

Make Time for the Work That Matters

More hours in the day. It's one thing everyone wants, and yet it's impossible to attain. But what if you could free up significant time—maybe as much as 20% of your work-day—to focus on the responsibilities that really matter?

As per a research it indicates that knowledge workers spend a great deal of their time—an average of 41%—on discretionary activities that offer little personal satisfaction and could be handled competently by others. So why do they keep doing them? Because ridding oneself of work is easier said than done. We instinctively cling to tasks that make us feel busy and thus important, while our bosses, constantly striving to do more with less, pile on as many responsibilities as we're willing to accept.

We believe there's a way forward, however. Knowledge workers can make themselves more productive by thinking consciously about how they spend their time; deciding which tasks matter most to them and their organizations; and dropping or creatively outsourcing the rest. By simply asking knowledge workers to rethink and shift the balance of their work, we were able to help them free up nearly a fifth of their time—an average of one full day a week—and focus on more worthwhile tasks with the hours they saved.

What Workers Can Do

Our process, a variant of the classic Start/Stop/Continue exercise, is designed to help you make small but significant changes to your day-to-day work schedule.

1. **Identify low-value tasks** : Look at all your daily activities and decide which ones are (a) not that important to either you or your firm and (b) relatively easy to drop, delegate, or outsource.
2. **Decide whether to drop, delegate, or redesign** :Sort the low-value tasks into three categories: *quick kills* (things you can stop doing now with no negative effects), *off-load opportunities* (tasks that can be delegated with minimal effort), and *long-term redesign* (work that needs to be restructured or overhauled).
3. **Off-load tasks** : In a study it was found that most managers can easily delegate 2% to 20% of their work with no decline in their productivity or their team's.
4. **Allocate freed-up time** : The goal, of course, is to be not just efficient but effective. So the next step is to determine how to best make use of the time you've saved. Write down two or three things you should be doing but aren't, and then keep a log to assess whether you're using your time more effectively.
5. **Commit to your plan** : Although this process is entirely self-directed, it's crucial to share your plan with a boss, colleague, or mentor. Explain which activities you are getting out of and why. And agree to discuss what you've achieved in a few weeks' time. Without this step, it's all too easy to slide back into bad habits.

From The Editor's Desk

Dear Readers,
Hope you all had a wonderful time celebrating and rejoicing the Puja and Diwali festival last month. As we approach the year end its now time for some serious efforts and momentum to be build up at all operational levels.

In this issue we have extended pages of Max Panorama featuring festivals' celebrations both at Plant and Marketing Office

Do check the "The quality of Skillful Leadership" article and Health Tips on to the last pages.

Birthday wishes and Happy "Chhath" Puja to everyone. Stay Safe , Stay Healthy.

*Regards,
Nitesh Chaharia*

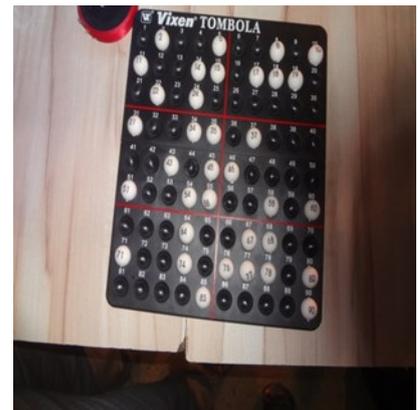
MR.WISE

You can fool all the people some of the time, and some of the people all the time, but you cannot fool all the people all the time.

For any suggestion, write-ups, photographs, participation in Editorial Board please mail us at nishtha@gnggroup.in



DHANTERAS CELEBRATION: A series of event was organized on Dhanteras for the employees, contractors and workers of the Max family. The programme started by lightning of the lamp in the memory of Late Chairman Shri G N Agarwal by Mr. Pawan Joshi and other HOD's. The programme continued with Housie game which is also known as Tombola or Bingo. Bihu dance was the most awaited programme which was joyous and performed by men and women in traditionally colorful Assamese clothing. GNAM Club arranged "DHANTERAS DHAMAKA" a lucky draw for all the GNG group members and associates.



