



On-line

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Words of Wisdom



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 had become synonymous with working at small organizations, but now, it has become true with large organizations too. Multiple Hat Syndrome afflicts individuals in environments and this 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? May be not, but let's make that an active choice.

Remember – Each hat you wear 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 Boss's Day, (16th October) observed this year.

Regards,

 Priya

HAPPENINGS

Our meeting in August took place at Hotel GRT Grand, T Nagar on the 27th.

After the formal welcome by the Chairperson Priya Balaji, Sudha introduced the speaker for the day namely Mr Rajaram Kolle, Soft Skills Trainer & Motivational Speaker. The topic was "Build better bonding through E-BA". Wonder what E-BA is. It is nothing but Emotional Bank Account.

To start with, he asked us to think of a person not necessarily related, who is very close to our heart. He then selectively asked a few members to say a few words about them as to why they are so close to us. He then called for three volunteers to present a short skit.

Sukanya acted as the Chief Manager of State Bank of India. Helen, her supposed to be classmate, was the borrower and Arasi, their new depositor. There was an interesting discussion among them. Sukanya insisting on Helen to repay the money she had borrowed with interest and Helen pleading for some more time to pay. And when Arasi, the new depositor enters the bank and meets the Chief Manager, the scene changes entirely. This happens in our lives too he said.

Referring to E-BA he said, the more you make new deposits, you will have more bonding with that person. Saying something good or giving a compliment is a deposit we make into others and this can happen at home, office, a place of worship, etc..

When you have genuine deposits, the relationship will be more. Appreciation is such a powerful tool and so instead of criticising someone, appreciate them more. Accept a person as he / she is and adapt to situations. This is the best way of bonding.

The vote of thanks was proposed by Sukanya. Maria then read out the names of the members celebrating their birthdays during August and as usual members sang Happy Birthday to them.

Priya announced that the overnight outing is being planned in the second half of November. More details will be given at the next meeting.

The meeting concluded with Hi-Tea.

Jessie Edwards



Strategies of Time Management

We may often wish for more time but we only get 24 hours. How to use this time efficiently depends on our skillset, planning, evaluation and self-analysis. Some of these strategies can help effectively manage our time.

Know how to spend your time - Maintain a time log. Identify the most time consuming tasks. Having a good sense of time required for routine tasks will help us be more realistic in planning our time.

Set Priorities – Effective time management requires a clear distinction between what is important and what is urgent. Covey, Merrill and Merrill (1994) categorizes activities into four quadrants – urgent, not urgent, important and not important. Preparing a ‘to do list’ and ranking them is an easy way to prioritize.

Use a planning tool – Experts often recommend tools such as planners, calendars, phone apps, wall charts, pocket diaries etc.. The key is to find that one planning tool that works for you and use that consistently.

Schedule Appropriately – Effective scheduling requires you to know yourself. Plan your most challenging tasks when you have the most energy. Block out time for your high priority activities first and protect that time from interruptions.

Stop Procrastinating - To help stop procrastinating consider “eating the big frog first”. Complete the complicated tasks first. Another option is to snowball by breaking them down into smaller segments. Try building in a reward system for completed tasks to help stay motivated.

Stay healthy – The care and attention you give yourself is an important investment of time. Scheduling time to relax or do nothing helps you to rejuvenate physically and mentally, enabling you to accomplish tasks more quickly. Be sure to monitor your screen time as part of your digital wellbeing.

Successful time management leads to greater personal happiness, more accomplishment at home and at work and a more satisfying future.

We wish our members a very happy birthday.



OCTOBER

2nd Alamelu V
4th Sabitha Rozalla
4th Moira Menon
4th Lalitha Veeramani
6th Shobana P
7th Vijaya Venkatesh
8th Vijeswari Rajaraman
10th Rebecca Pereira
15th Maureen Beck
15th Meena Anandan
17th Glynis Joseph
18th Margaret Rozario
18th Sharon Saldanha
20th Candy Prim
22nd Pam Fernandez
24th Seretta Browne
26th Naaz Tyebbhoy
26th Cheryl Foregard
27th Hemalatha Raju
28th Anitha Venkatachary
31st Jessie Edwards

We wish all those celebrating their wedding anniversary the very best and a blessed year ahead.



MEETING

Date : 29th October 2022

Time : 2:30 pm onwards

Speaker : Sukanya Shankar

Topic : "The Magic in your hands"

Venue :

The Pride Hotel, EVR Periyar Salai,
216, Poonamallee High Road, Near
Sangam Theatre, Kilpauk, Chennai
600010.

Charges : Rs 150/- per head

RSVP : 28th October 2022

Mangala Priya Balaji, Chairperson and Maria Renaux, Vice Chairperson cum Secretary attended the All India Governing Council annual meet held at Hotel Kohinoor Continental, Mumbai on the 15th of October 2022.



This was followed by a grand golden jubilee celebration hosted by HQ at the Radisson Blu, Mumbai.



Our much awaited weekend trip is around the corner. The committee has finalised on Kannur, Kerala and the dates will be 26th and 27th of November 2022, with departure being on the 25th night. Further details will be shared with all those who have registered for this trip. Kindly note that RSVPs have closed.

Please find below details of the ASA Congress. Emails have been sent to you as well. The cost per person will be USD 650.



Christmas Party

We intend having our Christmas party on the 17th of December. Kindly block your calendars accordingly.

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