هذا التَفريغ سَيكون صَدقة جَاريةٍ لصَديقِي وزَميلِي أيهم الجَرادات رحُمه الله وغَفر لهُ ورفع درجَاته في عليّين في مَقَام آميّن عنّد رَسوله الكريم صل الله عليه وسلم ، فأتمنى كُل مِن وَجد الأنّتفاع بهِذه التفريغ أنَّ يَترحم عَلى زميلنُا عسَى رُبنا أنَّ يُسَخر لنَّا مِنّ يَترحم عَلينا عنّد وَفاتنا والصلاة والسلام على رسول الله مُحَمِد صلى الله عليه وسلم

الرعاية الصيدلانية (اونلاين) **Pharmaceutical care and Communication** مهارات الاتصال (وجاهي)

Corner stones: In addition to the Accountable Behaviour.

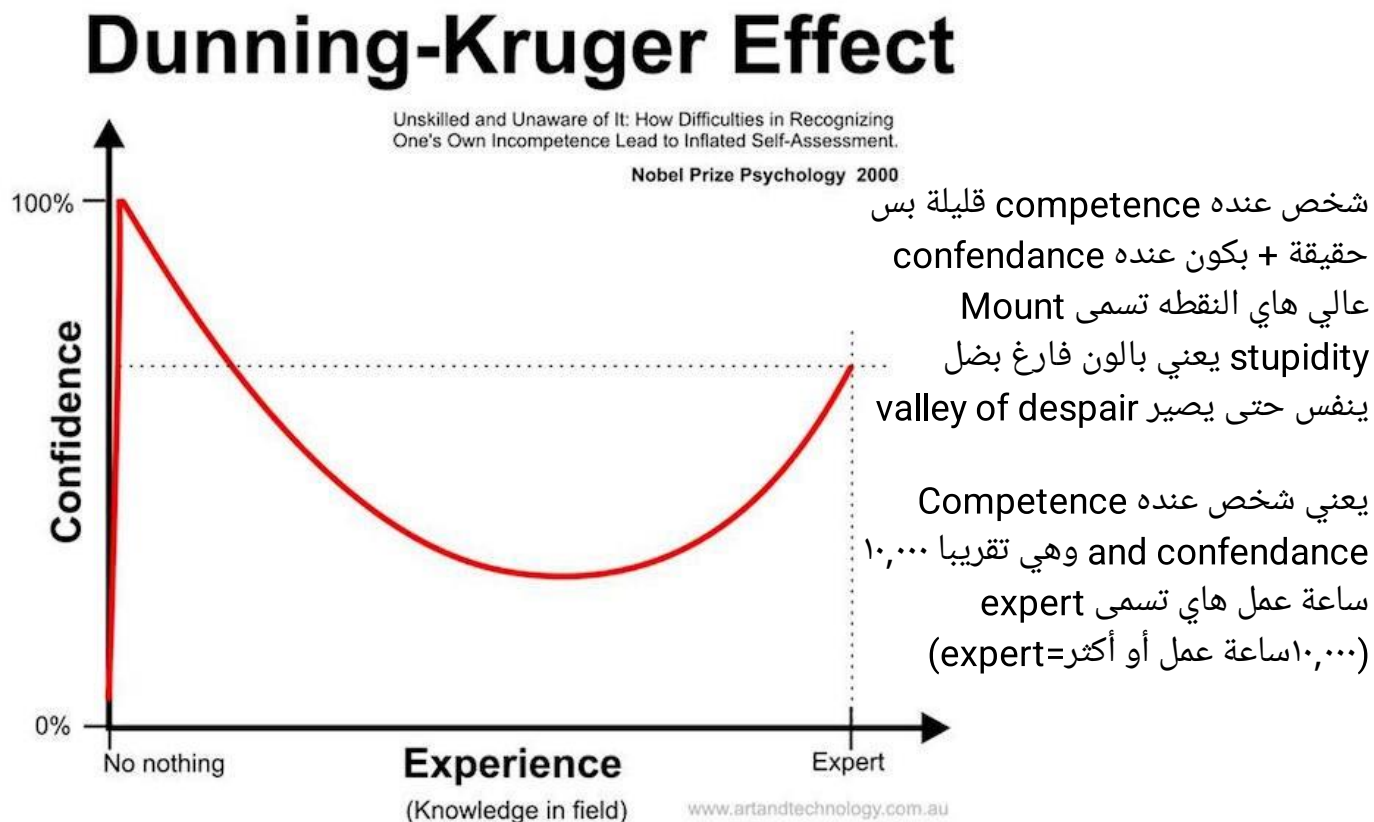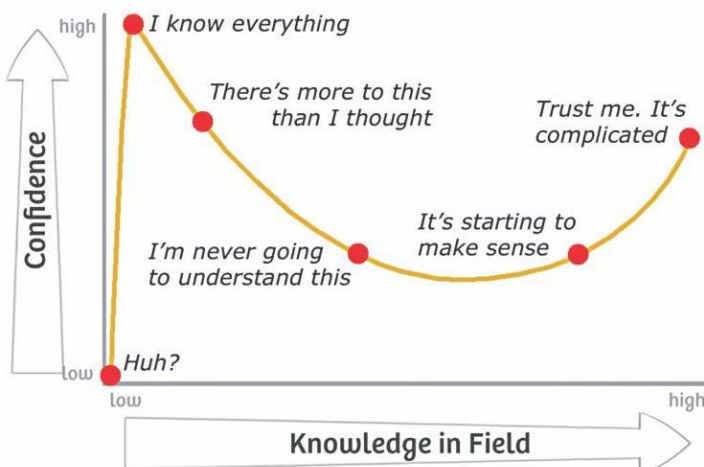|	
هناك ثلاث طرق لتطوير نفسك — How to Develop your self	DV Equation & DK Curves + Building Capacity Tables
هناك 6 طرق للتفكير (hat thinking) — How to think	Six thinking hats
كيف تنظم وقتك وأولوياتك يوجد كذا طريقة — How to lead your time and Priorities	Priority Grid/ Goal setting/Gantt charts/Pomodoro/wellness
مفهوم القيادة في الحياة ولها 5 أنماط — Understand real-life leadership	Five level of leadership

