Uusien kirjojen elämän ohjeita. Pauli Tikka, 23.5.2020.

**Designing Your Life:**

¾ of all college grads don’t end up working in a career related to their majors. True happiness comes from designing a life that works for you. It’s never too late to design a life you love.

A great design comes together in a way that can’t be solved with equations and spreadsheets and data analysis. It has a look and feel all of its own-a beautiful aesthetic that speaks to you; when you have a desired outcome (e.g. car) but no clear solution in sight, that’s when you brainstorm, try crazy stuff, improvise, and keep ’building your way forward’ until you come up with something that works.

Designers don’t think their way forward. Designers build their way forward. Build prototypes, try stuff and have lot of fun in the process. Ask for help. Do not get stuck to gravity problem, something that’s not actionable.

**Shoot for the Moon**

Follow your passion. Think big and be first. How does it help others? Activity to fun game or competition and light-hearted rivalry.

Come up with several options and let the best idea to win. Avoid going to the first plan Work your plans and ideas for a while then walk away and take break.

Believing that you have the skills to achieve a goal helps you to get going, and keep going, -> small wins, use the best friend self-talk, celebrate your past achievements, find a hero

Remember ’do nothing’ option

Adopt growth mindset, accept tricky challenges and be open to errors and mistakes. Difficult challenges are and opportunity to develop and learn. In comfort zone, nothing grows. Be honest when you fail, and do not cover up, what when wrong and ensure that this does not happen in the future.

Stress effort over achievement and learning over talent. use the word ’yet’. Keep a list of mistakes.

Beat procrastination by thinking about future, smart deadlines. Would I want to do it tomorrow? Think someone that you admire who has trusted you some work, ’it won’t fail because of me’.

It is important to feel fear, but do it anyway. Imagine best-worst scenarios. Is this the time for genuine inaction due fear? Be careful of carrying on any enterprise because you have made start or investment. you do not need to go to moon today, if a scheme is becoming too costly or reckless take time to consider you options.

Pessimism is good for you. Defensive pessimism is ok since it lets you think ’what if’? Rehearsal/mental rehearsal. Pre-mortem. Do not waste time worrying about events that you can’t control.

Cope with unexpected- improvise and adapt. Do different, and before investing time/money to ne venture be more frugal and flexible for seeing your current resources. Roll a dice!

**The best place to work**

reward the attempts, not just the outcomes, mine failures for opportunities, play the long game (your performance after five years) how to grow: ‘What have I failed at today?’, progress is not straight-line: ‘Anticipate the J Curve’, one needs to acquire skills

design with the end in mind, think like a caveman, brand your workplace experience (lobby), Decorate your workspaces (layout, furniture and lightening), go outside once in-awhile, workplace sountrack

take up gardening (do some play), distract strategically (monthly show an d tell), redirect your inner workaholic, do the work of getting clarity about your goal and absorbing the data at your disposal and then distract yourself by a walk) put your unconscious to work)

use mornings for learning and look for insight at night, reframe exercise (i.e. physical one, e.g. jogging) as part of your job

plan happiness boosts around specific work activities, think small (many small positive experiences), some perks are wiser than others, ask for variety, feeling unhappy can be good fory you (when we feel anger or sadness ther’s typically a good reason for it): notice the way you feel and examine the reasons

find a way of making gratitude work for you: appreciate things that are going right in your life

Onboard with an eye toward friendship, empower your ream to find mutual passions, simplify caring, All business all the time makes you a weaker employee, if you are struggling with a colleague, find a superordinate goal, recognize that gossip is the fast food of social connection

empower people to find their best way of working, consider motivating by subtraction (ei keppiä ja porkkanaa vaan sisäistä motivaatiota, työssä selviytyimnen itsessään palitsevaa), practice micromanagement, if you are micromanages then flood with information and ask questions and share progress proactively, put Taylorism to work for you (physiological rhythm, experiment with daily routine)

rank autonomy over whelath (ei rahaa vaan itsenäisyyttä)

