HOW TO INCREASE PRODUCTIVITY?

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Department of Mathematical Sciences, Faculty of Science,

Universiti Teknologi Malaysia, Johor, Malaysia.

25 April 2021

1 July 2019

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WHAT IS PRODUCTIVITY?

Productivity describes various measures of the efficiency of production. Often, a productivity measure is expressed as the ratio of an aggregate output to a single input or an aggregate input used in a production process, i.e. output per unit of input, typically over a specific period of time.

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https://en.wikipedia.org/wiki/Productivity

WORKPLACE PRODUCTIVITY

When we talk about **workplace productivity**, we are referring largely to how much **work** is accomplished in a particular work environment, over a particular **period of time**.
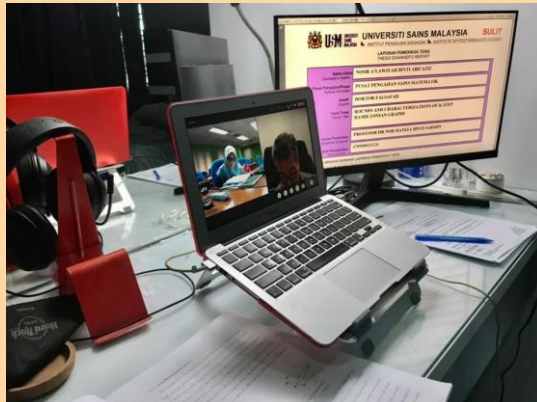
HOW DO YOU MEASURE YOUR PRODUCTIVITY AS A STUDENT?

MY BACKGROUND

- B.Sc (Hons) Math (Minor in Economics) 1986-1989 (3 ½ years)
- MA Math 1989-1990 (3 semesters)
- PhD Math 1995-1998 (40 months)

from State University of New York at Binghamton (now known as Binghamton University), New York, USA

https://people.utm.my/nizasarmin/

ADMIN IN UTM

- Joined UTM on 2 May 1991
- Head, Dept of Postgraduate Studies, FS (Nov 2007 - July 2012)

ADMIN IN UTM

Deputy Dean, SPS
(1 August 2012 - 31 March 2016)

ADMIN IN UTM

- Director (Global Education & Student Experience), UTM International (1 April 2016 - 31 March 2018)
- Associate Director (Student Services & Global Education Experience) , UTM International (1 April 2018 – 14 August 2019)

ADMIN IN UTM

Associate Director (Global Strategy & Engagement) , UTM International
(15 August 2019 – 31 March 2021)
Acting Associate Director (Global Strategy & Engagement) , UTM International
(1 April 2021 - ?)

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30 years in UTM

50% ADMINISTRATOR, 50% ACADEMIC STAFF

from 2007 until now

GRADUATED UNDERGRADUATE FINAL YEAR PROJECT STUDENTS

83

UTM

GRADUATED MASTER STUDENTS

26 students

GRADUATED PHD STUDENTS

35 students
(since 2008)

UTM
UNIVERSITI TEKNOLOGI MALAYSIA

ACTIVE PHD STUDENTS

12 students

FAST TRACK STUDENTS
(First Class Undergraduate to PhD)

11 students

UTM

THE YOUNGEST PHD HOLDER

Malaysia Book of Record 2014
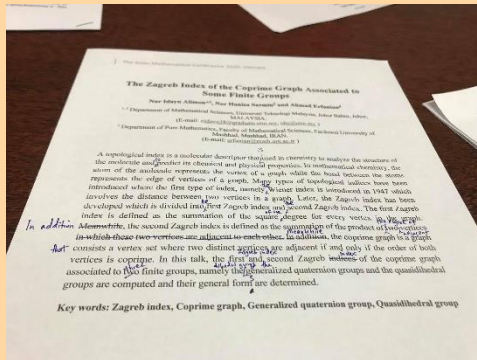
24 years and 2 months old

