

**PETER JONES'**  
ENTERPRISE AND ENTREPRENEURSHIP

**Specsavers**

# Unit 6: Operating your Business

Complete unit

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**Task 1:**

m + w th f sa su  
date: \_\_\_\_\_

**today's goals:**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**hydrate**



**daily do's**

- respond to emails
- take a multi-vitamin
- 15 mins kitchen de-clutter
- water the plants

**things to do!**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**for me**

\_\_\_\_\_

\_\_\_\_\_

**appointments**

Time: \_\_\_\_\_ Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**fitness**

\_\_\_\_\_

\_\_\_\_\_

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**Task 1:** 

**Stress symptomen:**

duizelig	pijn	hoofdpijn	spijsverteringproblemen	pijn in de maag
slaapproblemen	verhoogde hartslag	zweetende palmen	vermoeidheid	bibberen
constant zorgen maken	vergeetachtig	moeite met concentreren	prikkelbaar	nervositeit
	depressies	woede	eenzaamheid	



**Task 1:** 

**Reduce stress:**

**Stop.** Whatever activity you are engaged in, stop and quiet your mind. Breathe. Focus your attention on your breath, slowing it to a regular pattern. Allow. Allow your muscles a moment to relax as you focus on your breath. As you inhale, consciously breathe into the stress in the muscles and relaxing them as you exhale. Take deep breaths and release.

**Listen.** Quiet your mind by listening to your breath as you inhale and exhale. Listen to your body telling you that stress is taking place.

**Rest.** Give yourself permission to rest your body and your mind. Many times our stress is from mental fatigue, not just physical tiredness. Take a 10 minute power nap if you have the opportunity, or simply close your eyes and repeat the phrase over and over in your mind, "I am quiet, peaceful and relaxed. It is safe for me to rest now."



## Task 1:

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**Exercise.** Go for a walk, a jog or a swim. Exercising releases endorphins in your brain which will preoccupy your mind. This is a wonderful way to physically release built up tensions that have been held in your physical body.

**Be present in the now moment.** When you recycle the same thoughts, keep a mental 'to do' list, or worry about something that is already over, then your mind is elsewhere. You are not fully present in the moment, and neither is your mind. Being focused elsewhere or living in the past and ruminating can be extremely tiring and stressful. Consistently recall yourself back to the present moment.

**Call a friend.** Talking can be a great stress reliever. The simple action of being heard by someone who cares about you can make everything feel better. You've released the tension and you've been heard. You'll find that your body automatically begins to relax and release the tensions. You may yawn often during the conversation. Yawning is a form of releasing physical tension as well as the body's way of taking in more oxygen to nourish the tense muscles.

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**Have a massage.** Physical touch releases tensions and stress from the physical body as well as relaxing your thoughts and emotions. You may want to schedule ongoing massage therapy sessions as part of your regular routine. People that receive massage on a regular basis experience less stress because they aren't storing the tensions for long periods of time without relief.

**Seek counseling.** Asking for assistance, either through traditional or intuitive/spiritual counseling is not a signal of weakness. In fact it's the opposite. It is a show of strength from within to ask for help. It reflects your willingness to deal with your stress and manage your life in a new, healthy way. A counselor can help you maintain a healthy balance during times of stress, extreme tension, difficulty or transition.

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**Task 1:** 

**Covey:** De eigenschappen zijn:

**Onafhankelijke eigenschappen**

1. Pro-activity
2. Begin with the end in mind
3. Put first things first

**Wederzijds-afhankelijke eigenschappen**

4. Think win-win
5. Seek first to understand, then to be understood
6. Synergize

**Reflectie**

7. Sharpening the saw

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**Related Skills:**

- Assertiveness
- Delegation
- Handling Interruptions
- Telephone handling skills
- Email handling skills
- Over coming procrastination and fear
- Avoiding perfectionism

