

Time Management: 5 Major Time Wasters



Here are five major time wasters:

- Spreading yourself too thin by trying to do too many things at once.
Suggestion: You must set priorities for each day and, if necessary, each hour. Get the most important things done first.
- Being afraid to delegate.
Suggestion: Convince yourself that it's not necessary to do everything yourself. You can still be certain things are being done the way you want them to be when you delegate.
- Not wanting to say "no" to requests.
Suggestion: You can't say "yes" to everything without spreading yourself too thin. Decide what you must do - and want to do - and say "no" to all other requests.
- Being a slave to the phone.
Suggestion: Have others screen your calls. Use an answering machine when you don't want to be disturbed. Schedule a telephone hour to return all calls.
- Procrastinating.
Suggestion: Get those unpleasant chores done first - if they're important. Divide large tasks into smaller ones. Reward yourself when you accomplish something.

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Articulation and Speaking Tips

- Project your voice - breathe from your diaphragm and speak with an open throat.
- Enunciate each syllable; practice with your tongue-twisters such as "The Sixth Sheik's Sixth Sheep's Sick."
- Concentrate on eliminating the "ums," "ers" and other slipups in your speaking.
- Develop a good speaking speed. Tape-record yourself talking at what you consider a normal speed. Keep doing this until the playback sounds right. (Note: This is also helpful for improving enunciation and clarity.)
- For more ideas, check out *The Business Guide to Effective Public Speaking* by Jacqueline Dunckel and Elizabeth Pamham, or *Talk to Win: Six Steps to a Successful Vocal Image*, by voice coach Lillian Glass, Ph.D.

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Centennial Award Recipients

Northwestern Area, under the Chair of Ena Skene, selected the following one hundred Women's Institute members from across Ontario as recipients of the Centennial Award. This award recognizes the "grass root" members who have contributed their talents and time to their Branches. Listed by name and Branch, the Centennial Award recipients are:

CENTRAL AREA

Myrtle Bradley, Maple Grove
Belle Braiden, Coleridge Union
Corinne Croxall, Bethesda-Reach
Shirley Deavitt, Union Street
Lyra Flintoff, Bowmanville
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Jeanette Jordan, Mount Albert
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Mary Inglis, Russell Village
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Beth Burnett, Belwood
Carol Cressman, Bloomingdale
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Winnifred Mann, Listowel West
Irene Maurer, Moorefield
Myrtle Reid, Coningsby
Agnes Reist, Helena Feasby
Mary Jane Wingfield, Ashgrove

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Mary Nicklas, Princess Elizabeth
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Nancy Murray, West Fort William
Alta Skene, Oxdrift
Tina Visser, Carpenter

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Gertrude Stephen, Phelps

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Marion Neville, Shetland
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