بسم الله الرحمن الرحيم

طرز فکر نو آفرینی «جلسه دوم»

رضا لطفی عضو هیات علمی گروه مهندسی برق و موسس شرکت دانش بنیان پیام آوران

۱۴۰۳ آذر ۱۴۰۳



طرز فکر نوآفرینی (جلسه دوم)





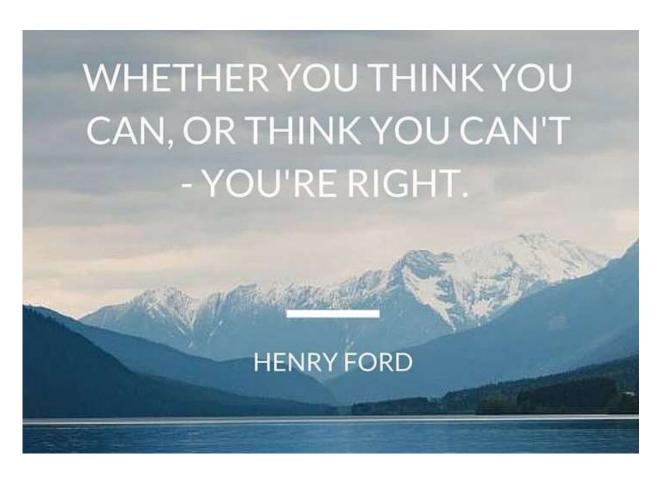
برای پیشرفت علمی از همه توانایی های غربی ها استفاده کنید و از شاگردی کردن و یادگرفتن هرگز پرهیز نکنید؛ زیرا ما از شاگردی کردن ننگمان نمی آید بلکه از «همیشه شاگرد ماندن» ننگمان می آید.

مروری بر جلسه قبل

سه سوال مهم

- ح تعریف موفقیت و داستان موفقیت چیست؟
- **آیا می توانیم داستانهای موفقیت بهتری بسازیم؟**
- ح چگونه می توانیم داستانهای موفقیت بهتری بسازیم؟

آیا می توانیم داستانهای موفقیت بهتری بسازیم؟



چگونه می توانیم داستانهای موفقیت بهتری بسازیم؟

اولین گام، اصلاح طرز فکر است.

UPDATED EDITION

CAROL S. DWECK, Ph.D.



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*business

*school

*relationships

"Through clever research studies and engaging writing.

Dweck illuminates how our beliefs about our capabilities exert tremendous influence on how we learn and which paths we take in life."

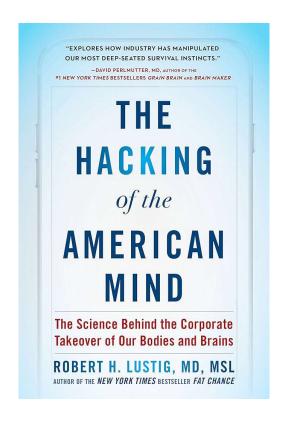
—BILL GAYES, GatesNotes



استعداد و توانایی های من قابل رشد یافتن هستند



استعداد و توانایی های من همانند نقش حکاکی شده در سنگ تغییرناپذیر هستند



Happiness is neither virtue nor pleasure nor this thing nor that, but simply growth. We are happy when we are growing.

-John Butler Yeats to his son William Butler Yeats, 1909

و اکنون جلسه ی دوم از «طرز فکر نو آفرینی»



نو آفرینی (Innovation) چیست؟

﴿ نوآفرینی، یک ایده، یک راهبرد، یک فرآیند یا یک محصول است؛ مادامی که یک مساله ی ارزشمند را به شیوه ای جدید و بهتر حل می کند:

به طور خلاصه، حل بهتر یک مساله ی ارزشمند را نوآفرینی می گویند

چند سوال و مساله ی ارزشمند

- 1. اصلاح طرز فكر چقدر ضرورت دارد؟ طرز فكر رشد چيست؟
 - 2. چقدر در مدیریت زمانمان موفق هستیم؟
- 3. مهمترین مهارتهای مورد نیاز انسانها در کار و در زندگی کدامند؟ نوآفرینی چیست و طرز فکر نوآفرین چه ویژگی هایی دارد؟
 - 4. انسانهای موفق چگونه می اندیشند؟
 - 5. فرهنگ کار در سازمانهای موفق چه ویژگی هایی دارد؟

