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Greetings to you from Ziac Software!!

Meeting Deadlines

This is clearly visible to all of us irrespective of our Job Title that we should be well organized and ready to sweat when required. "Clearly visible" is used as these are the headlines of our newspapers relating to hosting of Common Wealth Games 2010 (CWG) in our country. Our CWG officials have opened up their eyes too late when they had full four years of time to execute it!

How can we meet the deadlines? Though we may be an independent freelancer, part of the team or coordinator of groups we should be organized and disciplined. Here are few basic tips, which help us in meeting our deadlines.

Plan – Plan out your work. Planning is one of the fundamentals of any Strategy and is time bound with either a short term or a long term plan.

Prioritize – List out tasks, check out importance of each tasks. If it is critical then prioritize with High Importance, task which can be done at a later stage and does not affect the plan can be prioritized to Less Importance otherwise a Normal or Regular Task.

A simple and practical example of three tasks,

1. Getting personal vehicle serviced
2. Submitting Stock and their Value to the Bank immediately
3. Sales Tax

Here you can prioritize task #2 to High Importance as the Bank may stop processing company account. Task #1 can be dragged to Low Importance as the same task can be executed at a later stage. Task #3 will be a Normal / Regular task as you planned for collecting information from Finance department for e-filing.

Delegating – Proper Delegation of work is one of the best leadership qualities. Delegating work to subordinates gives us more time for concentrating on important decision tasks. Regular Tasks can be delegated to subordinates which also educates them about functionality of the work process.

Avoid Procrastinating – Procrastination is one of our bad habits and another word for tomorrow. Regular or monotonous task makes us to postpone for the next day and finally reaches the deadline. Similarly many tasks would have accumulated during the deadline and we will not be able to concentrate on important issues. Procrastination carries people to laziness, inefficiency and finally Work undone which is a bad

Wheelz

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PlanAlign

morale.

Review Meets – Review meets with the team helps to know the status, which will be helpful in board meetings instead of clipping nails in the board meet. The review meets also indirectly knocks the subordinates to finish the incomplete tasks. Inefficient subordinate's jobs can be transferred to smarter subordinates to complete tasks in time. Review meetings can also be held to relax the team, motivate them and build a good attitude. This may increase the outcome of the subordinate's work efficiency and help them come prepared for the next meet with more completed jobs.

Being citizen of Incredible India, wish CWG works will be completed in time and the games go well. **Shera** is the current Mascot of CWG 2010 which means Tiger in Urdu language.

A warm welcome to our New Customers!!

Software	Customer Name	Place
ZSMS Airtel	Vinayaka Communications	Nizamabad
ZSMS Airtel	Gowrisankar Communication	Guntur
ZSMS Airtel	Sri Sai Tele World	Bangalore
ZSMS Airtel	Basaveshwara General Stores	Bangalore
ZSMS Airtel	Sri Balaji Telesys	Bangalore
ZSMS Airtel	Sri Shabari Enterprises	Bangalore
ZSMS Airtel	Ganesh Tele Communication	Bangalore
ZSMS Airtel	Sri Ganesh Maruthi Marketers	Bangalore
ZSMS Airtel	Magic Distributors	Bangalore
ZSMS Airtel	Jayanthi Marketing	Bangalore
ZSMS Airtel	Sri Gangotri Agency	Bangalore
ZSMS Airtel	Sumedha Enterprises	Machilipattanam
ZSMS Airtel	S L T Tele Communication	Bangalore
ZSMS Airtel	Vinayaka Marketing	Bangalore
ZSMS Airtel	G K Marketing	Bangalore
ZSMS Airtel	Sri Sai Ganesh Telecom	Bangalore
ZSMS Airtel	S S G Telecom	Bangalore
ZSMS Airtel	Anjani Marketing	Bangalore
ZSMS Airtel	Sunag Communication	Bangalore
ZSMS Airtel	Sri Balaji Tele World	Bangalore
ZSMS Idea	Om General Stores	Kamareddy
ZSMS Idea	Harshitha Enterprises	Bangalore
ZSMS RCGSM	Balaji Agencies	Chennai
ZSMS Vodafone	Rachamadugu Subramanyam	Kurnool
ZSMS Vodafone	P G C Infotech India Pvt Ltd	Tirupur

Testimonials	**From:** Mithun Chowter, **Sent:** Tue 9/21/2010 10:31 AM Dear Roo…., After resolving the problem by you, our systems working fine, thank you for your timely help. regards, Shenoy. **From:** C Md Zakriya, **Sent:** Fri 9/17/2010 12:48 PM Sir, new software 1.76.0 is superb thanks C.Md.Zakriya
Did you Know?	Our QWERTY keyboard design is based on a layout created by Christopher Latham Sholes in 1873 for typewriters. It was designed to minimize keyboard clashes. These new designs appeared in Remington typewriters the same year.
Solution to last edition's Brain Teaser	**1x2x3x4+5+6-7+8x9+0 = 100** Long time taught in school, the calculation must use BODMAS – Brackets Operations Division Multiplication Addition & Subtraction. The sequence for performing the different calculations, in this case multiplication first, then addition and subtraction. (1x2x3x4)+5+6-7+(8x9)+0 = 100
Brain Teaser	A Bee is flying between two trains, each travelling towards each other on the same track at 60 km/hr. The Bee reaches one train, reverses itself immediately, and flies back to the other train, repeating the process each time. The Bee is flying at 90 km/hr. If the Bee flies 180 kilometers before the trains meet, how far apart were the trains initially?
Thought for the Day!	"Success is not final, failure is not fatal. It is the courage to continue that counts." Winston Churchill
Joke of the Day!	**WINDOWS Software:** Everyone knows that she can't do anything right, but you can't live without her. (Forwarded SMS)
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