Contents

Learning Curve, the DK Effect ⟶▷ الطريقه الأولى لتطوير نفسك

1) David Dunning and Justin Kruger research was interpreted to DK effect (5 stages)

(ناس لديهم قدرة قليلة ونجاح مزيف)

a cognitive bias in which people of low ability have illusory superiority and mistakenly assess their cognitive ability (Skills , Knowledge) as greater than it is.

Dunning-Kruger Effect

Unskilled and Unaware of It: How Difficulties in Recognizing One's Own Incompetence Lead to Inflated Self-Assessment.

Nobel Prize Psychology 2000

شخص عنده competence قليلة بس حقيقة + بكون عنده confendance عالي هاي النقطه تسمى Mount stupidity يعني بالون فارغ بضل ينفس حتى يصير valley of despair

يعني شخص عنده Competence and confendance وهي تقريبا ١٠,٠٠٠ ساعة عمل هاي تسمى expert (expert=١٠,٠٠٠ساعة عمل أو أكثر)

Confidence (y-axis): 100%, 0%

Experience (Knowledge in field) (x-axis): No nothing, Expert

www.artandtechnology.com.au

Ref: Kruger, Justin; Dunning, David (1999). "Unskilled and Unaware of It: How Difficulties in Recognizing One's Own Incompetence Lead to Inflated Self-Assessments". Journal of Personality and Social Psychology. 77(6): 1121-1134. doi:10.1037/0022-3514.77.6.1121

Confidence (high / low) vs **Knowledge in Field** (low / high):
- Huh? (low)
- I know everything (high)
- There's more to this than I thought
- I'm never going to understand this
- It's starting to make sense
- Trust me. It's complicated

What is **Professional Development** ?

Why is it described as **Tantalization**?

2

Equation for Professional development

Professional Development = $(CXC)^R$

معادله التطوير أو الاحتراف....

الكفاءة   الإلتزام

(Competence X Commitment)(Behaviour + Attitude) (السلوك + الموقف)

Competence = Knowledge + Skills   الكفاءة=المعرفة النظرية +التطبيق العملي

الفرق بين الجمع والطرح في الصفحة التالية.....

- Knowledge = Knowing + Understanding, formal education.

- Skills = Doing it + Practicing it, experience.

Commitment = Motivation + Confidence   الالتزام = الدافع + الثقة

- Motivation = Enthusiasm (Internal + external) + Moral Satisfaction.

- Confidence = Self-awareness + Believes + self-assurance.

هاي المعادلة (DK Curve) ➡ بتزبط Professional and personal

DUNNING KRUGER EFFECT
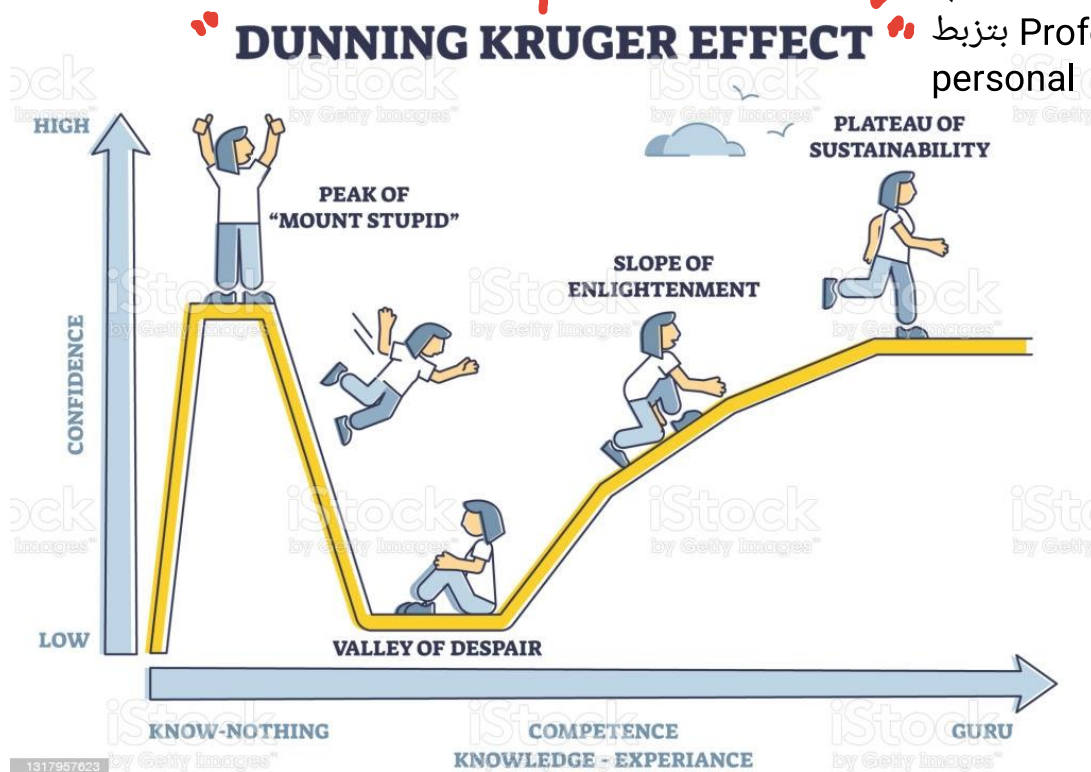
expert can known person of Mount stupid (only expert)

