

Darwin

DARWIN PLATFORM
GROUP OF COMPANIES
THE VISIONARIES

KUTUMBAKAM

DARWIN KUTUMBAKAM

FOCUS & CONFIDENCE



www.darwinpgc.com

Dear DP Family Members,

Today our company is positioned to lead as we enter the era of hybrid digital platforms. As I write to you, the world is still experiencing disruption as a result of the global pandemic. What we have witnessed over the past year is an acceleration of digital transformation. Every company in every industry wants to build a much stronger digital foundation to fundamentally change the way its business works. There is no going back. In the next two to three years, we expect to see the digital transformation at a rate that, utilizes all kinds of platforms.

The pandemic was a major wake-up for all of us and as an organization, we stood up to face up to the challenge. That despite all the hurdles which the lockdown possessed, We all as a team left no stone unturned to work from the office and sustain the pace of business continuity as if it was any other day.

AJAY HARINATH SINGH

Chairman cum Managing Director

Darwin Platform Group of Companies

Dear Colleagues,

I sincerely request you all to participate wholeheartedly in the making of our next series of newsletters starting from October 10. Please put your mind together to write on various subjects, areas of business, events that took place in our organization to make the newsletter the most happening thing at Darwin Platform Group.

Perhaps the most profound and exciting change our clients are experiencing is the adoption of new business models based on digital technologies that are building and creating Newsletters. I hear by request to all senior managers to come forward and contribute meaningfully to make the DP newsletter a very successful platform for sharing company-wide information to both of our internal as well as external ways.

SUNDEEP R SINGH

Group Vice-Chairman

Darwin Platform Group of Companies

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WAYS TO STAY FOCUSED AT WORK



One of the biggest challenges for employees is to figure out how to stay focused when hundred other things are happening around them. There are multiple factors that contribute to the loss of focus such as our time-wasting habits, distractions, annoying co-workers to name a few. These factors could negatively impact your productivity and overall efficiency.

If you are finding it difficult to be more focused at work, we brings you 10 super-easy and super-effective ways to beat distractions and to stay focused at work. Let's get started:

ORGANIZE YOUR WORKSTATION

The items in front of us or right next to us have a direct impact on our brain. If your workstation appears to have been hit by a tornado and everything is jumbled up, guess what? That's exactly how you'd feel the rest of the day: disoriented and lost.

Your workstation is said to be a reflection of your routines and personality. You might want to organise it a little if it's piled high with paperwork and other items. Maintaining a clean and organised workspace takes little effort but can have a significant influence on maintaining your attention and increasing your productivity.



CREATE AN HOURLY-WORK PLAN

The lack of a proper plan is one of the key reasons why most of us lose our concentration. As a result, our monkey mind loosens its grip and we lose our concentration. Try organising your tasks hour by hour to calm your monkey mind. It's a terrific practise for giving your workday structure. You know exactly what to do and when to do it, as well as what needs to be done at the end of the day.

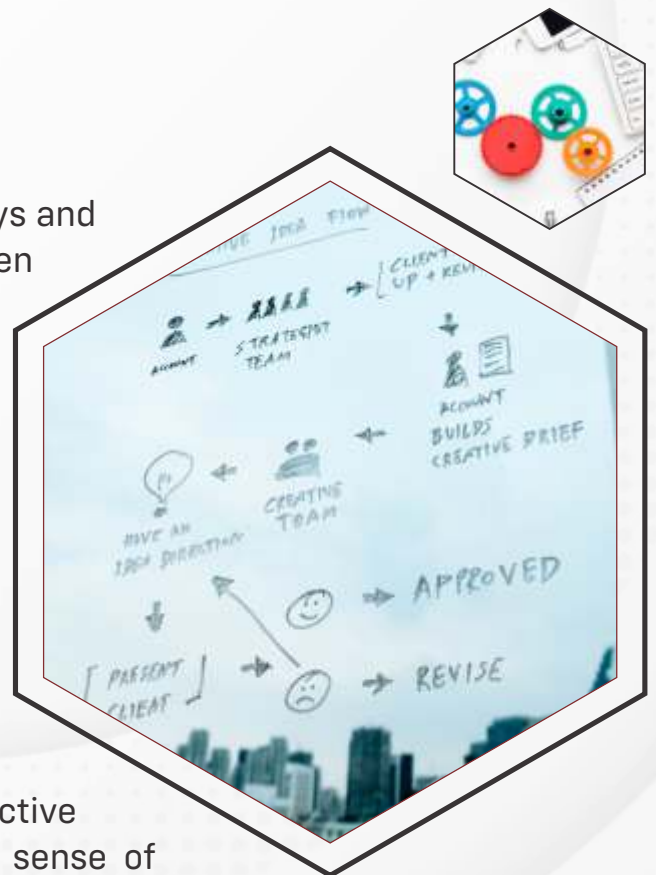
Creating an hourly plan is a terrific method to improve the prioritisation process. It allows you to plan ahead of time so that chores that require greater attention or energy can be completed first thing in the morning.



