

# SMART WORK OR HARD WORK

Dr. Gaurav Sethi  
drsethi11@yahoo.com

**ABSTRACT:** There are two kinds of people in this world. The first category consists of those people who use hard work as the climbing steps towards reaching the zenith of success. On the other hand, the second category consists of a totally different kind of people. This category includes people who do not necessarily harp on hard work but thrives on smart work. Now the question arises What is the difference between hard work and smart work? "Hard work never killed anybody, but why take a chance?" said American comedian Edgar Bergen. In the sedentary corporate lifestyle of '9 to 7,' there is no work to the body but more and more labour to the mind, and less and less use of the intellect! This imbalance in the body-mind scale results in **STRESS**. The solution of the stress is **SMART WORK**. People not used to prolonged thinking on a single problem start out well. However, soon they find motivation and inspiration leaving them, and they start dreading working on the problem as failure would lead them to question something they (by now) crucially identify with: "smartness". Working smarter, not harder, is an age-old adage. If you master the concept, your entire working life will be easier. There are simple techniques that you can employ to save steps and tedium from almost any task. Explained with the help of an example. A man keeps on cutting trees with an unsharp saw, he does manage to cut a few number of trees (this is hard work). Had he sharpened the saw he could have managed to cut many more number of trees (this is smart work). So utilizing your resources efficiently means smart work. Hard work which is used to impress ourselves whereas Smart work is used to impress others. Hard work is the way to success our life and Smart work is way to

become success. From Hard work we can learn about smart work. Hard work means To give more time on particular work to get more practice and experience. Smart work means to do particular work with skill to get concept. Smart work refers to analyzing, studying and sorting the work so that it will be less time consuming and comfortable to do. Hard work refers to doing things without planning and prioritizing and end up in spending lot of hours on the simple work.

**Keywords:** utilizing resources, analyzing, studying and sorting the work, having experiences.

## I. INTRODUCTION

All of us work hard in life - there is no doubt about it. We work hard in our jobs so we can excel at work. We work hard to maintain our relationships. We work hard so we can achieve the best results in our life. After working hard for an extended period of time, there comes a point when we realize that there's only so much we can do by working hard. Don't get wrong - working hard is important. Hard work is definitely the brick of success. However, when you have 24 hours a day, just like everyone else, you have to start working smart too (on top of working hard) to get the maximum value for your time and effort. Working hard gives you results, and working hard and smart at the same time gives you the top results. In this article, there will be shared the best, personal tips on working smart. Apply them to your life and you will experience better self-management, higher productivity and more results. Hard Work: requires more time and leads to fatigue whereas Smart Work need less time and not much fatigue as compare to Hard Work. However, both are indispensable to achieve a

task. Hard Work: is the key to success in long term. It takes your more physical energy. Smart Work: is the key to get success in short term. It only takes a set of your skills. These two categories comes under hierarchy of work: Hard work is primary level of work, as you are a fresher you need to understand the process of work of your department. Smart work is secondary level of work, as you can come with new idea's to improve your own process and make things easy and profitable for your process and company. Hard work means doing the work without interest with stress. Smart work means doing the work with mental ability, even though the work is not interesting and completing in time. Smart work is a positive attitude whereas Hard work is a negative attitude which is a strength to a smart work. HARD WORK is giving much stress to body as compare to mind and following the traditional way to accomplish the task consuming excess time. SMART WORK is inventing and implementing new ideas effectively taking a lesser time to finish the task. Or we can say "hard work" is physical where "smart work" is mental effort. The simple difference between hard work and smart work. You'll not able to get success by delivering smart effort to complete the work. You need to do hard effort with time to get work done in proper manner but, Yes. If you regularly doing the something with the correction of error. You'll find the key of smart work to complete the same task. **SMART WORK COMES FROM YOUR EXPERIENCES.** Some people work round the clock and prove to be as hard working as one can be. However, those same people are often out run by those who work less but work smart. If hard work was the greatest thing which existed, most hard workers would have grabbed the top jobs in various fields of life. This, however, is far from reality. Thus, it can be said with enough evidence that hard work alone is not the key to success anymore. Smart work involves intelligence, opportunity as

well as luck. If an individual relies more on circumstances and focused thinking, than hard work, he will also be betting a lot on luck and fortune. Smart work does not always turn out to be a smart motive.

