



## Editorial:

Dear Readers,

This is the first issue of CLARION in the new Rotary year 2008-09, which also precedes the Installation issue.

The club bulletin is meant for our members, and for people we reach out to. Articles of interest are most welcome from all members so that they can be published regularly in every week's bulletin. Reports of each and every club activity should be sent for publishing by all members concerned.

My thanks to President Nihar for bestowing upon me the Editor's responsibility. Let's all make the bulletin as interesting as possible.

Rtn. Suman K. Sarbadhikari  
Editor 2008-09

## TODAY'S SPEAKER

Members of RCCR welcome Mr. Somdeb Joardar, who will speak today on Mutual Funds.

Mr Joardar heads two businesses - SR Auto Brite Chem (P) Ltd. and M/S Auto Brite Financial Services.

Mr Joardar was also involved with Rotaract Club of South Kolkata in 1994-96.

## 3RD CLUB INSTALLATION

The 3<sup>rd</sup> Club Installation meeting will be held as under:

Date: Sat 12<sup>th</sup> July, 2008

Time: 12 noon

Venue: M.V. Ahalya

D.G. Nayantara Palchoudhuri will grace the occasion.

NOTE: Members and their spouses and guests are kindly requested to be at the Millennium jetty **latest by 12 noon**, after which the vessel will leave for a cruise on the Ganges.

## CLUB WEBSITE LAUNCHED

Our club website [www.rotaryrenaissance.org](http://www.rotaryrenaissance.org) has been launched on 1<sup>st</sup> July.

## **FIRST PROJECT in 2008-09**

reported by Rtn. Kartik Patel

### **“Serving Water to Salt Lake Rath Yatra Pullers”**

This was the first Community Service project of the club in 2008-09, which was held at AC-15, Salt Lake on 4<sup>th</sup> July, 4pm. It was well attended by club members, including those who were less frequent in the past.

As the Rath approached AC-15, we were found busy with other volunteers serving “sharbat” and tea to the yatra participants.

Kudos to Rtn Mausam for organizing this programme within a short period and that also, from outside Kolkata!

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### **Visit to Antyoday Anath Ashram, Paushi**

reported by Rtn. Nawneet Sodhani



A few of us went to Paushi on Sunday, 22<sup>nd</sup> June 2008. The Ashram now has 70 children, and they are all fine. They weren't directly affected by the floods a fortnight ago. We took supplies of rice, dal, few toys and a couple of computers donated by our members.

The children had a small dance show ready for us (above left). They were as usual delighted by our visit. Some of the children, of whom a couple of them are specially abled, have drawn outstanding pictures (above right). Few snapshots of the drawings and pictures have been taken. A fund-raising exhibition can be thought of with the proceeds going to AAA.

Balaram took us around the village and three adjoining villages including Paushi was still under water. Bharat Sevashram Sangha has set up camp there providing food and relief materials. The local BDO has entrusted Balaram to oversee the cooking of *khichuri* and distributing the food to 14,000 homeless villagers settled in temporary shelters on the roads. With his hands already full looking after 70 children, Balaram is looking after virtually the whole village!

We returned to Kolkata with lots of ideas brimming our minds – they need to be discussed and implemented if feasible at the earliest.

## **Time Management**

contributed by Rtn. Chirabrata Majumder

Have you ever felt that your days have been spent in a frenzy of activity, but have achieved very little, because you are not concentrating your effort on the things that matter the most? Then it is high time that you have managed time! In this edition, we bring to you simple but tried and tested formulas to help you in managing your time better.

### **a) Beating procrastination:**

The first step in time management is to beat procrastination which prompts you to put off important things for later. Procrastination may be due to reasons such as waiting for the right mood or the right time, a fear of failure in undertaking work and completing it, poor organizational skills or simply because you feel you do not have the relevant skills to perform the task right away. A few sure shot tips to get over this:

- i) recognise that you are procrastinating
- ii) work out why you are procrastinating
- iii) get over it!

### **b) Activity Logs:**

How long do you spend each day on unimportant things; Things that don't really contribute to your success at work? Do you know how much time you've spent reading junk mail, talking to colleagues, making coffee and eating lunch? And how often have you thought, "I could achieve so much more if I just had another half hour each day."

Activity logs help you to analyze how you actually spend your time. Keeping an Activity Log for several days helps you to understand how you spend your time, and when you perform at your best.

### **c) Action Plans:**

An Action Plan is a simple list of all of the tasks that you need to carry out to achieve an objective. It differs from a 'To Do List' in that it focuses on the achievement of a single goal. Wherever you want to achieve something significant, draw up an Action Plan. This helps you think about what you need to do to achieve that thing, so that you can get help where you need it and monitor your progress. To draw up an Action Plan, simply list the tasks that you need to carry out to achieve your goal, in the order that you need to complete them. This is very simple, but is still very useful!

### **d) To Do Lists:**

To-Do Lists are prioritized lists of all the tasks that you need to carry out. They list everything that you have to do, with the most important tasks at the top of the

list, and the least important tasks at the bottom. And starting to keep a To-Do List effectively is often the first personal productivity breakthrough that people make as they start to make a success of their careers. By keeping a To-Do List, you make sure that you capture all of the tasks you have to complete in one place. This is essential if you're not going to forget things. And by prioritizing work, you plan the order in which you'll do things, so you can tell what needs your immediate attention, and what you can quietly forget about until much, much later. This is essential if you're going to beat work overload. With To-Do Lists, you'll be much better organized and much more reliable.

### **e) Personal Goal Setting:**

Goal setting is a powerful process for thinking about your ideal future, and for motivating yourself to turn this vision of the future into reality. The process of setting goals helps you choose where you want to go in life. By knowing precisely what you want to achieve, you know where you have to concentrate your efforts.

A few tips on goal setting:

- i) state each goal as a +ve statement, be precise and set down your priorities
- ii) set realistic performance goals and not outcome goals
- iii) follow the SMART mnemonic [Specific, Measurable, Attainable, Relevant and Time bound]

### **f) Effective Scheduling:**

Scheduling is the process by which you look at the time available to you, and plan how you will use it to achieve the goals you have identified. Go through the following steps in preparing your schedule:

- i) Start by identifying the time you want to make available for your work.
- ii) Block in the actions you absolutely must take to do a good job. These will often be the things you are assessed against.
- iii) Review your To do list, and schedule in the high priority activities, as well as the essential maintenance tasks that cannot be delegated and cannot be avoided.
- iv) Block in appropriate contingency time.

What you now have left is your "discretionary time": the time available to deliver your priorities and achieve your goals. Happy Time Management!

### **BIRTHDAY GREETINGS**

5<sup>th</sup> July : Rtn Chirabrata Majumder

### **WEDDING ANNIVERSARY**

30<sup>th</sup> June : Rtn Nawneet Sodhani &  
R-Ann Kiran

Rtn. Amitava Dasgupta has lost his father who passed away on 30<sup>th</sup> June morning. Members of RCCR send their condolences to Rtn. Amitava and his bereaved family.