



# GAT Management NEWSLETTER

Editor - Ken Zeigler

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R. L. DUFFEY  
ENGINEERING

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ON NOVEMBER 20, R. D. JACKSON, D/551, and D. L. WILLIAMS, D/521, presented GAT's Science Demonstration Program to sixth graders at Waverly's North Elementary School. J. R. ARMSTRONG is again coordinating the program and requests from interested schools should be directed through the Public Communication Department.

R. A. PILNEY, Supervisor of Uranium Materials Handling, recently completed a management development course at Wittenburg University, Springfield, Ohio. The series of five days on campus courses are designed to strengthen management skills and provide new insights into the management functions of supervisory personnel in industry. Various subjects were covered: behavioral studies, motivation, communications, leadership, management functions and methods, economics and personnel relations.

SINCE THE RECENT television movie on Babe Didrikson, several employees have asked if I could get a brief review of her athletic accomplishments. Mildred "Babe" Didrikson excelled in basketball, track and field and golf. In 1930 she was an All-American basketball player. From 1930-32 she won eight events and tied for a ninth in the women's track and field championships. She also won two gold medals in the 1932 Olympics in the javelin and hurdle events. In 1935 she began playing golf and soon became the leading woman golfer in the United States, winning 17 straight golf titles in 1947.

JOHN MCGEE and his wife, Pam, celebrated their 8th wedding anniversary in a somewhat unusual way. On October 14, 1975, they held their first three beginners ceramic classes in their new business, Pam's Ceramic Studio in Jackson.

HAVE A HAPPY HOLIDAY SEASON!!

AMERICANS for Energy Independence--a new, ambitious, and non-profit organization--has just elected Endicott Peabody, former Governor of Massachusetts, as its president. The 3-month-old group was founded by Dr. Zalman Shapiro, Westinghouse's fusion chief, and Dr. Hans Bethe, a nuclear physicist at Cornell and a Nobel laureate. For information about corporate and individual memberships, write 1500 Wilson Boulevard, Arlington, VA 22209.

CALLING THE RESULTS "surprising, perhaps even shocking," a government study reported Wednesday that one out of every five American adults is functionally illiterate and unable to cope in today's society. That means, the authors said, that 20% or more than 23 million persons cannot read newspaper help-wanted ads, figure the best grocery buy or make a plane reservation.

NEWLY ELECTED officers for the GAT Womens' Christian Fellowship are: LILA BLOOMFIELD, President, D/532; HELEN HANTOWER, Vice-President, D/423; IRIS DIXON, Secretary-Treasurer, D/761; and LINDA JORDAN, Chaplain, D/513. The WCF meets the third Wednesday of each month in the semi-private dining room at 11:30. All women are urged to attend this 30-minute meeting whose main purpose is to promote Christian fellowship for the strengthening of the believer.

THE INFORMATION on the following four pages is a compilation of time management ideas which was made by Alan Lakein, author of "How to Get Control of Your Time and Your Life." He accumulated this list after talking to over 100 of the Nation's outstanding business leaders. Read it carefully and I hope you will find at least five ideas you can readily apply to your job. Many corporations and famous personalities have used his time-saving techniques to great advantage.

# Time Saving Ideas

## I. SHARPENING YOUR AWARENESS OF TIME

- A. Consider time as money and invest it wisely
- B. Set A, B, C priorities and follow them through
- C. Divide time and tasks into manageable parts and conquer each part in turn
- D. Ask Lakein's Question: "What is the best use of my time now?"

## II. SETTING TIME PRIORITIES THAT STICK

### A. Assigning priorities based on value/time ratios

- 1. Realize that 80% of the value is usually in 20% of the time
- 2. Start with the most profitable parts of the large projects
- 3. Cut off non-productive activities as quickly as possible

### B. Arranging schedules around high priority tasks

- 1. Do first things first
- 2. Give yourself enough time to concentrate on the priority items
- 3. Select the best time of the day for the type of work required
- 4. Schedule appointments, where necessary, but always reserve at least one hour a day of uncommitted time

### C. Focusing on objectives

- 1. Keep in mind your long-term goals even while doing the smallest tasks
- 2. Keep a list of specific items to be done today
- 3. Lose a few battles in order to win the war

## III. GETTING HIGH VALUE TASKS DONE FAST

### A. Allocating time daily to planning time

- 1. Plan your work and work your plan
- 2. Find one technique each day to help you gain time
- 3. Examine old habits for possible elimination or streamlining

**B. Using Lakein's Law for better time use**

1. Remember Lakein's Law: "There is always enough time for the important things"
2. Strive to make you long-term goals vivid enough to guide your daily actions
3. Examine actual time usage looking for time spent on trivial activities which could be avoided in the future
4. Count all time as "on" and live twenty-four hours every day

**C. Squeezing short tasks into otherwise wasted moments**

1. Give up forever all waiting time
2. Keep handy a group of short tasks which can be done in between other activities
3. Have in mind some question to explore in spare moments
4. Recognize the value of time spent truly relaxing

**D. Finding new ways to delegate**

1. Use your secretary to save your time
2. Require completed work from your subordinates
3. Search for opportunities to "de-skill" tasks
4. Avoid tendencies to "do it yourself"

**E. Seeing unavoidable commitments as opportunities**

1. Less critical items provide safe opportunities to experiment
2. Try increasing your workpace from time to time
3. You can learn much about your management of time by observing how you handle routine activities
4. Put the added meaning of self-improvement into doing the necessary tasks