أفضل طريقة للتخلص من حالة mount stupidity هي مرافقة شخص expert أو تتحول لشخص expert

وهي إدراك الواقع(Frist station) بداية الاكتشاف والتطور ➡valley of dispari

الفرق بين الجمع والضرب ....
الجمع مكملات لبعض ، والضرب يضاعف بعض

مهما كان عندك كفاءة (Competence) يعني مهما عندك (Knowledge + Skills) إذا التزامك
كان صفر او يؤول إلى الصفر (Commitment=0) يعني Professional لالك صفر

وكذلك مهما كان عندك إلتزام عالي بس Competence قليلة عندك (يعني المعرفة والتطبيق
العملي مش ولا بد) يعني Professional لالك صفر
بالمختصر لازم يكون competence و commitment مع بعض عشان تكون Professional.
مثلا عندك الجامعة بتركز على competence وجماعة التنميه البشرية بتركز على commitment وال Professional
الثنتين مع بعض

حلت مشكلة صراع الأجيال Competence = Knowledge + Skills
مثلا طالب حديث التخرج بكون عنده knowledge بس محتاج تقوية Skills وشخص عنده خبرة 10سنين محتاج
knowledge .
فأنا بهيك معادله خليت الأجيال جيل واحد عقبال ما يجي الجيل يلي رح يحرر آلامه 🤍

Motivation can be Internal (دافع داخلي) or external (دافع خارجي)

ما الفرق بينهم(Behaviour + Attitude) ?
ال behaviour يلي قابل للمراقبة يعني سلوكك بين الناس وعلاقاتك (الشيء الذي يظهر منك للناس)
أما ال Attitude فهو يلي بينك وبين نفسك وما بتظهره بين الناس

بشكل عام في General behaviour and specific behaviour
معادله ال Professional تنطبق على كلاهما
General behaviour) وبالتالي أي شيء مرفوع لشيء سلبي رح (مثلا :الصدق شيء ايجابي والكذب شيء سلبي)
- يكون أقل من واحد -مهما عندك إلتزام وكفاءة بس عندك سلوك مو كويس للأسف رح تكون أقل من واحد

مثلا نضرب مثال أخر شخص عنده Competence and Commitment بس سلوكه وموقفه
صفر يعني شخص شاطر وعنده إلتزام بس بضل ساكت وإذا طلع يشرح بحكي علم دون
communication وبدون eye contact فهيك رح يضل زي ما هو (not Professional)
لأنه حسب المعادلة الاس=0 وبالتالي قيمته = 1

الدكتور ضرب مثال على Attitude وزي ما حكينا شيء بينك وبين نفسك وهي أزمه السير ......
اف شو هالباصات هاي ، الحق على الجامعة ، راحت علي نومه ...الخ ➡️ Negative attitude
حصل خير ، إن شاء الله ما بتصير مرة تانية ، الحمدلله عدت ..... إلخ ➡️ Positive attitude
سؤال مهم وهو Negative attitude ما رح تضر ألا نفسك وال positive attitude ما رح تفيد ألا
نفسك .

عشان نكون واقعيين ، شخص ما عنده Positive attitude عالي ومتفائل بالحياة
الصعبة فعشان يوازن بينهم لازم يكون عنده action plan لاسوء سيناريو متوقع عشان
ما يحصل shock 😅

Let us See

مرحلة السقوط من mount لل valley

صفات المرحلة التانية valley of dispari

صفات مرحلة ال Mount stupidity

-Ignorance is bliss
-Overestimated ability
-Lack of true awareness
-Confidence without foundation

-Start realizing gaps
-Humbling experience
-Recognizing limitations
-Growing self-awareness
-Decreasing confidence

-Emotional difficulty
- Frustration & Self-Doubt
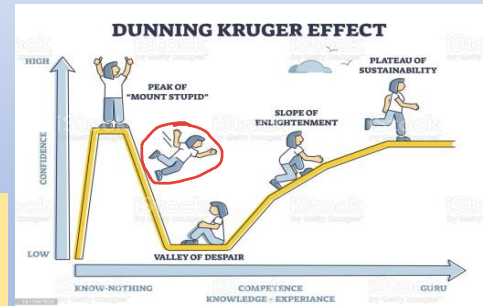- Navigating Uncertainty
- Building Resilience

صفات مرحلة slope of الثالثة enlightenment

-Skill development
-Knowledge development
- Effort and practice
- Focused learning
- Confidence with humility

