



APPOINTMENTS

MAKING OPPORTUNITIES KNOCK ON YOUR DOOR

Underemployment is a bigger issue than unemployment

According to a study done the Sri Lankan women is confined to traditional boundaries. Therefore they are happy to follow the men, no goal beyond the family, are afraid to stand and be different while complacency is driven by wrong beliefs. He said according to Buddhist teachings every body is supposed to earn a living righteously, said Country Chairman of Chevron Sri Lanka Kishu Gomes.

Addressing Academy for Administrative Professionals seminar themed A new profile for Administrative Professionals.

Today most of the women are house-

maids, tea pluckers and sewing girls while there is a handful of professionals. About three years ago there were more than 100,000 expatriate professionals who were employed in Sri Lanka and it was a big issue as the foreign exchange earned by the housemaids and tea pluckers and sewing girls was spent on these peoples salaries.

But if we are to achieve economic prosperity as a nation we have to take the maximum benefits of our only resource the people as this is the only asset we have to make money.

For the future to be bright the country

needs business leaders and entrepreneurs. This should be achieved through commercial success, said Gomes.

He said that at most times people fail because they don't have a vision. Once the vision is identified develop an individual strategy and then conduct an audit of yourself which means identifying your strengths and weaknesses and how you improve your strengths and eliminate your weaknesses. He said that some people have the ability but they don't understand it, therefore it is necessary to do an audit. Once the audit is done work hard to achieve your goal or goals. When working hard always picture yourself of where you want to be as this gives strength

and motivation to achieve your goal while understanding the purpose of living. Gomes said always try to enhance the skills and network with people in addition when you do something well understand it and apply it the next time it has to be done. Most importantly know what you do before you do it. In addition never be complacent with the technical skills a person possess as there will be somebody who will come and overtake, therefore be multifaceted, he urged.

Each individual is a brand but some are positive, while some are negative or neutral. In the modern day nobody can perform individually, therefore work as a team to create team brilliance. Timing, cohabitating, and collaboration is a must to be a team player while being multifaceted.

The success begins in the mind and it is



Academy for Administrative Professionals held its Annual Seminar at Cinnamon Grand Hotel recently. A Section of the participants with the head table members Mrs. Anoma Salgado (Project Leader), Ms. Sunethra Jayaratne (Executive Director), Mr. Kishoo Gomes (Chief Guest), Dr. Ranjith Cabraal (Director), Mr. Kesaralal Gunasekera (Director) and Mr. T. Sayandhan (Resource Person).

where time goes and don't ever keep too much hope on your memory. Check whether you are managing time or whether time is managing you. Most importantly if you have a personal goal and also to be efficient at work and home and enjoy whatever you want to do time management is a must said Sayandhan.

Research shows that people spend 5% of the time to plan and the balance to execute the plans while it should be the other way about. He said that 80% of the time spent gives 20% of the results while 20% of the time spent gives 80% of the results.

In a working environment or in our homes there are urgent, important as well as not important and unimportant tasks that we have to on a daily basis.

If the task is not important and urgent spend less than 1% of your time. If it is urgent but not important allocate 55% of the time. If the task at hand is important but not urgent spend between 60-80% before the task becomes urgent. Start working on it and keep to time schedules and if the task at hand is urgent and important and urgent spend 20-25% on those tasks, but remember not to spend time on tasks that can be delegated, said Sayandhan.

He said that most people are scared to delegate the work and give many excuses but the day you have taught everything and delegated all your work that is the day the individual is ready for a promotion.

Develop an efficient system in the office environment and strive for good order in the office and utilize all your resources fully and at a time have one paper on your desk and concentrate on that it will increase efficiency and save your time.

Sort all document that you get under the headings for action, information, reading and waste paper daily and when the need arises to write a letter limit it to one page so that you don't waste your time as well others time.

Learn to say no politely be ruthless with time killers but gracious with customers and remember not to call for meetings as a habit or unnecessarily.

Sayandhan said that mornings are best for hard work but get the timing right, prepare a list of priorities for the day, don't postpone work and most importantly identify your time wasters and eliminate them.

He said that by following these simple rules anybody can manage their time efficiently and be free of stress.

Dr. Sabesan and Oriflame conducted workshops for the Participants which were well received.

Mr. Alan Robertson, Dean Monash College, conducted a workshop ending the session on "Management and Organizational Skills". This gave participants interaction time to discuss their own problems in their profession and to face challenges confidently.

The seminar held at Cinnamon Grand Hotel recently and the organizers are contended of concluding yet another successful seminar which was well attended and well received.

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