
Smart Attitude

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Abstract

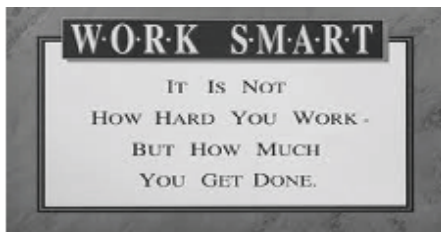
In the current scenario, it is very difficult to face challenges, by the only means of hard work, since there is no substitute of hard work, but then to working smartly, also matters much. Working smart is working with a goal in mind, a goal that is meaningful to you.

Working smart also means knowing what points are high priority and what you can be flexible on, so you can focus on what's important. Smart work also refer being creative and looking for other ways to get work done faster. Smart working does not mean that you becomes a shirk and start avoiding hard-work because again same adage comes "There is no substitute for hard work". Smart work means hard-work in right direction.

Smart work is essential to ensure we aren't wasting our time doing something that in the end, bring no profit, while hard work teaches that even though how smart we are, how genius we are, how cunning we are, "Genius is one percent inspiration, ninety-nine percent perspiration,"-Thomas Edison. This proves that without hard work, even the smartest way of studying can't help us out.

Introduction

There is a common misconception in the world, especially amongst younger people, that you have to work hard and pay your dues, even if it means being miserable. For some reason people seem to think that they have to be miserable for the first few years of their work life in order to get to where they want to be; either professionally or personally. Lots of younger people have this notion that if they work hard that everything will be ok and fall into place for them. This is the wrong way to go about trying to succeed. There is a fine line between working hard and working smart.



Meaning of Smart Work

Working smart is working with a goal in mind, a goal that is meaningful to you. It also means knowing what points are of high priority and what you can be flexible on, so you can focus on what's important. Smart work also refers to being creative and Looking or other ways to get work done faster.

Advantges of Hard Work

A hard worker's reputation is based on years of hard work and meticulousness. He is trusted to be

professional and competent. A hard worker is happy to solve difficult problems he encountered in course of his work. Hard workers, usually are on their table trouble shooting the problems. They work for their own satisfaction rather than being worrying about creating impression on bosses. There is a saying in weight lifting; "no pain, no gain." So, one can't achieve great success without working hard. No delegation of work.

Shortcomings

A hard worker who works too hard makes himself invisible and non-promotable. For a great career or business success, meeting people and networking is an essential task. A hard working person however will put his more time on the desk and lesser into meeting with others. A hard worker due to his lack of people skills will often be a failure at managing projects and people. He will take upon him everything that he feels others cannot do. He might suffer burnout from too much work.

Advantages of Smart Work

Advantages of Smart Work It requires less time to accomplish the task Needs to put less efforts In smart work, we get the work done by others without any physical stress, e.g. A team leader or a manager In smart work, the work is done according to the plan. Hence, acquire more results.

Short Comings of Smart Work

Shortcomings of Smart work Smart work sometimes

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fails as it requires lot of mental activity Smart work provides no stability Smart work is only for short span of time

Hard Work V/s Smart Work

Hard work V/s Smart work Difference w.r.t to working style A smart worker is the one who does thing smartly. That means he knows people from whom he can get work done and will delegate to them. For Example: a merchant who is out to make a sale. He believes in delegation of work while keeping minimal amount of work with him. He believes in coordination and managing things.

Creating S.M.A.R.T. Goals

Specific Measurable

Attainable Realistic

Timely

Specific

A specific goal has a much greater chance of being accomplished than a general goal. To set a specific goal you must answer the six “W” questions:

*Who: Who is involved?

*What: What do I want to accomplish?

*Where: Identify a location.

*When: Establish a time frame.

*Which: Identify requirements and constraints.

*Why: Specific reasons, purpose or benefits of accomplishing the goal.

Measurable

Establish concrete criteria for measuring progress toward the attainment of each goal you set.

When you measure your progress, you stay on track, reach your target dates, and experience the exhilaration of achievement that spurs you on to continued effort required to reach your goal.

To determine if your goal is measurable, ask questions such as.....

How much? How many?

How will I know when it is accomplished?

Attainable

When you identify goals that are most important to you, you begin to figure out ways you can make them come true. You develop the attitudes, abilities, skills,

and financial capacity to reach them. You begin seeing previously overlooked opportunities to bring yourself closer to the achievement of your goals.

You can attain most any goal you set when you plan your steps wisely and establish a time frame that allows you to carry out those steps. Goals that may have seemed far away and out of reach eventually move closer and become attainable, not because your goals shrink, but because you grow and expand to match them. When you lost your goals you build your self-image. You see yourself as worthy of these goals, and develop the traits and personality that allow you to possess them.

Realistic

To be realistic, a goal must represent an objective toward which you are both willing and able to work. A goal can be both high and realistic; you are the only one who can decide just how high your goal should be. But be sure that every goal represents substantial progress.

A high goal is frequently easier to reach than a low one because a low goal exerts low motivational force. Some of the hardest jobs you ever accomplished actually seem easy simply because they were a labor of love.

Timely

A goal should be grounded within a time frame. With no time frame tied to it there's no sense of urgency. If you want to lose 10 lbs, when do you want to lose it by? “Someday” won't work. But if you anchor it within a timeframe, “by May 1st”, then you've set your unconscious mind into motion to begin working on the goal.

Your goal is probably realistic if you truly *believe* that it can be accomplished. Additional ways to know if your goal is realistic is to determine if you have accomplished anything similar in the past or ask yourself what conditions would have to exist to accomplish this goal.

T can also stand for Tangible – A goal is tangible when you can experience it with one of the senses, that is, taste, touch, smell, sight or hearing.

