

# INVEST in yourself

Follow these practical suggestions to get things done in your life.

We are bombarded with information and knowledge coming from everywhere, some of which is credible and useful while some is nonsense. At the end of the day, we are all trying to survive in these chaotic times. However, due to the current circumstances, the world is changing very fast, as is the business landscape, workplace environment and the skills required. In this period, most, if not all of us, have plenty of time that we can invest in, but with some sort of self-discipline and time-management.

There are some applications of time as well as the law of time that we have to understand and master.

## APPLICATIONS OF TIME

"The greatest wealth of all time is the time and money you spent on yourself."

Everything has its own law, so do the time.

Having said so, and because of the luxury of time we have in-hand now, the right investment can be made, but people are divided into the following;

- Some will waste time on things that they cannot control;
- Others will enjoy chit chatting in mindless and useless discussions;
- Others will whine from home quarantine and not go out to cafés;
- Many will watch the news or follow a TV series; and
- Wise people will make the right investment in themselves.

Therefore, regardless of whether we fall into any of the above categories, we, eventually, all need self-discipline. Self-discipline is defined as the ability to make yourself do what you should do when you should do it, regardless of if you feel like it or not.

It is easy to do something when you feel like it. It is when you do not feel like it and you force



FROM EGYPT

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yourself to do it anyway that you move your life and career onto the fast track. What decisions do you need to make today in order to start moving toward the top of your field? Whatever it is, either to get in or get out, make a decision today and then get started.

The late Peter Drucker, father of modern management, once said; "When the end of the day rolls around, have you ever thought to yourself, 'Where did my time go today?'" If so, do you often vow to handle your time management better tomorrow?

Do you commit to do a better job of planning? This single act alone can change the whole direction of your life. Here are some steps that you can follow to discipline yourself and manage your valuable time.

1. Decide exactly what you want in each part of your life. Become a "meaningful specific" rather than a "wandering generality";
2. Write it down, clearly and in detail. Always think on paper. A goal that is not in writing is not a goal at all. It is merely a wish and it has no energy behind it.

3. Set a deadline for your goal. A deadline acts as a "forcing system" in your subconscious mind. It motivates you to do the things necessary to make your goal come true. If it is a big enough goal, set sub-deadlines as well. Do not leave this to chance.
4. Make a list of everything that you can think of, that you are going to have to do to achieve your goal. When you think of new tasks and activities, write them on your list until your list is complete.
5. Organise your list into a plan. Decide what you will have to do first and what you will have to do second. Decide what is more important and what is less important. Then write out your plan on paper, the same way you would develop a blueprint to build your dream house.
6. Take action. Do something. Do anything. Get busy. Get going.
7. Do something every day that moves you in the direction of your most important goal. Develop the discipline of doing something 365 days, each year, that is moving, you forward. You will be absolutely astonished at how much you accomplish when you utilize this formula in your life every single day.

Finally, invest in yourself and invest wisely. ■

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