

## How to Deal with People at work Part Three



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**Harvey** MacKay, who is a businessman, a columnist, an author of five business bestsellers, and one of America's most popular business speakers, said, "Time is free, but it is priceless. You cannot own it, but you can use it. You cannot keep it, but you can spend it. Once you have lost it you can never get it back".

This is true for individuals and for organizations. One of the five elements that are necessary for any organization's success is proper timing for production and introduction. In this speedy economy, organizations need to utilize and use every minute wisely in order to cope with competitions and demands, grow, and to increase profit.

However, as long as the viruses of time wasting exist in the organization, it is close to impossible to achieve these objectives.

In every organization, there are people who are productive and have the ability to achieve satisfying and magnificent results repeatedly and consistently. They focus on their jobs in order to attain the organization's achievements, improve themselves continuously, get better every day, help others and make progress to be and give the best they can.

On the other hand, there are people, who waste the time of others, either by procrastinating, giving inaccurate information, chatting with others, sending you unnecessary junk emails, or by their interruption visits to your office.

Do you have a colleague who asked you many times to follow to the canteen or the pantry while you are in need for every minute?

Do you have a colleague who delays the work while your work depends on him/her - always late for work, meetings, finishing reports, and appointments – which would also affect the entire operation process?

Do you have a colleague who gave you inaccurate information that caused you to repeat your work or to waste time to do some adjustment and you got the blame from your superior?

Do you have a colleague who chats with others on personal or cooking matters (what did you cook last night – do you know how to cook Kari Ayam) while the disk is full of files or the customers are waiting?

Do you have a colleague who showers you with all his/her junk mails, which do not benefit you at all; instead, they waste your time reading or deleting them?

Do you have a colleague who loves to come to your desk pretending that he/she has some urgent matters to discuss with you but start asking or talking about things that have nothing to do with work and wastes too much time?

There is no doubt that the existence of these 'time wasting viruses' is bad for the organization and the individuals. They waste their time, the time of others, and the time of the organization, which is the fundamental dimension of the organization's life, and obstruct the work process, which will lead to higher cost and less productivity.

Wasting the organization time, of which most organizations do not have enough, will lead to instability, uncertainty, and affect the decision-making process, the decisions, and the organization's objectives.

The organization must have a time budget and take it as important as its financial budget; thus, the organization should consider every one of these viruses as an overhead and should find a solution for him/her.

These viruses consider their time wasting conducts as fun, do not take matters seriously, they always long for socializing while ignoring responsibility, and they have time and excuses for every thing except finishing their work on time.

To these people, as a reminder, I say that when we are at work, the time is not our personal time; it is the organization's time, of which every individual should be consistently aware of how, with whom, and for what he/she utilizes it.

It is the organization's time that we should use to add value to ourselves, take action to get the job done, add productivity, value, and profit to the organization, and should get the most out of life and work.

However, the individual, who does not waste time, should set an example; he/she should not allow these viruses to waste his/her time, and should be firm with them.

Everything starts with you and the way you deal with every thing that disturbs your mind and work.