Dr. Hazzirah Izzati Mat Hassim

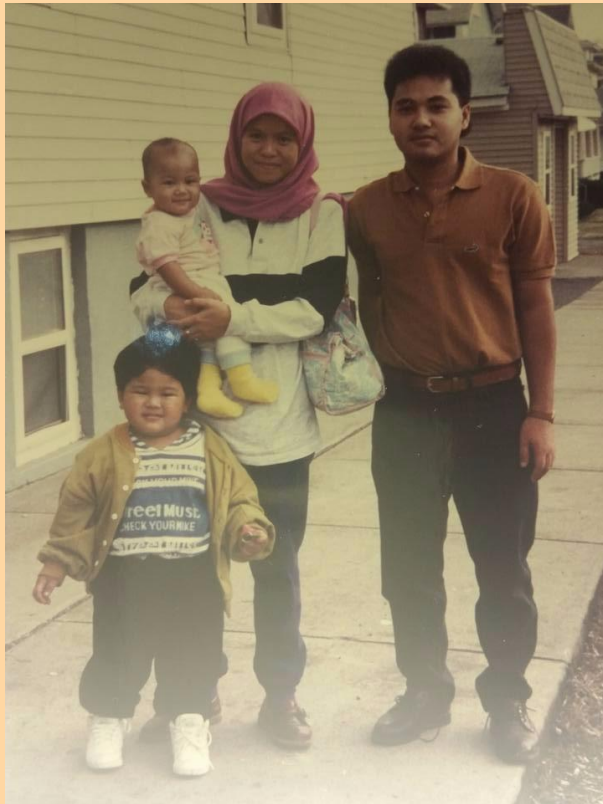# Seven Habits of Highly Effective People

by Stephen R. Covey

1.   Be proactive

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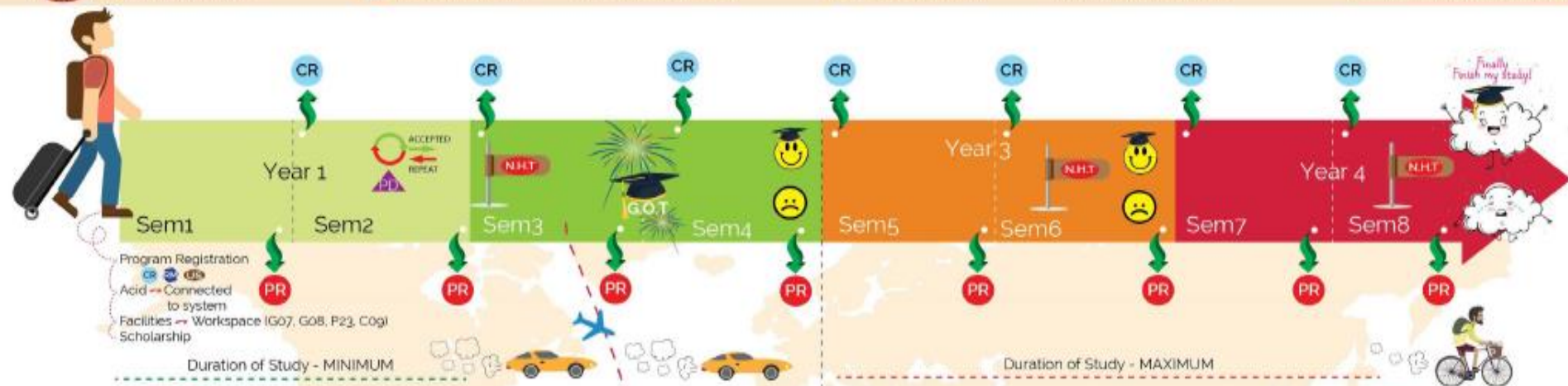## 2. **Begin with the end in mind**

- We decide the direction of life.

