

the INTERIOR

Saginaw Valley State College Library

FEBRUARY 20, 1979

TIME MANAGEMENT EXPERT TELLS HOW TO IMPROVE EFFECTIVENESS

"Master your time and you master your life" was the message of time management expert Dr. Barrie Richardson, who chaired a seminar last week for administrative staff members at SVSC.

"There is plenty of time in life to do the important things," Richardson said. "Everyone has the same amount of time, but some are more productive than others. You can't manage time, but just your use of it.

"There isn't enough time to do everything, so you must set priorities. Some aspects of your job or of life in general are critical and must be dealt with. These should be categorized as 'the critical few' as opposed to the 'trivial many'," he stated. For any activity, about 80% of the events and hence the time spent, yield just 20% of one's results.

Richardson divided activities in the day into three categories, "A", "B", and "C". The "A" activities are your priorities. These are the jobs which must be done in order for you to succeed in your work. "B" activities are less important, but sometimes look as important as "A" activities. These are your major time wasters, according to Richardson. "C" activities are things which can be done any time you've finished with your important work, he noted.

Richardson told the group to watch for visible time wasters, like drop-in visitors, incoming and outgoing telephone calls, un-

scheduled meetings, crises, a lack of objectives in daily plans, personal disorganization, incompetence around oneself and poor personal delegations, and excessive paperwork. By blocking out these visible interruptions through "planned unavailability", one's efficiency increases dramatically, he felt.

A block of time lasting at least one hour or preferably two hours per day should be set aside by managers to work without interruption. "If you're responsible for doing significant tasks that don't get done in the day-to-day battle of your job, you need time to meet your longer range objectives. You simply won't get there if you're continually plagued by daily interruptions.

"Learn to say no. If you do everything people want you to, you won't get your own work done. Don't be used up like a sponge. Only do the significant things. Adopt a modified open-door policy, because you can't work and have your door open," he cautioned.

Invisible time-wasters are also to be avoided. These include perfectionism, which is not a good thing, "because there is a law of diminishing returns -- it takes too much time away from the important things to be perfect. Rather than trying to do something 10% better than others by doing it yourself, it's often better for you to delegate tasks to others."

Richardson noted that procrastination can be another time waster. Rather than piling up correspondence and letters on your desk to think about for a while, handle paperwork only once. Write letters short and to the point.

Other suggestions included consolidating all telephone calls to a certain time of the day, such as 11:30 a.m. to noon. That way there is no interruption and others know you'll get back with them at a specific time.

If you develop blocks of time for working, for conversations, and for creative self-planning, better work habits will result. Such habits include delegating responsibility to others, learning how to say "no", and sometimes simply "closing the door" to meetings and perhaps even the boss.

For Saginaw Valley State College Employees.
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"Get started today and establish specific objectives. That way you'll succeed, because you'll be doing more in less time," Richardson concluded.

"THUMB DAY" PROVIDES LOOK AT SVSC

High school juniors and seniors from 16 schools in Tuscola and Huron Counties will be coming to SVSC Wednesday, March 7 for "Thumb Day 1979". The "Look and See" event will give high school students a chance to view the campus through individualized tours. Departmental exhibits and participation by College faculty and staff members will describe SVSC's 50 academic programs available to undergraduate students.

The SVSC Concert Band will be on hand at Cardinal Gymnasium to welcome the students to what SVSC officials call the "four-year college in your own backyard".

Registration gets underway at 10 a.m. with a welcome to campus, and tours plus meetings with representatives of campus clubs, and with faculty members from various disciplines will follow. The day's activities will conclude at 2 p.m.

"We hope that 'Thumb Day' will acquaint area residents with the academic programs and campus of SVSC," notes Mark H. Denay, assistant director of admissions and program chairman. The idea of having students from area schools come to campus to learn more about SVSC -- the Thumb's closest four-year college -- came from William B. Dodge, Superintendent of Unionville-Sebewaing Area schools and Dr. Fred Walsh, USA principal.

ALL FACULTY INVITED TO PRESIDENTIAL COFFEES

A series of Presidential Coffees with SVSC prexy Jack M. Ryder has been arranged for the Wickes Hall faculty lounge. Dates and times are 3:30 to 5 p.m. on Thursday, March 8, Thursday, April 5, Thursday, June 7 and Thursday, August 9.

The informal get-togethers have been scheduled at a time when a maximum number of faculty members are free of classes. It is hoped that the series will provide a forum for a mutual exchange of information on an informal basis.

"GREEN RIVER REVIEW" RECEIVES LITERARY GRANT

A \$750.00 matching grant from the Coordinating Council of Literary Magazines has been awarded to the "Green River Review" for support of its continued publication. The grant is being made from funds which the Council received through the National Endowment for the Arts.

