.

### #2. Think Like An Entrepreneur:

No matter what you do for a living, embracing the mindset of an entrepreneur will serve you well. Entrepreneurs get that the only way to win is to hunt for the opportunity amid adversity. They get that what makes the best the best is not how you perform when all's going well but how masterfully you show up when everything's falling apart.

### #3. Keep Perspective:

Here's a good question to ask yourself on a bad day: "Has anyone died here?" Or simply remember that if you're healthy + have work that matters + people who love you + a roof over your head, you're a seriously fortunate person. I guess what I'm suggesting is that gratitude is the antidote to frustration. And that maintaining perspective in times of crisis is a beautiful leadership move.

### #4. Manage Your Mindset:

Related to keeping perspective is protecting your mindset (mindset's even more valuable than IQ to do world-class work and create a life you love). On a challenging day, it's so easy to start wallowing in self-pity, focusing on what isn't working and getting messed up with negative thinking. So--instead--I encourage you to maintain "a pristine bubble of total focus on your most valuable opportunities." Stop watching the news. Block out the noise of the naysayers (critics are just dreamers gone scared). Clear out any toxicity and get busy achieving giant results.

### #5. Fuel You:

Your productivity, performance and success are a direct reflection of what's going on in your inner life. The doorway to success opens inward--not outward as the dominant messaging of society suggests to you. So--on a turbulent day--take great care of your "inner assets". Go for a run. Eat like a nutritionist. Write in your journal. Connect with nature. Read the autobiographies of your heroes. Get some rest. Breathe.



**2 Days Training on Team Dynamics, Selling and Negotiation Skills for II<sup>nd</sup> year MBA Students of KSR College of Technology, Tiruchengode.**



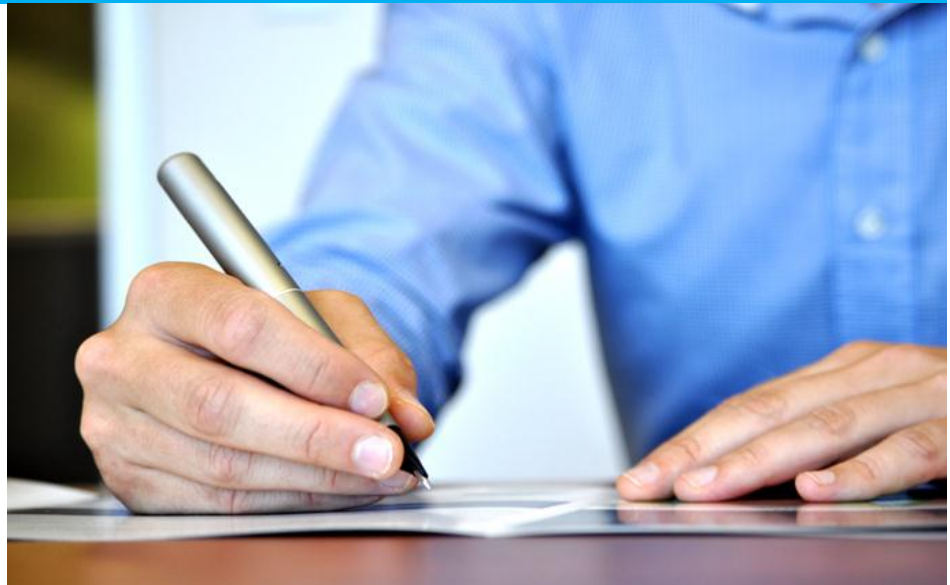
**N**ote-taking is one of those skills that rarely gets taught. Teachers and professors assume either that taking good notes comes naturally or that someone else must have already taught students how to take notes. Then we sit around and complain that our students don't know how to take notes.

I figure it's about time to do something about that. Whether you're a high school junior or a college senior or a grad student or a mid-level professional or the Attorney General of the United States, the ability to take effective, meaningful notes is a crucial skill. Not only do good notes help us recall facts and ideas we may have forgotten, the act of writing things down helps many of us to remember them better in the first place.

## What Do Notes Do?

One of the reasons people have trouble taking effective notes is that they're not really sure what notes are for. I think a lot of people, students and professionals alike, attempt to capture a complete record of a lecture, book, or meeting in their notes — to create, in effect, minutes. This is a recipe for failure. Trying to get every last fact and figure down like that leaves no room for thinking about what you're writing and how it fits together. If you have a personal assistant, by all means, ask him or her to write minutes; if you're on your own, though, your notes have a different purpose to fulfill.

The purpose of note-taking is simple: to help you study better and more quickly. This means your notes don't have to contain *everything*, they have to contain *the most important things*. And if you're focused on capturing everything, you won't have the spare mental "cycles" to recognize what's truly important. Which means that later, when you're studying for a big test or preparing a term paper, you'll have to wade through all that extra garbage to uncover the few nuggets of important information?