When your goal is tangible you have a better chance of making it specific and measurable and thus attainable.

Working Hard is Not Enough. Here's 18 Ways to Work Smart

All of us work hard in life - there is no doubt about it.

We work hard in our jobs so we can excel at work. We work hard to maintain our relationships. We work hard so we can achieve the best results in our life.

After working hard for an extended period of time, there comes a point when we realize that there's only so much we can do by working hard. Don't get me wrong - working hard is important. I'm a firm advocate of hard work - I can be quite the workaholic. I can go on working non-stop to get something done. Hard work is definitely the brick of success.

However, when you have 24 hours a day, just like everyone else, you have to start working smart too (on top of working hard) to get the maximum value for your time and effort. Working hard gives you results, and working hard AND smart at the same time gives you the top results. In this article, I will share 18 of my best, personal tips on working smart. Apply them to your life and you will experience better self-management, higher productivity and more results. Here they are:

1. **Get Clear on The Objective:** Everything has an objective. It's just a matter of whether you know it or not. What is the end objective you are looking for? The people who don't know the objective of what they are doing are the ones who waste the most time. If you know your objective, you can be laser-focused and cut right to the chase. The clearer you are, the better.
2. **Create A Vision:** Now that you know your objective, what is your vision? See the objective as your direction, and your vision as your destination. Knowing your objective lets you know where to travel in, while knowing your vision helps you charge forward.
3. **Take the 80/20 Route:** There are always many different ways to achieve the same outcome. 80/20 route refers to the route that takes the least effort but gives you the maximum results. What's the most effective route that will get you from where you are to where you want to be? Take that path.
4. **Go for High Impact Items:** There are endless number of things you can do to achieve a goal. Go for the most important tasks - the ones that cause the highest impact. For example in school, I would not attend lectures if I felt they would not make a difference to my learning. As I develop my blog, I concentrate on the key tasks that make the most difference such as writing high quality content for my readers and spreading the word about my articles.
5. **Create Structures to Maintain Your Flow:** If you know how motivation works, you will know it comes in bursts and waves. It's not possible to maintain a 100% full motivated state every single second. Hence, you need to create/leverage on your environment to maintain your flow. Examples are your physical environment, people you hang out with, your routine and communities you are a part of.
6. **Stop Being a Perfectionist:** Being a perfectionist isn't all that perfect if it prevents you from achieving more. Release the perfectionist mindset. Stop obsessing about the details and specifics; they often take care of themselves.
7. **Learn from Others:** There are great resources, smart people, direct opportunities and top books around you all the time. Learn to make use of them. When I started out in my personal development industry and with my blog, I read materials from the experts and consulted the top bloggers, which helped me gain important insights immediately. Even today, I continue to do so as I expand my work. There is never a stop to how much you can learn from others.
8. **If it Works, Stick to it:** If there is already a success formula that's working, then reapply that formula. There's no need to innovate or reinvent the wheel for the sake of it. Innovate only if there's value in doing so.
9. **Ask for Help:** Most of us prefer to do things by ourselves and not disturb others. That's a great work ethic, but sometimes asking for help gets us further than just doing it alone. People love to help. Many readers often email me at The Personal Excellence Blog for advice/help and I make an effort to answer their questions, because I want to see them do well too. Ask and you might get an answer. If you don't ask, you'll never get.
10. **Cut Out the Fluff:** Going for high impact items means you have to cut out the fluff. There are the things that need to be done, and then there are the nice-to-do things that don't exactly contribute to anything in the long-run. Don't do things unless

they are absolutely needed.

11. **Automate:** Is there any way to automate your tasks, especially labor intensive ones? It can be the simplest things such as setting up filters in your emails and using more functional applications that get the job done better. With The Personal Excellence Blog, I've automated several processes such as filtering specific emails to respective labels, having my new articles automatically feed to Twitter/Facebook, and having automatic thumbnails for my articles. That saves a lot of time so I can get right to creating quality content for readers.
12. **Delegate:** For the lower impact items that need to get done (such as administrative activities), delegate them to someone else. If you are running a business, hire someone to take care of them.
13. **Outsource:** If something is not your area of expertise or it can be better done by someone else, then outsource it. You only have 24 hours a day; your limited time should be spent only in places where you can add the most value. If you are running a business, examine if there are any aspects of your work (such as accounting, designing, programming) that can be outsourced to others. There's no need for you to learn and get hands-on on every single thing, especially if it's not the core of your work.
14. **Wait:** Sometimes, waiting may be the best solution. Things resolve themselves when you wait for a little while longer. I have experienced fixes that rectify themselves when I waited a while longer. If you are stuck in a dilemma, new solutions may pop in if you pause your steps.
15. **Pick Your Battles:** We often face roadblocks in things we do. Go up against the roadblocks only if they are worth the time and effort. That means you need to consciously weigh out the pros and cons first. Don't try to ram up against every barrier you face, especially if there's nothing much on the other side.
16. **Always Lookout for a Better Way:** Don't restrict yourself to a certain set rule of doing things just for the sake of status quo. Study others and learn from them (#7). Review your situation regularly (#18) and look for ways to improve what you are doing. Be flexible to usher in changes that can help you get more results.
17. **Stop When You are Tired:** I've realized from experience that trying to press on when you are tired only leads to slumps and ruts. Resting is paramount to accomplishing more. A tired person can't do meaningful work. When you are well-rested, you work faster and better.
18. **Review Regularly:** Do a regular review of what you have done in the past week and the corresponding results. Then analyze the things that are working and the things that aren't working. With the former, keep them; with the latter, remove them. Very soon you will have a very streamlined list of things that work.

Conclusion

It is very simple to conclude at the end..i..e

WORK HARD + WORK SMART = WEALTH
AND SUCCESS.