If working for you is too easy, you’re doing something wrong, make everyone a hero, use positive feedback strategically (good actions not talent), find optimal challenges by reading your mood, grow your influence by recognizing others, pre-empt your next performance review (ask feedback more frequently)

shrink your talking-to-listening ration, free the ‘task channel’ (environment: focus on work), ask more-answer less, win fewer arguments, beware the shift response (from colleague to you, no good), make relationship-building statements a habit (partnership, empathy, acknowledgement, respect, legitimation – state these in conversations)

manage your mood, not just your employees, know when to recognize publicly versus thank privately, facing an employee with a bad attitude: shake up his network, model the behaviours you with to see (people mimin), distance yourself from colleagues with a negative influence, look for projects that involve leaders you with to emulate

Create your own blind audition, leverage your employees to recruit top talent, beware the lure of cultural fit, mine your network, open with warmth, plan your first impressions,

Elevate their status,

look to the past, not jus the future, publicise ownership, ask about your company history, plant the seed for pride-boosting narratives in the minds of your co-workers (praise the work they did), build a bridge between your workplace and the greater good

psychological needs are at the heart of employee engagement (flexibility and minimize the focus on rewards, immediate feedback and opportunities for growth)

address the limits of mind and body (occasional nap, eat well, not bread during day), integrate work and family life

general:

make smart goals (SMART is a mnemonic/acronym, giving criteria to guide in the setting of objectives, for example in project management, employee-performance management and personal development. The letters S and M generally mean specific and measurable. Possibly the most common version has the remaining letters referring to achievable (or attainable), relevant, and time-bound.)

Muista kirjoista lyhyesti (smarter, better.., outward..,):

smarter…: accurate forecasting requires exposing ourselves to as many successes and disappointments as possible: think probabilistically! Make mental models of future scenario-work procedure beforehand. Make a choice that puts you in control (decide where it will occur and how you answer), figure how a task is connected to something you car about, tell yourself a story about what you expect to occur makes it easier to decide where your focus should go when your plan encounters real life, envision multiple futures and hone your Bayesian instinct, manage how, decision making closest to a problem, combine old ideas in new ways (creativity), be sensitive to your own experiences (also study your own emotional reactions), anxiety can be what often pushes us to see old ideas in new ways, be critical what we have already done with different perspectives, new information->what do you do with it e.g. write a note that explains the thing or figure or test the idea

outward: inward vs outward mindset (outward better); mindset refers to the way people see and regard the workload, how they see others, circumstances, challenges, opportunities, and obligation:

the behaviours people choose to engage in will depend on how they see their situation and those with whom they interact: whatever person does her mindset comes through and others respond to this combination of behaviour and mindset, i.e. behaviours depend on the mindset.

Do I understand the needs, objectives and challenges of those involved? Have I adjusted my efforts in light of those issues? Have I been holding myself accountable for my impact on these people? Don not wait others to change.

The art of think..: survivorship bias, social proof, sunk cost fallacy, confirmation bias (filter any new idea that contradicts our existing views), availability bias (examples that comes more readily on our mind), hindsight bias (what happen was the best and natural version of all), chauffer knowledge (news anchor reading and it appears prominent), action bias (young officers), default effect

great day at office: (habit) support, realistic, not too long term, do not be hungry (sugar needed), tekolista, mitä teit lista, muistutus, tarkenna mitä teet/haluat

the power of: laffren kurvi

Culture code: name and rank your priorities, be ten times as clear about your priorities as you think you should be, figure out where your group aims for proficiency and where it aims for creativity, embrace the use of catchphrases, measure what really matters, use artifacts, focus on bar-setting behaviours

Objectives and key results: focus and commit to priorities, align and connect for teamwork, track for accountability, stretch for amazing

Four work/human types (as per ‘surrounded by idiots’ book): red (boss), green (moody/basic/hint of art), yellow (art/talkative/no-structure), blue (structure/engineer) ->for a good group/dynamics you need each of these in balanced porpotions



