GUIDELINES FOR MAKING VOWS YOU CAN KEEP by Ms. Marlene Legasi-Munar

How important to you are your words? How are important to you are the promises and commitment that you make? Sa pamamagitan ng ating mga salita malalaman na kung tayo ay reliable, dependable at maaasahan. Sa aklat ni Larry Burkett na Business by the Book, he encourages each and everyone to be true to their words. Totoo pa rin ba sa atin ang Palabra de Honor ngayon. Are you a man or woman of your word na kapag sinabi mo gagawin ko ito, talagang maasahan ng mga kasama mo you will deliver. Here are some guidelines for making vows you can keep dahil importante ang ating mga salita at mga pangakong binibitawan, heto ang ilang tips kung papaano magiging totoo tayo sa ating mga salita.

1. When in doubt, say no. Kaysa ikumpromiso natin ang ating pagiging reliable mas maigi na sa simila pa lang sabihin natin, "I cannot do this or I cannot come, I cannot commit to this at the moment. When I doubt, say no.
2. Keep a year at a glance calendar. Meron ka bang mga kakilala o siguro katrabaho mo na hindi mo na masyadong binibigyan ng value iyong kanilang sinasabi. Halimbawa, kapag mayroong lakad, inimbitahan mo at nagsabi siya ng oo, pero at the back of your mind hindi mo naman talaga inaaasahan ang taong iyon dahil maraming beses ka nang nadala. Maraming beses na siyang nagsabi ng oo pero hindi naman natutupad. Malaki ang magagawa ng effective time management if you keep a year at a glance calendar mas matutulungan kang mamonitor kung ano ang mga events or commitment na dapat mong tanggapin o tanggihan. Si Larry Burkett he has a year at a glance calendar that covers at least two years para alam din niya kung ano iyong mga previous commitments na natanggap na niya. Importante ito kasi minsan, halimbawa meron tayong project, let us say a training project for a particular week, kahit na iyong susunod na linggo ay bakante naman because you can see in your calendar that you already have a prior commitment marerealize mo, "Naku busy pala ako hetong previous week na ito, so I better leave the following week free para makapagrecharge o para makapagpahinga. Managing your time effectively and managing your schedule effectively would help a lot so that you can keep the vows or the promises that you make.
3. Prioritize the day. Importante na sa schedule natin alam natin kung ano ang mga non-negotiable priorities for the day. Mga bagay na hindi tayo dapat maistorbo kung hindi makukumprumiso ang ating reputation, makukumpromiso ang ating mga commitments. So, prioritize the day.
4. Do not book too far ahead. Ang sabi nga sa Bible, "Come now you who say today or tomorrow, we shall go to such and such a city and spend a year there and engage in business and make a profit yet you do not know what your life would be like tomorrow, instead you ought to say if the Lord wills we shall live and also do this or that. It is important to plan. Merong mga medium-term plans, may long-term plans but do not book to far ahead because only God knows kung hanggang kalian pa tatakbo ang ating metro.
5. Use a written contract. Isulat ang mga pinagkasunduan lalo na kung ang kasunduan ay sa pagitan ng magkaibigan o kaya magkakapamilya. Ang sabi nga ni Larry Burkett, the probability of a misunderstanding in a written agreement has been calculated at 20% more or less. But the probability of a misunderstanding in a verbal agreement is nearly 100%. Marami nang mga relationships, business partnerships ang nasira dahil hindi nagkaintindihan at bakit hindi nagkaintindihan dahil nagtiwala lamang sa mga verbal agreements. Use a written contract.

Be a blessing in the workplace today.