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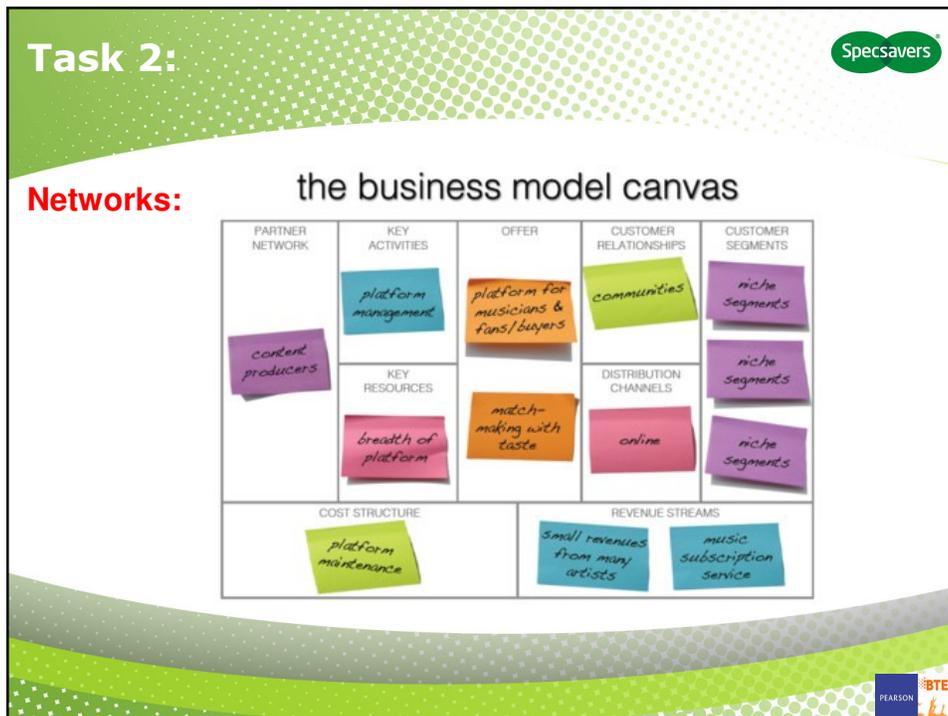
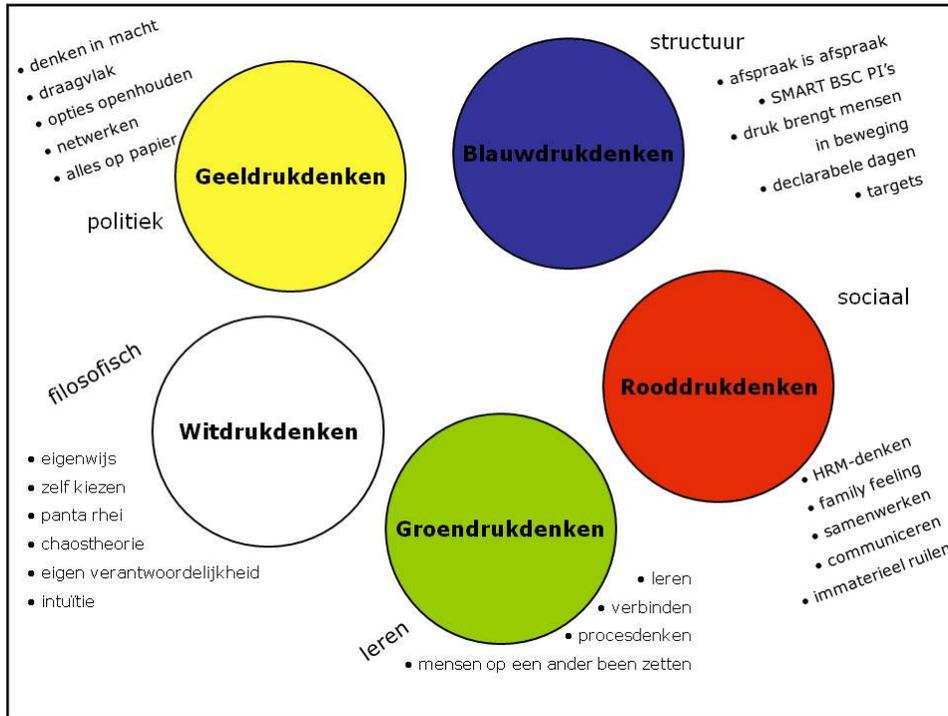
graph TD
    K(Kernkwaliteit) -- schiet door --> V(Valkuil)
    V --> U(Uitdaging)
    U -- schiet door --> A(Allergie)
    A -- ervaart als lastig --> K
    K -- goede aanvulling --> U
    