## What to Write Down

Your focus while taking notes should be two-fold. First, what's new to you? There's no point in writing down facts you already know. If you already know the Declaration of Independence was written and signed in 1776, there's no reason to write that down. Anything you *know* you know you can leave out of your notes.

Second, what's relevant? What information is most likely to be of use later, whether on a test, in an essay, or in completing a project? Focus on points that directly relate to or illustrate your reading (which means you'll have to have actually *done* the reading...). The kinds of information to pay special attention to are:

**Dates of events:** Dates allow you to a) create a chronology, putting things in order according to when they happened, and b) understand the context of an event. For instance, knowing Isaac Newton was born in 1643 allows you to situate his work in relation to that of other physicists who came before and after him, as well as in relation to other trends of the 17th century.

**Names of people:** Being able to associate names with key ideas also helps remember ideas better and, when names come up again, to recognize ties between different ideas whether proposed by the

same individuals or by people related in some way.

**Theories:** Any statement of a theory should be recorded — theories are the main points of most classes.

**Definitions:** Like theories, these are the main points and, unless you are positive you already know the definition of a term, should be written down. Keep in mind that many fields use everyday words in ways that are unfamiliar to us.

**Arguments and debates:** Any list of pros and cons, any critique of a key idea, both sides of any debate related in class or your reading should be recorded. This is the stuff that advancement in every discipline emerges from, and will help you understand both how ideas have changed (and why) but also the process of thought and development within the particular discipline you are studying.

**Images and exercises:** Whenever an image is used to illustrate a point, or when an in-class exercise is performed, a few words are in order to record the experience. Obviously it's overkill to describe every tiny detail, but a short description of a painting or a short statement about what the class did should be enough to remind you and help reconstruct the experience.

**Your own questions:** Make sure to record your own questions about the material as they occur to you. This will help you remember to ask the professor or look something up later, as well as prompt you to think through the gaps in your understanding.

## Note-Taking Techniques

You don't have to be super-fancy in your note-taking to be effective, but there are a few techniques that seem to work best for most people.

**Outlining:** Whether you use Roman numerals or bullet points, outlining is an effective way to capture the hierarchical relationships between ideas and data. In a history class, you might write the name of an important leader, and under it the key events that he or she was involved in. Under each of them, a short description. And so on. Outlining is a great way to take notes from books, because the author has usually organized the material in a fairly effective way, and you can go from start to end of a chapter and simply reproduce that structure in your notes.

For lectures, however, outlining has limitations. The relationship between ideas isn't always hierarchical, and the instructor might jump around a lot. A point later in the lecture might relate better to information earlier in the lecture, leaving you to either a) flip back and forth to find where the information goes best (and hope there's still room to write it in) or b) risk losing the relationship between what the professor just said and what she said before.

**Mind-mapping:** For lectures, a mind-map might be a more appropriate way of keeping track of the relationships between ideas. Now, I'm not the biggest fan of mind-mapping, but it might just fit the bill. Here's the idea: in the center of



a blank sheet of paper, you write the lecture's main topic. As new sub-topics are introduced (the kind of thing you'd create a new heading for in an outline), you draw a branch outward from the center and write the sub-topic along the branch. Then each point under that heading gets its own, smaller branch off the main one. When another new sub-topic is mentioned, you draw a new main branch from the center. And so on. The thing is, if a point should go under the first heading but you're on the fourth heading, you can easily just draw it in on the first branch. Likewise, if a point connects to two different ideas, you can connect it to two different branches. If you want to neaten things up later, you can re-draw the map or type it up using a program like Free Mind, a free mind-mapping program (some wikis even have plug-ins for Free Mind mind-maps, in case you're using a wiki to keep track of your notes).

**The Cornell System:** The Cornell System is a simple but powerful system for increasing your recall and the usefulness of your notes. About a quarter of the way from the bottom of a sheet of paper, draw a line across the width of the page. Draw another line from that line to the top, about 2 inches (5 cm) from the right-hand edge of the sheet. You've divided your page into three sections. In the largest section, you take notes normally — you can outline or

mind-map or whatever. After the lecture, write a series of "cues" into the skinny column on the right, questions about the material you've just taken notes on. This will help you process the information from the lecture or reading, as well as providing a handy study tool when exams come along: simply cover the main section and try to answer the questions. In the bottom section, you write a short, 2-3 line summary in your own words of the material you've covered. Again, this helps you process the information by forcing you to use it in a new way; it also provides a useful reference when you're trying to find something in your notes later. You can download instructions and templates from American Digest, though the beauty of the system is you can dash off a template "on the fly".

I'm sure I'm only scratching the surface of the variety of techniques and strategies people have come up with to take good notes. Some people use highlighters or colored pens; others a baroque system of post-it notes. I've tried to keep it simple and general, but the bottom line is that your system has to reflect the way you think. The problem is, most students haven't given much thought to the way they think, leaving them scattered and at loose ends — and their notes reflect this. What advice do you have for the folks out there trying to get it all together this semester?