- Confident expertise
- Humble
- Continuous learning
- Respect other experts
- Identify the need for a development plan
- Being specialised

Plateau of sustainability صفات المرحلة الرابعة

4

Person development

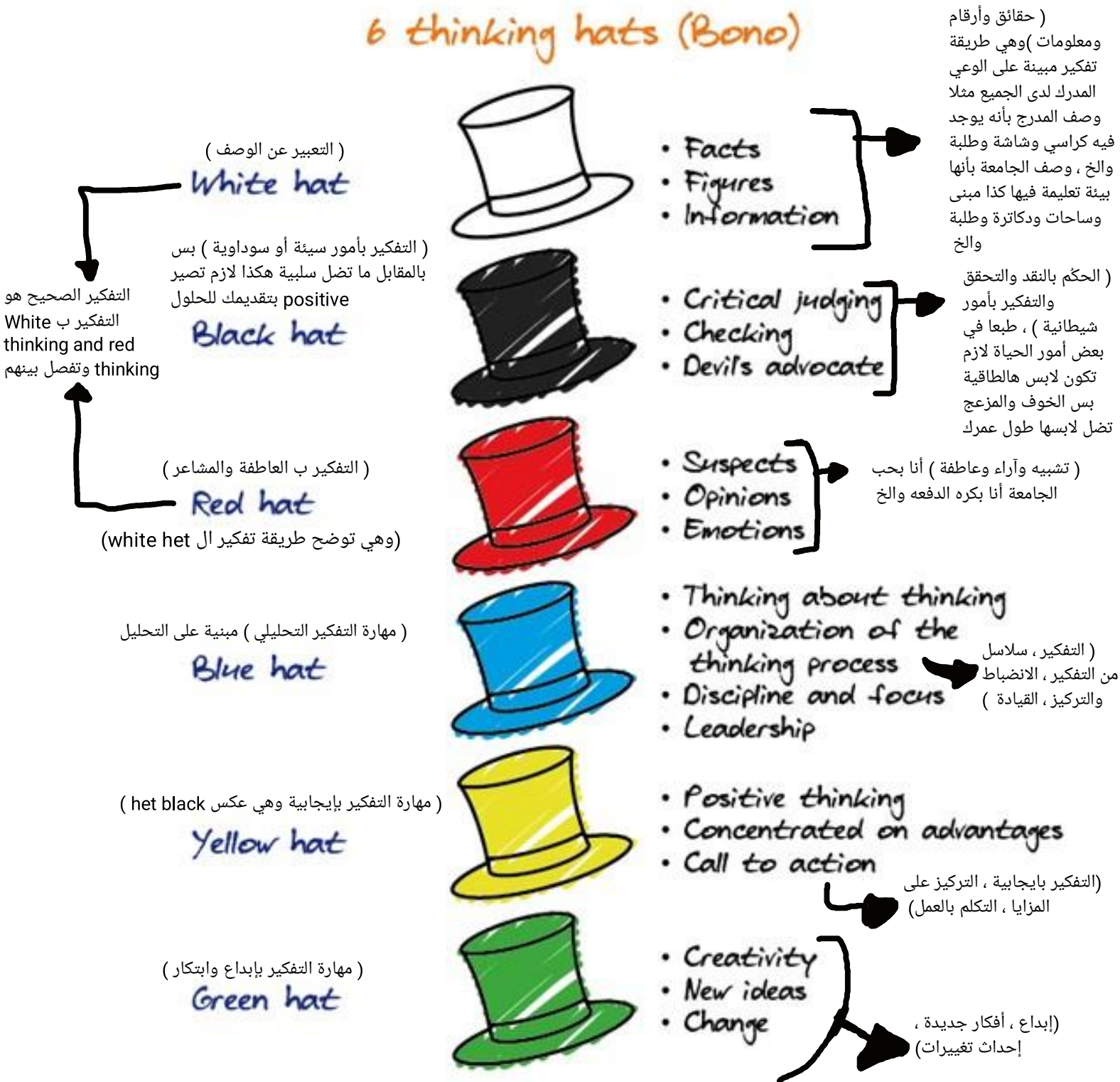| Full list Pharmacy Management & Leadership – Modules in Hashemite University			
Self-management & Leading interaction with others	**Management & Leading People (Manage others)**	**Management & Leading Business Operations**	**Management & Leading Economy (Microeconomy)**
Self-awareness	Coaching & Mentoring	Strategic planning	Understanding concepts
Behavioural sciences, Psychometric Analysis (Basic, advanced)	Management (Planning, Organising & controlling)	Business plan development	Budgeting
Effective Communication skills	Leadership (Basics, Intermediate, advanced)	Marketing & Advertising	Financial reports
Emotional intelligence	Team building and Motivation	Operation management	Accounting records
Time & Priority Management	Delegation	Total Quality Management	Pharmaco-economy (Basic, Advanced)
Goal setting	Performance managing	Crises Management	
Selling Skills (Basic, Advance level) Selling with Clinical Paper	Conflict resolution	Information management	
Presentation skills	Hiring & appraisals	**Pharmacy _Clinical Management**	
Negotiation techniques	Virtual team management	Medication Management, Therapy Management, Medication appropriateness	
Problem Solving and Stress Management	Feedback essentials	Systems for Medication Errors & Codes, Pharmacovigilance, and Side Effect Management	
Decision Making	Change Management	Health-related Quality of Life & Self Efficacy	
Creative Thinking, Innovation & Entrepreneurship	Risk Management	Adherence-compliance, Belief about medications.	

