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**5 Strategies for ADDED Effectiveness on the Job**

**By ADD Management Coach Jennifer Koretsky**

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**Koretsky**

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For many people with ADD, work life can be difficult. If your working environment is not ADD-friendly, then you may find yourself feeling chronically disorganized and stressed out at work. Whether or not you choose to share your diagnosis with your employer, the following strategies can help you become more effective at work.

**1. Find a Career that You're Passionate About**

People with ADD have the most success when doing something that they are passionately interested in. If you are in a career or a job that you're not passionate about, chances are your ADD challenges will manifest themselves. The best way to avoid this is to find work that you truly enjoy and believe in.

**2. Develop Structure**

It's no secret that ADDers work well with structure. If your job lacks structure, create some!

If you're self-employed, set up a schedule for yourself. Determine what your working days will be, and what your days off will be. (And stick to them!) Also, schedule specific working hours for yourself.

If you're employed by another person or company, ask for specific deadlines on projects you are assigned. Additionally, you can request a weekly meeting with your manager in which you update him or her on all the things you have going on. This will allow YOU to review your progress and stay aware of all the tasks you're juggling.

**3. Delegate the Details**

I've never met an ADDer who enjoyed dealing with details! Typically, people with ADD are the problem-solvers, the creatives, and the strategizers. Most ADDers will be extremely effective when dealing with these exciting and challenging aspects of the job, and a lot less effective when dealing

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with administrative work.

If you're self-employed, hire an assistant – even if you think you can't afford it! Imagine how much more effective – and profitable – you could be if you didn't have to worry about paperwork!

If you're employed by another person or company, delegate work to administrative assistants and anyone whom you manage. If there is no one for you to delegate to, explain to your manager that you work best when you don't have to be bogged down with administrative tasks. Point out all your skills, strengths, and accomplishments. Tell your manager that you could be contributing even more if you had someone to help with the details.

### 4. Plan the Time to Plan

It's not enough to plan your day, you must also plan the time to plan! Before you leave work at the end

of the day, take 15 minutes to look at your to do list. See what you accomplished and what still needs to be done, and update the list. Also use this time to update your calendars, and break up outstanding projects into steps. Taking the time to do this every work day will have you feeling more in control, and will also help you transition out of work time and into personal time.

### 5. Get Over Perfectionism

Perfectionism prevents progress. If you find something that could be improved every time you look at a paper or a report, it will never get off your desk. There's a big difference between "a good job" and "a perfect job." "A good job" is work well done; "a perfect job" doesn't exist! Nothing in this world is perfect, so do yourself a big favor and get over it!

Jennifer Koretsky is a Professional ADD Management Coach who helps adults manage their ADD and move forward in life. She offers a 90-day intensive skill-building program, workshops, and private coaching. Her work has been featured in numerous media, including The New York Times Magazine and The Times (UK). To subscribe to Jennifer's free email newsletter, The ADD Management Guide, please visit <http://www.addmanagement.com/e-newsletter.htm>.

## **Hedge Fund Investing 2006**

### **By Bill Piker**

What exactly is a "hedge fund" ?

In essence , it is a managed pool of capital for institutions or wealthy individual investors that employes one of various trading strategies in equities, bonds or derivatives , attempting to gain from market inefficiencies and , to some extent hege underlying risks.

Hedge funds are often loosely regulated and usually are much less transparent than traditional investment funds. That helps them to trade more stealthilyt. Funds typically have minimum investments periods, and charge fees based both on funds under management and on performance.

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Many experts contend it is a mistake to talk about hedge funds as an asset class : rather the industry embraces a collection of trading strategies. The appropriate choice of hedging strategy for a particular investor depends largely on its existing portfolio; if for example , it is heavily invested in equities, it might seek a hedging strategy to offset equity risk. Because of this, discussion of relative returns between hedge–funds strategies can be misleading.

Hedge funds use investment techniques that are usually forbidden for more traditional funds , including "short selling: stock – that is borrowing shares to sell them in the hope of buying them back later at a lower price – and using big leverage through borrowing.

The favoured strategies tend to change. It has been said that the hedge–fund industry was equity driven but that now in 2006 there is less long/short. It seems to be a much more diverse picture in 2006 with less of a concentrated exposure format.

Some of the most common strategies include

Convertible arbitrage : This involves going long in the convertible securities ( that is usually shares or bonds) that are exchangeable for a certain number of another form ( usually common shares) at a preset price , and simultaneously shorting the underlying equities. This strategy previously was very effective and was a standard. However this type of action seems to have lost effectiveness and seems to have lost favour in the crowd.

Emerging markets : Investing in securities of companies in the ever emerging economies through the purchase of sovereign or corporate debt and /or shares.

Fund of funds : Investing in a "basket" of hedge funds. Some funds of funds focus on single strategies and other pursue multiple strategies These funds have an added layer of fees.

Global Macro – Investing in shifts between global economies , often using derivatives to speculate on interest–rate or currency moves.

Market neutral : Typically , equal amounts of capital are invested long and short in the market, attempting to neutralize risk by purchasing undervalued securities and taking short positions in overvalued securities.

As you can see the terminology in dealing with "hedge funds " is both everchanging and confusing.

You should be fluent in both the language and the concepts in order that you can discuss and make intelligent rather than confused choices in your investments.

Remember it is you and not your broker / adviser who will pay the ultimate costs of negligent comprehension and investment planning.

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