January 1995

21 April 1998
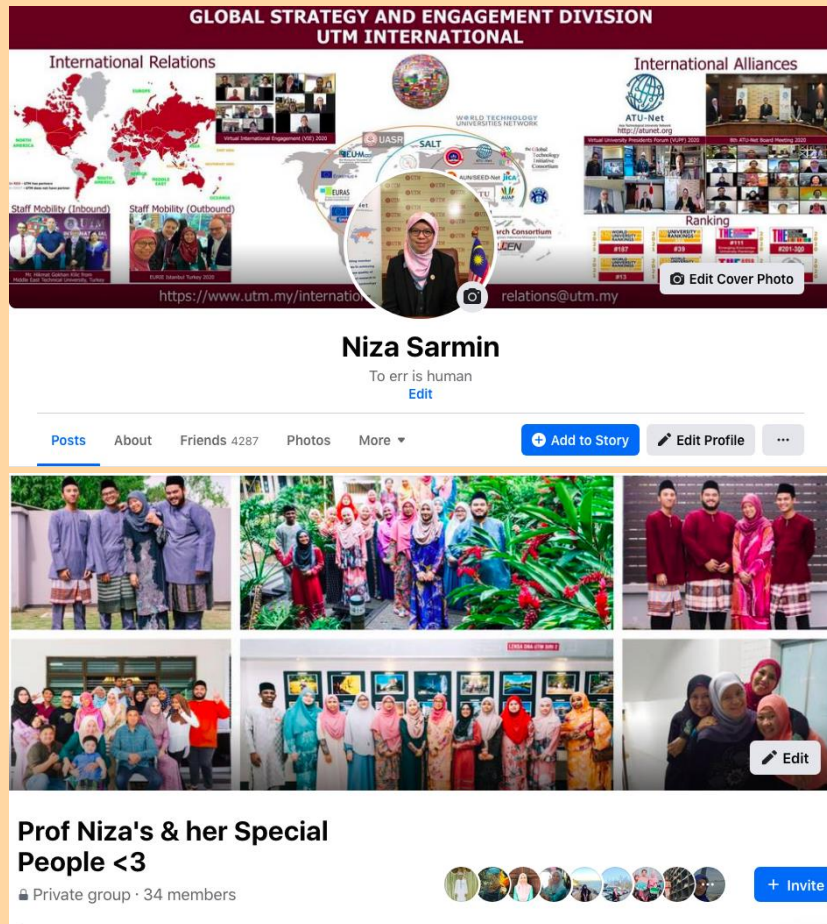
POSTGRADUATE RESEARCH JOURNEY

TIMELINE FOR GOT

Y1 — 1st Sem

(i) Class
√ University Course

(ii) Research
√ Literature Review

(iii) Structured Course
√ PGSS Structured Course I

(iv) Publications
NIL

(v) Progress Report

Y1 — 2nd Sem

(i) Class
√ Research Methodology course

(ii) Research
√ Problem Statement, Gaps and Contributions, Methodology

(iii) Structured Course
√ PGSS Structured Course II

(iv) Publications
√ Systematic Review Paper

(v) Progress Report

Y2 — 1st Sem

(i) Research
√ Proposal Defense

(ii) Structured Course
√ PGSS Structured Course III

(iii) Publications
√ Conceptual Paper

(iv) Progress Report

Y2 — 2nd Sem

(i) Research
√ Data Collection/ Experiment

(ii) Structured Course
√ PGSS Structured Course IV

(iii) Publications
√ Research notes/ Mini Project

(iv) Progress Report

Y3 — 1st Sem

(i) Research
√ Data Analysis and Conclusion, NHT

(ii) Structured Course
√ PGSS Structured Course V

(iii) Publications
√ Full Length Paper

(iv) Progress Report

Y3 — 2nd Sem

(i) Research
√ Thesis submission; Filling of IP or copyright

(ii) Structured Course
√ PGSS Structured Course VI

(iii) Publications
√ Full Length Paper

(iv) Progress Report

3. **Put first things first** – prioritize

- Discipline + management

Weekly Schedule

How much time do we have in a day?

3. **Put first things first** – prioritize (Cont.)

- Time for research

3. **Put first things first** – prioritize (Cont.)

- Time for family

3. **Put first things first** – prioritize (Cont.)

