



Webscout:

The art of time management

by Joeyn Flauaus

Can you manage time? Yes, if you have good self management skills you are able to make most out of your time. There are several strategies to manage tasks during a certain time period to make better use of time. There are also different types of time management, e.g. personal time management and project management. Personal time management helps you to define priorities, to achieve goals, and to organise your tasks to meet certain timelines. Time management, as a project management subset, tries to manage scope, human resources, cost, time, etc.

Almost no one is born with the gift of good time management skills and it is rarely something they teach you at schools or universities. But there is hope! You can learn time management and with some guidance and practice you learn how to use time more effectively. And in the end, you may even realise that you can make time.

There are various ways to manage yourself and get things done. The perfect method does not exist you just need to find a method that suits you. I have put together a selection of websites on time management. These provide some useful tips and advice to help you to manage your time more effectively.

<http://blog.penelopetrunk.com/2006/12/10/10-tips-for-time-management-in-a-multitasking-world/>

Ten tips for time management in a multitasking world are provided on Penelope Trunk's blog. Her blog provides advice on how to make work life and personal life one happy, synchronized adventure.

<http://www.randypausch.com>

Carnegie Mellon Professor Randy Pausch gave a lecture on time management at the University of Virginia in November 2007. The video of the lecture is approximately an hour long and definitely worth watching. In his opinion "time must be explicitly managed, just like money".

<http://www.buzzle.com/articles/creating-personal-boundaries.html>

This interesting article about personal time management recommends to set boundaries for yourself in order to make better use of the time you have at your disposal. The importance of making a clear boundary between work time and personal time is also stressed.

Last but not least something to make you laugh:

<http://www.netfunny.com/rhf/jokes/93q2/stress.html>

Admit it: You love to be stressed. Follow the funny explanations why you don't need any time management skills at all. Only here you can learn clinically proven methods helping you to stay stressed.

If you find a web site that should be mentioned in the next issue, or if you have any other comments or suggestions, please e-mail me at: Joeyn.Flauaus@sanofi-aventis.com.

Joeyn M. Flauaus

*Sanofi-Aventis Deutschland GmbH
Frankfurt am Main, Germany*

Some origins of disease and drug names

Do you know the origin of the words botulism, influenza, digitalis, warfarin or bacitracin? Robert B. Taylor believes that knowing the etymologic derivation of medical words makes him a better medical writer and that knowing how words arise enriches his life. He gives a few examples of word origins in his book *The Clinician's Guide to Medical Writing*.

Botulism comes from the German word *Botulismus*, which means sausage¹. It seems in Victorian times Germans contracted botulism by eating sausages. Influenza comes from the Italian word *influenza*, which means influence. The Italians once believed that the heavens influenced the disease. Digitalis as you might suspect comes from 'digit', as in finger or toe. The drug came from the foxglove plant, also called ladies' fingers. Warfarin is named after the first letters of the Winsconsin Alumni Research Foundation, which sponsored its development, with the last four letters of its chemical name (coumarin) tagged onto the end. Possibly the most intriguing of all is bacitracin: the 'baci' comes from bacteria and the 'tracin' from the name Margaret Tracey. Her wound drainage provided the first identification of the antibiotic.

1. It actually comes from the Latin word 'botulus' which means sausage; the Germans, who were heavily into Latin, made the word 'Botulismus' out of that: 'Wurstismus' doesn't sound half as good!