



# On-line

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OCTOBER 2018

## Managing Committee (2018-2019)

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### **Committee Members**

#### **Indra Prabha**

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### **Words of Wisdom**

A good leader is a person who takes a little more than his share of the blame and a little less than his share of the credit.

- John C. Maxwell

Dear Members,

Nowadays we are seeing each individual wearing Multiple Hats in our Organization and Managing it. Earlier everybody used to say "I started wearing multiple hats - this phrase has become synonymous with working at small organization, but now, it has become true with large organizations too.

Multiple Hat Syndrome afflicts individuals in environments thus can affect the entire organization. The symptoms include:

- That constant, nagging feeling that you've forgotten something critical.
- Sometimes we get stuck in a bad situation and never make time to step back
- Making your strengths ineffective to work on a lot of areas outside your wheelhouse
- Spending even more time at the office to compensate. Burnout

This is not entirely a bad thing. Some people find wearing multiple hats a great way to engage with a wide variety of interests and skill sets. Even in my current role, and in a large organization that has a lot of specialists on hand, I have still become the go-to person for all sorts of random questions. And I'm okay with that. Being aware of the upstream and downstream makes me better at anything that I do, because I'm able to alert the right person at the right time or be proactive about potential issues. It is, however, a problem when it is not supported. If someone asking me a question becomes another hat on my head, then yeah, that gets old real fast. No matter how large the organization, there are always going to be tasks that are not full jobs. And there will always be people who would be bored doing only one thing! Wearing multiple hats is not ever going to go away fully. If you support it and are intentional with your business practices, it can even be a good thing. Here are a few new approaches you might take.

Acknowledge that people are wearing multiple hats. Respect each hat.

Consider revising job descriptions or adjusting compensation. Seek out professional development opportunities for each of those hats, or other ways to provide support. And those hats some people end up wearing, simply because they have been on the team for so long that this has been forgotten? Is it time to retire some hats? Maybe not, but let's make that an active choice.

Remember – Each hat you own is a sign of trust towards you and a responsibility given to you by your boss. Your good work and endeavor has been appreciated by your boss throughout the year. So, it's your turn now to thank your boss for her/his motivation and support by giving you the various hats and there's no better time than to say it all on International Bosses Day, (16th October) observed this year.



~Priya Balaji

## HAPPENINGS

It gives me great pleasure to look back at the happenings of August 2018 meeting. At the outset, we extend our sincere thanks to the resource persons who have contributed the sessions.

The session started with a short intro about Ms. Malini, of Ananthaa Consulting. She is an energetic entrepreneur and also inspiring Trustee in Sankara Netralaya. She took up the session in a lively manner where all the members actively participated, understanding the Self-Help Techniques for Dealing with Stress. In addition, she explained about the importance of managing Stress.

If we're living with high levels of stress, we're putting our entire well-being at risk. She added that stress causes confusion on our emotional equilibrium, as well as our physical health and narrows our ability to think clearly, function effectively, and enjoy life was the key message she conveyed to the members. parallelly, she explained how an effective stress management, helps to break the stress in our life, so we can be happier, healthier, and more productive. The control and uncontrolled situations to be managed by every individual. For that we need to have courage to face the challenges.

The take home message delivered that, the ultimate goal is to lead a 360-degree balanced life, with time for self (ME time) work, relationships, relaxation, and fun and the resilience to hold up under pressure and meet challenges head on. The interesting need of the hour for every woman is ME time. Every woman should know that self-care is essential for happiness. The session inspired and motivated every member to think about ME time.

In continuation to the session, there was an awareness on Women Empowerment in Finance by Mrs. Prasanna Ashok, Manager, Learning & Development, MAX Life Insurance, Chennai. The financial stress is one of the largest stress on relationships. When we are stressed out it affects other aspects of our life. We may have a hard time concentrating on work because of the financial stress hanging over our head all the time. If we can reduce our worry, we will be able to focus more on our life and to manage financial situation.

There are a few things we can do now to relieve our financial stress and make it easier to function every day. Various financial opportunities were explained out of which investments are the greater opportunity for women to overcome the challenges after the age of 60. In the present, we need to plan for the future was the key message. It was an overwhelming moment to everyone to understand about self and wellbeing of the loved ones. The meeting ended with hi-tea.

