

IF ANYTHING GOES REAL GOOD, YOU DID IT
IF ANYTHING GOES SEMI-GOOD, WE DID IT
IF ANYTHING GOES BAD, I DID IT

THE STRENGTH OF A MAN
LIES IN HIS WEAKNESS

YOU CAN LEARN MORE ABOUT A ROAD
BY TRAVELLING IT THAN BY
READING A MAP

IF YOU ARE ANGRY WITH SOMEONE, PLEASE TRY THIS.

WRITE HIM A LETTER. POUR OUT ALL OF YOUR FEELINGS.

DESCRIBE YOUR ANGER AND DISAPPOINTMENT. DON'T HOLD

ANYTHING BACK. THEN PUT THE LETTER IN A DRAWER.

AFTER TWO DAYS TAKE IT OUT AND READ IT. DO YOU STILL

WANT TO SEND IT?

"ANGER SOFTEN AFTER TWO DAYS"



THE BEST TEACHERS CHILDREN CAN EVER THINK OF
ARE ONLY THEIR PARENTS.

THE BEST COMPANIONS PARENTS CAN EVER THINK OF
ARE ONLY THEIR CHILDREN.

THE BEST SERVANT WE CAN EVER THINK OF
IS ONLY OURSELF.

THINKING IS NOT IMPORTANT

APPLY IT

WILLING IS NOT IMPORTANT

DO IT

FEW TIPS FOR MANAGING TIME

1. Do one thing at a time.
2. Know and make the best use of your most productive times of the day.
3. Respect other's time - you are more likely to get this back. But don't expect too much!
4. Protect your time, and even be prepared to upset people in the process.
5. Set deadlines for everything, and meet them.
6. Get and stay organised.
7. Clear your work area of all else when working on something - this will minimise distractions.
8. Take breaks without guilt. Reward yourself for getting things done.
9. Don't expect to improve your time management dramatically in the short term. Celebrate minor changes for the better.
10. Prioritise tasks by deciding what must be done; what should, and what can wait.
11. Delegate what you can, but don't abdicate.
12. Sort the urgent tasks from the important. Do things in order of priority.
13. Don't overload your list of things to do. The same thing appearing day after day will demotivate.
14. Reflect consciously on what you have achieved during the day. You may even want to write it down.

15. Make certain there's some variety in your day. Mix things up a bit to avoid tedious.
16. Plan and control telephone calls. Set specific times for them. Prepare for calls by having any paperwork to hand; getting to the point early on and then keeping to it; and summarising the conversation to clarify understanding.
17. Know well the limits of your own authority and who expects what from you and by when. Spend premium time on the things that you will be measured by.
18. Find out what your telephone system is capable of, and use it to the full.
19. Work out what an hour of your time is worth for better time management.
20. Handle paper once only whenever you can.
21. Make decisions as swiftly as possible, having taken all appropriate issues into account.
22. Feel OK about spending time on planning. It's not necessary to be 'doing' things all the time. If you find all of your time taken up with doing things, make and keep appointments with yourself to allow thinking and planning time.
23. Don't write unnecessary letters or memos. A concise note on a photocopy of a relevant document will often suffice. Save your time and other's by informality where you can.
24. Regularly review your use of time and how this can be improved. Know where your time goes-you may be surprised!
25. Cluster travelling time to optimise your use of time. Make use of travelling to consciously reflect on past or forthcoming events.
26. Always carry a notebook and pen to take advantage of 'deadtime' such as when waiting.
27. Be clear on your goals. Ask yourself 'why am I doing this?'

A HAPPY MARRIAGE IS ALWAYS A WOMAN'S GREAT ACHIEVEMENT

- * Be proud of your partner whatever he is. Show your happiness.
- * Show your love and affection to him at every opportunity.
- * Tolerate his minor shortcomings. Tolerance is more powerful than teasing.
- * On his major mistakes, talk it over. Show your protest firmly yet without hurting.
- * Don't take nonsense from him. This includes violence, humiliation, indifference and bullying. Make your stance clear more than once before the crisis.
- * Never - ever cry. Crying confirms weakness and hence breeds more problems.
- * Be strong and firm in crisis.
- * Never bring up mistakes of the past. It hurts pride irrevocably.
- * Both of you never get angry at the same time. It takes two hands to make noise. Rationalise his problems.
- * Use words like 'thank you', 'sorry' etc. often. It's a tonic to mutual happiness.
- * A man's ego is bigger. Give 'one' praise and you'll get back 'ten'.
- * Never go to bed with an argument unsettled or with mental upset. Patch up at any cost.
- * In a crisis think about a solution instead of blaming each other.
- * Count the blessings in your partner. His strengths can be many.
- * A woman is a wife, a mother, a sister and a daughter to a man. Only a woman can live these many roles bravely and beautifully. Sooner or later your man will be proud of you. One good partner makes another.

