



TESS Newsletter

Accordance to Article 7
Section 3 of its Constitution

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“ Turning Possibilities into Realities ”

Building a Global Movement for Change [UNSG]: The Promise (part 15)



Striving for our Seychelles

"Working Hard at Working Smart" (part XXVI)

Productivity - Make Every Second Count!



**"Discipline yourself to do what you know is right and important,
although difficult, is the highroad to pride, self-esteem,
and personal satisfaction."**

Iron Lady, Baroness, Margaret Hilda Thatcher (née Roberts, 13 October 1925 – 8 April 2013)
Prime Minister of the United Kingdom from 1979 to 1990 and the Leader of the Conservative Party from 1975 to 1990.

The future we want: The Promise: The Force Beyond

Productivity - Make Every Second Count!

by Ryan Whiteside

For most people, procrastination is the number one reason why they lag behind in the work that they are supposed to achieve during a typical work week. Whether you are a habitual or occasional procrastinator, the key to eliminating this bad habit is to make every second count and look for the best ways to boost your productivity.

The Root of The Anti-Productivity Evil: Procrastination

Did you know that almost 20% of students and professionals admit to being chronic procrastinators? These are the people who tell themselves that they perform better under pressure. They are also the ones who only accomplish things at work when they're in the mood. Procrastinators usually put off the tasks that they can do today for tomorrow - and it's a repetitive, vicious cycle which repeats until such time that they find out that deadlines have come and gone, and there was nothing accomplished.

How to Overcome Procrastination

Before delving deeper into the ways that you can overcome procrastination, here are a few things that you need to learn about. First, the 'real' procrastinators are the ones who do not leave themselves plenty of time to finish tasks. **If you are in the habit of putting off work until the mood strikes - then you are definitely a procrastinator.** On the other hand, there are people who think that they are procrastinators but they actually are not. Because they do not have the ability to set realistic goals for themselves and they do not accomplish their 'to-do' list in a single day - they feel as if they are not accomplishing enough. Actually, you may be getting things done - which does not make you a procrastinator. Instead, what you need to do is just set realistic goals for yourself and estimate what you can accomplish within a specific amount of time.

How to Boost Your Productivity and Make Every Second Count

Now that you know about the biggest enemy of productivity, what can you do to make every second count? Take a look at some tips on how you can boost your productivity:

1. *Deal with the most difficult tasks first. Once you get the most difficult tasks done by the first part of your day, you will feel a great sense of relief - and accomplishment.*
2. *Break down your to-do list to specific tasks, and make it realistic. Again, one of the mistakes that most people make is that they populate their to-do list with tasks which are virtually impossible to complete within a span of a day. By setting realistic goals and breaking down your to-do list to specific tasks, you can boost your productivity in no time at all.*
3. *Reward yourself for every minor or major accomplishment. Motivation is the key in boosting one's productivity - and promising a reward for yourself for accomplishing something is a great incentive to go the extra mile with your work.*
4. *Finally, eliminate the tasks on your list that you have no intention of dealing with! Be honest with yourself. If you have no plans whatsoever of dealing with a particular task, go ahead and delete it from your to-do list.*

With all these tips, you can easily turn from being a person who puts off tasks for a later time into someone who can make every second count through productivity-boosting ways ■

"I do not know anyone who has got to the top without hard work. That is the recipe. It will not always get you to the top, but should get you pretty near "

-Margaret Thatcher-

How to Add Value to Productivity

Edited by Shyamsunder Panchavati, Teresa, Krystle, Maluniu and 2 others

Every individual whether he is an employee, businessman, or a professional needs to eke out a living for survival & growth. The efforts he puts in a man hour is the productivity per man hour. The contribution to the bottom is the value for his productivity. A person contributes to the bottom line directly if he owns the business or indirectly if he is working for an employer.

Now how can the value of the productivity be relevant in the individual sense?