JPJ Bindu  
Outstation Member from Trichy

### Since we can't get that 25th hour, let's talk time management

Time management can be a difficult skill to master. In fact, many of us agree that there simply isn't enough time in the day to get everything done. Even the most organized working mom can become stressed out when short on time. You manage a quadruple workload daily. You try to take good care of yourself (aka self-care), you want to take care of your family well, you have a home to keep clean and organized, and of course, you want a career you're proud of. This heavy workload is why you're searching for the best time management strategies!

**Make a Plan Using a Planner:** The key is finishing that To-do list is planning when you'll do it. You're going to need a good planner. If you're creative, start a bullet journal. This way all your lists can be in one spot. If you don't have the time to draw out boxes try The Happy Planner by Me and My Big Ideas. When you realistically plan your time and energy, you avoid frustration and produce better results.

**Set Priorities and Realistic Goals:** One of the most common time management mistakes is getting distracted and procrastinating. Good time management is all about staying focused. If you feel overwhelmed by your workload grab your planner, make a To-do list, then prioritize. Making this plan of attack will make you feel like things are more doable. A little bit of planning can go a long way. Once you have your tasks in order, stay focused. If you're working on a business presentation, don't start thinking about what you're going to cook for dinner. Instead, stay present by completing your presentation before allowing your mind to wander. If you can't stop stressing about dinner plans take a five-minute break to write down your meal plans. Then get back on track.

**Avoid Ineffective Multi-Tasking:** Many working mothers think you can save time by multitasking. However, multitasking has its drawbacks when you try to complete two physical tasks at once. For example, don't try to iron your suit while helping your kids pick out an outfit; something or someone will get burned to the hustle.

**Separate Work and Motherhood Responsibilities:** One of the best time management secrets is to leave parental responsibilities at home when you're at work. Similarly, when you walk into your home after work, put on your "Mommy Hat" and leave your job responsibilities at the office. If your job requires you to take home work, such as if you're a teacher and have papers to grade, complete these tasks after the children are in bed.

It's all about being present, or mindful, in whatever role you are currently in.

Finding the right way to manage your time and energy comes with practice. You'll figure out how much you can accomplish given your quadruple workload. Once you get better at certain tasks, they'll take you less time to finish. This is how you get more done!

### Tips for the Healthy Skin

1. Eat a healthy diet which should include lots of fruits, vegetables in the form of salads and fresh juices. Use honey instead of sugar for juices.
2. Avoid eating junk food which is not only bad for your skin but also for your health. Do not eat fried foods. Avoid Maida and white bread, instead take brown bread, whole grains and oat bran. Use brown rice instead of white.
3. Drink 2-3 glasses of warm water the first thing in the morning which will prevent constipation, and this will have an effect on your skin or you can take a glass of warm lemon juice with a tsp of honey.
4. Wash your face whenever you go out and come back, to remove the dirt accumulated on your skin due to pollution. Also wash it after you wake up and before going to sleep. Instead of using soap frequently, you can use flour of green gram or besan mixed with a little water to cleanse your face.
5. Use an umbrella (preferably a colored one), wear sunglasses while going out in the sun. It protects your skin from the harmful effects.
6. Have bath twice a day to keep your skin clean. It also helps to keep yourself cool.
7. Powder of orange peels (available in the market) mixed with rose water can be used to exfoliate your skin.
8. Steam your face once in a week to remove dirt from your face. You can add a few drops of eucalyptus oil or neem leaves to the water. After steaming, splash cold water on your face and pat dry. This is an effective remedy for blackheads also.
9. Steaming with juice of one lemon added to the water is also effective for blackheads and whiteheads. Take a little egg white (beat it well) and mix it with a little honey and apply it on the face and wash it off with warm water after 15 minutes. This cures blackheads.
10. Mixture of rose water, sandalwood paste and fuller's earth (a form of clay) can be used as a face pack for oily skin. Rose water cleanses and tones the skin. Sandalwood paste has cooling properties and fuller's earth removes the dirt and excess oil from the skin.
11. Mashed papaya applied on the face clears marks on your skin and the skin will look bright.
12. Avoid taking tea or coffee, instead replace it with green tea or buttermilk.
13. Keep your hair clean from dandruff. If you have dandruff, then you will get pimples.



