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Ability to learn new information quickly

Last updated on November 26, 2020 As playwright Wilson Mizner supposedly said all the way back to the 1930s,Be kind to everyone on the way up; You'll meet the same people on the way down. The proverb is the perfect prototype for building relationships in 2020, although we may want to expand Mizner's definition of the genre to include being helpful, respectful, grateful, and above all, crediting your colleagues along the way.5 Ways to activate your relationship Building MagnetismRelationship building doesn't come easily at all. Today's computer culture makes us more insular and less likely to approach - not to mention our new working situation from home in which we are only able to interact meaningfully. Still, relationship building remains an important part of career commitment and success, and it gets better with practice. Here are five ways you can strengthen your relationships:1. Advocate for Other's Ideas Take the initiative to talk about supporting the good ideas of other team members. In this way, others know that team success takes precedence over your personal success needs. Get behind the innovative approach or smart solution of any colleague and offer any help you can give to see it through. Teammates will appreciate your vote of confidence and support. 2. Show Compassion If you learn that someone you work with has encountered difficult times, reach out. If it's not someone you know well, a handwritten card expressing your sympathy and hopes for better times ahead could be an initial gesture. If it's someone you interact with regularly, the act could include offering to take on part of a person's work to provide a necessary reprieve or even bringing in a homemade dish as a way to offer comfort. The show of compassion will not go unnoticed and building your relationship will have found a basis.3 Contact regularly Make an effort to share any information with team members that will help them do their job more efficiently. Keeping people in the loop says a lot about your appreciation of what others need to deliver their best results. Try to find out the preferred mode of communication for each team member. Some people are fine based on emails; others like to have a phone conversation. And once we can finally get back to working together in the offices, you can specify that face-to-face updates may be more advantageous for some members.4. Ask for commentsInquiring your willingness to contact for advice guidance will make a positive impression on your boss. When you make it clear that you are welcome and can accept indicators, you will display honesty and confidence in whatever views your superior has to offer. Your inclination towards looking at ways to improve your performance and enhance any work interactions will signal the strong skills of your relationship. If you are in a work environment where you are asked to provide feedback, be generous and compassionate. That doesn't mean he's pious-washy. Always try to give the formula type That you wouldn't mind receiving.5. Give Credit Where DueBe is the employee who remembers to credit employees with their contributions. It's a surprisingly rare talent to credit others, but when you do that, they'll remember to credit you, and the collective credit your team will muster will be worth it. How does relationship building build careers? Once you've strengthened and deepened your relationships, here are some of the great benefits: Labor doesn't feel so much like WorkAccording in a Gallup poll, when you have a best friend at work, you're more likely to feel engaged in your job. Work is more fun when you have positive, productive relationships with your colleagues. Instead of spending time and energy overcoming difficult personalities, you can spend time enjoying camaraderie with your colleagues as you work consistently on projects together. When your colleagues are your friends, time passes quickly and challenges don't weigh so heavily. You can find good helpIt's easier to ask for help when you have a good working relationship with a colleague. And with office jobs changing at the speed of technology, chances are you're going to need some help acclimating-especially now that the work has gone a long way because of the COVID-19 pandemic. Much of relationship building is based on your genuine expressions of appreciation towards others. Showing gratitude for each other's help or for their willingness to put in the extra effort will let them know that they value them. Mentors coming out of WoodworkMentors have been proven to promote your professional and professional development. A mentor can help you navigate how to approach your work and keep you informed about industry trends. Having a wealth of experience to draw from it can be invaluable when advising you to achieve career success and progress. Mentors flock to those who are skilled at building relationships. So work on your relationships and keep your eyes peeled for a worthy mentor. You Pull Together as TeamGreat teamwork begins with having an abundance mentality rather than a rarity mentality. Too often, employees see all the works through a lens of rarity mentality. This leads to office controversy as colleagues compete for their piece of pie. But in a state of mindset abundance, we focus on the forces that others pose rather than the likelihood that they are potential competitors. Instead, you can commit relationship building efforts to ensure a recommendation or ask for promotion: a cold, distant boss with whom you only have a faceless relationship or one who knows you as a person and with whom you have built a warm, trusting relationship? The evolution of your career will always prevail when you have a mutual bond of friendship and appreciation with those who can suggest you. Think of the plug you could get from a supervisor who knows you as a friend versus one who stays detached and observes you only in terms of your ability to meet deadlines or achieve goals. When people are fully aware of your skills, strengths, personality and ambitions, you have supporters who will sing your praises at any opportunity to progress. Final Thoughts At the end of the day, it's who you know, not what you know. When you create relationships, you create a pipeline of colleagues, partners, team members, current bosses, and former bosses who want to help you, who want to see you succeed. At its core, every business is a people's business. Making a point of taking small but important actions that build the foundations of a good relationship can help cultivate better relationships at work. articles on BuildingFeatured relationships photo credit: Adam Winger via unsplash.com Last updated on November 27, 2020 Note-taking is one of those skills that rarely gets taught. Almost everyone assumes either that taking good notes comes naturally or, that someone else must have already taught about how to take notes. Then we sit down and complain that our colleagues don't know how to take notes. Notes. I thought it was time to do something about it. Whether you are a student or a mid-level professional, the ability to take effective, important notes is a critical skill. Not only do good notes help us remember the facts and ideas we may have forgotten, the act of writing things down helps many of us remember them better in the first place. One of the reasons people have trouble taking effective notes is that they're not really sure what notes they're