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# NEXT STEP

# LIFE MAPPING
## THE TRICK TO KNOWING WHAT FITS AND WHAT DOESN'T

Is it hard for you to see the big picture? Do you not really know what you're doing with your life? At the end of the day, many of us feel no closer to our dreams than the day we started. It's easy to get caught up in the rush of working life and find yourself not making the most of your time. The solution? Build your own life map.

In his book Get-It-Done Guy's 9 Steps to Work Less and Do More, serial entrepreneur and executive coach Stever Robbins walks you through the process of constructing your own life map. In a life map, you lay down a web of responsibilities and tasks, and then align them to your overall visions. Let's get started!

### YOUR WORK AREA
You're going to be listing and moving around a lot of text. You can do this on a big piece of chart paper with sticky notes that can be rearranged. You could even put down your list items on a pin board or a white board. Whatever you're comfortable with. And for the tech savvy adventurous types , you can always opt for the various free mind mapping web/smartphone apps found online. Mind mapping programs let you drag and drop and reposition text within your map.

Now sit down with whichever tools you've picked and set aside an hour or so to make your life map.

### START LISTING
List everything you can think of. And by everything I mean responsibilities, daily commitments, projects, tasks, or to-dos. Write down each on a separate sticky note or devote a separate bubble to it on the mind mapping program. Things can be as simple as "Arrange lunch meeting with so-and-so from ABC company" to something like "Be more charitable" to everything in between.

Next divide up you work area into four

spacious rectangular sections using three horizontal lines. If you're on a mind mapping software, this means setting up four main branches. Name the top section or branch 'vision', the next 'strategy', the third 'projects', and the last level 'tasks'.

Now go back to your sticky notes or bubbles. If it's a big important area in your life like "Be more charitable", place it under the vision section. Vision areas are timeless themes. They could span years and years of your life and could be anything from "Be a happier person" or "Have a successful career". Remember: they're the really really big stuff.

The more particular albeit broad/vague areas, like "Take up Spanish", go under the strategy section. Strategies are the methods you've chosen to reach one of your visions. Think of strategies as how your vision manifests at this exact moment. If you have a

vision like "Be a healthy person", a strategy may be "Take up yoga classes". At some point in time, your strategies may change (and hopefully will), but the vision remains the same.

After strategies come projects. Projects are a feasible set of steps that help make your strategy happen. This part might be a little more difficult because you have to visualise actual steps towards a bigger goal. "Get a job in a multinational bank" vision leads to a strategy such as "Go to business school", which would in turn lead to projects like "Get good grades in university".

The bottommost section is devoted to tasks. Tasks are the smallest units of your life map – single to-dos such as "Find universities abroad that give financial aid" or "Meet with boss regarding new list of project ideas".

### MOVING ON TO ALIGNING
This part should be relatively easy if you've laid down your tasks, projects, strategies and visions properly. Strategies that support a vision go under that vision on your life map. Projects go beneath their strategy, and tasks go beneath their project.

But now and then you might come across things that just don't align. You've written "Design New Year cards", but there's not strategy it fits with. Ask yourself why this is important to you. If you can't come up with a strategy or vision it falls under, then maybe it's a sign you should drop it completely from your life.

### START USING YOUR LIFE MAP
You're done. You've made your life map. Feeling accomplished? Take one last look. Which strategies need more projects? Which need fewer? Which major life visions no longer fit? Drop them!

Your life map is meant to help screen opportunities. When a new one comes up, position it where it fits best. Adding a new project to an existing strategy is a much smaller life change than adding a whole new strategy.

Last but not least, keep your life map at arm's length. Review it regularly – it'll help you keep connected to the big picture and see how what you're doing every day fits into the whole scheme of things. Most organising tools are hard to stick to, but life maps are a fun way to stay motivated and excited, even when you're doing the little boring tedious things that sometimes just have to be done.

AMIYA HALDER

*The writer is Sub-Editor of the career publication of The Daily Star. She is also a junior at the Institute of Business Administration, University of Dhaka*