Dr. Basil A. Clark, assistant professor of English, wrote the proposal, while professor of English Dr. Raymond Tyner is publisher of the "Review", which has subscribers and contributors world-wide.

SCIENCE COLLOQUIUM FEATURES NUCLEAR DISCUSSION

The Science Colloquium will be featuring guest speaker Dr. K. Rengan, professor of chemistry at Eastern Michigan University, speaking on "Energy from Nuclear Fission and Fusion -- Where Are We Now?" this Thursday, February 23 in Wickes Lecture Hall at 2 p.m. Refreshments will be served and everyone is invited.

BROADFOOT IS DISTRICT ROTARY GOVERNOR

John R. Broadfoot, assistant director of the Center for Placement and Continuing Education, has recently been elected Governor of Rotary District 631. He will assume office on July 1 and serve for one year in his new capacity. Broadfoot is a member of the Rotary Club of Saginaw Valley, Michigan.

YIEN ADDRESSES FREELAND GROUP

Dr. Robert S. P. Yien, vice president for academic affairs, was guest speaker for the February 15 meeting of the Freeland Lion's Club. He described recent changes in U.S. policy toward the Republic of China and mainland China and told what some likely implications will be for both the U.S. and Asia.

ARORA IS "ROOKIE OF THE YEAR"

Dr. Shiv K. Arora, assistant professor of marketing, has been named "Rookie of the Year" by Unit 200 of the American Contract Bridge League for attaining a maximum number of master points during the group's recent season. Unit 200 includes Flint and the Tri-Cities

plus Eastern Michigan north to Cheboygan.

PROLIFIC PHYSICIST PUBLISHES PROPITIOUSLY

Dr. Frank Chen, associate professor of physics, has been extremely active in the publishing field during recent months. Between October 1978 and January, he published papers on "Color Blur of the Rainbow Hologram" in the October issue of "Applied Optics" magazine; on "White Light Hologram Technique" in the same issue; on "White Light Pseudocolor Density Encoder" in the November issue of "Optics Letters" magazine, and "Multislit One Step Rainbow Holographic Interferometry" in the January issue of "Applied Optics" magazine.

Papers published with abstract only were "White Light Pseudocolor Encoder" and "Spatial Filter Pseudocolor Holographic Images", "Color Blur of the Rainbow Holograms", "One Step Rainbow Holography and Color Imaging", and "Multiwavelength Multislit Rainbow Holographic Interferometry", all in the 1978 Annual Meeting Issue of the Journal of the Optical Society of America.

YUN PUBLISHES AS WELL

Dr. S. K. "Tom" Yun, professor of physics, published his research paper entitled "Unified SU(6) Gauge Theory of the Strong, Weak, and Electromagnetic Interactions" in the November 1978 issue of the "Physical Review". This was the paper he presented to the 19th International Conference on High Energy Physics in Tokyo, Japan last summer.

CURRY ISSUES CHALLENGE TO REST OF CAMPUS

Former smoker John Curry, who's also manager of SVSC's ARA Food Service, recently discontinued smoking three to four packs of cigarettes per day. Curry is now challenging other members of the College community to do likewise. "When I've been uptight and really needed a cigarette, I've done something bizarre like stand in the sink. People see you do things like that and talk to you about it, and that takes your mind off smoking. Now my pride won't let me go back," he says. Curry has proposed the establish-

ment of a "Ex-Smoker of the Week" column in the Interior. Anyone interested?

CARDINAL TRACK TEAM TAKES TWO ALL-AMERICAN HONORS

Two members of the SVSC track team distinguished themselves at the NAIA National Track Meet in Kansas City last week by taking All-American honors in two events.

Bob Dyer, a senior from Saginaw, won his second All-American title, finishing sixth in the Two Mile event, while Don Passenger, a freshman from Caledonia, was sixth in the Mile meet for his first honor.

CARDINAL BOWLER TAKES TOP HONORS

Fred Buxman, a junior from Saginaw, won a berth in the American Bowling Congress National Collegiate Championships in Tampa Florida next month last Saturday at the team's last meet.

Buxman took second place in the Association of College Unions International tournament at Michigan State University by bowling a nine-game total of 1,733. He had a high series of 628 and a high game of 245. He and the first place winner will now be in the ABC Championships in Tampa, Florida April 3-5 to win the elite trophy in college bowling. Last year Buxman was alternate in the tournament, taking third place.

NO INTERIOR NEXT WEEK

Since Spring Break is February 25 through March 3, there will be no Interior published on February 27. The next issue will appear on March 6. Have a good holiday!

PERSONNEL --

-- Registrar's Office; Transfer Credit Clerk, FT-P, \$3.30/hour.

This position will be open to members of the campus community for one week only. Interested persons should contact the Personnel Office at ext. 4108. SVSC is an affirmative action, equal opportunity employer whose policies and practices are non-discriminatory.