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The cause of distractions which personally I am facing are self doubt and unclearity of thoughts.

Because of self doubt I do repeat things which I am able to do / have done in the past. Many a time I have something / some assignment etc. have to be done and the deadline is very near, I just skip that thinking that I may not be able to complete that on time. Again, I have to do that later on for some other reason.

Some times some bigger problem comes and I just start thinking that whether I should do or not; time passes.

Instead the best way to deal with will be dividing the task into @

list of smaller tasks and doing them
step by step.

Unclearity of thoughts are another big
challenge I face. Because of unclearity
I do things which are not relevant
or useful or beneficial. ~~Altho~~

Although the clarity come after things
goes wrong or it does not happens so
great, still deep inside I know
this happened just because of wrong
decisions I made.

Having standard playbooks and higher
ideals makes thought clear all the
time, I just need to really listen
to me and stick to what I feel
inside while taking decisions.