

Management Brief

Essential Tips for Personal Growth



Are you punctual?

According to the experts, you can avoid procrastination and tardiness by changing your habits and tweaking your routines. Here are some things you can do to turn lateness into punctuality.

Accept it!

As with any problem, you cannot fix it if you're in denial that it's a problem at all. But if your chronic tardiness is beginning to strain your job and/or your relationships, the first thing you need to do is acknowledge this as a weakness so you can begin to work toward correcting it. Although if it is a rational problem, like traffic or small children, there is no need to feel bad - just keep working on it!

Tick Tick!

Keep your watch accurate. For some people, moving up the time on their watch will help them be earlier. For others, they will subconsciously know that the time is wrong and so they just disregard it altogether. It may be helpful to set your watch just two minutes ahead instead of five or ten. This will make you less likely to "factor in" those extra few minutes. Keep a clock, phone, computer or anything that displays time in each room of your house. One of the easiest ways to run late is simply by not realizing that the time is going by as quickly as it is.



Snooze Button!

Don't hit the snooze button, linger in bed, and watch TV at the very start of your day. Maybe even try setting your clock 10 minutes earlier than you need to. If you have difficulty with this, move your alarm clock to somewhere out of reach from your bed; that way, you have to get up to turn it off. Acquire the habit of sitting up, stretching, and getting out of bed as soon as the alarm goes off. If you can't get out of bed on time, you may be going to bed too late. Try sleeping earlier to allow yourself at least 7 hours sleep. By getting up late you are setting a pattern of lateness for the rest of the day.

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NBP

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Benefits of Being *Punctual*

Here employees are assessed on their professional front like accomplishments and out of the box solutions, while punctuality takes a backseat. However, at the end of the day, punctuality does make a difference and if you want to earn and maintain the respect you wish to have at the workplace you cannot wayside this wonderful human virtue. Below are some reasons why you should be punctual:

Respect

Punctuality speaks of a person's respect of others. In giving respect to others we can earn in turn.

Organised

A punctual person usually organises his/her work well, thinks ahead of time, prioritizes the given tasks and is overall successful.

Ready

Being a couple of minutes early to a meeting or work, gives you time to relax, collect your thoughts and prioritise your day's activities. This will help you sail through the day with no major glitches.

Promotion

All of the above points help an employee become a strong contender for a promotion (of course, given the fact that he/she is good at the job).

Credibility

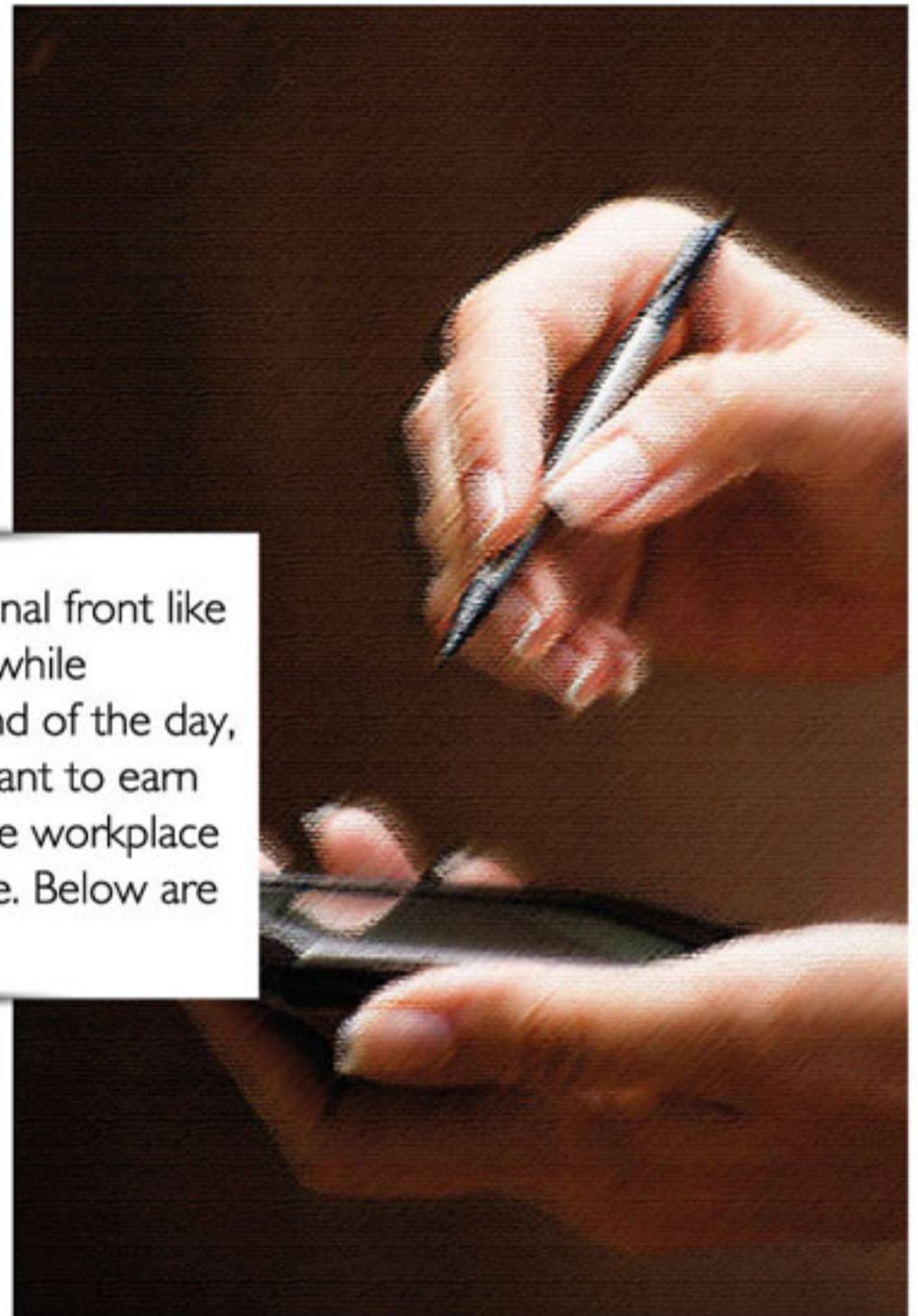
An employee who is punctual is considered as credible in the eyes of his/her employer.

