



November 13, 1981

ARRIVALS

Dr. Gene Montgomery is back from his trip to India (Dr. Leigh is also back, for those who did not know).

Dr. Fritz Vollrath arrived today and will be at STRI for several months to continue his research activities.

November 15- Arriving, Mr. Jack Zickafoose and Mr. Jim Mathers, from the SI Accounting Division, for one week, to set up computer programs to be used at STRI.

Dr. Katharine Milton arrived during the past week from Brazil and will be spending approximately two weeks on BCI.

SEMINAR NEWS

The seminar on Tuesday, Nov. 17, will be given by Dr. Ross Kiester, University of Chicago, who will speak on:

"The Demography and Behavior of a Box Turtle Population"

As usual this will be in the Ancon Conf. Room.

IDEA OF DESK-TOP EFFICIENCY?

Is your idea of an efficient work area a completely clear desk top with everything out of the way? If so, it's the wrong idea. Time-and-motion studies prove that you work more efficiently when everything you need and use most is within reach---on your desk or around it.

The 'Arc of Reach'

So how can you go about organizing your work area for the greatest efficiency? Put all the items you use a lot during the day---such as your phone message pad, stapler, dictionary---within arm's reach of you. This way you won't have to interrupt your work and get out of your chair to find something you need.

Obviously, if you want to work most efficiently, you have to forsake any dreams you might have of a clean desk top. Instead, decide realistically what items belong in your 'arc of reach'. The following checklist may help you decide:

Desk-top Efficiency (cont.)

*Do important notes and messages get lost in that stack of papers on your desk? If so, work through the stack first and weed out what is unnecessary. Then use magnetic clips to attach those notes, memos and messages to the side of your desk or a nearby file cabinet.

*Do your manual or catalogs take up too much room on your desk top? Type up the information you refer to most frequently and put it within your 'arc of reach'---pasted on your desk pullout, for example.

*Telephone book always in the way? It could go on a bookshelf with your manuals. Just be sure to list in your desk directory those numbers you call most often.

Get the idea? You're more organized already!

STRI SPEAKER AT COURSE ORGANIZED BY THE UNIVERSIDAD TECNOLÓGICA

Dr. Donald Windsor has been invited to speak on the Environmental Sciences Program at the "II Curso Regional Post-Universitario de Ciencias del Agua e Hidrología" that is being held at the Universidad Tecnológica de Panamá from November 9 - December 5th. The course participants will also be visiting BCI to observe the ESP activities there.

REMINDER

Please remember that back-packs, suitcases and large bags are not permitted in the library reading room, stacks or carrels. Your cooperation with this regulation will be greatly appreciated.

A DEFINITION

DEFICIT - It's what you've got when you haven't got as much as you had when you had nothing.