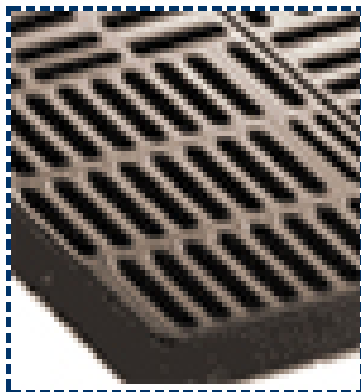
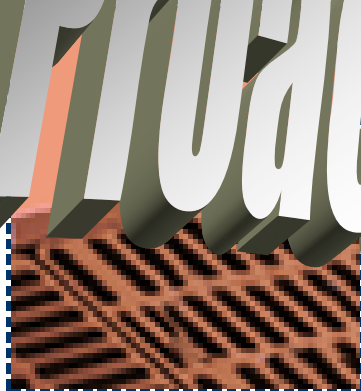
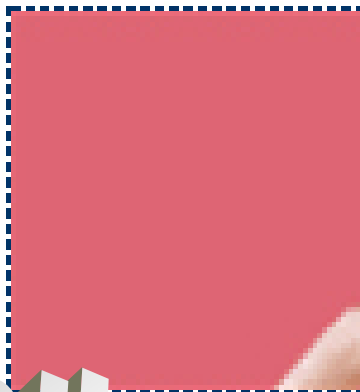
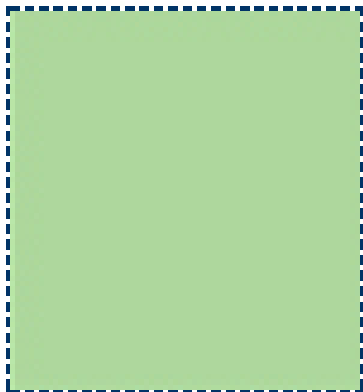


# Proactive Thinking



## An Interesting Story...

Did you know that an eagle knows when a storm is approaching long before it breaks? The eagle will fly to some high spot and wait for the wind to come. When the storm hits, it sets its wings so that the wind will pick it up and lift it above the storm. While the storm rages below, the eagle is soaring above it.

The eagle does not escape the storm. It simply uses the storm to lift it higher. It rises on the winds that bring the storm. Therein, when the storms of life come upon you – and all of us will experience them one way or another – you can rise above them just like the eagle did.



## A quote...

“Knowing other is intelligence; knowing yourself is true wisdom; Mastering others is strength; mastering yourself is true power.”



Lao Tzu

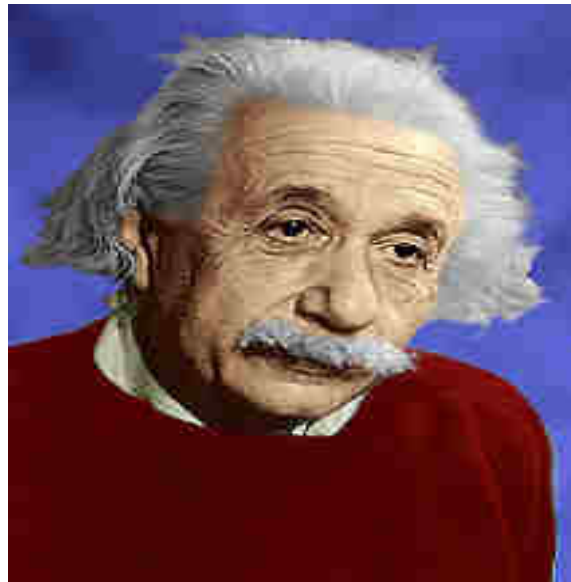
Lao Tzu

## The New Economy

A Quote:

**“The world we have made as a result of the level of thinking we have done thus far creates problems we cannot solve at the same level of thinking at which we created them.”**

Albert Einstein



# Sun Tzu

**“He who can modify his tactics in relation to his opponent, and thereby succeed in winning, may be called a heaven-borne captain.”**



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## **ST RECRUIT ONLINE ‘Nobody told me’**

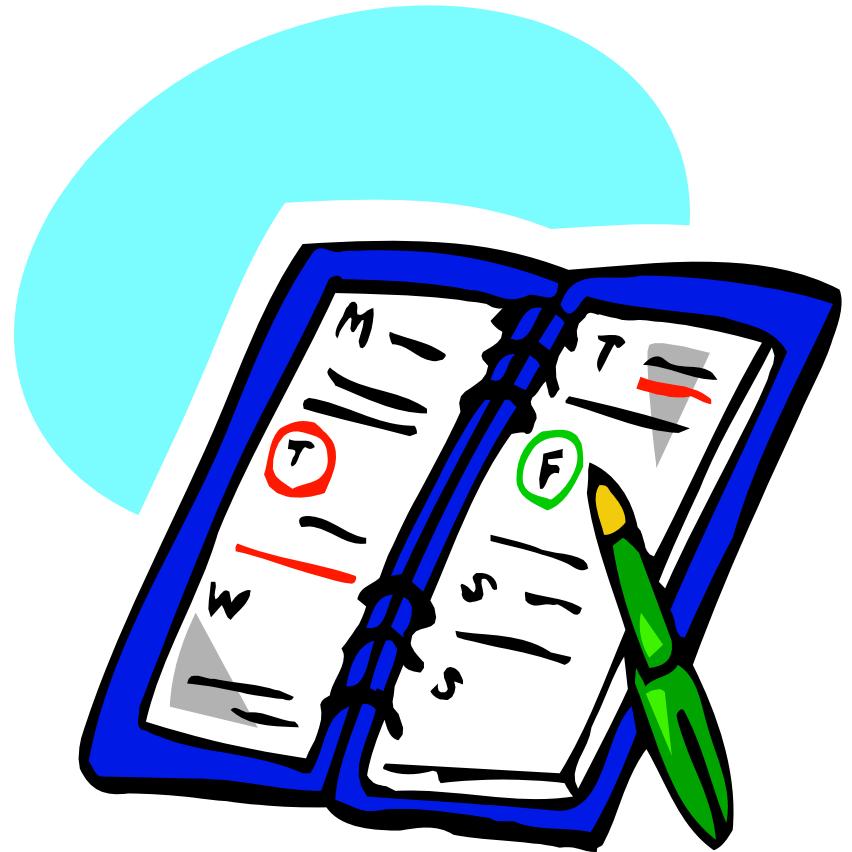
**That is not a valid excuse in today’s workplace. You have to be proactive, and here is how...**