هذا خاص بالصيادلة ، أما ما سبق مشترك بين جميع التخصصات.

Scientific Learning Process & Stages	For the Public and Reality	Tips for the Leaders to Develop Subordinates
Unconscious Incompetence: This is the starting point for most individuals when encountering a new skill or topic. In this phase, a person lacks the necessary competency or ability, yet they tend to overestimate their capabilities. This overconfidence arises from a lack of awareness about the complexity of the task at hand.	**Mountain of Stupidity:** -Ignorance is bliss -Overestimated ability -Lack of true awareness -Confidence without foundation	**Mountain of Stupidity Phase (Unconscious Incompetence)** **Assessment:** Identify the specific skills & knowledge lack. **Provide Information:** Clearly explain what competencies are needed and why they are important. **Set Goals:** Help them set achievable goals to close these skills – knowledge gaps. **Exposure: Introduce them to the** resources (courses, materials, mentors) that can assist in skill acquisition.
Conscious Incompetence: As individuals learn and gain more experience, they often transition to this phase. Here, they start recognizing their limitations and become more aware of the gaps in their knowledge or skills. Confidence may decrease during this phase as the realization of their incompetence sets in.	**The Ascent, Despair - Learning** -Start realizing gaps -Humbling experience -Recognizing limitations -Growing self-awareness -Decreasing confidence	**The Ascent, Despair – Learning Phase (Conscious Incompetence)** **Structured Training**: Provide organized training sessions to build foundational skills. **Constructive Feedback**: Give timely and constructive feedback to guide improvement. **Practice**: Encourage regular practice to enhance competence. **Motivation**: Recognize their progress, boosting their motivation to keep learning**.**
The lowest point Individuals grapple with self-doubt and uncertainty. It's a period marked by emotional turbulence as the initial excitement gives way to the realization of the challenges ahead. However, navigating this valley is an opportunity to build resilience, pushing through difficulties and emerging with a deeper understanding of the subject matter. This phase often serves as **a turning point**, setting the stage for the transition toward the "Conscious Competence" phase, where focused learning and more grounded confidence await.	**Valley of Despair** The transition from the "Mountain of Stupidity" to the "Starting of Expert Peak," -Emotional difficulty - Frustration & - Self-Doubt - Navigating Uncertainty - Building Resilience	**Valley of Despair Phase (The lowest point)** **Psychological Support** **Provide Encouragement**: Reassure them that this phase is a natural part of the learning process, and they're not alone in facing these challenges. **Foster a Supportive Environment**: Create a safe space where they feel comfortable discussing difficulties and seeking help from peers or mentors. **Celebrate Learning:** Emphasize that mistakes and setbacks are opportunities for growth, fostering a mindset of continuous improvement **Goal Setting and Progress Tracking** **Goal Breakdown**: Help them break long-term goals into smaller, achievable milestones to maintain a sense of progress.

		Reinforce Purpose: Remind them of the value and reasons they chose to learn the skill, rekindling their motivation.
Conscious Competence With deliberate practice and continued learning, individuals gradually move into this phase. They become more skilled and competent, but it requires concentrated effort and focused attention. Confidence starts to increase, but it remains tempered by the awareness that there is still more to learn.	**Enlightenment Nearing the Summit** -Skill development -Knowledge development - Effort and practice - Focused learning - Confidence with humility	**Enlightenment Nearing the Summit Phase (Conscious Competence)** **Advanced Training:** Offer more specialized training to hone specific skills. **Encourage Problem-Solving**: Ask them to tackle real-world challenges that require critical thinking and creativity. Encourage them to devise solutions independently. **Autonomy and Responsibility**: Give them more autonomy in decision-making and problem-solving. This boosts confidence and reinforces their conscious competence. **Regular Review**: Schedule regular reviews to ensure skills remain sharp. Identify areas for refinement and additional training as needed.
Unconscious Competence (10,000 working hours) This is the mastery phase. Individuals who reach this level have honed their skills to a point where they can perform the task with ease and precision, often without conscious effort. Confidence is high in this phase (80%), but interestingly, it tends to be more grounded and humble compared to the unwarranted confidence displayed in the "unconscious incompetence" phase.	**1ˢᵗ level Expert Peak** - Confident expertise - Humble - Continuous learning - Respect other experts - Identify the need for a development plan - Being specialised	**Expert Peak Phase (Unconscious Competence)** **Mentorship Roles**: Encourage them to mentor colleagues or new team members in areas where they've achieved unconscious competence. This reinforces their knowledge and fosters a culture of continuous learning. **Cross-Training**: Introduce opportunities for them to learn skills from other departments or fields. This diversifies their expertise and keeps them engaged. **Professional Development**: Sponsor attendance at conferences, workshops, and advanced training. Encourage them to stay at the forefront of industry trends. **Leadership Skills**: Foster leadership skills by involving them in decision-making, guiding projects, or leading a team. This deepens their understanding while nurturing leadership potential.