GET IN THE 'FLOW'

Each of us is unique. We all work in different ways and have distinct habits. Some people work best when they work in a continuous stream, while others work best when they work in short bursts. As a result, it's critical for us to comprehend how our bodies and minds function. We can utilise this information to build an approach for increasing our attention span that works best for us.

How going into 'flow' might help you improve your concentration and learning skills by strengthening your capacity to concentrate. Set self-imposed deadlines to boost its efficacy. Your mind would be directed to work in the most effective method and get more work done if you felt a sense of urgency.



TAKE SHORT BREAKS

When you can't concentrate on a task any longer, taking a break is the finest thing you can do. Our brains aren't built to hold our attention for long periods of time. Furthermore, spending too much time at your computer staring at a screen might cause weariness, headaches, and lethargy. As a result, taking short breaks every 60 minutes of continuous work is recommended.

"Deactivating and reactivating your goals assists you to stay focused," When working on a long activity, such as studying for a final test or working on a project, it's also a good idea to take small breaks to keep focused."




STOP PROCRASTINATING THINGS FOR TOMORROW


Don't we all procrastinate? Procrastination, on the other hand, is like a credit card; it's a lot of fun until the payment arrives. The problem with procrastination is that it never ends; tasks are always put off until tomorrow. Let's imagine you've opted to finish something that was due today the next day. It's still troubling you in the back of your mind, and as a result, you're having trouble focusing on the task at hand.

Starting timeboxing chores is the simplest technique to stop yourself from procrastinating. To make it more engaging, you can give yourself a reward at the end if you complete all of the tasks. So, instead of procrastinating, become a pro at doing things.

KEEP THAT PHONE IN YOUR DRAWER



While you're at work, your phone could be your worst enemy. Constant beeps, Whatsapp messages, and Facebook notifications may cause you to become distracted and waste time. Let's be honest: whenever we see our phone on the table, we feel compelled to pick it up and see who has updated what on their social media profiles. According to a report, the average office worker spends 56 minutes each day on non-work activities on their smartphone. It wouldn't be an exaggeration to argue that smartphones drain your vitality and kill your productivity.



It's understandable if employees use their phones during work hours on occasion, but if they do it frequently, it can become a major distraction.

CHOOSE SUITABLE MUSIC

For many readers, this might come as a surprise. It may not, however, generate the same outcomes for everyone. Listening to some types of music while at work may help you focus better. Background music has the ability to change the mood of the listener, according to a new article.

To be more specific, it was claimed that listening to positive music with slow tempos could help you work better. Listening to background music can help you focus, block out distractions, and even make a boring work more appealing. To see if it works for you, give it a try.



9 TIPS

for being confident at work

No matter how far along you are in your career, having confidence in your abilities can positively affect your career and your overall attitude about coming to work. Consider these tips for increasing your confidence in the workplace:

GAIN KNOWLEDGE

The more you grasp how various abilities, techniques, and software relate to your profession, the easier it will be to gain confidence in their application in the workplace. Consider taking an online class, attending a conference, or other means of learning new skills or techniques. This can assist you in gaining new knowledge as well as improving your current skill set. Focus on the talents that will help you succeed in your current career or in the position you're applying for. This guarantees that you get the most out of your time.

FOCUS ON YOUR STRENGTHS

It's easier to notice what makes you a successful employee when you concentrate on what you do effectively at work. While it's necessary to work on your flaws, honing your existing strengths can help you believe in yourself and feel proud of yourself.

HAVE FUN

Though professionalism is vital at work, a humorous and enjoyable manner might help you not take your failures, criticisms, or mistakes too seriously. While these are excellent possibilities for development, a healthy and enjoyable environment can assist you in moving forward while also building your confidence for your next work.