குழந்தைகள் வாழ்க்கையில் நம்பிக்கை கொள்ள பத்து வழிகள்

1. குழந்தைகள் எப்படி செயல்பட வேண்டும் என்று பெற்றோர்கள் எதிர்பார்க்கிறார்களோ அப்படி பெற்றோர்கள் நடந்து முன்மாதிரியாக இருக்க வேண்டும்.
2. குழந்தைகளின் நிறைகளைப் பாராட்டவும், குறைகளை மன்னிக்கவும் வேண்டும்.
3. குழந்தைகளிடம் வன்முறையைத் தவிர்க்க வேண்டும்.
4. அன்பை வெளிக்காட்ட கற்றுக் கொடுங்கள்.
5. குழந்தைகளுடன் விளையாடுங்கள்.
6. குழந்தைகளை மதியுங்கள்.
7. அவர்களின் துணிச்சலைப் பாராட்டுங்கள்.
8. நல்லதை இனங்கண்டு பாராட்டப் பழக்குங்கள்.
9. பண்பாளராக விளங்கச் செய்யுங்கள்.
10. மன்னிக்கக் கற்றுக் கொடுங்கள்.

**JUST A SLIP -
NOT A FALL**

TIME IS PRECIOUS

To realise value of *I year*,
Ask a student who has failed in his exam.

To realise value of *I month*,
Ask a mother who has given birth to premature baby.

To realise value of *I week*,
Ask an editor of a weekly.

To realise value of *I day*,
Ask a daily - wage labourer.

To realise value of *I hour*,
Ask the patient who is waiting for the Doctor.

To realise value of *I minute*,
Ask a person who has missed the train.

To realise value of *I second*,
Ask an athlete who has won second prize.

BELIEF

IS

RELIEF

THE FRUIT OF SILENCE IS PRAYER

THE FRUIT OF PRAYER IS FAITH

THE FRUIT OF FAITH IS LOVE

THE FRUIT OF LOVE IS SERVICE

THE FRUIT OF SERVICE IS PEACE

- MOTHER TERASA

WHEN I AM RIGHT NO ONE REMEMBERS

WHEN I AM WRONG NO ONE FORGETS

COMING TOGETHER IS BEGINNING

BEING TOGETHER IS PROGRESS

WORKING TOGETHER IS SUCCESS

GOD PROPOSES

GOD DISPOSES

THERE IS NOTHING WRONG IN LOSING
AFTERALL YOU CANNOT WIN ALL THE TIMES
BUT YOU CAN CONTINUE TO WORK HARD AND HARD

YOU CANNOT DISCOVER NEW OCEANS
UNLESS YOU HAVE THE COURAGE TO LOSE
SIGHT OF THE SHORES

THERE IS ALWAYS SCOPE FOR IMPROVEMENT

WORK FOR IT AND TRY FOR IT

CHANGES CANNOT HAPPEN OVERNIGHT

IN HARD WORK

I TRUST

DO NOT BE AFRAID OF TOMORROW

GOD IS ALREADY THERE

HONESTY HAS
ITS OWN REWARDS

**IF THE OBSTACLE IS BELOW YOU,
JUMP OVER**

**IF IT IS ABOVE YOU,
CRAWL UNDER IT**

**SURPLUS WEALTH WILL NOT
BRING HAPPINESS**

நேரம் ஒதுக்குங்கள்

1. உழைப்பிற்கு நேரம் ஒதுக்குங்கள். – அது வெற்றியாக மாறும்.
2. சிந்திக்க நேரம் ஒதுக்குங்கள். – அது மிகப்பெரிய சக்தியை வழங்கும்.
3. உடற்பயிற்சிக்கு நேரம் ஒதுக்குங்கள். – இது உடல்நலமாக மாறும்.
4. படிக்க நேரம் ஒதுக்குங்கள். – அது போட்டி மிகுந்த இந்த உலகில் உங்களுக்கென்று தனி உயரத்தை அமைத்துத் தரும்.
5. நட்புக்கென்று நேரத்தை ஒதுக்குங்கள். – அது மகிழ்ச்சியான பாதையை அமைத்துத் தரும்.
6. இலட்சியத்திற்கென்று நேரத்தை வழங்குங்கள். – அது செல்வத்தை உங்கள் காலடியில் கொண்டு வந்து கொட்டும்.
7. பொதுச் சேவைக்கென்றும் மற்றவர்களுக்கு உதவுவதற்கென்றும் நேரத்தை ஒதுக்குங்கள். – இவை உங்களுக்கு அழியாப் புகழையும் ஆத்ம திருப்தியையும் தரும்.