THE TIME MANAGEMENT AND LEADERSHIP

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Time in the organization is constant and irreversible. Nothing can be substituted for time. Worse, once wasted, it can never be regained. Leaders have numerous demands on their limited time. Time keeps getting away and they have trouble controlling it. No matter what their position, they cannot stop time, they cannot slow it down, nor can they speed it up. Yet, time needs to be effectively managed to be effective.

On the other hand, you can become such a time fanatic convert by building time management spreadsheets, creating priority folders and lists, color coding tasks, and separating paperwork into priority piles; that you are then waste more time by trying to manage it. In addition, time management techniques may become so complex that you soon give up and return to your old time wasting methods.

Effective time management is crucial to accomplishing organization tasks as well as to avoiding wasting valuable organizational assets. The following nine rules will aid you:

Get Started - This is one of the all time classic time wasters. Often, as much time is wasted avoiding a project, as actually accomplishing the project. A survey showed that the main difference between good students and average students was the ability to start their homework quickly.

Get into a routine - Mindless routines may curb your creativity, but when used properly, they can release time and energy. Choose a time to get certain task accomplished, such as answering email, working on a project, completing paper work; and then sticking to it every day. Use a day planning calendar. There are a variety of formats on the market. Find one that fits your needs.

Do not say yes to too many things - Saying yes can lead to unexpected treasures, but the mistake we often make is to say yes to too many things. This causes us to live to the priorities of others, rather than according to our own. Every time you agree to do something else, something else will not get done. Learn how to say no.

Do not commit yourself to unimportant activities, no matter how far ahead they are - Even if a commitment is a year ahead, it is still a commitment. Often we agree to do something that is far ahead, when we would not normally do it if it was in the near future. No matter how far ahead it is, it will still take the same amount of your time.

Divide large tasks - Large tasks should be broken up into a series of small tasks. By creating small manageable tasks, the entire task will eventually be accomplished. Also, by using a piecemeal approach, you will be able to fit it into your hectic schedule.

Do not put unneeded effort into a project - There is a place for perfectionism, but for most activities, there comes a stage when there is not much to be gained from putting extra effort into it. Save perfectionism for the tasks that need it.

Deal with it for once and for all - We often start a task, think about it, and then lay it aside. This gets repeated over and over. Either deal with the task right away or decide when to deal with it.

Set start and stop times - When arranging start times, also arrange stop times. This will call for some estimating, but your estimates will improve with practice. This will allow you and others to better schedule activities. Also, challenge the theory, "Work expands to fill the allotted time." See if you can shave some time off your deadlines to make it more efficient.

Plan your activities - Schedule a regular time to plan your activities. If time management is important to you, then allow the time to plan it wisely.

No doubts, that the observance of these rules will enable you to operate time more effectively. And it, in its turn, is the keystone to successful realization of any activity or project.

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INTERNET SECURITY AND PRIVACY

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Most of the security problems encountered on the Internet are due to human mistakes.

The first level of security "leaks" usually occurs during the development of the website. If a website developer doesn't correctly plan or proof test his scripts, an eventual hacker could extract confidential information from the website itself. This is usually done by exploiting particular errors or by inserting some particular code snippets into an input field or website url.

The usual way to fix this problem is to make better planning when coding your website and to further test your scripts, especially those dealing with private data.

Another kind of security problem are problems due to users neglecting their own private information. A good example of this kind of neglecting is when someone gives away his or her email address on a public forum. Some "crawler bots" (small programs coded to collect email addresses) could find the address and add it to a mass-mail list, sending spam to the user. This may not be a dangerous "security" problem but the same can also happen with user names and passwords. Most of the big hacking cases occur simply because an important user of a particular network gave away his private information.

The main way to fix this problem is to be very careful to who and how you display confidential data. The best way being - simply not to display them.