## Career opportunity in IT for the under-privileged
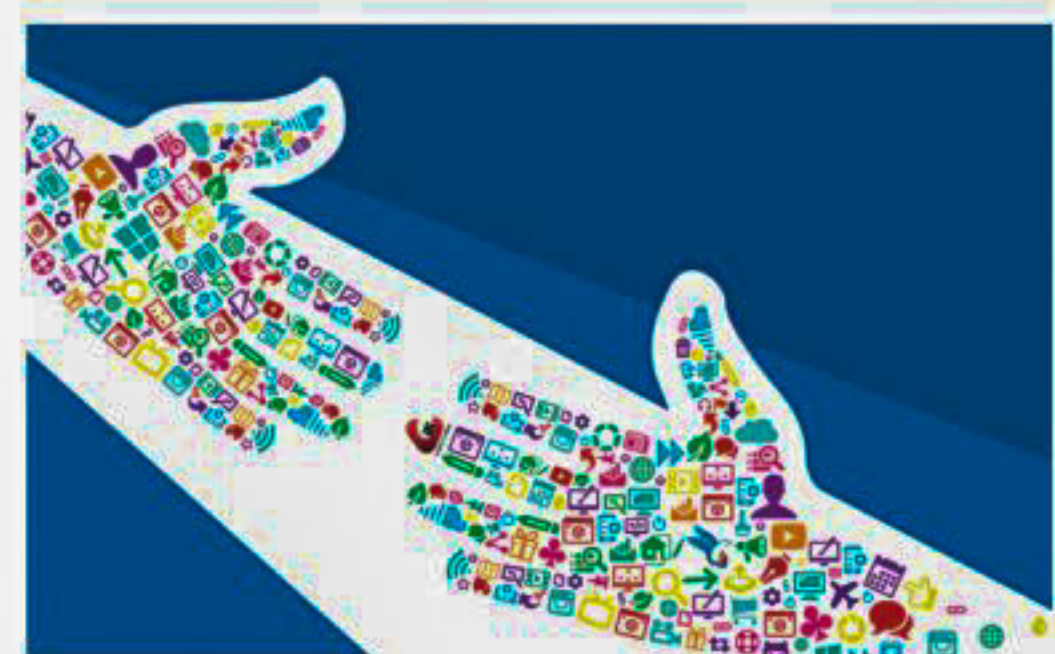
Creative IT has undertaken a special project titled 'Earn first, pay the course fee later' to provide the talented but financially underprivileged an opportunity to develop a career in IT. The selected participants will be able to earn upon completing the course and can pay their fees after. Md. Manir Hossain, Chairman of Creative IT stated, "While running our training courses, we found that a lot of students, despite their interest, cannot complete their training and become self-sufficient due to financial insolvency."

In order to participate in the course, those interested must be at least SSC graduates with proficiency in computer usage. The courses will include graphic design, web design, digital marketing, app development and SEO. Candidates who have passed the primary selection round will be contacted over the phone for a written test. Those who have passed the written examination will be called for a final viva.

To participate, register at: https://goo.gl/3szv7t by December 5, 2015.

# LET'S TALK ABOUT EMPLOYEE MOTIVATION

*We always talk about employee motivation, but do so without realising what it entails – an inner stimulation to create belongingness in the employees. It takes the 'I' and replaces it with a feeling of 'We'.*

So what are the factors that motivate employees? To speak broadly, employees want incentive and benefits; a good working environment; recognition and awards; welfare schemes such as those of medical, hospitalisation, maternity, children's education – to name just a few. But the crucial factor, on which hinges motivation, is job security.

An employee should feel secure in his job. It goes without saying that a good employee should not feel worried about his job. The environment should enable such an employee to dream for better days in his working and personal life. And for this simple reason, the supervisor or boss should never utter threats regarding his job, especially when rather counselling or disciplinary measures such as advisory notes, caution, warnings, work much better.

In order to stimulate employees to feel content in the job, we should always praise them with an open mind for good work – something which not only makes an employee want to do better, but also helps the organisation. It is important to understand the limitations of an employee as a human being. They have feelings, emotions and self-respect. A congratulatory letter on occasion such as weddings or for professional performance goes a

long way in motivating them.

Job benefits too, go a long way in making employees feel secure. Contributory money, building schemes and pension schemes off ered by the organisation serve as important motivational tools. When a good performer knows there is recognition in order, they always strive to perform better.

But employee motivation goes beyond just benefits and recognition. The attitude of the senior management reflects in job satisfaction and motivation. An employee enjoys an environment where he feels that the organisation is there to assist him to face his bad days. The environment is an umbrella over the

employee's head – it makes or breaks the motivation. So while there are tools and ways to increase employee motivation, the important thing to remember is that if not supported by a enabling and supporting work environment, the employee will not feel the same way for the organisation to put in his very best.

ABDUL GAFFAR

*The writer is Head of HR Operations, BSRM Group, Chittagong*

## Making a DIFFERENCE

Bangladesh is rapidly moving towards middle income status by 2021. Our businesses definitely offer immense opportunities for the growing economy and this diversity needs a stage for the stories untold. See Bangladesh make its mark on the global map as Making a Difference brings you our proudest success stories from across the country.