on. I think a lot of people, students and professionals alike, are trying to capture a complete record of a lecture, book, or meeting in their notes – to create, in fact, minutes. This is a recipe for failure. Trying to get every last event and figure it down like this leaves no room to think about what you're writing and how it fits together. If you have a personal assistant, by any means, ask him to write minutes; if you're on your own, though, your notes have a different purpose to fulfill. The purpose of taking notes is simple: to help you work better and faster. This means that your notes don't have to contain everything, they need to contain the most important things. And if you focus on recording everything, you won't have to spare mental cycles to recognize what's really important. Which means that later, when you're studying for a big test or preparing a paper, you're going to have to go through all that extra junk to uncover the few nuggets of important information? What to write down your focus while taking notes should be twice. First, what's new for you? There's no need to write facts you already know. If you already know that the Declaration of Independence was written and signed in 1776, there is no need to write that down. Everything you know, you can't leave your notes. Second, what's relevant? What information is most likely to be useful later, whether in a test, in an essay, or in completing a project? Focus on points that are directly related or reflect your reading (which means you should have actually done the reading...). The kinds of information you need to pay close attention to are: 1. Dates of event dates allow you to create a chronology, putting things in order depending on when they occurred, and understand the context of an event. For example, knowing Isaac Newton was born in 1643 allows you to place 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. 2. The names of people who are able to associate names with basic ideas also helps to remember ideas better and, when names come up again, for recognize the links between different ideas if suggested by the same individuals or by people related in some way. 3. Theories or frames Any statement of a theory or frames should be recorded — they are the main points most of the time. 4. Definitions Like theories, these are the main points and, if you are not positive you already know the definition of a term, it should be written keep in mind that many domains use everyday words in ways that we are not familiar with. 5. Arguments and discussions Any list of advantages and disadvantages, any criticism of a basic idea, both sides of any discussion or your reading must be recorded. This is the essence that progress in each discipline arises from, and will help you understand both how ideas have changed (and why), but also the process of thinking and developing the subject matter. 6. Images Every time an image is used to visualize a point, some words are to record the experience. Obviously it's an exaggeration to describe every little detail, but a brief description of a painting or a brief statement about what the class, session or meeting did should be enough to remind you and help rebuild the experience. 7. Other Things About something a professor writes on a table should probably be written down, unless it's either self-explanatory or something you already know. Book, film, TV series and other media titles are usually useful, although they may be irrelevant to the subject at hand. I usually put this kind of things on the sidelines to ask the professor or look for something later, as well as ask you to think through the gaps in your understanding. 3 Powerful note-taking techniques You don't have to be extremely fancy in taking notes to be effective, but there are some techniques that seem to work best for most people. 1. Sketching whether you use Latin numbers or dots, structuring is an effective way to record hierarchical relationships between ideas and data. For example, in a history class, you can write down the name of an important leader and below it the key events in which he participated. Beneath each of them, a brief description. And so on. Structure is a great way to take notes from books, because the author has usually organized the material in a fairly efficient way, and you can go from start to finish of a chapter and just reproduce that structure in your notes. For lectures, however, the description has limitations. The relationship between ideas is not always hierarchical, and the trainer can jump around a lot. A point later in the lecture could be better related to the information earlier lecture, leaving you either flip back and forth to find out where the information is going best (and I hope there's still room to write it), or risk losing the relationship between what the professor just said and what he said before. 2. Mind-Mapping For lectures, a mind-map could be a more appropriate way to monitor 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: At the center of a vacuum of the newspaper, you write the main topic of the lecture. As new sub-themes are introduced (the kind of thing for which you create a new heading in an outline), you design a branch outwards from the center and write the sub-theme across the branch. Then each point under this title gets its own, smaller branch than the main one. When another new subdocument is reported, you design a new master branch from the center. And so on. The point is, if a point has to go down the first header, but you're in the fourth heading, you can easily just draw it to the first branch. Similarly, if a point is linked to two different ideas, you can link it to two different branches. If you want to neat things up later, you can re-draw the map or type it using a program like FreeMind, a free mind mapping program (some wikis even have plug-ins for FreeMind mind-maps, in case you use a wiki to track your notes). You can learn more about mind-mapping here: How to Mind Map: Visualize your rusty thoughts in 3 Simple Steps 3. The Cornell System 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 along the width of the page. Draw another line from this line at the top, about 2 inches (5 cm) from the right edge of the sheet. You have divided your page into three sections. In the larger section, you can take notes normally - you can sketch or mind-map or whatever. After the lecture, write a series of slogans in the skinny column on the right, questions about the material you just have notes on. This will help you process information from the lecture or reading, as well as providing a handy study tool when exams come along: just cover the main section and try to answer the questions. In the bottom section, you write a short, 2-3 summary line in your own words of the material you have covered. Again, this helps you edit the information, forcing you to use it in a new way. It also provides a useful reference when you try to find something in your notes later. You can download instructions and templates from American Digest, although the beauty of the system is that you can dash from a standard on the fly. I'm sure I'm just 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 generic, but the bottom line is that your system should reflect the way you think. The problem is, most haven't given much thought to the way they think, leaving them scattered and at loose ends - and their notes reflect that. More Note-Download TipsPresidable: Kaleidico via unsplash.com unsplash.com unsplash.com