

**Speaker: Shri Sandeep Kumar**

**Title: ART OF SMART WORK**

1. Following a disciplined life while incorporating small good habits in the day-to-day lives can create long-term positive effects on the overall personality of an individual. List some of the good small habits that you should do every day but you don't? List the reasons which stop you from doing so and how they can be improved?

Following are the good habits that I don't possess but I should. Also, I've listed the reasons for not being able to follow those and what I should do to incorporate them in my life.

### **1. Not waking up early in the morning**

This is something I've struggled to do since my school days. I usually manage to do it for few days but after that the cycle gets broken.

**Reasons:** I think it is related to my health conditions. I usually always feel sleepy even after an intense workout session. Also, I've observed that my sleep routine affects my health to a significant extent. Any change to it leads to cold. So this is something that also pulls me back from trying to wake up early.

**Improvement tips:** I think instead of trying to wake up at 4AM the very next morning, I should try to gradually change my time at which I wake up. Maybe waking up 5 min before the previous day will help here because then it won't be very hard to wake up as I've to just wake up 5 min before.

### **1. Regular Exercise**

I don't do exercise regularly. I've tried doing it regularly and was also able to maintain the routine for about 20-30 days on a few occasions but I've always failed at making exercise as part of my daily routine.

**Reasons:** Although I do understand the benefits of exercising regularly, it is also important to realize that sometimes it is not practical to do it every day. For example, whenever I get sick, I obviously don't do any exercise. This leads to procrastination even after I get well thinking that since I've broken the routine of regular exercise, I should not continue it now. This is obviously a very foolish thinking and it is nothing but procrastination.

I'm trying to deal with this in the same manner as I'm trying to wake up early in the morning. I will start with a very low intensity workout session of not more than 30 min and then I will gradually increase it. And whenever I won't be able to do follow this for whatever reason, I will either reduce the exercise time or I will do yoga so that at least I maintain the consistency which is I think most important for a healthy life.

2. You work as an associate in one of the corporate companies in India. You are assigned a task but are falling behind on the deadline of the task. How would you react to the situation? What do you expect the experience to teach you that you can use in the future to handle similar situations?

If I'm in the situation where I'm lagging behind the deadlines then first of all I will take a pause and will examine the situation on a higher level. I will ask myself the following questions.

1. Why am I lagging behind deadlines ?
2. What was I(or my team members) doing for the past few days/weeks ?
3. What are the pain points and how can I avoid/delegate them ?
4. Am I reaching the defined targets or I'm just blindly doing the work ?
5. What is the expected outcome and whether my work and the expected outcome are in same alignment or not ?

And so on...

I will make sure that whatever the result may be(whether I successfully follow the deadlines or not), I will examine this situation carefully and will document what went wrong so that I won't repeat the same mistakes.

Also, I will approach my seniors and peers for advice on how they have handled the same situations in the past.

**References:**

1. <https://orientation.iiita.ac.in/Shri%20Sandeep%20Kumar%20ji.pdf>