```

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**Task 1:** Specsavers

**Keep in mind:**

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**Task 2:** Specsavers

Realisatie van een netwerkstrategie

**Netwerkstrategie:**

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**Task 2:** Specsavers

**Netwerk:**

Icebreaking At Networking	Icebreaking At Business Meetings
<ul style="list-style-type: none"> <li>Be Prepared</li> <li>Make The First Move</li> <li>Be Prepared/Research</li> <li>Make Eye Contact</li> <li>Break The Ice Selectively, Politely</li> <li>Listen</li> <li>Smile</li> <li>Introduce People</li> <li>Say Something Positive</li> </ul>	<ul style="list-style-type: none"> <li>Research</li> <li>Get Clear About Time</li> <li>Be Aware Of Personality Types of Attendees</li> <li>Who's The Real Leader?</li> <li>Ask Engaging Revealing Questions</li> <li>Watch The Body Language/Facial Cues</li> <li>What's The Group Culture?</li> <li>Apply The Mirror Effect</li> <li>Smile</li> </ul>

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### Task 3:



#### Survey / collect data:



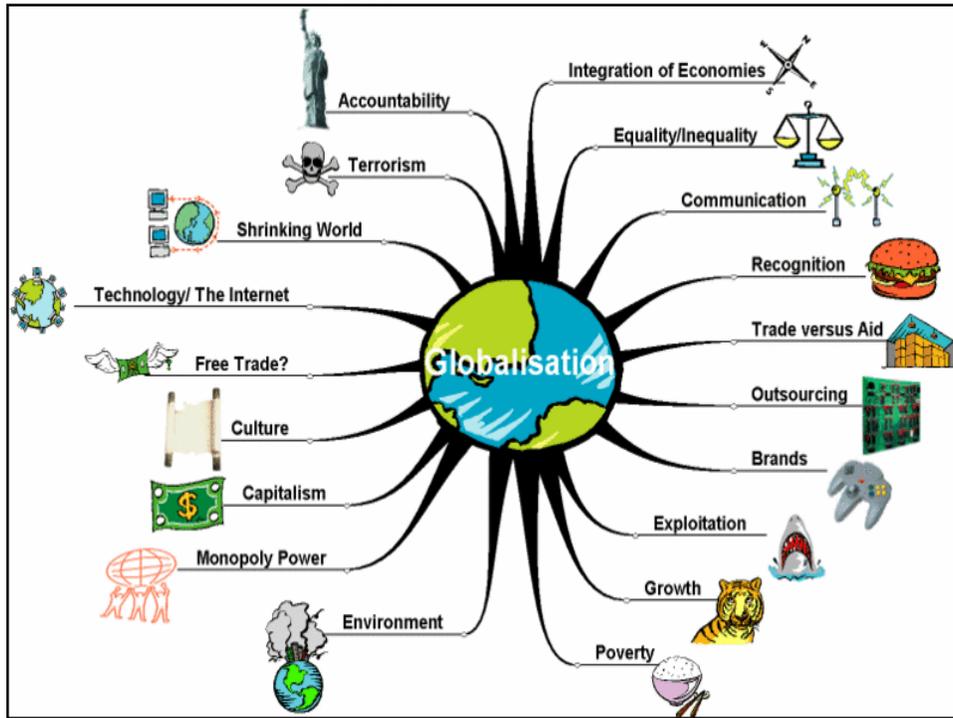
### Task 3:



#### WAT?







## Task 5:



### Zelfanalyse Ondernemerskwaliteiten

Of je ondernemen kunt leren of dat ondernemen je in het bloed moet zitten, daarover verschillen de meningen. Dat noemt men wij dat u zich kritisch kunt afvragen welke ondernemerskwaliteiten een vereiste zijn om succesvol te ondernemen. Ondernemen is een serieuze zaak, want het realiseren van uw persoonlijke doelstellingen zijn hiervan afhankelijk. Alleen als u eerst genereert uit uw onderneming kunt u invulling geven aan uw persoonlijke doelstellingen.

**Own contribution:**

	Wanneer een ondernemerskwaliteit wordt noodzakelijk geacht in de business?	Beantwoord met Ja/nee	Wanneer u deze ondernemer of kennis voldoende?	Beantwoord met Ja/nee	Wanneer aan neemt u?	Beantwoord met Ja/nee of anderszins? (specificeer in het vak)
Resultaatgerichtheid						
Betrouwbaarheid						
Creativiteit						
Overzeugingsvermogen						
Financieel inzicht						
Doelstof nemen						
Kwaliteitsbewust						
Van fouten leren						
Leidinggeven (medewerkers)						
Leidinggeven (projecten)						
Marktpenetratie						
Werkwijze communicatie						
Omgangsbewust						
Onderhandelen						
Planen en organiseren						
Problemanalyse						
Realistische instelling						
Kritiek leveren						
Interpersoonlijke communicatie						
Stressbestendig						

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