سرفصل مطالب امروز

- ﴿ جلسه اول: مقدمه/ ضرورت اصلاح طرز فکر/ طرز فکر رشد ﴿ جلسه دوم: مهارتهاي مورد نياز انسانها در نگاه WEF / وآفريني و طرز فکر نوافرين
 - اندیشند موفق چگونه می اندیشند
 - ح جلسه چهارم: مهارت مديريت ذهن و مديريت زمان
 - ﴿ جلسه پنجم: فرهنگ کار

سرفصل مطالب امروز

﴿ جلسه اول: مقدمه/ ضرورت اصلاح طرز فكر/ طرز فكر رشد

ح جلسه دوم: مهارت مدیریت زمان

← جلسه سوم: مهارتهای مورد نیاز انسانها در نگاه WEF /
نوآفرینی و طرز فکر نوآفرین

﴿ جلسه چهارم: انسانهای موفق چگونه می اندیشند

حجلسه پنجم: فرهنگ کار

The Sunday Times bestseller DANIEL LEVITIN









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Daniel Gilbert, author of Stumbling on Happiness
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چند کلمه درباره ی مدیریت زمان

Time Management

Randy Pausch Carnegie Mellon University http://www.randypausch.com

• چقدر توانسته ایم ... • اهدافمان را (شخصی و سازمانی) شفاف سازی کنیم؟

• چقدر توانسته ایم ... • تعریف روشنی از اتلاف وقت داشته باشیم؟

- •چقدر توانسته ایم ...
- آدمها و پروژه هایی که زمانمان را تلف می کنند، مدیریت کنیم؟

• چقدر توانسته ایم ... • بتوانیم بهتر از گذشته کارهای لازم را به دیگران واگذار کنیم؟

• چقدر توانسته ایم ... • با رییس مان با بازدهی بالاتری کار کنیم؟

• چقدر توانسته ایم ... • با مهارتها و ابزارهای لازم برای صرفه جویی زمان، آشنا شویم؟

- •چقدر توانسته ایم ...
- بر استرس ناشی از «به تعویق انداختن» مداوم کارها غلبه کنیم؟

«به خاطر داشته باشید که زمان پول است» بنجامین فرانکلین

چقدر با این عبارت موافق هستید؟

- وزمان هم باید همانند پول به صراحت مدیریت شود.
 - «قحطی» زمان، یک واقعیت است.
 - •بسیاری از این مطالب تا مدتها بعد و شاید زمانی که خیلی دیر شده باشد، درک نخواهند شد.
 - •مدیریت زمان، درس زندگی است.
 - •مدیریت ضعیف زمان منجر به استرس می شود.

•مساله بسیار جدی است

By some estimates, people waste about 2 hours per day!!

Signs of time wasting:

- Messy desk and cluttered (or no) files
- Can't find things
- Miss appointments, need to reschedule them late and/or unprepared for meetings
- Volunteer to do things other people should do
- Tired/unable to concentrate



Observations

- You can <u>never</u> get it <u>all</u> done.
- The more you do, the more there is to do.
- Time spent doing one thing means time taken away from another.
- If everything is important, then nothing is important.
- Work expands to fit the time.



Hear me Now, Believe me Later

Being successful doesn't make you manage your time well.

·Managing your time well makes you successful.

Goals, Priorities, and Planning

• Why am I doing this?

• What is the goal?

• Why will I succeed?

• What happens if I chose not to do it?

The 80/20 Rule

- Critical few and the trivial many
- Having the courage of your convictions
- Good judgment comes from experience
- Experiences comes from bad judgment

Inspiration

"If you can dream it, you can do it"

Walt Disney

 Disneyland was built in 366 days, from ground-breaking to first day open to the public.