TODAY’S employees are expected to be self-driven and self-motivated, to set their own career goals and synchronise their personal vision with the organisation’s mission.

In order to survive the ever-changing organisational landscape, it is vital for employees to become proactive in their thinking. The concept of proactive thinking is one which is the opposite of reactive thinking. In the latter, the employee waits until something happens, and then tries to rectify the situation. In proactive thinking, the employee anticipates what will or might happen and prepares for it. If all employees in an organisation make it their personal vision to be proactive, the effects will be far-reaching and the benefits to the organisation and the individual employee will be great. The question is: What can you do to think proactively? In the seminars I conduct, I use the word “proactive” itself to show how individuals in organisations can become effective proactive thinkers.

## Planning and preparation

When you plan what you are going to do, you internalise the events and have a better perception of how you are going to go about it. With planning, comes preparation. You need to prepare what is necessary to get your plan underway.



## Resourcefulness

Being resourceful is having the ability to look at challenges objectively and come up with strategies to resolve them. A fundamental quality of resourceful people is their ability to understand their strengths and weaknesses, and to enhance their strengths and eliminate their weaknesses. If you feel that you are good at a particular kind of work, see how you can improve further. If you are weak in a certain area, see how you can eliminate this weakness — either by resolving to improve in that particular area, or by seeing whether you can outsource it to another person.



# Organisational skills

You can improve on your organisational skills by first being clear about the real nature of your job and what your organisation expects of you. Many a time, people want to be told what they are supposed to do and how to do it. To be proactive, you need to take the bull by the horns and go and find out what you can do and how you are going to do it. Simple as it may sound, by finding out what your role is in achieving the organisational goal, you will realise your own personal goal.

## Attitude and aptitude

*Have the right mental attitude towards what you are doing. Learn to see things objectively and positively. Discover your natural ability — your aptitude — and take it to its fullest potential. Having the right mental attitude also means that you do not succumb easily to setbacks. Rather, you see failure as feedback and try to find ways to work around the problems that confront you.*

# Collaboration

**The proactive person is the ultimate collaborator. The truth of the matter is that you are not alone. You are a part of an organisation. Any decision you make, no matter how small, will in some way influence the people around you. To make a sound decision, you need to ensure that you are in sync with the other people in your organisation. Collaborating with others in your organisation is also an excellent way to build communication and rapport. This will allow you to understand how others might feel about the decisions you make.**

# Target

**Target setting allows your organisation and you to have a clear mental picture of where you are heading and how you are going to get there. Having a clear target helps you to stay focused and do the right thing rather than just doing things right.**

# Independent-minded

Make decisions that are based on your own perceptions and observations. Sometimes, you have to make decisions that have long-term value but might have temporary setbacks. Think of it as if you are renovating your house. You know that what you are doing will give you a long-term benefit, but you have to go through the temporary inconvenience of the dust and dirt that is part of the renovation process. Being independent-minded will allow you to view situations objectively, weigh the options available rationally and come up with workable solutions. Do not get swayed easily by what others think.

# Vigilant

**Be constantly aware of the subtle changes that are taking place around you and listen to your intuition. One way to become more vigilant is to keep a little notebook with you to record incidents when your gut feeling turned out to be correct and when it was a false assumption. You might see a pattern forming if you do this conscientiously. Over time, you can become very good at spotting what might possibly happen and taking proactive steps to address the situations.**

## **Efficient and effective**

**When you do something, there are four possible ways you might be doing it: 1. efficiently and ineffectively, 2. inefficiently and effectively, 3. inefficiently and ineffectively; and 4. efficiently and effectively. To be proactive, you need to be efficient and effective. Many efficient employees are ineffective. They play their intended role well enough but are unsure of how that will serve to achieve the organisation's vision. Some time back, I went to a cafeteria early in the morning. There was a waiter hard at work wiping the tables. For about five minutes, I waited for him to respond to my presence. Finally, I called out to him and asked for the menu. He turned and told me to wait a little longer as he was still cleaning the tables. The place was superbly clean, which showed the efficiency of the waiter. But he was a highly ineffective employee as he failed to realise the true nature of his job — to serve customers. The waiter was playing his role efficiently but he was not effective in achieving the goal of the organisation. Think about how you do your job and how you handle the situations that you face every day. Are you being efficient and effective? This is what being proactive is all about.**