The Six Thinking Hats ← (مهارات تفكير القبعات ال 6 (وهي 6 طرق تفكير مختلفة)

6 thinking hats (Bono)

(التعبير عن الوصف)
White hat

(حقائق وأرقام ومعلومات)وهي طريقة تفكير مبينة على الوعي المدرك لدى الجميع مثلا وصف المدرج بأنه يوجد فيه كراسي وشاشة وطلبة والخ ، وصف الجامعة بأنها بيئة تعليمة فيها كذا مبنى وساحات ودكاترة وطلبة والخ

- Facts
- Figures
- Information

(التفكير بأمور سيئة أو سوداوية) بس بالمقابل ما تضل سلبية هكذا تصير positive بتقديمك للحلول
Black hat

التفكير الصحيح هو التفكير ب White thinking and red thinking وتفصل بينهم

- Critical judging
- Checking
- Devil's advocate

(الحكُم بالنقد والتحقق والتفكير بأمور شيطانية) ، طبعا في بعض أمور الحياة لازم تكون لابس هالطاقية بس الخوف والمزعج تضل لابسها طول عمرك

(التفكير ب العاطفة والمشاعر)
Red hat
(وهي توضح طريقة تفكير ال white het)

- Suspects
- Opinions
- Emotions

(تشبيه وآراء وعاطفة) أنا بحب الجامعة أنا بكره الدفعه والخ

(مهارة التفكير التحليلي) مبنية على التحليل
Blue hat

- Thinking about thinking
- Organization of the thinking process
- Discipline and focus
- Leadership

(التفكير ، سلاسل من التفكير ، الانضباط والتركيز ، القيادة)

(مهارة التفكير بإيجابية وهي عكس het black)
Yellow hat

- Positive thinking
- Concentrated on advantages
- Call to action

(التفكير بايجابية ، التركيز على المزايا ، التكلم بالعمل)

(مهارة التفكير بإبداع وابتكار)
Green hat

- Creativity
- New ideas
- Change

(إبداع ، أفكار جديدة ، إحداث تغييرات)

See the more detailed figure for the Six thinking hates

HAT		PERSPECTIVE
FACTUAL	White Hat:	**Motto:** "The facts, just the facts." **Focus:** Facts, objective information, data. **Questions to explore:** • What information is currently accessible? • What does the data tell us, as it is? • What else do we need? • How will we obtain any necessary or lacking information?
OPTIMIST	Yellow Hat:	**Motto:** "We can make it work." **Focus:** Benefits, possibilities, improvement, suggestions, advantages. **Questions to explore:** • What are benefits or positive outcomes associated with this decision? • What are the advantages of this solution? • What's the best strategy for handling this situation? • How do we make it work?
JUDGE	Black Hat:	**Motto:** "Yes, but…" **Focus:** Risks, difficulties, problems, issues, failures, concern, caution. **Questions to explore:** • Does this work? • How could this possibly fail? • How can we make this financially feasible? • What should we be concerned about? • Where should we proceed with caution?
EMOTION	Red Hat:	**Motto:** "My gut tells me…" **Focus:** Feelings, emotions, hunches, intuition. **Questions to explore:** • What does this feel like to me? • How are people feeling? • What reactions do we need to anticipate? • What impression does this give to others?
CREATIVE	Green Hat:	**Motto:** "What if…? **Focus:** Creativity, alternatives, new ideas, forward thinking. **Questions to explore:** • What ideas haven't been tried before? • Can we approach this in another way? • How can I uniquely tackle this problem? • How can we embrace a different viewpoint?
CONDUCTOR & Analysis	Blue Hat:	**Motto:** "Analysis and next step actions'' What are our next steps?" **Focus:** Definitions, observations, summaries, conclusions, next steps. **Questions to explore:** • What have we done so far? • Where should we go from here? • What results do we want? • What is the best pathway of action to take?

Remember

Do not **Assume**, ask the **Right Question**, get the **Right Answer**, Implement the **Right Action**

[إدارة الأولويات]

Time and Priority Management ➡️ أول خطوة في النجاح أن تضع أهدافك وجميع إشغالك في هذا الصندوق

Goal Settings and priorities / Eisenhower priority Matrix

طارئ

	Urgency	
	Urgent	Not urgent
Important		
Not Important		

(مستقلات) independent value (important and urgent)
هو شيء مهم بغض النظر عن الوقت مثلا الامتحان هو ➡️ important
important urgent or شيء مهم لكن حسب الوقت بحدد أنو
important non urgent
هو شيء ما معتمد على الوقت وبناء عليه إذا توفر الوقت ➡️ urgency
فهو non urgent والعكس صحيح
not important not urgent فهو أي شيء بزيد عن حده فهو
الأحداث التي تكون (important urgent) تأتي من (important)
والسبب ضياع الوقت (non urgent)
نقطة مهمة : إستثمار المهام المهمة في حال non urgent أفضل من
إستثمارها عندما تكون في حالة urgent (مثلاً عن حالة الاستعدادات
في حال حدوث حريق)وهنا نستذكر حديث رسولنا الكريم صلى الله
عليه وسلم اغتنم خمساً قبل خمس

أي شيء بتحديد له وقت يصبح important وقد يكون urgent or non urgent أما عدم تحديد الوقت أو وقت مفتوح فأنت في Priority 4

