



THE EDITORS

P.O. Box 567,
Neutral Bay Junction 2089

NEXT MEETING...NEXT MEETING...NEXT MEETING...NEXT MEETING...

The Annual General Meeting will be held at the Kirribilli Neighbourhood Centre on Wednesday, 30 March at 6.30pm. A form for the nomination of all officers is enclosed. Subscriptions must be paid up if you wish to nominate, be nominated or vote. Please contact Narelle Konte, 888 2733 by Monday 28 March if you are attending.

Notes on the last meeting, held 16 February, 1983

At the first meeting of The Editors for 1983, Ian Coles presented a lively, informative and profitable talk on time management. Those present not only gained the benefit of Ian's experience in this vital area, but also received a copy of the Time Management Diary courtesy of Time Management Systems and Mr. Coles.

Originally published in South Africa, an adapted version of the diary is now in its second year in Australia, and there are plans to publish in the USA and the UK within the next year or so. The diary is currently sold by direct marketing only and retails for \$32.

Ian began the evening with an anecdote about Derek, the dithering production manager. Those present recognised the all too common symptoms of too much pressure, too much work, not enough hours in

the day, etc. The message was clear - to make the most effective use of our time, we must learn to organise it, and follow the plans we have drawn up. The Time Management Diary has been designed to facilitate easy planning on a daily, weekly, monthly and annual basis.

As well as giving a practical demonstration of how to get the most out of the diary, Ian outlined a series of basic time-saving devices which he has found successful. Begin the day by sitting and thinking for ten minutes. Allow approximately two hours of the day for crisis management, then sort the rest of the day's activities into priority order. Make lists of phone calls to be made, letters to be written, and other tasks to be accomplished (including any personal items). List appointments and the time they will take. Evaluate the time your planned activities will take overall (allowing 10 min. for each phone call) and cut back the list according to priorities if the total is unrealistic.

Delegate tasks where possible - and not only downwards. Ask superiors for decisions if lack of information is hindering your progress. Don't be afraid to say 'no' to management if you don't have time to carry out the request. (There are ways of doing this tactfully.)

Don't attempt too much. Think things through before you commit yourself. Organise your physical surroundings. File all the items that were piled up on your desk and make a list of where everything is filed.

Procrastination and indecision can be very time-wasting. Set definite deadlines for priority tasks. If one job is particularly important and urgent, clear a day completely and concentrate on that job until it is done.

These pointers may sound like common sense, but it was generally agreed that most people (managers in particular) could make much more effective use of their time if it were better organised.

To this effect, people seemed willing to give their newly acquired diaries a try.

New Title

With this newsletter is enclosed a leaflet on the Chicago Manual of Style, 13th. Edition, 1982. A review of this book will appear in the next newsletter.