



ADMIN PRO

JAN-APR 2023

NEWSLETTER

✓ New Committee ✓ Events ✓ ASA Congress '23 ✓ Miscellaneous

FROM YOUR EDITOR

It is with great pleasure and a sense of responsibility that I assume the role of News Editor for DSSP. As a enthusiast, I am excited to lead the editorial Section.

With the support of our dedicated EC, I look forward to bringing you the insights, and analysis across a range of topics. We will deliver important content that matter to you, with objectivity and impartiality.

I welcome your feedback and suggestions as we continue to evolve and improve our coverage.



Esther Dsouza- Editor News Bulletin

Good, better, best.
Never let it rest. 'Til
your good is better and
your better is best.



: dssp71@gmail.com

Message from the President

Together we learn, grow and strive for perfection



Firstly, I would like to convey my warmest greetings to all associated with The Distinguished Secretaries' Society of Pakistan.

It is my pleasure to serve as the president of this association. I take this opportunity to express my heartfelt thanks to those who had confidence in electing me to assume this distinguished post. I am humbled and honoured that you have expressed your trust in me, and I intend to uphold it.

A fundamental life lesson to acquire is that we will not be successful at anything until we are ready to be. Regardless of our ambitions, qualifications, prominence, or connections, until we understand how the system works, we cannot master it. We learn to speak, act, and behave so that our personality exudes confidence and resolve. When we are ready, life finds us. The trick is to delve deep down into yourself, get in touch with your feelings and understand them, figure out who you are, and embrace it with vigour. Make mistakes and miscalculations until you get it right. Never be afraid to fail, but embrace success. Learn, grow, admit when you are wrong, and strive for perfection.

Let us build a fraternity in DSSP with friendship and mutual support for each other, let us do it together.

Christine D'Lima

President 2023-2024

THE NEW COMMITTEE 2023-24



During the AGM, the New Committee Taking up the oath
(Missing: Barbara- Social Secretary)

from Right to Left: **Natasha Mavalvala, Cheryl Matthew, Christine Dlima, Clara Dsouza, Marina Fernandes, Esther Dsouza. Marilyn Lobo, Denise Dmello**

Written By Barbara Dsouza

WOW!

Women Of Wonders

Women's day celebration

Royal Rodale

Sunday February 26th 2023

Pre celebration of women's day was held on February 26th at Royal Rodale. Ladies showed up in purple attire according to the color theme of the day. Registration was manned by Marilyn Rosey Lobo and Barbara Dsouza (BD). A lovely souvenir of "Jhumkas" was presented to each lady at the registration desk and they were delighted to receive such a wonderful reception. The day began with our President Christine D'Lima giving a warm welcome and then our new committee's 'Editor of the DSSP Newsletter' Esther George was the host for the Day. A preview of the Women's day was shared by the host.

Barbara conducted an interactive Group puzzle activity, 6 groups were made and Sunnu Golwalla and the team won this activity by completing the picture with the missing piece that was with another group.

Next activity "What's in your purse" was conducted by Barbara. Ladies had to form teams, choose a captain and handover the items to the captain that BD asked for. Points were scored on first come first serve; with the correct item basis and Victoria D'souza and her table won this game.

Winners of 'Whats in your Purse Game'



Beautiful Jhumki Gifts



An interactive speaker session was held, the guest speaker Pouruchishty Sidhwa was invited to give a talk on “Attitude and Personality are gateways to personal and professional success”. What is the right attitude, negatives and positives, factors that have an impact on our attitude, well known personalities, personality types etc was shared in detail. At the end of the talk, two different scenarios were presented by DSSP members, Cheryl Mathew, Farah,

Denise Dmello and Natasha Mavalwala on how to keep your calm in difficult office situations. Scrumptious Lunch was served, Ms Sidhwa Shared a business case study open for an interactive discussion. Next, Natasha Mavalwala led the much enjoyed round of Tambola. Day ended with a group photo. Memorable shots were captured by Denise Dmello. (link below to view event pictures)

<https://www.facebook.com/media/set/?set=oa.933532351327596&type=3>



EC with Guest Speaker Pouruchisty
Sidhwa (center)

How to instantly feel better



Overthinking = Write



Anxious = Meditate



Tired = Nap



Sad = Exercise



Stressed = Go for a Walk



Angry = Listen to Music

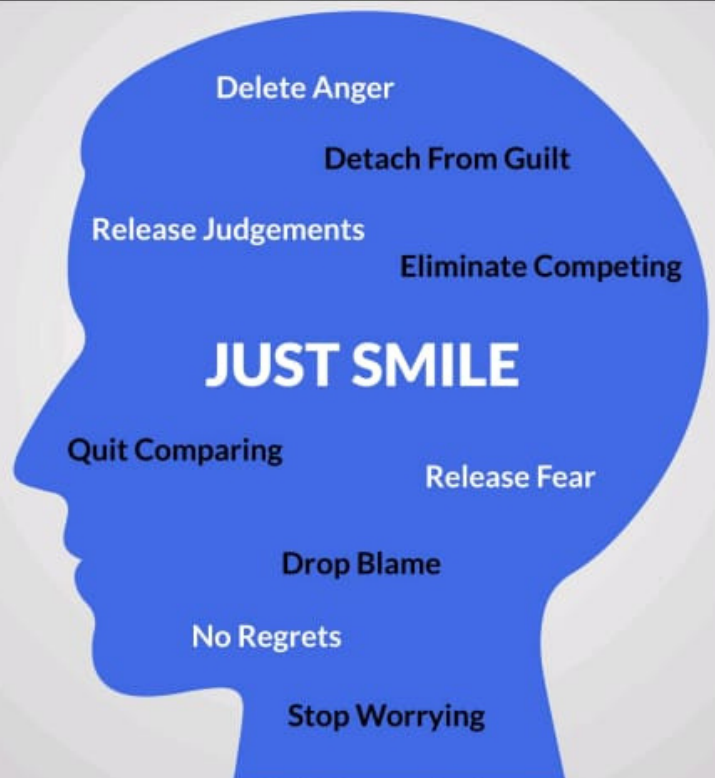


Lazy = Reduce Screen Time



Burnt Out = Read

MASTER YOUR EMOTIONS



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It's **important** to experiment and find what works **Best** for you.

The key is to approach managing emotions with **Openness**, **Curiosity**, and a **Growth Mindset**.

Our Senior Member Sunnu Gollwala (Ex- Editor , News Bulletin) Point of View on

ATTITUDE & PERSONALITY ARE GATEWAYS TO PERSONAL & PROFESSIONAL SUCCESS

Would you summarise Pouru's talk?

SHE BEGAN BY DEFINING 'ATTITUDE' as being a person's disposition or feelings towards people and situations, guided by her beliefs, values and emotions towards it. The attitude of a person is seen in her behaviour.

A person's 'right' attitude to life makes her self-confident, focused, result-oriented, willing to come out of her comfort zone and be successful in life.

All of the above is achieved by a 'positive' attitude, which is when we avoid: unnecessary arguments, gossip, grudges and criticism. Instead, assume responsibility, listen emphatically and keep a sense of humour.

She said, 'Go for a positive attitude to find success in life and at work.'

PERSONALITY ON THE OTHER HAND IS COMPLEX AND NONE IS RIGHT OR WRONG.

For ease of understanding, a psychologist has grouped traits and given a colour, while another has grouped traits that identify different types of people we see in the workplace.

A skillful manager identifies the personality of individuals in her team and provides opportunities to build on their strength; the team and their manager optimize each other's strengths too by working in harmony. Finally, Pouru said that a skillful manager forms teams with a mix of personality types: a good example given was to combine introverts and extroverts in a team to maximize the outcome.

As an individual, you can find success by finding 'your' unique personality trait and putting it to best use to achieve success in life, and choosing a job that best fits your unique trait.

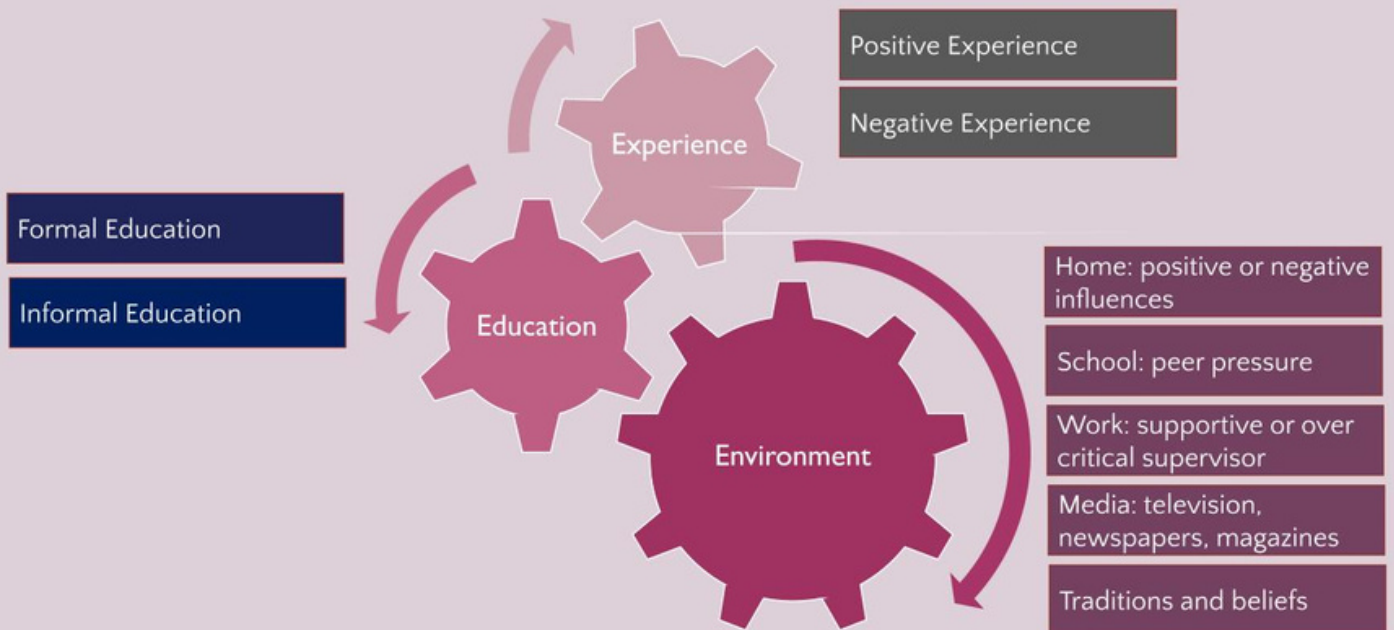
What are your views on the topic?

I think personality is somewhat static because it is formed by our environment, values and experiences in life. Whereas attitude depends on our thinking and emotions about persons and situations and is therefore changeable. The winning element in attitude would be to respect all and, 'accept' people and situations as they come. 'Accept' your personality and situations of life, and 'respect' people and avoid being judgmental because we can never have full information on their situation in life.

How does the topic relate to your life?

Seniors, I being one of them, tend to reflect on life to assess how 'meaningful' it has been. To me a meaningful life is when you are at peace within, have a sense of fulfillment having done things you wanted to do and have done them reasonably well and, finally respecting and receiving respect to/from those around you.

TRIPLE E'S OF ATTITUDE





8 TIPS TO HELP CREATE A POSITIVE MENTAL ATTITUDE

REMEMBER THAT YOU ARE POWERFUL

What we are is far greater, far superior, far more important, and far more mysterious than our conceptual mind tries to define.

CHOOSE TO EMBRACE LIFE

Let go and embrace the moment, whether it contains an obstacle or an opportunity. Stop fussing over trivial matters and start focusing on what's really important to you.



YOU GET TO CONTROL YOUR REACTIONS

We create our outside reality by the thoughts and beliefs we maintain about life in general. What we believe in our inner world, we see in our outer world—not the other way around.



KNOW THAT NO ONE IS BETTER QUALIFIED

No matter what anybody says about you, it doesn't hold any significance to who you truly are unless you identify or agree with them.

Remember, developing a positive mental attitude takes time and practice, but the benefits are worth it. Start small and be patient with yourself. Over time, you will begin to see positive changes in your outlook and overall well-being.



The Association of Secretaries and
Administrative Professionals in Asia Pacific

25th ASA Congress

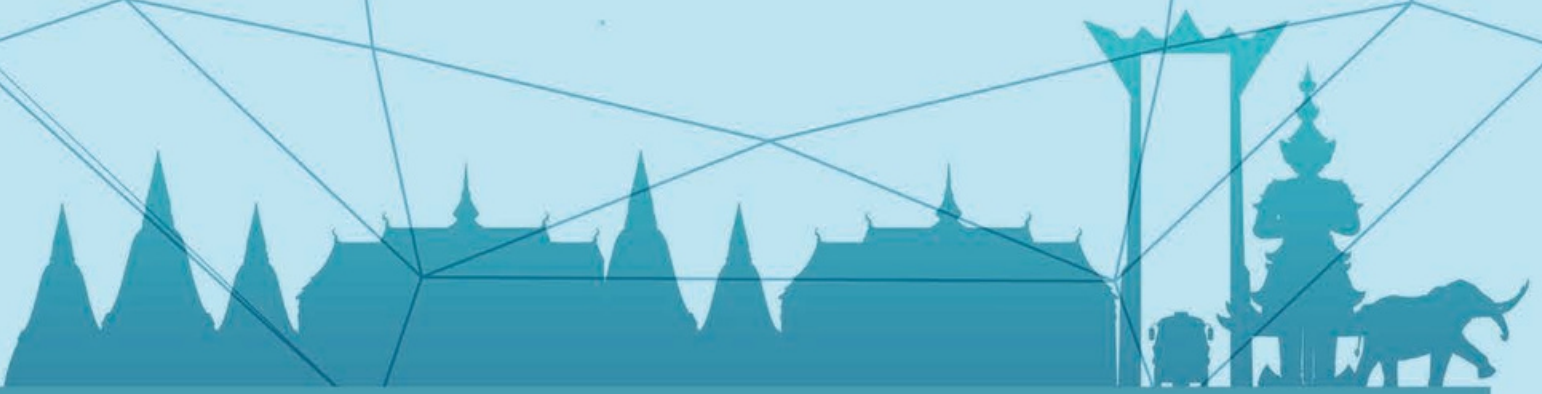
GLOW WITH THE FLOW

Innovate, Integrate and Elevate



8-12 September 2023

Berkeley Hotel
Bangkok, Thailand



Organized and Hosted by
The Administrative Professional
and Secretary Association of Thailand

Your life is sweeter because of Janaki Ammal, literally.



Not many may know, but Janaki Ammal is India's first woman botanist and the woman who developed many sugarcane varieties, freeing India from importing it from abroad.

I was fascinated to read the story of Janaki – the tenth child in a large family of 19 siblings in Thalaseery in 1897. Her life was unconventional – even radical for those times. She chose to be single, deciding to pursue a career in science.

In an age when most women in India weren't even literate (a literacy rate of 1%), Janaki chose to study botany, getting her bachelor's degree and an honors degree in botany. She didn't stop there, becoming the first Indian woman to obtain a Ph.D. in botany in the US.

She went on to create even more history – she helped the Imperial Sugar Cane Institute in Coimbatore to develop India's own native sugarcane, reducing the imports. It might not be immediately apparent, but her work helped India launch itself on the path of self-sustaining food production.

“My work is what will survive,” she is quoted as saying.

It has. And we should draw inspiration from her to pursue our passion and make a mark.

The next time you add two spoons of sugar, mention her name to someone!

Image Credit: John Innes Centre Archives

[#india](#) [#womeninscience](#) [#feminism](#) [#whatinspiresme](#)

Best Breathing Practices to help you feel better

Bumblebee Breathing



Sitting down, breathe in and pretend you are smelling a flower. As you breathe out, make humming bee sound.

Try different ways of making the sound - longer or shorter, high or low sounds.

*just
Laugh
it
off*



"I'm going to tactfully suggest he should consider going on a stress management course."