Priorities/ Eisenhower principle

Parameters		Urgent	Not urgent
		to-do's that shout Now! / *reactive* mode, one marked by a defensive, negative, hurried, and narrowly-focused mind set	Operate in a responsive mode, which helps us remain calm, rational, and open to new opportunities
Important (80%)	long-term mission, values, and goals. (Maslo pyramid of needs)	➤ Necessity , ضروري ➤ Demand, طلب ➤ Fire fighting Zone - Priority 2	➤ Quality الجودة ➤ Personal leadership, القيادة الشخصية ➤ Core Value Zone - Priority 1
Not important (20%)	Time waster, 1st to blame in failure situation	➤ Deception , الخداع ➤ Illusion, الوهم ➤ Distraction Zone - Priority 3	➤ Waste , الهدر ➤ Escape, الهروب ➤ Disaster, الكارثة ➤ Slow silent killer Zone. - Priority 4

منطقة القيم الأساسية

منطقة إطفاء الحرائق

منطقة الموت البطيء

أي شيء بتضيعه من وقتك (لهو ومضيعة وقت)

منطقة اللهو

أي شيء في حياتك موجود هنا يجب إزالته حتى تستثمر وقتك ومهامك

تمشي يومك بشكل سريع وفي نهايته ما حققت شيء مهم

Eisenhower principle- Examples

	Urgent (5-10%)	Not urgent (70-75%)
Important (80%)	**Crises , Problems, Deadlines :** -Medical Cases, Emergencies -Attending class & assignment -Deadline Manage Project -Reports & other submissions -Meeting & appointments -Last Minute Changes -Unscheduled Re-work -Forcing decision and closure -Critical Demand from supervisor or customer -Dealing with late input from supervisor	**Long-term mission, values, and goals & improving yourself** -Planning : Vision/Perspective -System & Process Development -Change Directions or Strategies -Balance of the Majors : Physical, Mental, Spiritual, Relationship (Family, society, friends & work) Professional (task commitment and competence, goal achievements and development) -Discipline -Control (preparation, anticipation & crisis prevention, and deadline-avoiding tasks) -Training and development -Thoughtful high quality work
Not important (20%) -I am busy so I must be doing well.	**Interruptions** Drop-in visitors/Pointless routines or activities/Phone calls/ Public meetings/Logistics/Mail that do not increase productivity & effectiveness/ Interruption/ Routine non essential reports/ Accumulated unresolved trivia	- Over analysis (Paralysis) - Duplicative of paper work - Pointless web surfing/ Scrolling through Facebook, Twitter/ Mindless TV watching - Playing video games - Gambling / - Gossip. Idle speculation - Target-less shopping / Smoking, drinking - Excessive relaxation , long vacations.

هنا طبق مهارة إدارة الأزمات (ضرب مثال قصة النملة مع سيدنا سليمان عليه السلام) بذلك تقديم الحلول على المشاكل مع حسن الظن

Priority Matrix in Practice

Parameters		Urgent (5-10%)	Not urgent (70-75%)
		to-do's that shout Now! / *reactive* mode, one marked by a defensive, negative, hurried, and narrowly-focused mind set	Operate in a responsive mode, which helps us remain calm, rational, and open to new opportunities
Important (80%)	long-term mission, values, and goals. Maslo pyramid.	➤ **Necessity , Demand, Fire fighting Zone** ➤ Typically consist of crises, problems, or deadlines. ➤ **Action: Manage** ➤ Apply: Cushion Principles , Stress & Crises Management.	➤ **Quality & Personal leadership.** ➤ Long-term mission, values, and goals & improving yourself ➤ **Action: Focus , Invest , Plan to do and Concern** ➤ Apply : Diligence & Discipline Strategic Planning. - SMARTiER, OATS, 5w & 1h
Not important (20%)	Time waster, 1ˢᵗ to blame in failure situation	➤ **Deception, Illusion, Distraction Zone 15%** ➤ Interruptions from other & concern their own priorities. ➤ **Action: Ask for rational, Caution, Delay or Delegate or Reject (be smart)** ➤ Apply: Value rating, Rational to Say No, Rescheduling.	➤ **Waste , Escape , Disaster , Slow killer Zone. 5%** ➤ Usually : Extra/ Entertainment ➤ **Action: Avoid – Dump it, RESIST AND CEASE** ➤ Apply: Time Schedule, Awareness.

المكان المناسب لوضع الأهداف

التركيز والتخطيط والإستثمار بأهدافك

يجب أن تتصرف بإدارة

الوهم   المخادع

VISION

التخلص منه أو التوقف عنه

القيمة الحقيقية لتحقيق الأهداف هنا غير موجودة سواء بمهلك أو مراكضة (value=0)

يجب أن تتصرف بعقلانية ، بالحذر ، بالتأخير ، الرفض

انشغالات في الحياة بشكل طارئ وكأنك مستعجل دون تحقيق أي جدوى

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انشغالات في الحياة في اشياء غير مهمة وكأنك مضيعة وقت وعدم تحقيق الاهداف

قياس الهدف مثلاً تحديد وقت لإنجاز شيء ما بالهدف
(رح أدرس هالشابتر بساعتين)

1)Objective, Goal Settings

Method A) SMARTi & SMRTiER

SMART or SMARTER وهي بمعنى أي هدف يجب أن يتحقق به حروف ال (Most famous), طريقة الدكتور المعتمدة

Should be SMARTi and even SMARTiER

Specific / **M**easurable / **A**ctionable – **A**chievable – **A**greed*

تحقيق هدف أو إنجازه

التدرج بالهدف

Realistic, **R**elevant / **T**ime bond – **T**angible / **I**ncremental* /**E**thical Approval/**R**ecordable

تحديد الهدف أكثر يساهم في زيادة تحقيق الهدف
(التركيز على مادة معينة ثم الانتقال بعد الانتهاء إلى
أخرى للحصول على نتيجة عالية)

يجب أن تكون الأهداف في وصفها أو ضمن النطاق (منو وفييه)

تقسيم الهدف إلى أجزاء فاجزاء وهكذا
ضمن وقت معين ومصغرة

توثيق الهدف ونفع الآخرين بها

*Effort impact grid

		Quick wins / Major projects	
Impact	High	**Quick wins** تحقيق الأهداف بجهد قليل (المثالية)	**Major projects**
	Low	**Fill in**	**Thankless** (إشتغلت على الفاضي)
		Low	High
		Effort	

Method B) OATS

Outcomes: By … I want to … I will have ….

Activities: To do list & Priorities A= Must B= should C= can. D= Nice to do.

Time frame

Scheduled stepwise

يجب في جميع
الأحوال ولن
يتحقق الهدف
بدونه

ضروري

يفضل أن تعمله(مصيدة
للكثير من الأشخاص
بالتركيز عليها)

Method C) W Family & H   تنظيم الفكرة وتحديد الهدف باجابتك على هذا الاسئلة......

الخط الأول   What, why, when, who, where and how. In addition to evaluation of available options by using:

الخط الثاني   which + specification (which is less cost, which is more better)

2)Balance Model for good wellness

Occupational ⟶ الجانب المهني
- Engaging in rewarding activities
- Making good use of time   - Having satisfying work
- Being a volunteer   - Being creative

Emotional ⟶ الجانب التعبيري (ex: attitude)
- Being self-aware   - Having a positive outlook
- Managing feelings well   - Accepting yourself
- Having good coping skills

Spiritual ⟶ الجانب الروحاني
- Finding meaning in life
- Experiencing connection with God
- Appreciating life, joy, and beauty
- Practicing your faith   - Celebrating cultural identity

Intellectual ⟶ الجانب العقلي
- Being a lifelong learner   - Being curious
- Sharing knowledge & experiences
- Mastering new skills - Expanding knowledge

Physical ⟶ التوازن الجسمي الصحي
- Being active   - Eating well   - Getting enough sleep
- Being safe and secure   - Do Sports

Social ⟶ الجانب الإجتماعي
- Being connected with your society
- Caring for and about others
- Giving and receiving support
- Having intimate and meaningful relationships
- Being an active member of the community

عجلة التوازن أو تسمى [will be]
(important not urgent) هامة ضمن نطاق

الجدولة
3) Scheduling

الجدول الزمني وهو إنجاز المهام ضمن فترة زمنية محددة

A) Schedule is a **written commitment** to accomplish tasks within a specific time frame.

هذا الجدول يتيح لك وضع أهدافك في منطقة الأولويات (1&2) أي ضمن منطقة Important

➤ It lets you **visualize your available time** and your plan for allocating it.

➤ And it permits you to easily see uncommitted **blocks of time**.

➤ Most important, it shows you whether your **A- and B-priority tasks** are occupying most of your time—as they should be.

جدولة مبنية على تقسيم المهام إلى أقسام وانجازها

B) Schedule is away for you to break large projects into easier-to-manage chunks.

تسلسل المهام

Sequence Tasks

➤ (Component parts … Pomodori)

3)Scheduling – Pomodoro & Gantt

جدولة رائعة وهي تحديد وقت ما للشغل للدراسه ثم أخذ
بريك قصير ثم دراسة ثم بريك أطول من ذي قبل .....وهكذا

The Pomodoro Technique®

- Was developed by Francesco Cirillo in the 1980s.

➢ Newsweek listed the Pomodoro Technique as one of the best ways to "Get Smarter in 2012"
➢ it was voted the "Most Popular Productivity Method" by the Lifehacker community.

- **Step1: Divide your work to many pomodori component parts**
- **Step 2: Set your timer, work on each pomodori for25 min**
- **Step3: Take short break 5 -10 minutes**
- **Step 4: Continue Your Work Sessions and Take a Longer Break.**

The Twenty Minute Break: Reduce Stress, Maximize Performance, Improve Health and Emotional Well -Being Using the New Science of Ultradian Rhythms

ONE POMODORO CYCLE

| 15min | 30 | 45 | 60 | 75 | 90 | 105 | 120 | 135 |

🟥 WORK   🟩 BREAK

Scientific Evidence for the small part components , From MindTools

بناء على حلقة kerbs
ولأن دورتها 25 دقيقة
فكل 25 دقيقة لازم
جسمك يتحرك حتى لو
غيرت القعده
(توصيه عامة)

- *'A 2008 University of Illinois **study** showed that being tethered to your desk for long hours actually reduces your productivity, while regular short breaks help to keep you focused and energized'*

- *'**research** by Swedish sports scientist Dr Elin Ekblom-Bak, published in 2010 BMJ, shows that, while exercise is vital for good health, only regular breaks from your desk can reduce these health risks. '*

- **Sedentary time :** should be defined as the muscular inactivity rather than the absence of exercise.

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Type your text

"ومضى الرجالُ إلى جوارِ اللهِ في دارِ الخُلُود
لم يرتضوا عيش الذلالةِ إنَّهم نِعم الجُنود".