# 3 COOL MIND MAPPING TOOLS TO MAKE MEETINGS LESS HORRIFIC
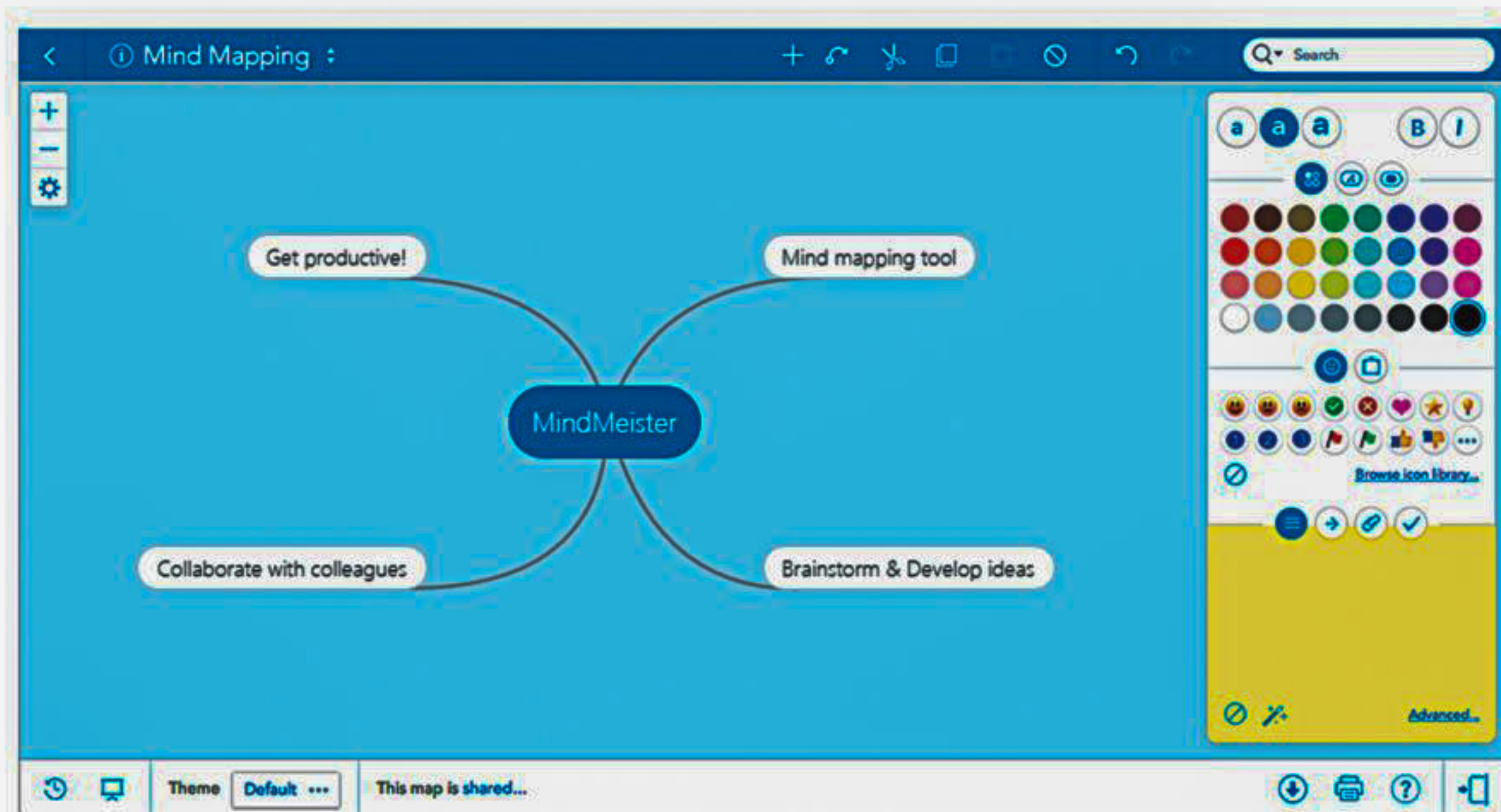
Meetings can be brutal; especially when your boss is some eccentric middle-aged guy who can't remember what he said in the last meeting and wants to know the progress of his 'next big project'. It gets even worse if he isn't fan of paperwork and has the memory of a goldfish. So basically you end up managing projects, planning events, and satiating your boss's each and every demand. Yes, that can bog you down. To help you out, we recommend using mind mapping tools.

Even if you don't work for anyone, you could be your own boss and still organise your thoughts and works with the help of mind mapping. It can also make collaboration on a large scale project simpler. There are plenty of tools that have made mind mapping easy. Even five years back, mind mapping used to be something very complicated and required you to go through a

rigorous short course to use it. Today, you can just check out one of the millions of tutorials available online. To make life even easier, there are tons of apps for tabs and smartphones. These tools are intuitive, easy to use and small-screen friendly. Here we listed top 3 apps for mind mapping that you definitely should give a try:

### SimpleMind
Platform: iOS, Android
Pricing: Freemium
SimpleMind is an app for first time mind mappers. It's really simple to use: create nodes (basically your thoughts), add the connecting ideas, and then scale up your project according to the options and workloads.

### Ideament
Platform: iOS
Pricing: Free
Ideament comes with a simple interface that can generate idea hubs, flowcharts and illustrated

concepts. You can also upload them onto the cloud or send them to others via email. Sadly it's only available on iOS.

### Mindomo
Platform: iOS, Android
Pricing: Free (Desktop access requires paid version)
This app is probably the most powerful yet visually impressive tool for basic mind mapping. By mapping out projects, timelines or ideas you can easily multiply your productivity with this app. It also allows a user to attach pictures to mind maps.

If you aren't using mind mapping, then give it a try. Your life is going to be a hell lot easier.

SHAHRIAR RAHMAN

*Engineer-turned-writer, Shahriar Rahman is Sub-Editor of the tech publication of The Daily Star. He is also Head of Operations at HiFi Public*