Networking

Much of the networking in a company happens just before a meeting when the board members are waiting for everybody to gather. Being early can give you a chance to talk to the company leaders and create a network of alliances for you.

Productivity

An employee who isn't stressed about reaching late or has come in early enough to give him minutes to settle in before the day's work begins, has got better chances to get more accomplished than a late comer who feels more pressurized.



Health Tips



Occupational overuse syndrome (OOS) is a type of injury common to fingers, hands, wrists and elbows. OOS is also known as repetitive strain injury or RSI. It is caused by repetitive movements or awkward postures. Changes to workplace design and practices can alleviate or prevent the condition.

Symptoms include swelling, pain and weakness in the affected joints. Vulnerable tendons can be overworked and inflamed by repetitious manual tasks such as working on a keyboard, working on an assembly line or even playing a musical instrument.

Rest is usually the best cure. Sometimes poor workspace design or work practices contribute to OOS. Making minor changes can alleviate or prevent the condition.

Occupational overuse syndrome is usually associated with repetitive hand movements such as typing, but any part of the body can be affected. OOS can strike the tendons and muscles of the fingers, hands, wrists, elbows, shoulders, back and neck.

Symptoms vary, depending on the individual, the site of injury and the severity of the condition. Common symptoms may include:

Pain

Muscle weakness

Swelling

Numbness

Restricted mobility of the joint.



Be Punctual Be Professional!

Punctuality conveys respect. Respect for yourself and your professional image. Respect for the other person and their time. You should announce your arrival at the company reception five to ten minutes in advance for a business meeting. Be careful you don't arrive too early. Arriving more than fifteen minutes in advance will pressure the other person to finish what they are doing and meet you straight away. This will not help form a positive first impression. If you do arrive too early, simply wait downstairs in the lobby and use this time to make sure your business cards and paperwork are in order.



Always be Pragmatic

Being practical is walking with the natural laws with the sole aim of executing the job assigned without thinking about the consequences. There should be no probability element attached with it. It should go with the exactness of work and nature. Therefore sometimes it is essential that we should feel the self that reside inside and incite us. Selfishness is not a bad thing unless and until it is going to put the others interest in jeopardy or violating the natural laws.

Light Moments!

Better three hours too soon than a minute too late.
- William Shakespeare

Punctuality is the soul of business.
- Thomas Chandler Haliburton

Know the true value of time; snatch, seize, and enjoy every moment of it. No idleness, no delay, no procrastination; never put off till tomorrow what you can do today.
- Chesterfield, Lord