- Time for self?
  - Leisure
  - Ibadah
  - Other activities

RESEARCH PLANNING (GANTT CHART)

Project Activities	Semester 1				Semester 2				Semester 3				Semester 4				Semester 5				Semester 6			
	Year 1								Year 2								Year 3							
	2018				2019												2020								2021						
	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A
1. Literature study on the fundamental concept of ring theory, probability theory and graph theory	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	▦	▦	▦			
2. Obtain the zero divisors of some ring of matrices over finite rings			█	█	█	█	█	█	•																											
3. Calculate the zero product probability for some ring of matrices over finite rings and construct its zero divisor graph									█	█	█	█	█	•																						
4. Calculate the commuting zero product probability and construct the commuting zero divisor graph for some ring of matrices over finite rings														█	█	█	█	█	•																	
5. Determine the perfect codes for the zero divisor graph and commuting zero divisor graph																			█	█	█	█	█	•												
6. Determine the general formula of zero product probability, commuting zero product probability, zero divisor graph and commuting zero divisor graph																								█	█	█	█	█	█	█	▦	▦	•			
7. Writing thesis report and submission for viva																								█	█	█	█	█	█	█	▦	▦	▦	▦	▦	•
Technology Transfer Activities																																				
Presentation in conferences / seminars and publication in proceedings							1		2 3																		4								5	
Publication in journals									█							█								▦							▦				▦	

█ Completed   ▦ To be completed   • Milestone   1. SGTA2019   2. 5BIGTC2019   3. ICOWOBAS2019   4. IGCESH2020   5.SKSM28

KNOW YOUR PRIORITY

Eisenhower Decision Matrix

	URGENT	NOT URGENT
IMPORTANT	• Deadlines • Meeting with sv • Classes • Emergencies/Crises	• Relationship building • Weekly/longterm planning • Academic activities • Exercise and health
NOT IMPORTANT	• Some emails/calls • Interruptions • Some meetings	• Excessive TV/Game • Pleasant Activities • Time wasters

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4. Think win-win

- Habit of mutual benefit – "give and take".

- Value and respect people by understanding a "win" for all.

5. **Seek first to understand, then to be understood**

- habit of communication

- With your supervisor
- With your friends

- With your family
- With your co-researchers
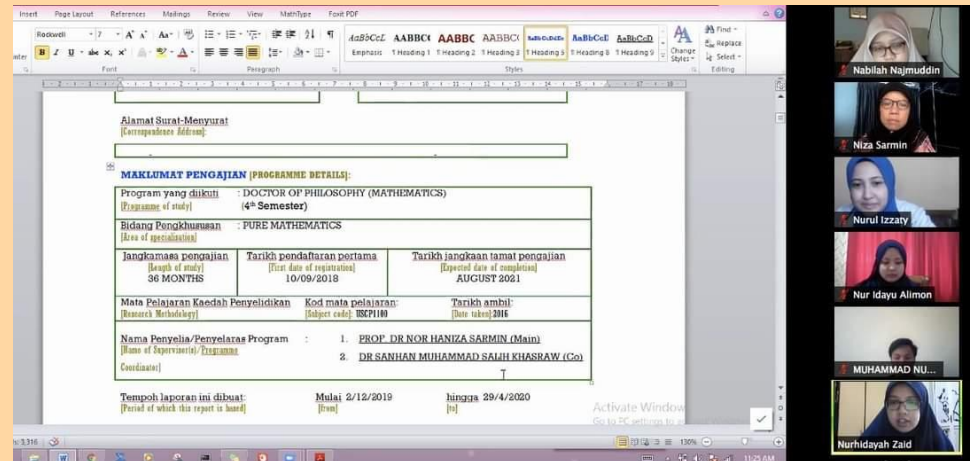
6. **Synergize** – habit of creative cooperation