Planning

- Failing to plan is planning to fail
- Plan Each Day, Each Week, Each Semester
- You can always change your plan, but only once you <u>have one!</u>

Planning



مديريت زمان

Planning



طرز فکر نوآفرینی (جلسه دوم)

TO Do Lists



- Break things down into small steps
- Like a child cleaning his/her room
- Do the ugliest thing first

The four-quadrant TO DO List



Due Soon

Not Due Soon

Important	1	2
Not Important	3	4

طرز فکر نوآفرینی (جلسه دوم)

Paperwork



- Clutter is death; it leads to thrashing. Keep desk clear: focus on one thing at a time
- A good file system is essential
- Touch each piece of paper once
- Touch each piece of email once; your inbox is not your TODO list



Telephone



Keep calls short; stand during call

Start by announcing goals for the call

Don't put your feet up

 Have something in view that you're waiting to get to next

Office Logistics



- Make your office comfortable for you, and <u>optionally</u> comfortable for others
- No soft comfortable chairs! I have folding chairs, some people cut off front legs

Scheduling Yourself



- · You don't <u>find</u> time for important things, you <u>make</u> it
- Everything you do is an opportunity cost
- Learn to say "No"

Learn to say "No"



- Will this help me get tenure?
- Will this help me get my masters?
- Will this help me get my Ph.D?
- Keep "help me" broadly defined

مدیریت زمان Everyone has Good and Bad Times

- Find your creative/thinking time. Defend it ruthlessly, spend it alone, maybe at home.
- Find your dead time. Schedule meetings, phone calls, and mundane stuff during it.

Interruptions



- 6-9 minutes, 4-5 minute recovery five interruptions shoots an hour
- You must reduce frequency and length of interruptions (turn phone calls into email)
- Blurting: save-ups
- E-mail noise on new mail is an interruption -> TURN IT OFF!!



Cutting Things Short



"I'm in the middle of something now..."

 Start with "I only have 5 minutes" – you can always extend this

 Stand up, stroll to the door, complement, thank, shake hands

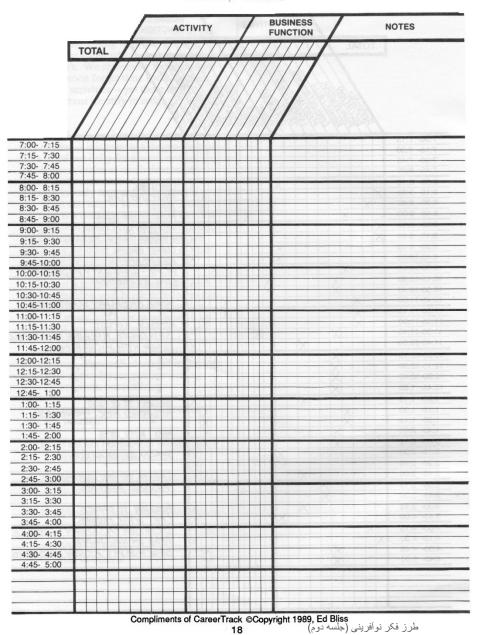
Clock-watching; on wall behind them

Time Journals



- It's amazing what you learn!
- Monitor yourself in 15 minute increments for between 3 days and two weeks.
- Update every ½ hour: not at end of day

TIME LOG



مديريت زمان

Using Time Journal Data



- What am I doing that doesn't really need to be done?
- What am I doing that could be done by someone else?
- What am I doing that could be done more efficiently?
- What do I do that wastes others' time?

Procrastination



"Procrastination is the thief of time"

Edward Young Night Thoughts, 1742



"Work expands so as to fill the time available for its completion"

Parkinson's Law Cyril Parkinson, 1957

Avoiding Procrastination



- Doing things at the last minute is much more expensive than <u>just</u> <u>before</u> the last minute
- Deadlines are really important: establish them yourself!

Delegation



- No one is an island
- You can accomplish a lot more with help
- Most delegation in your life is from faculty to graduate student

Delegation is not dumping



- Grant authority with responsibility.
- Concrete goal, deadline, and consequences.
- Treat your people well
- Grad students and secretaries are a faculty member's lifeline; they should be treated well!

Challenge People



 People rise to the challenge: You should delegate "until they complain"

· Communication Must Be Clear: "Get it in writing"

Judge Wapner

Give objectives, not procedures

Tell the relative importance of this task

Sociology



- Beware upward delegation!
- Reinforce behavior you want repeated
- Ignorance is your friend I do not know how to run the photocopier or the fax machine

Meetings



- Average executive: > 40% of time
- Lock the door, unplug the phone
- Maximum of 1 hour
- Prepare: there must be an agenda
- 1 minute minutes: an efficient way to keep track of decisions made in a meeting: who is responsible for what by when?

