

THE TROY ROTARIAN

Jan. 20th, 2009

Mickey Parish, District Governor
District 6880, Troy Rotary Club, chartered May 1, 1920 Troy, Alabama

Welcome to the January 20th meeting of the Troy Rotary Club at the Troy Country Club. Today's Program is hosted by Allen Dunn and Kim Edwards. They have invited Cliff Lusk to speak to us about the Boy Scouts of America. Welcome, Cliff and thank you for joining us today at Rotary.

Last Rotary Meeting

The January 13th meeting was hosted by Matt Baker and Vickie Bowen. They invited Jared Cartee, Youth minister at First Baptist Church. He spoke to us about the Upwards Basketball program and other services offered for children and youth at First Baptist. There were 49 members present, 2 visiting Rotarian (Mrs. Trudie Seirafi, Jasper, AL and Chip Wallace, Brundidge) and 4 makeups. There was \$46.00 in door price receipts.

Absent Last Week- Deanne Baggett, Robert Cary, Kenny Cox, Steve Dennis, John Dew, Marv Dillard, Linda Felton-Smith, Hal Fulmer, Sandi Gouge, Stacy Graning, Bill Hopper, Ben Ji, Buddy Johnson, Bill Key, Tim Meeks, Richard Metzger, Tenise Owens, Paul Outlaw, Marcus Paramore, David Price, Mike Shelton, Josh Simmons, Ed Telfair, Ken Vaughan, Jim Waller, Alex Whaley, Jerry Williams

Program suggestion:

Kim Kersey would like to present a program on behalf of the Girl Scouts. Please contact Kim at 268 – 2375.

Buddy Johnson, Director of Radio and Television at Troy University is available to speak on the topic of Public Radio. Contact Buddy at 670-3555(wk) or 482-3287(cell) or ekjohnson@troy.edu

Please remember that you will be fined \$2.00 if your cell phone rings during a meeting. Phones should be set to off, silent or vibrate.

<http://rotary6880.org/> District 6880 Website

http://www.rotary.org/RI_documents/en_pdf/254en.pdf How to propose a new member

<http://www.rotary.org/> Rotary International Website

From Rotary International

Manage Your Desk or It Will 'Manage' You

I had just completed training programs on delegation and email management for a large law firm. A few days later the Human Resources Manager was on the phone.

'One of the partners has asked if you could please work with one of her young solicitors. He seems a bit 'stuck' on various things, including meeting deadlines.'

Let's call him Tom. We worked together on a number of issues, including how to use his Outlook calendar to prioritize better. But there was also another contributing factor to his problems - and it was very easy to fix.

Here's what he told me at the first appointment.

'I know I miss deadlines. I think it's at least in part because I constantly feel overloaded with the sheer volume of files. There must be a better way to manage my workflow.'

I looked around his compact office. It was somewhat cluttered (although I've seen worse!). As with many lawyers and accountants, large piles of files were stacked all over his desk, behind his desk, on the shelves behind him and some were stacked on the floor. Every available space (and more spaces that shouldn't have been available) had residents!

'How would you like your office to look? What specifically in this situation makes you feel overwhelmed?'

He thought for a moment. Then he came up with a very interesting angle.

'The stuff behind me doesn't bother me so much although I'm sure you'll help me organize it better.' (And we did create a more logical flow to everything, including the wall shelves near the door.) 'However, now you ask I realize that when the desk space to the left of my computer is covered with paperwork I feel cluttered and can't think straight. When it's empty of all but the task I'm engaged on I can see where I'm going and that sense of overwhelm isn't there.'

From that point on it was really easy to re-arrange his environment. Previously his Personal Assistant had placed the new work for the day in that spot on the left side of the desk - close to hand. To put new matters close at hand would seem logical, I'm sure you'd agree. But for Tom, that was the wrong place. For him it only needed to be just inside the door, in a spot that he looked at each time he entered or exited his room.

Tom and I have been in touch since and he's a much happier camper - the clarity that comes from structure and order in his environment flows through to more timely work and a less overwhelming workload.

Track the energy ...

Of course your paper flow needs might be different. The key point in this story is - notice your energy in different sets of circumstances.

- What drags you down, makes you feel heavy, overwhelmed, less effective?
- And what lights you up?
- What 'stuff' or equipment can you move around so you'll feel more efficient?

Another simple tip to give you control over your files and paperwork ...

Get a stacker for current work so that files are upright instead of ugly piles slip-sliding all over your desk. This is a key paper management strategy. Think about it. The minute you start making piles the items underneath are 80% more likely to be overlooked or forgotten.

About the author: Frustrated with her complaints about lack of time, a wise friend pointed Robyn Pearce in the direction of a decent diary and a few key time management principles. Since then, through much study, trial and error, that great weakness has transmuted into a major strength and an international business. Based in New Zealand, Robyn is now one of the world's leading time management and efficiency coaches. Her email address is robyn@gettingagrip.com

Celebrations for the Month of January

Birthdays

3rd - Dave Barron
8th- Dickie Calhoun
* 24th-Nolan Hatcher
27th- Mark Salmon

Anniversaries

27th- Rusty Eldridge
28th- Bob Mills

*celebrating today or before we meet again – please let Beth know if information is incorrect or missing

Upcoming program responsibilities

January 27- Rusty Eldridge & Earl Ellis
February 3- Cliff Eubanks & Joe Faulk
February 10- Linda Felton-Smith & Hal Fulmer
February 17- Mack Gibson & Stacy Graning
February 24- David Hamlin & Larry Hancock

Remember that you are responsible for the raffle prize on the day that you have the program. Please pass along program information to Dave or Beth when you know who the program is so it can be listed in the bulletin. Email info to Beth at beth.collier@wachovia.com or call at 697-1118

OFFICERS FOR THE 2008- 2009 ROTARY YEAR

Dave Barron– President – wdbarron@troy.edu
Robert Hawkins– President Elect – tac@troycable.net
Ray Smith– Past President – rsmith@troy.edu
Adam Drinkwater- Secretary- adam@troylandmarkrealty.com
Bob Mills – Treasurer – bmills@troybankandtrust.com
Sandi Gouge – Community Service – sgouge@troy.edu
Amy Flowers – Club Service – [mailto: abf@troybabydoc.com](mailto:abf@troybabydoc.com).
Mike Shelton – Vocational Service – mike.shelton.199e@statefarm.com
John Dew- Scholarship Chair- jrdew@troy.edu
James Smith – International Service – jsmith1@troy.edu
Steve Cooke – Membership Chairman – steve.cooke@edwardjones.com
Carol Franks – District Governor Elect – cfranks@troycable.net

The Four Way Test:

Of the things we think, say or do:

First: Is it the TRUTH?

Second: Is it FAIR to All Concerned?

Third: Will it Build GOODWILL and BETTER FRIENDSHIPS?

Fourth: Will it be BENEFICIAL to all Concerned?

Rotary International Theme 2008-2009