GAP Workshop

Seminar at Universiti Putra Malaysia (UPM)
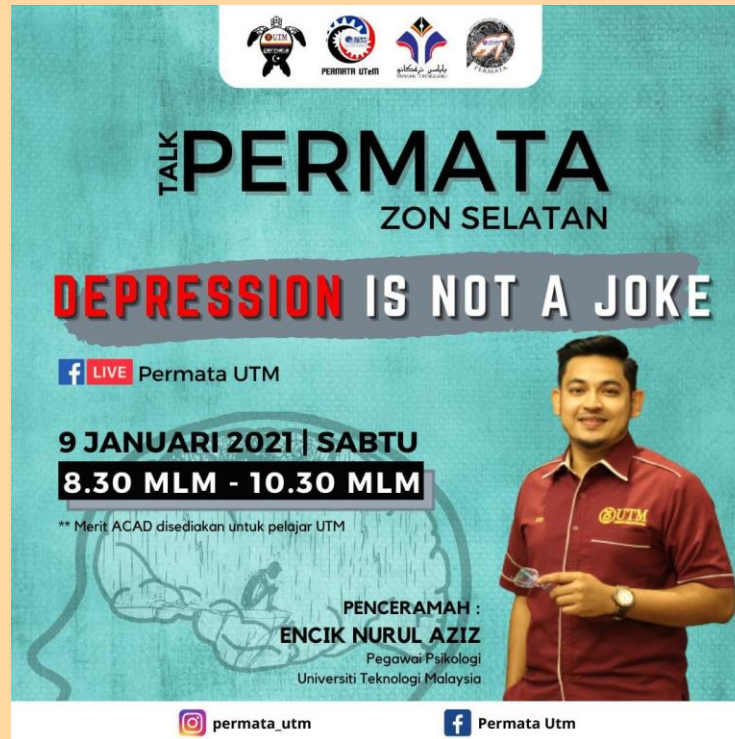

Discussion with Nurhidayah, Dr. Ibrahim (UTM) and Dr. Sanhan from Iraq

Progress Report Presentation

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7. **Sharpen your saw**

- Physical, mental/emotional, spiritual

Physical

Mental

Spriritual

7. **Sharpen your saw** (Cont.)

PGSS activities

College activities

Toastmasters Club

Culture Corner

Global Buddies

Outbound Mobility-Research Attachment

International Student Society (ISS)

PGSS Activities

PGSS Faculty of Science

- Nur Athirah Farhana Zai (2020/2021)
- Syiham Razak (2019/2020)
- Nur Idayu Alimon, Nurhidayah Zaid (2018/2019)
- Amira Fadina ahmad Fadzil (2017/2018)
- Siti Norziahidayu Amzee Zamri (2016/2018)
- Siti Afiqah Mohammad (2015/2016)

PGSS UTM

- Nur Idayu Alimon (2018/2019)
- Siti Afiqah Mohammad (2015/2016)

7. **Sharpen your saw** (Cont.)

7. **Sharpen your saw** (Cont.)

INTERNATIONAL STUDENT SOCIETY

PRODUCTIVITY VS EFFECTIVENESS

Productivity is about getting things done.

Effectiveness is about getting the right things done.

OTHER TIPS

1. Set your goals

S

M

A

R

T

Specific, **S**ignificant
Measureable, **M**eaningful, **M**otivational
Achievable
Realistic, **R**easonable, **R**elevant
Time-based

