

# 5 ways to finish Work faster



Does 5 pm merely signal that you've got tons more to do? Does lunch herald a 20-minute break in your day? If you are at work well after everyone else has left, you need our hacks to become a productivity whiz kid.

## Break the flow of your day?

No, you don't have to take a break every few minutes; every 25 minutes is just about right. "You can be more focused and finish your work quickly if you break your day into precisely-timed chunks. Try the Pomodoro Technique (a time management method); it works with your brain's attention span as you focus your attention and energy on one task for 25 minutes. And at the end of that time, give yourself a five-minute break," advises Sushma Agarwal, Delhi-based corporate trainer.

## Eat the frog

Procrastination is the devil - or is it a frog? We all have that task we dread - we jump into our emails or wander around the water cooler trying to avoid doing it. "Set a clear amount of time to the dreadful task and you will find yourself working more rapidly as you attempt to beat the clock. As a bonus, if you challenge yourself, you will experience a feeling of well-being and happiness that

will add to your efficiency," says Agarwal.

## Do it now

Can't write an article? Open a document and start keying in the basic details of the topic. Getting started gives you the push to see the task through. Fight procrastination by adopting the 'do it now' mantra. When making a decision, give yourself only 60 seconds.

## Tune out

Create a personal privacy zone by wearing headphones. "You don't necessarily have to listen to

music. It's just that people are hesitant to interrupt someone wearing headphones.

## Assign time to tasks, based on importance

"You will never reach the optimum level of achievement if you devote the same time and importance to all tasks ahead of you. Segregate tasks of low value from those of high value," says Aditya Bhatia, motivational speaker. Set a goal of getting unimportant tasks done in 10 minutes or less. This technique alone can give you an extra 90 minutes a day.

Try these apps to maximise efficiency at work -

**Quip** - It helps you put all your word documents in one place. You can even edit and record changes to keep track of work done.

**Highrise** - It integrates all your email accounts and calendars and also tracks your leads and proposals. You can access a wealth of information and updates, wherever you are, on any device.

**Carrot** - Also called the to-do list with a personality, it gets mad at you when you don't get the things you're supposed to do by flashing angry messages and reminders.

## Social mores limit Women's Job choices

Misplaced societal moralities and a dominant patriarchal influence continue to force urban women to make stereotypical choices on their education as well as career. According to a gender report by leading recruitment consultant TeamLease, shared exclusively with ashokkumar, the percentage of women being enrolled in higher education is greater than men at graduation level (arts, science, commerce and BE), but it is significantly lower in streams like B.Tech, BE and PhD.

With lesser proportion of women enrolling into technical, vocational and managerial education compared with men, the likelihood of them pursuing a worthwhile career in these fields gets diminished. On the other hand, the report states, rural women are entering the labour force in far larger numbers than urban women do. There is thus a sharper drop in labour force participation rate (LFPR) for urban women. The LFPR of women in India is 25.5%, of which rural

women constitute 30.02% and urban women, 15.44%. Rituparna Chakraborty, co-founder & senior VP, TeamLease, said: "While we are transforming, our society continues to be highly patronizing around the choices women make in their careers. Right from their young age they are conditioned to believe that only specific jobs are suitable for them, to believe that they need not work after marriage or after having children, notwithstanding the overall unfavourable ecosystem which strengthens the stereotypes."

The demand for equal opportunity stems from this reality. "While in absolute terms there are more women in urban areas getting jobs, it's still poor relative to the number of women who are seeking jobs vis-a-vis finding an employment," said Chakraborty. Marital status is understood to be correlated with a decrease in workforce participation of urban women who cite marriage as a reason for taking breaks in career. "In the case of the rural women, marital status is much less a derailer as compared to the urban woman - as the need for financial security is more in case of a rural woman than an urban woman. It is only in cases where the urban woman's income exceeds the total cost of her enablers, that marital status becomes immaterial," said Saundarya Rajesh, foun der-president, Avatar Career Creators & Flexi Careers India.

Experts said the outdated societal attitude emphasizes gender roles and propagates bias. The TeamLease report said severe under-representation of women in the workforce in India is symptomatic of extreme inequality and archaic belief systems. However, the deficiency is not restricted to the sector level. As one digs further, one could go deep and wide and find the under-representation prevailing across functional domains and along hierarchies.

## Goa Congress candidates pledge to remain loyal to party after polls

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**ICICI Home Finance**  
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Branch Office: ICICI Home Finance Company Limited, 1st floor, Shakti Business Centre, Above United Bank, Mehana Highway, Mehana - 384002  
(See proviso to rule 8(6))

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1.	Harishkumar M Prajapati (Borrower) Anil Mangilal Prajapati (Co-Borrower) Loan Account No. NHVIS00000839793	Plot No A 56 As Per Scheme C 23 Vrajpurani Honeer Dhesu Char Rasta Ta Kalolsobhasan Rs No 229 230 241 266 267 Mansaguj Gujarat 382845	Rs. 20,87,261/- (As on January 06, 2022)	Rs. 13,15,000/- (As on January 06, 2022)	February 28, 2022 from 11:00 AM to 02:00 PM	March 02, 2022 from 02:00 PM to 03:00 PM

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Date: January 31, 2022  
Place: Mehana  
Authorised Officer  
ICICI Home Finance Company Limited