GLIMPSES OF HOUSIE GAME: To play the game, everyone bought the ticket consists of 3 rows and 9 columns for 90 ball tombola. The game started with a ball draw and the board marked with each ball drawn. As per the game objective, the player who marked all the numbers in the ticket declared as the winner after confirmation and verification with number drawn.



BIHU DANCE PERFORMANCE: The "BIHU DANCE" was performed in accompaniment with traditional Bihu music and Bihu song. Traditional musical instruments such as the Dhol, Taal, Gogona, Reed, the Toka and the Xutuli were used during the performance. Bamboo flutes were also used and excellently played by Mr. Saikia.



DHANTERAS DHAMAKA” a lucky draw: Dhanteras Dhmake was another fun and exciting event organized on the day. There were total 9 categories of prizes with 21 consolation prizes.



DIWALI PUJA: Diwali festival was celebrated at Plant with all employees and associates. Puja was preformed according to our traditional rituals, chanting of Vedic mantras and arti of Lord Ganesha and Godess Laxmi. All employees were gifted with a silver coin on the festive occasion which concluded with a spectacular cracker show.



GLIMSES OF RANGOLI: Since Rangoli is considered as a traditional symbol of Diwali, many were quite enthusiastic in showing their flair and creativity in Rangoli making. The female members of our employees exhibited amazing talent in the form of Rangoli making. The beautiful colors of Rangoli added vibrant visuals to the festival of Diwali.



PUJA CEREMONY : A special ceremonial puja accompanied by “Hawan” was organised at plant premises on the occasion of Durga Puja. Active participation was done in performing the puja rituals by all Plant staff along with the Chairman and family members.



DEPARTMENTAL STORE INAGURATION: A departmental store was inaugurated by Smt. Gita Devi Agarwal along with Chairman and VCMD in company premises which will ease the employees to get quality material at market rate.



PLAYSCHOOL VISIT : The Chairman along with their family members visited the in-house play school at plant premises. On the occasion Smt. Gita Devi Agarwal reviewed the facilities and infrastructure for the little kids. She also donated generously a number of play school toys and equipment which will nurture the overall growth and development of the children.



AARTI & BHANDARA : The two days ceremonial puja ended with “ Aarti “ which was followed by Bhandara in which all employees, contractors and other guest were invited.

MAX PANORAMA



DIWALI MILAN : Guwahati Office celebrated Diwali with employees along with their family members on 29th October'16. Employees participated in Rangoli Competition and filled the office with vibrant and eye-pleasing rangoli designs. Winners of rangoli designs and best ethnic wear were awarded. A game of "Tombola" followed by a Lucky Draw was organised. After all these entertainment, invitees had refreshments and the celebration came to an end with the distribution of sweet boxes and silver coins to all the employees.



Sanjay Bhandar (Bijoynagar)



Malpani Traders, Jorhat



Moon Harware, Sivsagar



Jagdamba Steel, Mohuramukh



Mahendra kumar Surana. Kherupatia



M.M. Store, North Lakhinpur

DIWALI GIFTS AND SWEETS DISTRIBUTION BY MARKETING TEAM



Halla Bol Team Members



Canopy Activity



Subdealer meet



Site Visit



Petty Contractor Meet



Dealer visit

HALLA BOL ACTIVITY: A marketing event “Halla Bol” was organised at Kherupatia with an array of field activities such as canopy meet, subdealer meet, petty contractor meet etc. The whole event was organised by Team members Bhaskar Barman, Kabya Borah, Jugal Barman, Tridip Gogoi, Fozlul Karim, Sanjay Prasad and Ratish Das.

PEARLS OF WISDOM

ACT FOR GOODNESS

Jogi Agarwal , Executive Commercial

A 6 years old boy market with his 4 years old sister. Suddenly the boy found that his sister was lagging behind. He stopped and looked back. His sister was standing in front of a toy shop and was watching something with great interest. The boy went back to her and asked, "Do you want something?" The sister pointed at the doll. The boy held her hand and like a responsible elder brother, gave that doll to her. The sister was very-very happy.