UTM

2. **Do heavy work when we are at our best** – find our productive hour (we have more energy)
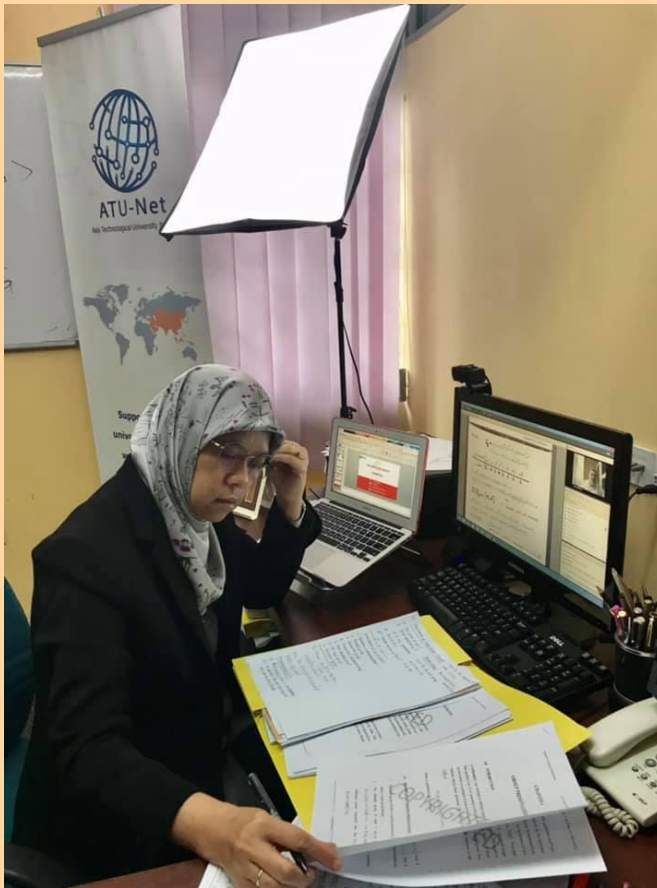
3. Don't be too multi-tasking
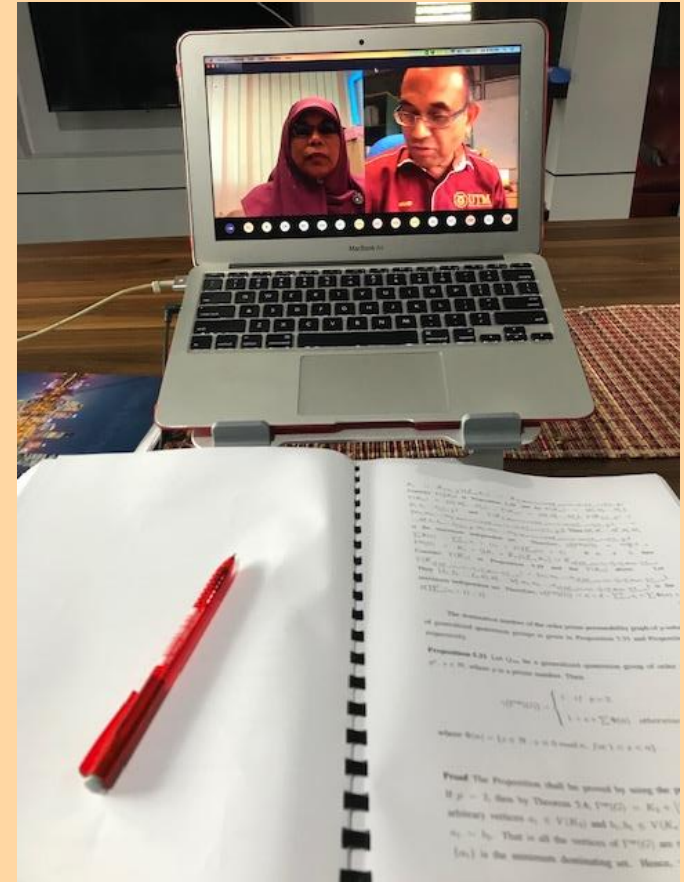
4. Prepare to-do-list each night/each week

"think ahead"