## QUOTATIONS BY THE GREAT MEN

“I know that the hard work got me here. And the day I stop working hard, this can all go away.”

Kevin Durant

“I do not know anyone who has gotten to the top without Hard work. That is the recipe. It will not always get you to the top, but it will get you pretty near”.

Margaret Thatcher

## II. STEPS TO SMART WORK

Assess everything that needs to be done. Before you plunge into something headfirst, remember that enthusiasm needs to be tempered with wisdom. Look over every aspect of the job, and allow yourself ample "pondering time" so that you can be sure that every detail is accomplished on time and accurately.

**MAKE AN OUTLINE :** Whether it's in your head or on paper, you should have a checklist in mind and follow it in order. You don't want to repeat steps, duplicate the efforts of others, make mistakes or forget anything.

**LEARN TO SAY NO :** Avoid over-scheduling yourself and be realistic about what you can accomplish in a single day. Sometimes you just have to cut yourself off because in most professions, there is almost always something that could be done.

**LIMIT YOUR GOALS:** Try to avoid multi-tasking because you often get less done since your brain is switching back and forth between tasks. Pick one thing to work on and

put your best effort into that until it is accomplished.

**CONTROL CLIENTS BY COMMUNICATING PROPERLY:** Make sure your clients will understand what the normal turnaround time will be for a project. Do not be influenced by their insistence that their job requires a big rush. Most businesses have more than one client, yet many clients forget that their job is not the only one you're working on. **Give one to three choices - never more.** Handing a swatch book to a client and saying, "Tell me which colors you are interested in" is deadly. Too many choices will cause horrible delays as the customer peruses ALL possibilities and later tends to second-guess every decision. Instead, say things like, "Do you like this blue or this green better?"

**NEVER ACCEPT A BAD JOB:** You know when a job is going to be great. A client or boss who pressures you into areas where you are not comfortable, either because it is an unreasonable expectation or because it's outside your scope, needs to be made immediately aware of your discomfort with the job as proposed. If you are self-employed, declining a job like this is much smarter even though it's hard to let money go.

**RE-BID IF NECESSARY:** Don't accept so many changes that you end up doing a much more complicated or expensive job than you bid for. When you realize you're into new territory, stop work and draw up a re-bid, showing the entire job as originally envisioned and overlay the scope of the new work. Let the client know it will cost *\$x more* than the original bid to proceed. It's the client's decision how much to pay. How smart you want to be while you're working for them is *your* decision.

**CONSIDER YOUR MATERIALS:** Don't take shortcuts on the quality of your materials. Cheap materials or tools are harder to work

with because they aren't as sturdy or nice. Trying to save a few bucks, but spending an extra hour or two because those cheap things didn't install properly doesn't make any sense.

**EVALUATE YOUR METHODS:** You want them to be as efficient as possible. Do your work when you have no distractions surrounding you. Try to do things in one batches rather than one at a time. You want your efficiency to be maximized as much as possible.

**LOOK FOR SHORTCUTS:** This does NOT mean taking the easiest method for the sake of it or being lazy. For example, if you respond to numerous e-mails per day and answer the same questions again and again, save your responses. When those questions come up, you can cut and paste your canned response. You might have to make minor edits, but the bulk of it will already be written.

**DELEGATE TO THE RIGHT PEOPLE AT THE RIGHT TIMES:** Make sure your team is well-ordered. If one person is faster, put him or her on the part of your task that will take longest. If one person is more skilled and accurate, put him or her on the part of the task that is most critical.

**AVOID PROCRASTINATION:** Every time you surf the net or needlessly check e-mail at work, your day becomes longer. Push yourself hard to do work when it's time to do work and enjoy these activities once you're done for the day.

**BE FLEXIBLE:** Your day will not always go as planned. Be open to trying new methods and doing new things.

**REST :**You should ideally be getting eight hours of sleep every night. You can certainly pull continuous 12 hour days at work, but it's not sustainable. After a certain point, your body becomes tired and your mind wears

down, leading to more frequent lapses in concentration and careless mistakes.

**PERIODIC BREAKS:** Even at the office, you need to allow time for your mind to regroup and recharge. Push yourself hard for the first 50 minutes of every hour and then reward yourself with a 10 minute break.