**IV. GETTING THE MOST FROM NECESSARY TASKS**

**A. Keeping on top of paperwork**

1. Handle each piece of paper only once
2. Consider reports and paperwork as primarily for your benefit in achieving your priorities
3. Use "Keep the ball in the other man's court" as a way of keeping the paper moving meaningfully
4. Ask yourself "If I were not to do this now, what would I do instead?", then decide based on the value to you of the two possibilities

**B. Preparing for effective meetings**

1. Ask yourself, "Is a meeting really necessary?"
2. Clearly identify your purpose and objectives for the meeting
3. State as one of the meeting objectives to reach the meeting purpose in the least time
4. Always have a written agenda prepared and distributed in advance to give attendees time to prepare

**C. Using meetings to advantage**

1. Relate all comments to the agenda and make sure that all agenda topics are covered at the meeting
2. Give up some details to simplify the task of getting the significant items covered
3. Expect something useful to come out of each meeting
4. Print minutes indicating decisions and next steps for follow-up

**D. Keeping telephone and personal visits in perspective**

1. Quickly get to the purpose of the call
2. Recognize that others may be taking your time so that they can relax
3. When you have finished the original purpose recognize your need to return to the high priority tasks
4. Try to arrange personal visits so that you have flexibility in terminating the discussion

**E. Handling crises for long-term benefits**

1. Recognize the value of occasional corrective action to save hours of overperfectionist time wasting
2. Observe the shortcuts used in handling the crisis for ideas on revising general routines for greater efficiencies
3. Look for opportunities to accomplish long-term goals which have been waiting for an acceptable time
4. A little advance planning can often eliminate a short-term crisis

**F. Anticipating and handling interruptions**

1. Recognize that inevitably some of your time will be spent on activities outside of your control
2. Once you have started to handle an interruption, use the basic principles of time management to minimize its duration
3. Handle interruptions in a group whenever possible
4. Avoid feeling guilty with Lakein's Corollary: "You always do what at the time you consider the most important thing"

**G. Finding channels of easy return to priority**

1. Concentrate on areas where you have control of your time
2. Make a brief note to yourself of the next priority step before you service an interruption
3. Always keep a reminder of the top priority tasks before you
4. Concentrate on only one thing at a time

**V. INSURING A SUCCESSFUL TIME MANAGEMENT PROGRAM**

**A. Dealing with tendencies to procrastinate**

1. Do it now
2. Try to find something very specific that you could do now
3. Raise the value to you of having the task done sooner by listing the benefits of its realization
4. Set deadlines with yourself and others

**B. Getting associates to work with you**

1. Develop a common effort of better time usage with your secretary's assistance
2. Add to the end of meeting agendas the question, "How can we spend time more effectively in our next meeting?"
3. Help your boss to make better use of your time

**C. Developing the management team's support for valuing time**

1. Ask others "What can I do to help you make better use of your time?"
2. Within your own area of responsibility, seek out efforts to modify controllable situations to save others' time
3. Do time feasibility studies before undertaking major commitments

**D. Improving time utilization of others in your organization**

1. Adopt the ABC priority system as standard practice
2. Establish a project of spreading the word about time management
3. Display posters with Lakein's question, "Time is money" slogans or specific time-saving ideas
4. Buy and read **How to Get Control of Your Time and Your Life** by Alan Lakein (hardcover Wyden and paperback Signet).

## WHO'S WHO IN MANAGEMENT

CONSTANCE A. "CONNIE" ECKHART is an Administrative Specialist for the Manager of the Purchasing & Materials Division, H. WATTS. In her capacity she provides administrative assistance to supervision of the Purchasing & Materials Division, as required, in the performance of their duties; reviews all Federal, ERDA, and Oak Ridge regulations and directives to determine their applicability to GAT's procurement, material control, traffic, and mail service functions; represents the Purchasing & Materials Division in such administrative functions as safety, security, cost savings, budgets, training, and emergency planning; and performs other special administrative assignments that might be required.

Connie has attended Kenyon's Business School in New Bedford, Massachusetts, the Portsmouth Interstate Business College in Portsmouth, and is currently enrolled at Shawnee State College.

Mrs. Eckhart has been a secretary in a wide variety of departments on plantsite since July of 1956. These include Employment, Shops Maintenance, Chemical Operations, Utilities Operations, and Cascade Operations. She was promoted to Group Leader in Mail & Document Accounting in April of 1973, to Project Analyst in Plant Engineering in May of 1974, and finally to her present position in December of the same year.

Connie and her husband, Paul, reside in Minford. She has three children, Sandra, Brian, and Bradly, and three grandchildren. She attends Fairview Baptist Church, is a member of the National Secretaries Association, and is a Certified Professional Secretary. Her hobbies include reading, bowling, swimming, and being a sports spectator.



## GAT NAMES AND FACES IN THE NEWS



V. J. DEVITO



J. C. BARNES



DR. T. J. ALBERTOWICZ



B. KALMON

V. J. DeVITO attended the International Symposium on Safeguarding of Nuclear Materials in Vienna, Austria, in October, and presented a paper entitled "Material Surveillance and Verification Program at a Uranium Enriching Plant." The Conference was attended by over 200 people from 34 countries. On November 12 he also spoke to the American Engineering Society at the Fox Farm in Chillicothe concerning nuclear energy.

J. C. BARNES gave a presentation of GAT's microfilm program at the ERDA-Records Managers Meeting held at Idaho Falls, Idaho, on October 22.

DR. T. J. ALBERTOWICZ spoke to the regular meeting of the Tops Club in Chillicothe on "Weight and Overweight." He discussed "fad" diets that have multiplied in the past few years, and stated that they are unbalanced, illogical, and even dangerous.

BEN KALMON retired with over 22 years of service effective October 1.

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