Technology





- Laptop computer (and docking station)
 - You can scavenge time & work anywhere
 - At CMU, you still have internet access
 - one machine in your life is the right number
- WWW; only do things once (post them)
- Google (now with image search!)
- ACM Digital Library (I haven't been in the library in over five years)

مديريت زمان

Randy's Magic E-Mail Tips

- Save <u>all</u> of it; <u>no</u> exceptions
- If you want somebody to do something, make them the <u>only</u> recipient. Otherwise, you have diffusion of responsibility. Give a concrete request/task and a deadline.
- If you <u>really</u> want somebody to do something, CC someone powerful.
- Nagging is okay; if someone doesn't respond in 48 hours, they'll probably never respond. (True for phone as well as email).





Time Management Advice

- Get a day timer or PDA
- Write things down
- When's our next meeting?
- What's my goal to have done by then?
- Who to turn to for help?
- Remember: advisors want <u>results</u>!

Care and Feeding of Advisors



Life Advice

- They know more than you do
- They care about you
- They didn't get where they are by their social skills -> take the initiative in talking with them!

General Advice: Vacations



- Phone callers should get two options:
 - If this can't wait, contact John Smith at 555-1212
 - Otherwise please call back June 1
- This works for Email too!
- Vacations should be vacations.
 - · It's not a vacation if you're reading email
 - Story of my honeymoon...



General Advice



• Kill your television (how badly do you want tenure or your degree?)



 Turn money into time – especially important for people with kids or other family commitments

• Eat and sleep and exercise. Above all else!

General Advice



 Never break a promise, but re-negotiate them if need be.

• If you haven't got time to do it right, you don't have time to do it wrong.

Recognize that most things are pass/fail.

Feedback loops: ask in confidence.

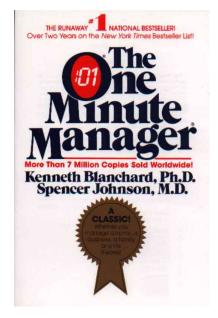


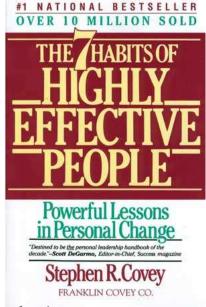
Recommended Readings

 The One Minute Manager, Kenneth Blanchard and Spencer Johnson, Berkeley Books, 1981, ISBN 0-425-09847-8

 The Seven Habits of Highly Effective People, Stephen Covey, Simon & Schuster, 1989, ISBN 0-671-70863-5







طرز فكر نوآفريني (جلسه دوم)

Action Items





- Start keeping your TODO list in four-quadrant form or ordered by priorities (not due dates)
- Do a time journal, or at least record number of hours of television/week
- Make a note in your day-timer to revisit this talk in 30 days (www.randypausch.com). At that time, ask yourself "What behaviors have I changed?"

مديريت زمان

Time blocking

Setting aside a set amount of time for a specific activity

Technique used to provide sufficient time to work on something

Time boxing

Putting a hard limit on the maximum time you will spend on an activity

Technique used to prevent spending too much time on something



طرز فکر نوآفرینی (جلسه دوم)

66

The challenge is not to manage time, but to manage ourselves.

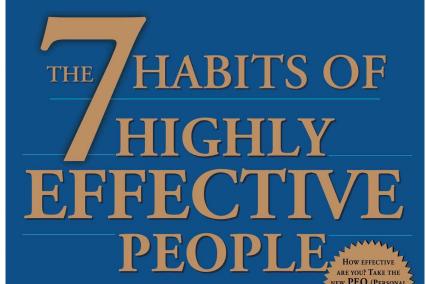
Steven Covey, author

HubSpot

هفت عادت انسانهای خیلی موثر

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IN PERSONAL CHANGE

WITH A FOREWORD BY JIM COLLINS, author of Good to Great and co-author of Great by Choice

Stephen R. Covey

طرز فکر نوآفرینی (جلسه دوم)

- Covey describes seven habits of highly effective people providing the building blocks of a powerful model for personal change.
- Plan, organize and execute around priorities, and gaining control of our lives.
- * Covey, S. R. (1989). <u>The seven habits of highly effective people</u>. New York: Simon & Schuster.