The shopkeeper was watching everything and getting amused to see the matured behavior of the boy.

Now the boy came to the counter and asked the shopkeeper, "What is the cost of this doll, Sir?!"

The shopkeeper was a cool man and had experienced the odds of life. So he asked the boy with a lot of love & affection, "Well, What can you pay?"

The boy took out all the shells that he had collected from sea shore, from his pocket and gave them to the shopkeeper. The shopkeeper took the shells and started counting as if he were counting the currency. Then he looked at the boy. The boy asked him worriedly, "Is it less?"

The shopkeeper said, "No, No... These are more than the cost. So I will return the remaining." Saying so, he kept only 4 shells with him and returned the remaining.

The boy very happily kept those shells back in his pocket and went away with his sister.

A servant in that shop got very surprised watching all these. He asked his master, "Sir! You gave away such a costly doll just for 4 shells???"

The shopkeeper said with a smile, "Well, for us these are mere shells.

But for that boy, these shells are very precious. And at this age he does not understand what money is, but when he will grow up, he definitely will. And when he would remember that he purchased a doll with the Shells instead of Money, he will remember me and think that world is full of Good people.

It will help him develop a positive attitude and he too in turn will feel motivated to be good."

Mind Mantra – Whatever emotion you infuse into the world, it will further spread. If you do good, goodness will spread. If you do bad, negativity will spread. Realize you are a very powerful source of energy. Your good or bad will come back to you magnified. Not in the ways you want it, and probably not in the ways you can understand it. But it will come back.

YOU HAVE TO FIGHT WHEN YOU ALREADY FEEL DEFEATED.

Pawan Joshi, GM Commercial

A reporter once asked Muhammad Ali how many sit-ups he does every day. He responded, "I don't count my sit-ups, I only start counting when it starts hurting, when I feel pain, because that's when it really matters."

The same applies to success in the workplace. You always have two choices when things begin to get tough: you can either overcome an obstacle and grow in the process or let it beat you. Humans are creatures of habit. If you quit when things get tough, it gets that much easier to quit the next time. On the other hand, if you force yourself to push through a challenge, the strength begins to grow in you.



PLANT

DOB	NAME OF EMPLOYEE
1 st Nov	Jiyalal Adibasi
1 st Nov	Mozibur Rahman Laskar
1 st Nov	Naba Kumar Kalita
1 st Nov	Sun Kr Deori
4 th Nov	Diangmong Siangshai
4 th Nov	Upendra Sinha
5 th Nov	Sanjoy Payun
7 th Nov	Sahin Ahmed
10 th Nov	Om Bahadur Rai
10 th Nov	Santosh Das
10 th Nov	Sujit Paul
10 th Nov	Wandalyne Mawthoh
11 th Nov	Duryandhan Jena
15 th Nov	Abdul Jabbar
15 th Nov	Sanjeev Kumar Singh
16 th Nov	Vijaynath Tiwari
17 th Nov	Md. Hashmat Ali
17 th Nov	Evalarihun Mawthoh
17 th Nov	Linda Muksor
18 th Nov	Sanjeev Ghosh
19 th Nov	Ajoy Gurung
23 rd Nov	Gulanur Rahman Laskar
23 rd Nov	Sanjoy Acharjee
25 th Nov	Samarjit Singha
28 th Nov	Sitangshu Paul
29 th Nov	Jumwi Raja Swargiary
29 th Nov	Ravi Singh
29 th Nov	Winel Suting
30 th Nov	Rupan Nath
30 th Nov	Uttam Kumar Prajapati

THE QUALITIES OF SKILLFUL LEADERSHIP

Pawan Singh, Sr. Manager Mechanical

If you want to be a leader who attracts quality people, the key is to become a person of quality yourself. Leadership is the ability to attract someone to the gifts, skills, and opportunities you offer as an owner, as a manager, as a parent. I call leadership the great challenge of life. What's important in leadership is refining your skills. All great leaders keep working on themselves until they become effective. Here are some specifics:

Learn to be strong but not rude : It is an extra step you must take to become a powerful, capable leader with a wide range of reach. Some people mistake rudeness for strength. It's not even a good substitute.