**GET CLEAR ON THE OBJECTIVE:** Everything has an objective. It's just a matter of whether you know it or not. What is the end objective you are looking for? The people who don't know the objective of what they are doing are the ones who waste the most time. If you know your objective, you can be laser-focused and cut right to the chase. The clearer you are, the better.

**STOP BEING A PERFECTIONIST:** Being a perfectionist isn't all that perfect if it prevents you from achieving more. Release the perfectionist mindset. Stop obsessing about the details and specifics; they often take care of themselves.

**WAIT:** Sometimes, waiting may be the best solution. Things resolve themselves when you wait for a little while longer. I have experienced fixes that rectify themselves when I waited a while longer. If you are stuck in a dilemma, new solutions may pop in if you pause your steps.

**RECOGNIZE THE POINT OF 'DIMINISHING RETURNS:** ' The above steps do not imply that you should work yourself to the point of exhaustion. You need to protect your health and the integrity of your job. Working yourself to a frazzle constantly makes you prone to mistakes. When you're so tired that you realize it's taking you twice or three times longer to do a job than normal, you need to call it a day. Rest at least a few hours and come back fresher, so that you can be strong at the end of the job.

**REVIEW REGULARLY:** Do a regular review of what you have done in the past week and the corresponding results. Then analyze the things that are working and the things that aren't working. With the former, keep them; with the latter, remove them. Very soon you will have a very streamlined list of things that work

### III . CONCLUSION

Hard work and Smart work both are interconnected with each other. Everyone has not the same intelligence quotient. So they do hard work to achieve their goal. One day comes for those persons also in their life when he finds their way without hard work. Because this is hard work only which sharpens our mind and increases the accuracy to do hard things. Hard work and smart work are closely knit, you cannot attain the ability to do works smartly until you have done the hard work at the scratch, to sum up it is to be said that hard work is the stepping stone to smart work. Hard work: Trying to get answers by others ideas. Smart work: Thinking and creating new ideas in a different way . Hard work includes penetration of task which ever assigned to us and we go to depth of that thing to make sure completion of task from start to end it might take more time but it ensures good job and decreases the errors while smart work is done short duration to finish the task some time it can be effective but sometime it might result disaster We can define smart work as a Work which can be done on right way and on right path. A work in which we put our effort in such a way so that we can be certain about good results. In hard work we work but without any direction, so in this way results or success becomes unsure. As it is told above by a story that:

**A wood cutter cutting a tree constantly hits his axe. Against the trunk for 8 hours and then the cuts a tree. This is hard work. The same wood cutter hits the axe for 2 hours**

**and then sits. And sharpens his axe for an hour gets rest in that time and. After next 2 hours he cuts down the tree due to sharp axe and. Fresh hands, this is smart work.**

Hard work is the Beginning step to smart work because with out facing hard work no one can get smarter. Both will fetch you the final result but hard work takes more time than smart work. From hardwork we can know what kind of mistakes a person commits from that particular task thus consuming more time, which will be helpful for others who are doing the same work thus reducing time which is called smart work. Person works hardly and person works smartly means that if a person works hardly it means that he or she puts great energy, effort or much work in the work that must be done. Smart work means that person puts intelligence, cleverness and uses brain in the work that must be done. smart work is a kind of work which involves minimum labor and least time to do any particular job but provides maximum output. smart work can be efficiently possible by a person who becomes experienced by doing very hard work before in the same area. For example there are certain short tricks to solve any problem in mathematics which are suggested by experienced faculty to do the problems smartly, all these short tricks are the result of their hard work which they have done previously. At the end both relates to work/task and to complete each work accurate and perfect we need to have time management, perfect strategy, intelligence and knowledge about that task. No matter it is hard work or smart.

#### IV. REFERENCES

- [1] Excerpted from the excellent book 'A Short Introduction to Mathematics'.

- [2] [http://psychologytoday.com/articles/index.php?term=pto-3789.html&fromMod=popular\\_parenting](http://psychologytoday.com/articles/index.php?term=pto-3789.html&fromMod=popular_parenting)  
[3] See the excellent article:  
<http://nymag.com/news/features/27840/>  
[4] some internet resources