- Habit 1 Be Proactive
- Habit 2 Begin with the End in Mind
- Habit 3 Put First Things First
- Habit 4 Think Win/Win
- Habit 5 Seek First to Understand, Then to Be Understood
- Habit 6 Synergize
- Habit 7 Sharpen the Saw

Habit 1 - Be Proactive

- More than just taking initiative.
- Taking responsibility for our lives.
- Behavior is a function of our decisions not our surroundings.
- We are in control not being controlled.



LIFE IS:

proactive: creating or controlling a situation by causing something to happen rather than responding to it after it happens

Habit 2 - Begin with the End in Mind 🛨



- Everything we do is examined within the context of the whole.
- First, we must know our destination.
- Second, we must formulate a plan to take us there.
 - Otherwise, others will tend to shape our agenda.
 - Plan is in the form of a personal mission statement.
 - Consider our various roles.

Habit 3 - Put First Things First

- Developing a priority system saying *yes* to something means saying *no* to something else.
- Different from time management.
 - To-do lists which focus on things and time.
- Personal Management
 - Manage ourselves focusing on relationships and results.
- Useful tool is Covey's Time Management Grid.



Time Management Grid



deadlines exams "real" crises / emergencies last-minute preparations meaningful appointments

MANAGE

NOT URGENT

planning promblem prevention self-development healthy, quality relaxation relationship building

FOCUS

Importance

URGENT NOT IMPORTANT

some calls, emails reporting somebody else's problems and needs shallow relationships some meetings

AVOID

NOT URGENT NOT IMPORTANT

social media watching tv nonsense movies gossiping shopping

LIMIT

Urgency طرز فکر نوآفرینی (جلسه دوم)

Habit 4 - Think Win/Win

- Preferable to the alternative where one or more parties lose.
- Not readily visible.
- Develop a deep understanding of the situation and the individual.



Habit 5 - Seek First To Understand, Then to Be Understood

- Listening with the intent to understand.
- Practice listening twice as much as speaking.



Habit 6 - Synergize

- Synergy occurs when the whole is greater than the sum of the parts.
- Creative process which unleashes the best in people.
- Through our individual paradigms we each see the world differently.
- Creates a learning opportunity whereby differences are considered an asset not a danger.



Planning, Writing

Habit 7 - Sharpen the Saw



- Preventive maintenance and self-renewal.
- Effectiveness lies in the delicate balance between production and production capability.

PHYSICAL:
Exercise,
Nutrition, Stress
Management

MENTAL:
Reading,
Visualizing,

PHYSICAL:
Exercise,
Nutrition, Stress
Alaberate
SOCIAL/EMOTION
AL: Service,
Empathy, Synergy,

Four Dimensions of Renewal

SPIRITUAL: Value Clarification & Commitment, Study & Meditation

Intrinsic Security

- Be proactive
- Begin with the end in mind
- Put first things first
- Think win-win
- First understand, then be understood
- 6. Synergies
- Sharpen your saw
- Find your voice and inspire others to find theirs (added in 2004)

طرز فکر نوآفرینی (جلسه دوم)

چند کلمه درباره ی مدیریت نفس

Achievement of Personal Management Personal Mission Statement

- At the heart is the personal mission statement.
 - What you want to be?
 - What you want to do?
 - What you want to have?
- Consider roles (student, friend, son/daughter).
 - Add structure and balance to the "to be," "to do," and "to have."
 - Consider the interaction.
- Review and modify regularly.



Achievement of Personal Management Define success for yourself

- It isn't always easy to distinguish between the aspects of a job that are truly necessary and those that are not.
- Don't forget our many roles, both personally and professionally, and the importance of making time for each.