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5. Delegate properly
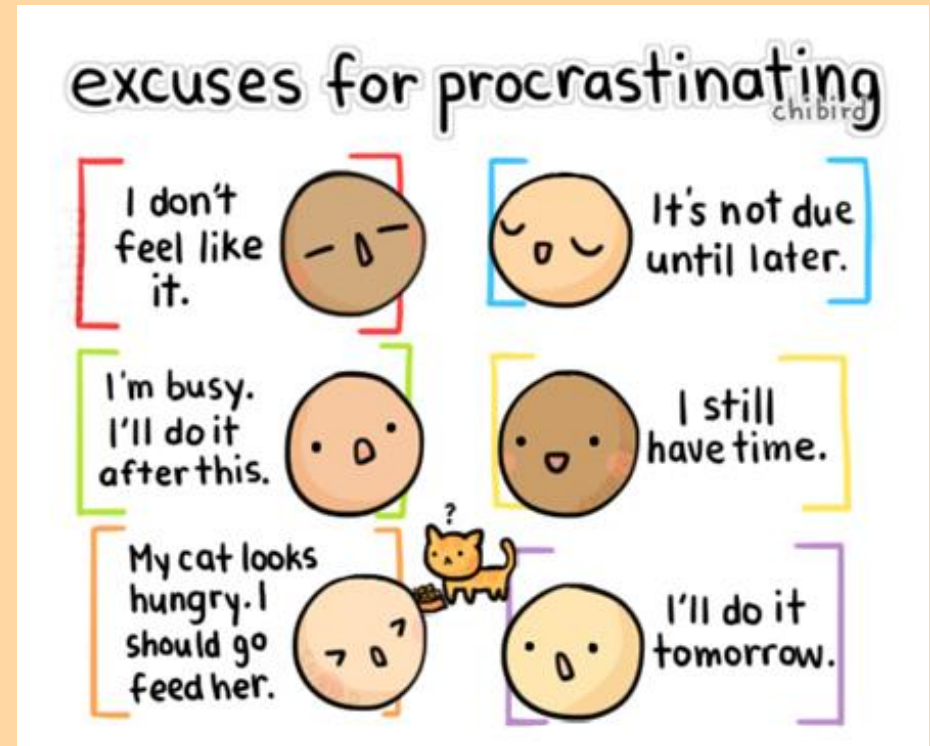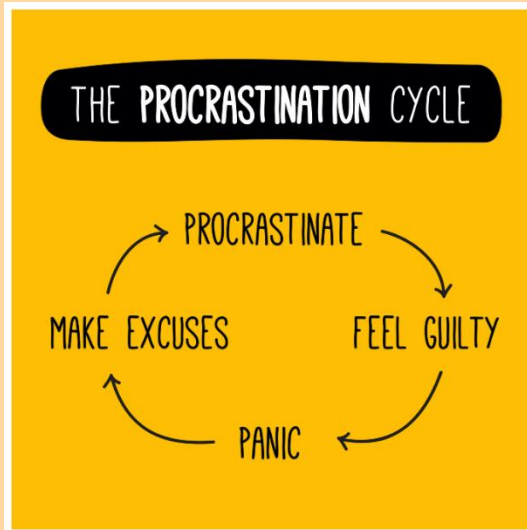
6. Eliminate distraction

7. Avoid procrastination

- Productivity is inversely proportional to procrastination.
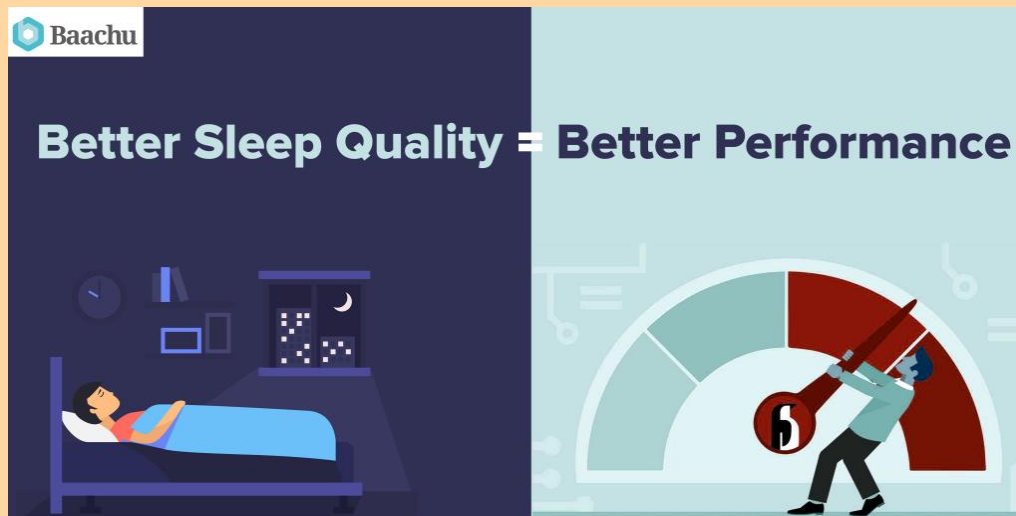
HOW TO STOP PROCRASTINATING ?

