

Be Thankful 心存感恩

Be thankful that you don't already have everything you desire.

If you did, what would there be to look forward to?
感谢你没有渴求到的一切东西，
如果得到了你就不会再有期待。

Be thankful when you don't know something,
For it gives you the opportunity to learn.
感谢你对一些事情的迷惑不解，
因为你可以有学习的机会。

Be thankful for the difficult times,
During those times you grow.
感谢那些困难的日子，
因为你学会了成长。

Be thankful for your limitations,
Because they give you opportunities for improvement.

感谢自己的能力所限，
因为这样才有机会提高。

Be thankful for each new challenge,
Because it will build your strength and character.
感谢每一次新的挑战，
因为它会塑造你的个性和力量。

Be thankful for your mistakes,
They will teach you valuable lessons.
感谢你所犯的每一次错误，
因为你可以得到宝贵的教训。

Be thankful when you're tired and weary,
Because it means you've made a difference.
感谢自己的疲倦不堪，
因为这意味着你已经有了改变。

Be thankful for your past relationships,
Someone better suited to you is waiting out there.
感谢你逝去的恋情，
因为更合适的人正在某处等你。

It's easy to be thankful for the good things.
A life of rich fulfillment comes to those who
are also thankful for the setbacks.
对美好的事物感恩很容易；
精彩的人生属于那些对挫折也心存感激的人。

Gratitude can turn a negative into a positive.
Find a way to be thankful for your troubles,
and they can become your blessings.
感激之心能将消极变得积极。
学会对自己的烦恼心存感激，
它们就会变成你的赐福！

(Regal China Center Carmen Wang)

10 Tips to Improve Productivity at Work



Between constant meetings, phone calls and emails, staying productive at work can be a challenge. However, the odds of staying productive can be greatly improved by taking some simple steps to lighten your workload. Adam Gurian, president of Timex offers the following tips for workers to make the most of their time at work.

- **Act immediately on phone messages** — If you can accomplish a task in just a few minutes, do it. It is one less thing on your to do list and you will have that immediate sense of accomplishment. If you let too many small activities pile up, you will be playing catch up the rest of the day.
- **Get a head-start on tomorrow by preparing before you leave the office today** — The simple task of writing a to-do list is one of the most efficient ways of keeping track of your daily work requirements. By writing out a list for tomorrow before you leave the office at night, you will have an immediate head-start on your next day and be ready for your new priorities.
- **Don't sit at your desk all day** — It is important to get up, walk around the office and take a few minutes for a 'mental break.' These short breaks will reinvigorate you and help you be more productive in the long term.
- **Organize your tasks** — By arranging your workday so that you tackle your most important priorities together, you will save time, be more efficient and ultimately produce higher quality work. In addition, by starting your day with the most important task, you will increase your productivity and get your day off to a good start.
- **Stand up for your phone calls** — It is amazing that the simple act of standing during a phone call will actually help shorten the call, thus saving you time. If you are standing you are less likely to be involved in idle chatting and you will get to the point of the conversation faster.
- **Stick to a schedule** — If a meeting is scheduled for an hour, do everything possible to keep it to an hour. Once meetings start running long, it directly impacts the rest of your schedule for the day, while also impacting your co-workers. A series of meetings that run long will have a snowball effect throughout the day. Also, if you are not required to be at a meeting and you have a more pressing deadline, do not feel guilty about missing the meeting.
- **Learn to say no** — While everyone wants to be a good team player at work, saying no is sometimes the right thing to do. If you are not the best person for an activity, or if you have other pending deadlines, it is OK to turn down a project. However, it is always beneficial to have an alternate solution or suggestion, so that your co-workers have a clear vision of what they will need to do to help move their projects forward.
- **Don't let email take over your day** — We are all so accustomed to email that as soon as we see a new email in our inbox we instinctively click it on, respond and focus on the content of the email. These seemingly tiny activities during the day can quickly add up to large amounts of time that not only cause your day to slip away but also distract you from completing your current task. If you are focused on a project, tell yourself that you will not check your email for a set amount of time, so that you get through your activity.
- **Don't take advantage of Facebook in the office** — Social media is a part of all of our daily lives. However, to save time you must have the discipline to not spend large parts of your day seeing what your friends thought of the latest movie release or what they had for dinner last night. Many companies are moving towards banning Facebook in the office, as it is becoming a drain on the workday. If you are allowed on Facebook during the day, be sure to use it as a 'break' for just a few minutes, because if it becomes a regular habit, it can easily take over your day and impact the work needed to get done.
- **Use Technology** — There are amazing tools that you can use in the office to make you more productive and ultimately save time during the workday. Use Google Docs to collaborate with colleagues on documents. Use calendar planning tools to sync up your schedules with colleagues. Use Skype for video conferencing so that you can potentially reduce the need to travel for meetings. Also, work with your IT team to see if they have suggestions on which new technologies can be used to save time. They can be a tremendous resource not only to you but to the entire organization.

(Sharing)