Learn to be kind but not weak : We must not mistake kindness for weakness. Kindness isn't weak. Kindness is a certain type of strength. We must be kind enough to tell somebody the truth. We must be kind enough and considerate enough to lay it on the line. We must be kind enough to tell it like it is and not deal in delusion.

Learn to be bold but not a bully : It takes boldness to win the day. To build your influence, you've got to walk in front of your group. You've got to be willing to take the first arrow, tackle the first problem, and discover the first sign of trouble.

You've got to learn to be humble, but not timid : You can't get to the high life by being timid. Some people mistake timidity for humility. Humility is almost a God-like word. A sense of awe. A sense of wonder. An awareness of the human soul and spirit. An understanding that there is something unique about the human drama versus the rest of life. Humility is a grasp of the distance between us and the stars, yet having the feeling that we're part of the stars. So humility is a virtue; but timidity is a disease. Timidity is an affliction. It can be cured, but it is a problem.

Be proud but not arrogant : It takes pride to win the day. It takes pride to build your ambition. It takes pride in community. It takes pride in cause, in accomplishment. But the key to becoming a good leader is being proud without being arrogant. In fact I believe the worst kind of arrogance is arrogance from ignorance. It's when you don't know that you don't know. Now that kind of arrogance is intolerable. If someone is smart and arrogant, we can tolerate that. But if someone is ignorant and arrogant, that's just too much to take.

Develop humour without folly : That's important for a leader. In leadership, we learn that it's okay to be witty, but not silly. It's okay to be fun, but not foolish. Lastly, deal in realities. Deal in truth. Save yourself the agony. Just accept life like it is. Life is unique. Some people call it tragic, but I'd like to think it's unique. The whole drama of life is unique. It's fascinating. And I've found that the skills that work well for one leader may not work at all for another. But the fundamental skills of leadership can be adapted to work well for just about everyone: at work, in the community, and at home.



KOLKATA

DOB	Name of the Employees
8th Nov	KRISHNA KANTA DAS
15th Nov	ARPITA TIBREWAL

GUWAHATI

DOB	Name of the Employees
13th Nov	Satish S Reddy
21st Nov	Ramal Kumar Das
24th Nov	Rana Dey
27th Nov	Uma Kanta Medhi
28th Nov	Samuel D.L.Mawlong
29th Nov	Sankar Barman
30th Nov	Minati Das
30th Nov	Mukit Hussain



How to Keep Your Digestive System Healthy!

Dr. Rajat Paul, Sr. Manager Health



Drink plenty of water and stay hydrated- Healthy digestion required adequate fluid intake, many factors such as exercise, weather, weight and physical condition where losses of body fluid. As Experts suggest, consume more than 8 glasses of water throughout of the day to maintain body fluid. Drinking warm water in empty stomach in

the morning is good for health, its remove toxic products from the digestive system & from the body which is stored in the system by the overnight metabolism.

Avoid Drinks with food-Drinking water with foods solidifies the oils & fat appears in foods in the stomach which is not digesting properly and lead to indigestion. Floating the food particles on upper part of the stomach, this creates pressure to the splinter of the esophagus which create problem in the digestion.

Have food with small bites & chew properly-Our digestive system starts from the mouth as soon as we start taking foods. There is some enzyme present in saliva which helps in initial digestion in the mouth and it depends on how much you chew in the mouth. If you chew properly, your secondary digestion will be easier.

Don't go to bed just after having food-Most of people experiences about heartburn this is because of acids reflux over the esophagus. Lying down the bed after foods create pressure to the fundus of the stomach and acids slowly goes up to the stomach and those acids passes through the gap of the splinter which comes to the esophagus crate burning sensation which is called Gastro Esophageal Reflux Disease.