Well every worker is productive, so long as he puts in the required man hours. However the value and its impact on the organisation's bottom lines vary from person to person depending on factors such as IQ, intelligence, dedication, knowledge and experience. However with a little more application every one can increase the value of the productivity, **for an employee, a constant increase in the value to the productivity is required for survival and growth.**

Value of productivity applies to every one, a factory worker, an office employee, a marketing executive, HR, supply chain and workers in any other discipline or domain.

How to go about it?

Productivity and Values

The concept of being productive is meaningless without a good understanding of your values or what is important to you personally. Being productive isn't just a matter of being busy. It isn't a matter of doing a lot of things. Productivity is accomplishing important things.

Many people try to get organized so they can do more, but really they are just trying to fit a bunch more unimportant things into their day. Until they define what is really important to them, just scheduling a bunch of tasks won't help them really accomplish more.

Sometimes being productive doesn't mean doing more. In fact, sometimes it can mean doing fewer tasks each day. When these tasks are carefully chosen to align with your values, they can have a much bigger impact on your overall accomplishments.

For example, lets say one of my values is life long learning and one of the areas I want to learn about is economics. Here are a list of tasks that might help me accomplish this:

1. Spend one hour per day browsing the web for information about economics.

2. Read two books per month on economics written by established economics professors.
3. Sign up for an internet based class on economics.
4. Sign up for a night class at the local university.

All of these are good things toward my goal, but trying to do all of them would be less effective than picking one. The "right" one is the one that best meets my needs. The first task probably isn't going to be the most effective way to learn. The third and fourth tasks are good ideas, but might not fit into the time I have available. The second task might not work if I don't learn very well from reading.

The point is to choose the best option that maximizes my time investment and do that task well. By focusing, I'll have more time to spend on the other areas of my life. Carefully deciding what to do can mean doing less, but accomplishing more. But this is only possible if you first decide what is really important to you■



“Look at a day when you are supremely satisfied at the end. It's not a day when you lounge around doing nothing; it's a day you've had everything to do and you've done it.”

-Margaret Thatcher-

Make Every Second Count

... it saves you the trouble of counting them.

And Make Every Second Count?

... it saves you the trouble of counting them.

Sorry, Could Not Resist?

Many things can happen in a lifetime that makes it almost feel worth living. Making friends. Falling in love. Being loved. But most of it is ephemeral. Every time a friendship breaks or you realize love was only an illusion, you risk being left with emptiness. What is the point of your life? What difference would it have made if you were never born?

To be able to hold on to life, something is needed that you can rely on. You need to be sure that there is something to fall back on when everything else fails. Let me tell you what that is: To enjoy it while it lasts. To learn new things, to *do* as much as possible. Sure, love must die, but at least you had so many years, months, weeks -- or even days -- of bliss. Those were some well-used seconds of your life. You'd better start thinking about putting the remaining seconds to good use too.

And if at all possible, make a difference. Make sure that at your death bed, when you ask yourself "would it have made a difference if I was never born?" you are able to say yes.

Yes, I have left an imprint on this world. It wouldn't have been quite the same without me. It could be even the smallest thing, like having helped a woman across the street. That makes a difference. You have interacted with the world, changed its fate. The plan is to do all the things a time traveler is not allowed to do.

Whether you are religious or not, pretend God asks you when you die, "What have you done with the time I have given to you?" And make sure you have a good answer.

These are not necessarily things that give you a *reason* to live. But they may make the stay bearable. -- Mattias Flodin--

Unlike other resources that one may or may not have at one's command, Time is not negotiable. It passes, and there's nothing else you can exchange to get it back. I have learned not to simply trade my time for money, because it is far more valuable than that.

I would also raise the bar Mattias set - instead of just making a difference, I seek to leave the world in a better state than when I found it. Whether that's creating new technology that improves the human condition, and tools that spread freedom and the ability to express oneself more creatively, empathizing and supporting friends through their trials and troubles, setting an example and teaching my sons to be good people, or just preparing myself for future unknown battles; **I'm not sure what my final contributions will be. But that is the path that I have set before myself.**

-- DerekWoolverton--