USE POSITIVE LANGUAGE

It can help to aid your creativity and open your mind to new ways of thinking if you use happy and uplifting language. Developing fresh ways can help you feel more confident in tackling a wide range of jobs. When you try to utilise upbeat language, it might improve both your mood and the quality of your work. A positive mindset, in especially when working on a new task, can reframe your thoughts and make you believe you can handle it.

ASK QUESTIONS

It's critical to comprehend your initiatives and responsibilities in order to boost your confidence. If you're unsure how to proceed or complete a task, seek clarification from someone. This will make you feel more confident in what you're doing. Do this before you start a project so you don't have to start again if you misunderstand the task.

REMEMBER YOUR SUCCESSES

When you're feeling low on confidence, think on your past achievements at work. This can include successful projects, any time you accomplished a challenging project, completing a task on a tight schedule, or receiving accolades from your supervisor for a job well done. This can assist you in focusing on the positive aspects of your employment rather than the negative aspects.

MAINTAIN GOOD POSTURE

Sitting up straight at work will help you feel more strong and enhance your confidence. Improved posture can lead to increased brainpower, which can help you feel more confident. Good posture can also help to ease stress, soreness, and pain, all of which contribute to low self-esteem and a lack of confidence.

EXPAND YOUR NETWORK

In both your personal and professional lives, it's critical to have a strong support system. Use professional social media networks to connect with others in your field, or connect with present co-workers. This allows you to expand your network, start ongoing conversations, and learn from others. Having someone on your side might make you feel less alone while also boosting your confidence.

DRESS PROFESSIONALLY

Dressing professionally might make you feel more important at work and improve your self-esteem. It can also influence how you interact with people and how they perceive you. Examine your present clothing to see if it's appropriate for your profession and a good attitude.

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WAYS TO BOOST YOUR SELF-ESTEEM

Self-esteem is your view of yourself and your abilities in a nutshell. It can be high, low, or in the middle. While everyone has questions about themselves from time to time, poor self-esteem can make you feel insecure and unproductive. You might be able to pinpoint a few factors influencing your self-esteem (perhaps you're being bullied or lonely), or it could be a complete mystery. In any case, if you're looking for ways to boost your self-esteem, here are some of our best recommendations.

BE NICE TO YOURSELF

That little voice in your head that tells you whether you're killing it (or not) is a lot more powerful than you realise. Make an effort to be kind to yourself, and if you do make a mistake, dispute any negative ideas you may have. A decent rule of thumb is to talk to yourself as if you were talking to your friends. It may seem difficult at first, but practise makes perfect. Check out our recommendations for promoting yourself if you need some help.

YOU DO YOU

Comparing yourself to others is a certain method to make you feel bad. Rather than comparing yourself to others, try to focus on your own objectives and accomplishments. That kind of stress is unnecessary!

NOBODY'S PERFECT

Always strive to be the best version of yourself, but keep in mind that perfection is an impossible aim to achieve.

GET MOVIN'

Exercise is an excellent approach to boost motivation, practise goal-setting, and gain confidence. Breaking a sweat also triggers the production of feel-good hormones called endorphins.

REMEMBER THAT EVERYONE MAKES MISTAKES

To learn and improve, you must make mistakes, so don't be too hard on yourself if you forget to hit CTRL+S on a crucial task. It's happened to everyone.

FOCUS ON WHAT YOU CAN CHANGE

It's easy to get caught up in all the things you can't control, but it won't help you achieve anything. Instead, concentrate your efforts on recognising the aspects of your life that you can influence and determining what you can do about them. Read on to learn more about how to accept circumstances that are beyond your control.

DO WHAT MAKES YOU HAPPY

You're more inclined to think favourably if you spend time performing activities that you enjoy. Every day, set aside some time for yourself. Make time for whatever it is that makes you happy, whether it's reading, cooking, or simply relaxing on the couch for a while.

CELEBRATE THE SMALL STUFF

This morning, you were punctual. Tick. Your eggs were perfectly poached. Winning. Celebrating tiny triumphs is a terrific technique to boost confidence and improve your self-esteem.

BE A PAL

Being kind and attentive to others will not only make them feel better, but it will also make you feel better about yourself.

SURROUND YOURSELF WITH A SUPPORTIVE SQUAD

Find those that help you feel good about yourself and stay away from those who make you think negatively.



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