Here's wishing all the Members celebrating their Birthdays in October & November 2018

### OCTOBER

2<sup>nd</sup> Alamelu V  
2<sup>nd</sup> Deepali Chauhan  
4<sup>th</sup> Sabitha Rozalla  
4<sup>th</sup> Moira Menon  
4<sup>th</sup> Lalitha Veeramani  
6<sup>th</sup> Shobana P  
7<sup>th</sup> Vijaya Venkatesh  
8<sup>th</sup> Vijeswari Rajaraman  
8<sup>th</sup> Chrystal Taylor  
10<sup>th</sup> Rebecca Pereira  
15<sup>th</sup> Maureen Beck  
15<sup>th</sup> Meena Anandan  
17<sup>th</sup> Glynis Joseph  
18<sup>th</sup> Margaret Rozario  
18<sup>th</sup> Sharon Saldanha  
20<sup>th</sup> Candy Prim  
22<sup>nd</sup> Pam Fernandez  
24<sup>th</sup> Seretta Browne  
26<sup>th</sup> Naaz Tyebbhoy  
26<sup>th</sup> Cheryl Foregard  
28<sup>th</sup> Anitha Venkatachary  
31<sup>st</sup> Jessie Edwards

### NOVEMBER

1<sup>st</sup> Nicola Jayakumar  
1<sup>st</sup> Sunitha Wilfred  
2<sup>nd</sup> Treasure Jacob  
7<sup>th</sup> Audrey Krishnan  
7<sup>th</sup> Anantha Lakshmi  
13<sup>th</sup> Karen Peterson  
13<sup>th</sup> Deepa Selvan  
14<sup>th</sup> Shoba Ryan  
18<sup>th</sup> Anester Antony  
21<sup>st</sup> Nirmala Bhaskar  
25<sup>th</sup> Freeda McLeod  
27<sup>th</sup> Rita Vincent  
27<sup>th</sup> Belinda Fernandez  
27<sup>th</sup> Geraldine Rajan  
28<sup>th</sup> Tessie Morris  
29<sup>th</sup> Anita Martin

#### MEETING

- **DATE** : 27<sup>th</sup> October 2018
- **TIME** : 2.30 p.m.
- **VENUE** : E Hotel (Enrich Hall-2<sup>nd</sup> Floor)  
Gate-1, Express Avenue Mall  
Pattulos Road, Chennai - 2
- **HIGHLIGHT** : "Detox Food Therapy"  
- Mind, Body & Soul  
Dr.D(Chef).Girija MD., Phd.D(Accu)
- **Charges** : Rs.125/- Guests - Rs.150/-
- **RSVP** : 22<sup>th</sup> October 2018 (office hours)

#### RECIPE CORNER - BASUNDHI



##### Ingredients:

- Full fat cream Milk - 5 cups/1 litre
- Sugar - 1/4 - 1/3 cup
- Saffron - 6-7 strands
- Pistachios - 3 tbsp
- Cardamom powder - 1/8 tsp
- Edible camphor - a pinch (optional)

##### Preparation:

Soak pistachios in hot water for 10 minutes. Remove the skin and chop it finely. Take a heavy bottomed vessel. This is important to prevent the milk from getting burnt.

Bring 5 cups (1 litre) of milk to boil. Once the milk starts to boil, reduce the heat to medium low. Soak saffron strands in 2 tbsp of hot milk. Crush the saffron strands to release its flavor. Keep it aside. As the milk cooks, you will find a layer of cream/malai (palada) forming at the top. Collect the cream in a bowl. Once you collect the cream, stir the milk. Then again after few minutes, a layer of cream forms on the surface/top of the milk. Keep collecting the cream (palada) and separate until the milk reduces to half its original quantity. After the milk reduces to half, add sugar and stir for the sugar to dissolve. Add cardamom powder, edible camphor and the saffron soaked milk and turn off the heat. Let the milk cool completely.

Once the milk is completely cool, add the collected malai/palada back into the milk. Scrape the cream stuck on the sides of the pan and put it back into the milk. Garnish with finely chopped pistachios. Refrigerate and serve chilled.

Happy  
Anniversary



Wishing all the Members celebrating their Wedding Anniversary in October & November 2018

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#### 1. You're the best.

*Three little words that when coming from your boss, you take with a grain of salt.*

- We would like to hear from your bosses about you.
- Oct being celebrated as Intl. Bosses Day, we would like to play the recordings of comments / feedback about you, by your bosses for a minute or two (not beyond 2 mins). Members who wish to bring the videos, kindly confirm on or before 22<sup>nd</sup> October 2018.

#### 2. *Please block your dates for our Christmas Party on 15th December (Saturday). More information will follow soon.*

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