



Rifka Schönfeld **STRATEGIES**

THE NEWSLETTER FOR OPTIMUM SUCCESS

TIPS ON SOCIAL SKILLS FOR ADULTS & CHILDREN

Productivity

Dear Readers,

This week's newsletter will explore some famous myths on productivity.

Rifka Schönfeld
STRATEGIES

QUESTION:

I hear so many comments from people on how to make myself more productive. How do I decide which are good ideas and which are not?



STRATEGIES FOR OPTIMUM SUCCESS
Rifka Schonfeld

PRESENTS

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DOES YOUR CHILD FEEL UNACCEPTED?
THAT LIFE IS UNFAIR? THAT HE
MAKES LITTLE DIFFERENCE IN THE WORLD? THAT
HE LACKS THE ABILITY TO LAUGH AT HIS
MISTAKES? THAT HE'S
**CONSTANTLY OUT OF
CONTROL?**

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DR. ROBERT BROOKS

Dr. Robert Brooks is a psychologist on the faculty of Harvard Medical School. He has lectured nationally and internationally and written extensively about the themes of resilience, parenting, family relationships, school climate, and balancing our personal and professional lives. He is the author or co-author of 17 books including *Raising Resilient Children* and *Seven Steps to Improve Your Child's Social Skills*.

TUESDAY

NOV. 13. 2018

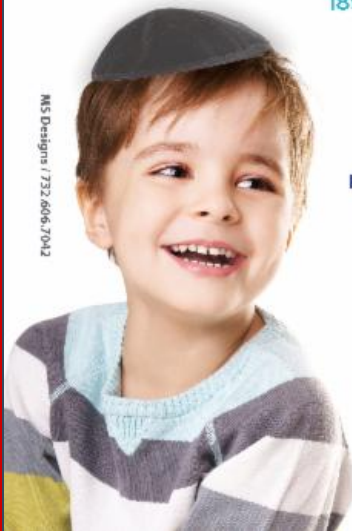
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EARLY-BIRD SPECIAL BEFORE MARCH 2, 2018

YOU WILL LEARN ABOUT:

- > A **mindset theory** that incorporates social, emotional well-being as well as academic achievement.
- > **Negative mindset** that burdens many students with ADHD.
- > The most essential factors and strategies to **nurture resilience in students with ADHD**.
- > Reflecting upon the **theory of motivation** that guides your work
- > **Creating a motivating environment** that promotes learning, responsibility and hope.
- > A **strength-based approach** in which each student's "islands of competence" are identified and reinforced.

Rifka Schonfeld
STRATEGIES

ANSWER:

In his recent book, productivity expert Damon Zahariades gives multiple different strategies for creating better, more efficient to-do lists while recognizing that not everyone works in the same way. That said, there are certain hallmarks of a productive to-do list that everyone can benefit from: priorities, time budgets, and deadlines.

Zahariades does a lot of research on productivity and recently wrote an article about five productivity myths. Below, I've broken them down four of them for you so you can better understand what might be holding you back from being your most productive self!

Myth #1: Multitasking makes you efficient.

People think that when they move from task to task quickly or even work on two or three tasks at once, they are being more efficient. Research actually shows that when you switch between tasks, you lose concentration and your brain needs a few seconds or minutes to refocus on the new task at hand. That means that instead of being more productive, you are likely being less productive by working on multiple things at once.

Myth #2: The early bird catches the worm.

Not everyone is a morning person. I, for one, do my best work at night when there are few distractions. If you are a morning person, by all means, do your hardest work in the morning. However, there are people who are more productive at night, and those people should listen to their internal clock and save their hardest work for when they are best able to focus.

Myth #3: Keep your nose to the grindstone to get things done.

“Just keep at it!” “Don’t stop until you’ve finished.” That’s frequent advice we get in order to get things done. And, sometimes that can work, but recent research has revealed that willpower is a limited resource (I wrote about Roy F. Baumeister’s studies on willpower in previous articles for this publication). What does that mean that willpower is a limited resource? Well, it means that if you are working really hard not to give up on one thing (your diet, your essay that’s due, or finalizing May’s budget), you might not have the willpower to control yourself in other situations.

The solution? When you find your motivation flagging, give yourself a short break. Stand up, get a cup of tea, write a quick email to a friend, or do something else that gives your willpower a break. This will give you replenished energy to sit and work on the necessary project.

Myth #4: You should never work at home.

I wrote that sentence while at home, working! And while it is true that they say that home has a lot of distractions: the family, the laundry, the fridge, the friends who might knock on your door, there are a lot of people who actually work more productively and efficiently from home. A recent study of employees in China randomly chose some employees to work from the office and some to work from home. Those who worked from home actually spent more time working and did better work in that time. Why? They reported they were happier working from home. Does that mean everyone should work at home? Of course not! Some work better in an office or even a coffee shop, but there are people who are most productive when they work from home.

If your goal is to be more productive, perhaps one of the first things to put on your to-do list is to learn how to write better ones! And, then understand your own personal productivity myths and facts. You’ll ultimately make more time for all the other things in your life that you like to do.

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SOCIAL SKILL

COACHING

Stresses and anxieties related to social skills are among the most compelling components affecting both the success and the contentment of children. Klal Yisrael is therefore fortunate to have these matters presented so effectively by renowned expert, Mrs. Rifka Schonfeld. She has produced yet another resource to provide guidance in vital areas of interpersonal skills in the spirit of a genuine Torah perspective.

RABBI SHMUEL YAAKOV KLEIN
Torah Umesorah

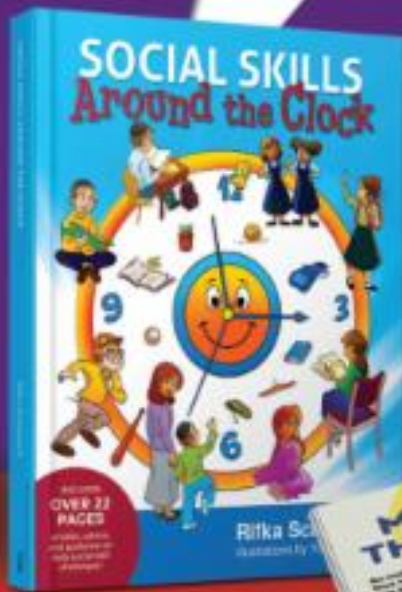
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