We all strive to be happy. To have happiness resonate from our very being and to then spread that happiness to our loved ones every day. But often we don't know how. We do know what it's like to be happy, but how can we be happy every single day? We've read advice, yet we don't have solutions. Well, here is your personal solution list to being happy every day!

## **1. Love yourself**

You're studying, you're working, you're worrying, you're sorting out your life and seeing where you need to be next, you are just trying to make the best out of your life. But have you made yourself the best you've been? When did you last buy those roses you eye everyday? When did you last be your own best friend? Can you remember the last time you took care of yourself? If it's been longer than a day, it's time to change that. You are the best friend you can have. Give yourself the best love you can every day. Be it a longer shower, a ridiculous movie, a pastry you know you shouldn't be eating, a walk in the park, a day at the beach, a quick preview of

that book you haven't gotten to, writing that article you're so passionate about, or watching a scandalous reality show, whatever it is, as long as you love it. For, to love yourself is the first step to life long happiness.

## **2. Say Hi to the Outside World**

The phone has become our instant mini world. We keep it out so often that we miss out on the real world. Every morning or evening or night put away your phone consciously for about 15 minutes and look around you. Notice the trees, the cars, the fountain, the houses and every time you do, I can bet that you'd see something you've never seen before. If nothing else, just walk or drive or take the subway and notice things around you, just for the sake of it, just because you can and because Facebook will always be there (presumably) but your surroundings might not.

## **3. Absorb Like a Child**

We look so much yet we gather so little. Every time you are out and about, don't just 'look', observe. Observe the things around you, nature, concrete, humans,

everything! The tilt of the trees, the fashion on the streets, the building in despair and everything in air. Observe like a child would. Why? Well, why not!? And when you do, you'll realize that there is so much more life in the concrete, so many more emotions in nature and so much more warmth in humans than we thought there was and there is so much more to the way back home than just a subway stop

## **4. Sing to the Tunes of Your Body**

Listen to your body, closely and carefully. Listen to your mind, your gut, your intuition. Everyday your body talks to you, responds to you. The sleep it gets, the food it consumes, the surroundings it faces, with every passing minute your body responds. Listen to what it says, is it telling to slow down? To take a break? To eat? To sleep? The more you push yourself the more you tire your body, the lesser you listen to yourself. If nothing else listen to your body to be the best at work. Respond to its needs and your body in turn will reward you with healthy system and sharper brain and a happier mind.



**Y**ou know what makes highly successful people less stressed, happier and more productive? They know that their personal priorities are worth more than other people's priorities. Upon waking up, these significantly successful professionals don't immediately check their email - they make it a point to claim the early hours of the day as their "me" time.

After all, these extraordinary people believe that if their priority needs to be done, then it has to be done first.

What do highly successful entrepreneurs and executives do upon waking up in the morning?

## **1. Wake up really early**

Surely you know that time is an invaluable asset. Highly successful people take it up a notch by waking up at 5:30 am, 4:30 am and even 4:00 am. Not only will they have more control in their early hours, they'll also have more opportunities to do things that matter to them. Start with waking up 15 minutes earlier than your usual time. Then, gradually adjust.

## **2. Burn your calories**

We don't mean just the intense exercise regimen - you can simply do yoga, like Christies CEO Steve Murphy does. Exercise will not just make you think clearer, be healthier and scientifically happier, it allows you to combat stress as well.

Make time for exercise. An hour-long routine seems too daunting, so try running, dancing or even walking around the neighborhood for at least ten minutes.

## **3. Do an "Hour of Power"**

Motivation doesn't last forever, so you need to replenish yours regularly. Highly successful people know this, so they dedicate ample time to increase their supply. You're more likely to continue accomplishing a task once you're emotionally invested in it, right? Spend thirty minutes listening to inspirational anecdotes and empowering quotes.

## **4. Jot down on your gratitude journal**

Happiness is about wanting the things that you already have. By enumerating the blessings they're grateful for, highly successful people become more open to opti-

mism and inspiration and improve their outlook in life. Everyday, write down at least one thing that you're thankful for. Learn to count the small wins.

## **5. Ask yourself one important question**

"If today was the last day of your life, would you still want to do what you're about to do today?"

This hard-hitting question gets you right where it wants you. If you find yourself saying "no" several times in a week, then go out there and change something. You never know when you'll have the opportunity to do it the next time.

## **6. Eat that frog first**

In the morning, the willpower of highly successful people is fresh and ready to go. So, this is the best time to take advantage of it - do your hardest task, your "frog" first. This way, you're more likely to get it done and you're more likely to finish it without other people barging in on you.

Choose your "frog" of the day - only one - and stick to completing it before you even get to eat breakfast.