

## Start...

## Contd. from 5

## Using Planning Software Effectively

The above home office organization step does not mean that one abandons electronic resources. Microsoft Outlook includes several features that help with organizing work flow. Other email software may do the same. In Outlook, clicking on the "Tasks" link opens a window listing current tasks with a box to enter new tasks. Use this feature for things that need to happen at some point in the near future.

The "To-Do Bar" can be kept open on Outlook to display more details about individual near term tasks. Another Outlook feature that will keep you on track with your organizational plan is the Calendar. Use this to enter not just appointments, but simple reminders, such as "Run backup software at 5:00 PM every Friday." These kinds of reminders are different from true work task lists. Setting the recurrent frequency in this example to be weekly starting with the coming Friday will instantly set up reminders that will pop up on your screen.

While most decent backup software includes and automatic scheduling option, the disadvantage to using it is that there may come times when you really do not want to run a backup at the scheduled time. By using the Calendar option, you can choose to postpone the reminder to a future time.

This example of maximizing the use of scheduling options represents one of the cardinal points of organization. Everything like this that can be done once and takes care of future actions is better than having to think of regularly occurring tasks and set up reminders

every time. It also means that you do not have to waste time thinking about this kind of thing at random times, which often will interrupt something more productive.

## Organize Materials Needed Tomorrow Today

Another good approach to home office organization also can take place at the close of day. If space permits, get a desk accessory called an Incline File. This is a small metal holder for file folders with staggered upright slots on an inclined base. Office Depot has a model #393-138-096 that is perfect for the task. If that is too big, use a three-tier sorter box or even a

mini-sorter. Don't use stacking desk trays because it is too easy for things to get buried in them.

Label several file folders with typical jobs that you do on a regular basis. If there is anything in the way of research notes, articles, fact sheets, etc. that will be needed for the list of tomorrow's tasks drop them tonight into the appropriate folder before leaving the work area. When you come to the associated task the next day, the needed material will be ready to use.

These simple proactive steps to getting organized and improving organizational skills in advance will pay off in time-saving and reduced frustration in the long run. -[brighthub.com](http://brighthub.com)

## VACANCY

## Post of General Manager

A well established newspapers company invites applications for the post of the General Manager for its Tamil publication.

The applicant should be between the age group of 40-50 years, at least with 10 years of experience in an administrative position. A sound knowledge of marketing and accounts would be an advantage. Computer literacy is a must.

The emolument package is negotiable and will be commensurate with experience and competency.

All application will be treated in strict confidential.

Please send in your resume together with details of two non-related referees before February 10, 2011.

A- 006  
DM Swaminathan Associates  
Attorneys - at - law  
No. 07, Wilson street  
Colombo 12

## Hospital Vacancies

The Lions Vision for Sight Hospital will be opening soon in Ratnapura.

This hospital is a service oriented Eye Hospital aimed towards providing high quality Medical and Surgical care and attention, harmonizing best known technology, expertise and commitment and is funded by Lions International Multiple District 107 Finland and Lions Clubs International Foundation and managed by a Board of Trustees.

We seek dedicated Medical and Non-Medical Staff for the following positions:-

## Consultant Eye Surgeon

F.R.C.S. \ M.S. [Oph ] with 5 years working experience.

## Resident \ Visiting Doctor

M.B.B.S. with minimum of 3 years experience in the department of Ophthalmology.

## Theatre Nurse

Nursing Degree / Diploma with 3 years working experience in Govt. / Private Eye Hospital.

## Nurses

Nursing certificate with 2 years experience in a Hospital.

## Camp Co-ordinator

Minimum of 3 years working experience.

## Optometrist

Minimum of 3 years working experience.

Salary negotiable.

Please forward your complete CV to the under mentioned address, together with testimonials of educational and professional qualifications and past work experience and clearly indicating the post you are applying for :

Chairperson

Lion Vision for Sight Hospital Trust

No. 57 A, Kalubowila Gardens, Kohuwala.

E-mail: [asokag@iwsholding.com](mailto:asokag@iwsholding.com)

## WANTED

A DRIVER with basic experience, who has to work with the Director of a Printing Business, also has to assist in general office activities in addition to driving duties. Preferred those who live in and around Colombo and below 40 years of age.

Please apply with CV or Call, Manager:  
0777418477 / 2 530 135

The Manager  
Photocopy & Printing Unit  
108 B/1, Maya Mawatha, Colombo 06.

## AL SAFIR HOTEL &amp; TOWER KINGDOM OF BAHRAIN

We are looking for experienced candidates for the following departments

Positions	No. of Vacancies	Salary BD
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Housekeeping Staff	05	65 - 75
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Waiters	05	65 - 75
Waitress	05	75 - 85
Security Staff	04	85 - 90

01 Bahrain Dinar = Rs. 293.00

Hotel Schools leavers with Restaurant Experience / In-house Trainees can apply. Hotel and Middle East experience is an advantage.

Free accommodation, medical and return air ticket will be provided. Two year contract. 9 hours working per day including meal breaks. Duty meals provided. Recruit to pay government fee (Rs. 11652.00) only.

Please apply with copies of certificates, pp size photograph.

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**One of Sri Lanka's best loved brands, the very essence of Good Food, Good Life, will have a new direction..**

*Could YOU be that enormously talented person who will lead this most iconic Sri Lankan brand?*

Nestlé, the world's largest Food and Beverage Company, has delighted Sri Lankan consumers with the world's Best Loved Brands for over a century. We seek only the best to join our continued mission in delivering our promise of Good Food, Good Life to everyone.

**WANTED: Innovative Marketer**

A strong and energetic marketer with a comprehensive know-how of all the intricacies of contemporary and traditional marketing methodologies, you will be responsible for driving one of Sri Lanka's iconic and most loved brands. Renowned throughout the country for its great taste and goodness, this iconic product has captured the hearts of millions across the country.

A marketing trend-setter with at least 8-10 years in the FMCG sector, you will have solid experience in driving a cluster/group of brands. A degree in Business Management,

Marketing, Economics or any other business related field will be a distinct advantage.

Dynamic, sharp and with your finger on the pulse of the consumer and category at all times, you will be a pivotal player in one of the most progressive sales and marketing teams in the country.

If you're a Marketing Professional with the unstoppable energy and determination we're looking for, mail your CV with the job applied for indicated in the subject line or on the top left corner of the envelope, together with a recent photograph and the names of 2 non related referees within 7 working days to;

**Vice President - Human Resources & Corporate Communications**  
**Nestlé Lanka PLC, 440, T.B. Jayah Mawatha, Colombo 10**  
**E-mail: [nestle.careers@lk.nestle.com](mailto:nestle.careers@lk.nestle.com)**

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