Always try to sleep with left lateral position of your body-Because our stomach is on the left side of the abdomen and is lateral concave shaped, so when you sleep by left lateral position of your posture your stomach will be relaxed and the foods in the stomach will be laid on right area of the stomach. No pressure made to the esophagus & reduces the chances of GERD.

Avoid intake of Non-veg, Spicy & rich foods in dinner-In general non-veg & spicy foods contain lots of fats and protein. Fatty foods slowdown the digestive process at night. There are limited chances of physical activity to burn the calories of fatty diet. Proteins are no doubt healthy diet but without fiber protein, it can slowdown the bowel motility and lead to constipation. Diet with high fibers digest easily and help to keep healthy probiotic (helpful bacteria) in the gut which is good for digestion and bowel motility.

Avoid Intake alcohols & smoke: Alcohol, coffee, and cigarettes can interfere with the functioning of your digestive system, and lead to problems like stomach ulcers and heartburn. Tea and coffee contains caffeine which is irrigative agent of stomach acid which leads to hyperacidity.

कैसी होती दीवाली !

अवधेश कुमार 'अवध' सिविल अभियंता

कोई तो हमको समझाये, कैसी होती दीवाली ।
तेल नदारद, दीया गायब, फटी जेब हरदम खाली ।।

हँसी नहीं बच्चों के मुख पर, चले सदा माँ की खाँसी ।
बापू की आँखों के सपने, रोज चढ़े शूली फाँसी ।।
अभी दशहरा आकर बीता, सीता फिर भी लंका में ।
रावण अब भी मरा नहीं है, क्या है राघव डंका में ।।
गिरवी माता का कंगन है, बंधक पत्नी की बाली ।
कोई तो हमको समझाये, कैसी होती दीवाली ।।
तेल नदारद, दीया गायब, फटी जेब हरदम खाली ।।

राशन पर सरकारें बनतीं, मत बिकते हैं हाटों में ।
संसद की हम बात करें क्या, बँटा तन्त्र है भाटों में ।।
ईद गई, बकरीद गई अब, तीन तलाक बना मुद्दा ।
सवा अरब की आबादी पर, लावारिस दादी ददा ।।
मिडिया का कुछ हाल न पूछो, लगे हमें माँ की गाली ।
कोई तो हमको समझाये, कैसी होती दीवाली ।।
तेल नदारद, दीया गायब, फटी जेब हरदम खाली ।।

अगर मान लो बात हमारी, दिल को दीप बना डालो ।
सत्य धर्म ममता निष्ठा को, मीठा तेल बना डालो ।।
नाते - रिश्तों की बाती में, स्वाभिमान पावक भर दो ।
जग में उजियारा फैलाये, ऐसी दीवाली कर दो ।।
ऐसे दीप जलायें मिलकर, कहीं न हों रातें काली ।
कोई तो हमको समझाये, कैसी होती दीवाली ।।
तेल नदारद, दीया गायब, फटी जेब हरदम खाली ।।

WE WELCOME NEW MEMBERS AT GREEN VALLIEY INDUSTRIES LTD.



Name: Mr Sudrat Kumar Padhi
Designation : Asst General Manager
Location: Upper Assam
Date Of Joining: 14.10.2016.

Name: Mr Nagaraj Narayan Naik
Designation : DGM
Location: QC, Meghalaya
Date Of Joining: 24.10.2016.



Name: Mr. Umakant Kohar
Designation : Switchboard Attender
Location: Meghalaya
Date Of Joining: 05.10.2016.

Name: Mr Rahul Kumar
Designation : Engineer, E&I
Location: Meghalaya
Date Of Joining: 18.10.2016.



Name: Mr Ranadhir Singha
Designation : Fitter, E&I
Location: Meghalaya
Date Of Joining: 18.10.2016.

Name: Mr Abhijit Roy
Designation : Executive, Technical
Location: Meghalaya
Date Of Joining: 03.10.2016.