Achievement of Personal Management Goals

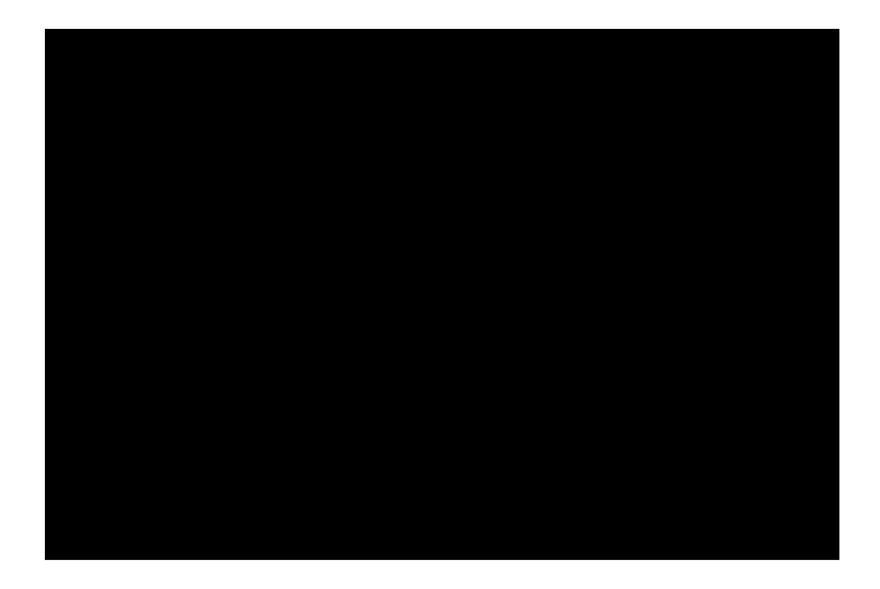
- Define several key goals associated with each role.
- Should be Quadrant II activities.
- Should be broken into short term and long term.
- Prioritize and allot time for these activities using a weekly planning horizon by considering the roles and importance not just the urgency.



Achievement of Personal Management Goals

- Progress is reviewed daily and adjustments are made.
- Performance is measured by effectiveness not efficiency.
- Facilitated by the Seven Habits.





طرز فکر نوآفرینی (جلسه دوم)

Recommendations

- Put things into perspective Will it matter in 5 years from now?
- Recognize when something is good enough.
- Ask for help.
- Don't lose your sense of humor.



Conclusions

- Covey's model can lead us to personal management.
- The process is a continual journey, not a destination.
- Helps to put us in control of our lives by empowering us to schedule our priorities rather than just prioritizing our schedule!

یک تمرین

Exercise Habit 2 – Begin with the End in Mind



In your mind's eye, see yourself going to the funeral of a loved one. Picture yourself driving to the funeral parlor or chapel, parking the car, and getting out. As you walk inside the building, you notice the flowers, the soft organ music. You see the faces of friends and family you pass along the way. You feel the shared sorrow of losing, the joy of having known, that radiates from the hearts of the people there.

As you walk down to the front of the room and look inside the casket, you suddenly come face to face with yourself. This is your funeral, three years from today. All these people have come to honor you, to express feelings of love and appreciation for your life.

As you take a seat and wait for the services to begin, you look at the program in your hand. There are to be four speakers. The first is from your family, immediate and also extended — children, brothers, sisters, nephews, nieces, aunts, uncles, cousins, and grandparents who have come from all over the country to attend. The second speaker is one of your friends, someone who can give a sense of what you were as a person. The third speaker is from your work or profession. And the fourth is from your church or some community organization where you've been involved in service.

Exercise Habit 2 – Begin with the End in Mind



Now think deeply. What would you like each of these speakers to say about you and your life? What kind of husband, wife, father, or mother would like their words to reflect? What kind of son or daughter or cousin? What kind of friend? What kind of working associate?

What character would you like them to have seen in you? What contributions, what achievements would you want them to remember? Look carefully at the people around you. What difference would you like to have made in their lives?

چند کلمه درباره ی محاسبه ی نفس

15 Essential Ways to Practice Self-Reflection

November 10, 2019 by Rebecca



Article updated in August 2023

Have you ever felt like life is passing you by, leaving you in a perpetual cycle of striving but never truly progressing? In the relentless pursuit of our goals, we often overlook a crucial aspect of personal growth: self-reflection.



https://www.minimalismmadesimple.com/home/self-reflection/

5 Benefits of Self-Reflection



Better Relationships





4 Increased Confidence

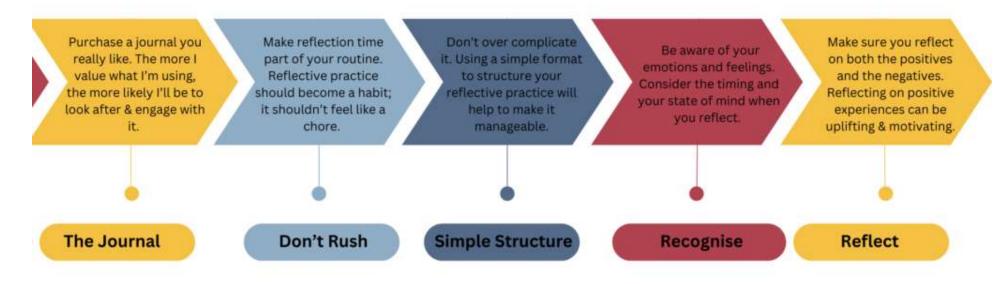




5 Enhanced Problem-Solving Skills

minimatismmadesimple.com

Key Actions for Great Reflective Practice:





JOURNAL

A journal is a personal record where you can pen your thoughts, observations, and experiences

Usually don't have dates assigned for pages

You can write down your innermost thoughts, observations, and experiences

(جلسه دوم)



DIARY

A diary is a book where you note down important things to keep track of them

Usually have dates assigned for pages – one page per day or one page per week

You can list various types of data like important dates, food intake, water intake, exercise, daily expenses, weight, and mood

√ به طور خلاصه



دِينَ لِينَا مُنْ السِّمْ السِّمْ السِّمْ السِّمْ السَّمْ السَّمْ السَّمْ السَّمْ السَّمْ السَّمْ السَّمْ السّ

حَتَّى إِذَا جَاءَ أَحَدَهُ مُ ٱلْمَوْتُ قَالَ رَبِّ ٱرْجِعُونِ ١٠

لَعَلِيّ أَعْمَلُ صَلِحًا فِيمَا تَرَكُ ثُلّاً إِنَّهَا كَلَهُ إِنَّهَا كَلِمَةُ الْعَلِمَةُ الْعَلِمَةُ الْعَقْ الْعَلَمْ وَرَآبِهِم بَرْزَخُ إِلَى يَوْمِرُ يُبْعَثُونَ ١

حضرت امام على (ع):

أُوصِيكُمَا وَ جَمِيعَ وَلَدى وَ أَهْلِى وَ مَنْ بَلَغَهُ كِتَابِى بِتَقْوَى اللَّهِ وَ نَظْمِ أَمْرِكُمْ وَ صَلَاحِ ذَاتِ بَيْنِكُمْ ...

شما و همه فرزندان و خاندانم و هر که این وصیتم به او میرسد را به تقوای الهی، و نظم در زندگی، و اصلاح بین مردم سفارش میکنم ...

حضرت امام على (ع):

عَوِّدْ نَفْسَکَ الْجَميلَ فَبِاعْتيادکَ إِيّاهُ يَعودُ لَذيذا [شرح نهج البلاغه، ابن ابی الحدید، ج۲۰، ص۲۶۶، ح۹۲]

خودت را به کارهای زیبا عادت بده که اگر به آنها عادت کنی، برایت لذّت بخش می شوند. 66

The challenge is not to manage time, but to manage ourselves.

Steven Covey, author

HubSpot

سوالاتي براي محاسبه ي نفس

- کسبک زندگی من چه مزایا و چه معایبی دارد؟
- ح چقدر در «طلب روزی حلال» می دانم و می کوشم؟
 - ح علم نافع چیست؟
 - ◄ طرز فكر توحيدى چيست؟
 - ح چقدر حال من خوب است؟

از توجه شما بسیار سپاسگزارم

Backup Slides

جملاتی زیبا از لویی پاستور

در هر حرفه و شغلی که هستید نه اجازه دهید که به بدبینی های بی حاصل آلوده شوید و نه بگذارید که بعضی لحظات تاسف بار که برای هر ملتی پیش می آید شما را به یاس و ناامیدی بکشاند.

در آرامش حاکم بر آزمایشگاه ها و کتابخانه هایتان زندگی کنید.

نخست از خود بپرسید: "من برای یادگیری خود چه کرده ام؟" سپس همچنان که پیش تر می روید بپرسید: "من برای کشورم چه کرده ام؟"

و این پرسش را آنقدر ادامه دهید تا به این احساس شادی-بخش و هیجان انگیز برسید که: "شاید سهم کوچکی در پیشرفت و اعتلای بشریت داشته اید."

اما هر پاداشی که زندگی به تلاش هایمان بدهد یا ندهد، آنگاه که لحظه مرگ فرا می رسد هر کدام از ما باید این حق را داشته باشیم که با صدای بلند بگوییم:

«من آنچه در توان داشته ام انجام داده ام»