1. Make **rewards** for taking action more immediate.

2. Design your actions - You can stop wasting time on your phone by deleting **games** or social media apps.

3. Make the task more achievable.

4. Consistent & **discipline**.

8. Get enough sleep

9. Wake up early

BENEFITS OF WAKING UP
EARLY

WILLPOWER
Your willpower decreases over the course of the day(meaning it's highest in the morning)

FOCUS
In the morning you have nothing on your mind because you've just woken up. This gives you plenty of wiggle room to focus hard on the task at hand without getting derailed by distracting thoughts.

MORE TIME
It all comes down to prioritization, if there's a task you're not doing, it's not because you don't have the time—it's because that task isn't important enough for you to make the time. Add an hour to your day by waking up an hour earlier.

SELF-DISCIPLINE
If you want to increase discipline in your own life then work on getting up earlier every morning. This helps you be more disciplined AND gives you all the other benefits of waking up early, talk about killing two birds with one stone!

BETTER SLEEP
You absolutely cannot wake up early every morning if you've been staying up late every night. Your goal of waking up early will force you to get a better sleep each night, and that in itself is a benefit of it's own in your life.
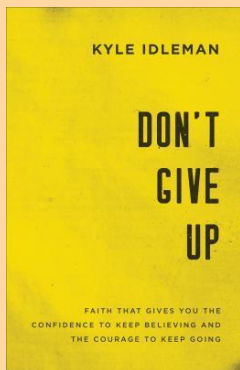
SOURCE:
www.collegeinsightboost.ca/benefits-of-waking-up-early/

10. Drink a lot of water & eat healthy

11. Always read motivational books/ attend good webinars

12. Be around "good, positive" people/friends
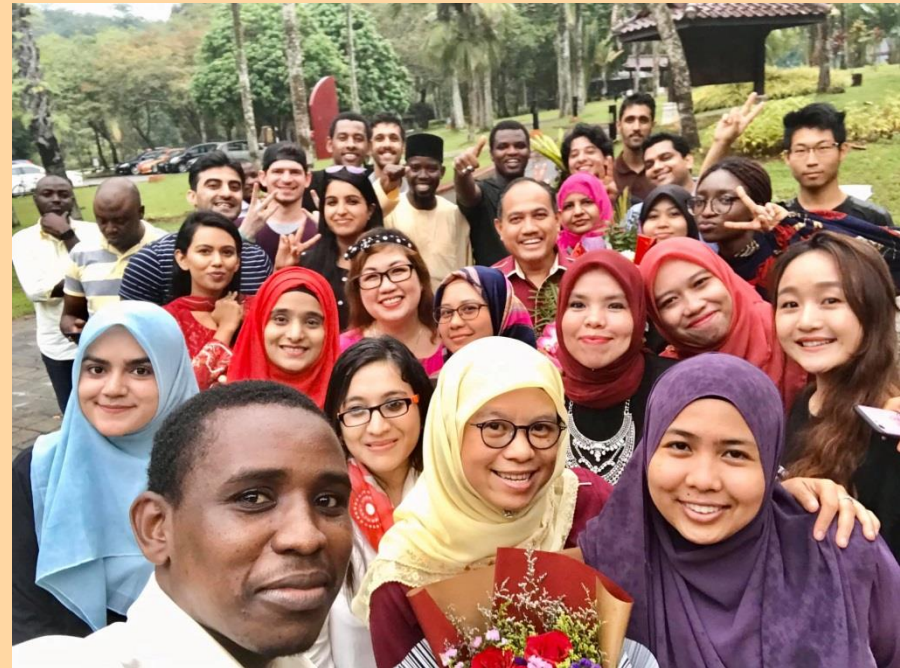
SOME MOTIVATIONAL PEOPLE

1. Dr. Hazzirah Izzati Mat Hassim

Universiti Teknologi Malaysia

Graduated in 48 months (2014) at the age of 24 years and 2 months.

Youngest PhD Holder Malaysia Book or Records, 2014

Research Attachment at Ferdowsi University of Mashhad, Iran.

Research Attachment at Universita' Degli Studi Di Palermo, Italy.

Research Attachment at Universidade de Brasilia, Brasil.

Conference at Sabzevar Tarbiat Moallem University, Iran.

Research Attachment at Dogus University, Istanbul, Turkey.

1. