

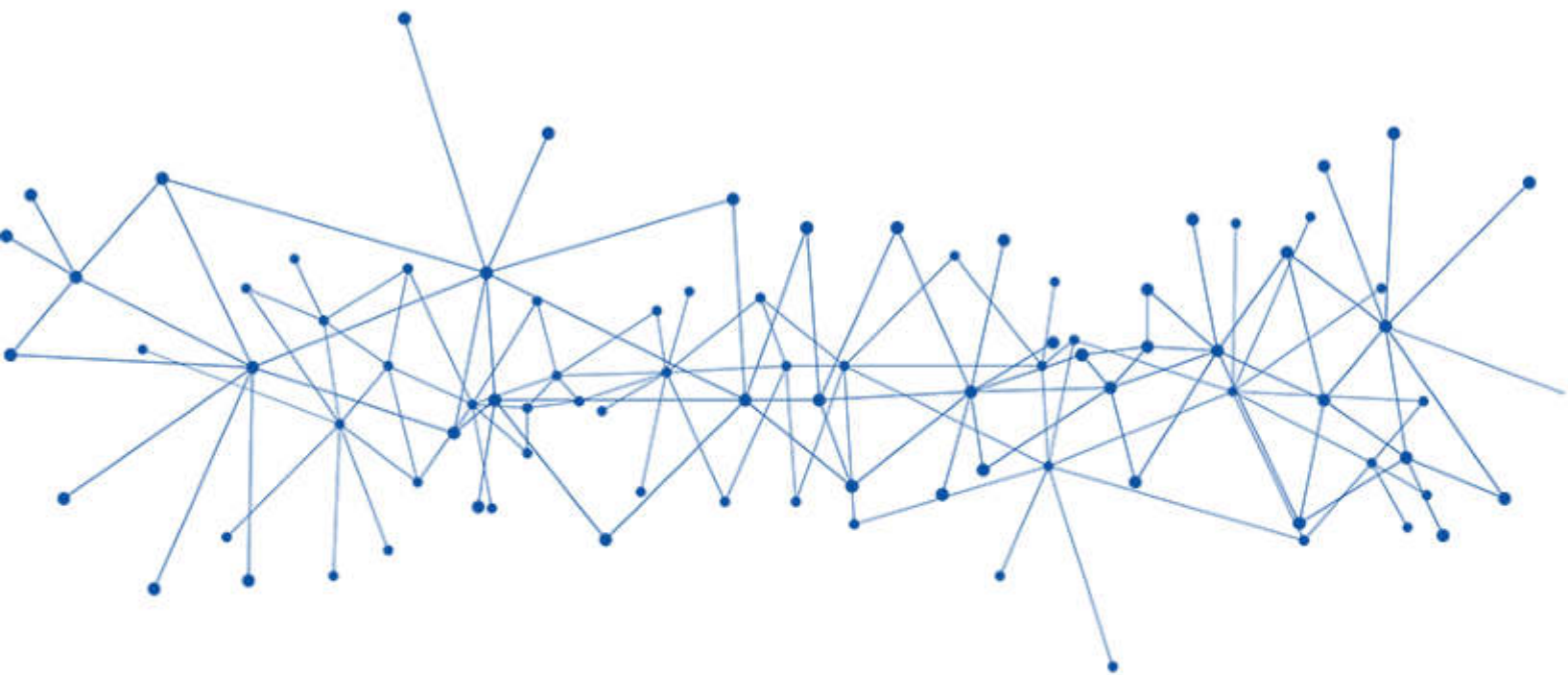


پوهنتون كاردان
KARDAN UNIVERSITY

INSPIRE

THE MONTHLY EMPLOYEE NEWSLETTER

SIXTH ISSUE



OCTOBER 2019

New Chapters Beginning!



Mr. Shams Ul Hayat, Assistant Professor for the Faculty of Economics at Kardan University, marks the beginning of his new life on August 30, 2019. A number of Kardanians attended his wedding reception .We offer our best wishes on this wonderful journey.



Mr. Ahmad Shoaib Darwesh, Lecturer for Diploma Program of Kardan University, got married on September 7, 2019. We offer our best wishes as he begins an exciting chapter in his life.



Naweed Azizi, who was support staff at Taimani Campus of Kardan University, was promoted to an administrative position as Receptionist for Kardan School. Congratulations and best wishes from Kardanians!

Welcoming to Family!

Mr. Sayed Fahim Sadat, Academic Administrator for MIR Program welcomed a baby boy named Atal on September 14, 2019. We offer our best wishes as you welcome a new member to your family.



Welcoming to the Team!

Kardan University would like to welcome a new cohort of faculty members who joined us in Fall 2019 for undergraduate and post-graduate programs.

An Orientation Program was organized to welcome and orient the new faculty members on the university policies, mission and vision and important aspects of their jobs including Learning Management System (LMS). Part of the Orientation Program was a campus tour which provided the new faculty members an opportunity to visit the university facilities, resources, and buildings and meet key personnel including the university leadership.



New Faculty Members



Mr. Muhammad Tahir

- Ph.D. Management Sciences
- 10 years of teaching experience
- 35+ research papers
- Assistant Professor, MBA Program



Ms. Parveen Roy

- Ph.D. Education
- 6 years of teaching and 7 years corporate experience
- 15+ research papers
- Assistant Professor, MBA Program



Misbah Uddin Babakarkhail

- MBA (HRM)
- 4 Years of Teaching Experience
- 2 Years of Corporate Experience
- Lecturer, BBA Program



Sayed Ajan Ahmadzai

- M.Phil. Economics and Finance
- Around 3 Years of Teaching and Research Experience
- Lecturer, BSc Economics



Jowhar Massoudie

- MBA – Finance & Economics
- 10+ Years of Teaching Experience
- 5 Years of Managerial Experience
- Lecturer, BSc Economics Department



Sidiqullah Sahel

- M.A Political Science
- Diploma in United Nation Studies
- 3 Years of teaching experience
- 3 years of corporate experience
- Lecturer, BPS Department



Abdul Wahid Mehran

- Masters of Mass Communication and Journalism
- 7 Years of Experience in Report Writing, Editing and News Reporting
- Lecturer, Journalism & Communication



Mohammad Yousuf Alkozai

- Ph.D. Scholar
- M.Phil. in Ahadith and Science
- Over 5 Years of Teaching Experience
- 2 Years of Administrative Experience
- Lecturer, Islamic Studies

Professional Development through LinkedIn

11 Faculty members from the Economics Faculty took three video learning courses from LinkedIn platform on how to increase learner engagement, classroom management and creating effective learning assessments. Great Job!



Breakfast for Managers and Coordinators

Team of Managers and Coordinators had a wonderful time over breakfast at Khanagi Café, Shahre Naw on Thursday, September 5, 2019 where they spoke on how to improve collaboration, teamwork, and coordination across different key areas to address challenges effectively and work cohesively to achieve organizational objectives.

We had some great discussions around the role of Managers and Coordinators in shaping the team behavior, ultimately contributing to improved organizational culture. Coordinators and Managers were described as role models for their teams.

A few colleagues shared some interesting and inspiring stories of their career with Kardan University and their impressions and emotional attachment with the University.



Appreciation Dinner for Faculty, Staff and Support Staff at Kardan Residence

The Administration Team served an appreciation dinner for faculty, staff and support staff at the residence to appreciate their efforts and contribution over the past semester. Great Job!



Faculty of Economics Organizes an Appreciation Program for the Dean

An appreciation event was organized on September 9, 2019, in conference room, Parwan-e-Du Campus by academic administrators, program officers and all faculty members of BBA and BSc. Economics departments to appreciate Mr. Sayed Abdul Moiz, the Dean of Economics Faculty for his contribution and efforts in developing programs and initiatives to enhance performance of the faculty over the past two years.

The academic administrators, program officers, and faculty members praised Dr. Sayed Abdul Moiz with nice and heart-touching statements during the event.





Ms. Muzhgan Sadat, National Volleyball Team Player, Becomes the Champion

Ms. Muzhgan Sadat, who is player of Afghanistan National Team of Volleyball “Afghanistan Red Crescent Society” becomes the Champion by taking away the Annual National Trophy from Herat Volleyball Team on September 7, 2019. Congratulations!



Reading Time

How to Motivate Yourself When You Don't Have a Deadline

By Elizabeth Grace Saunders



Deadlines are powerful forces in our work, signaling what's most important, forcing focus, and driving tasks to completion. That's why projects that don't have a deadline can languish on your task list for weeks, months, or even years.

Sometimes this happens because a project is ambiguous, boring, or messy. You naturally deprioritize it whenever possible, because working on it feels uncomfortable. But other times you don't mean to avoid the project. You just never get to it, because items with clear deadlines feel more pressing.

You probably don't get a lot of external flak for delays on non-deadline tasks, but internally it can feel frustrating when projects sit untouched. And with important-but-not-urgent items, there's the anxiety that at any moment someone might ask you about their status, and you will have nothing to show.

So how do you motivate yourself when you want — or need — to get something done, but you don't have a deadline? As a time management coach, I've found that three simple strategies can help you finally move forward.

Make a Deadline

If a project doesn't have a deadline, there's no reason that you can't make one up yourself. For example, you might decide that you want something done by a certain date, you could choose to spend a certain amount of time on a project each week, or you could make a goal to take one step each day toward completion.

Write down your commitments, ideally marking them in your calendar. If you know that during busy times you'll just put off non-deadline tasks, look for a lighter time in your schedule and then really commit. By defining exactly when you want to get a project (or parts of the project) done, you help yourself understand where it falls in the order of priorities. Plus, you make working on the task feel more urgent.

As you think about how you want to schedule the project, keep in mind how many tasks you need to complete that don't have a stipulated end date. If you have a number of items with no deadline, you'll increase your odds of making progress if you pick just one to work on each month. You're more likely to finish a project if you focus on only one over the next 30 days, rather than juggling a few no urgent tasks all at once.

Enlist Positive Peer Pressure

Sometimes the only way to move forward on deadline-free activities is to enlist support. When you tell someone your time frame for completing work and regularly send them updates, you have a greater incentive to make progress. Some people like to tell their goals to one person — a team member, boss, friend, or coach — and then report back to that individual. Others may decide to do a more public declaration. Consider telling a few people or posting on social media that you will do a certain activity by a specific time. This strategy can work if you have a number of people in your network who will remember and follow up with you.

Alternatively, you can collaborate with someone on your project. For example, you might set up a time for you and a colleague to work together on it. Or you may simply sit in the same room as someone who is working on a separate task. This strategy works best if you let them know what you intend to do during that period and then report back at the end of the session. The communication and proximity hold you accountable because your colleague knows what you should be doing at that moment. It also creates a mini working environment, so you don't feel like everyone else is out enjoying themselves while you are stuck working.

Choose the approach that's most motivating and comfortable for you. All of these options create accountability, so even if there isn't a real deadline, there's a sense that you're letting someone down or not sticking to your word if you don't follow through.

Incentivize Yourself

The last way to motivate action is to create compelling incentives for yourself. There are a few ways you can do it. Try giving yourself a reward for the work you do. For instance, once you spend an hour on the project, you can go to lunch. Or, once you finish researching part of your grant, you can take an afternoon to organize your office. The rewards don't have to be big or lavish. They just have to be things you want to do.

If rewards aren't a powerful enough incentive, try penalties instead. For example, if you don't spend an hour on your side hustle, you can't watch your favorite TV show. Or, if you don't complete the training module you purchased, you can't listen to any podcasts. The idea is to tie the penalty to something that you enjoy doing regularly, so you won't ignore a task that you're not inclined to invest time in.

Finally, you can try making a rewarding part of the process of getting work done. For instance, you could let yourself go to a coffee shop or a park if you complete a task while you're there.

When you do this, you're combining a pleasurable experience with the need to focus on a project that you might not work on otherwise.

Motivating yourself to do non-deadline tasks is a challenge, but it's not insurmountable. Try these strategies to make more progress today.

Source: Harvard Business Review

University Calendar

Human Resources Department is pleased to share the first Monthly University Level Calendar. One of the challenges we faced in the past was lack of planning and coordination about holidays and major events, which would ultimately affect quality of services and productivity. As planning is a fundamental pillar for organizational success, we are introducing University Level Calendar to promote a planning culture among our teams and become proactive about upcoming priorities.

The calendar will include National and International Days, National Holidays (subject to announcement of Government) Special Celebrations, Major University events and Public Holidays.

Our MIS Team is working to build an e-calendar to integrate all university-level important events together in a single platform, easily accessible and visible to all through the MIS accounts. Please feel free to share any suggestions and ideas with us.

Monthly University Calendar
October 2019

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4 Vis Moot National Competition	5 International Teachers Day
6	7	8 International Arts Day	9	10 Fulbright Session	11	12 Training for Support Staff
13 Training for Support Staff	14 Training for Support Staff	15	16 International Food Day & Start of Red Crescent Week (National)	17	18	19
20	21	22	23	24 International United Nation Day Emerging Leaders Program	25	26
27 40 Under 40 Awards Ceremony (tentative)	28	29	30	31		

International Days

National Holidays (Subject to confirmation by Government)

University Events



Reflections

"You are part of a community that has started smaller, grew bigger, and has become a dream and inspiration for the thousands. This is the hallmark of your commitment and the hallmark of your hard work.

Let's stay strong, double the energy, and inspire millions together!"—**Meena Rahmani**, Vice Chancellor for Academic Affairs

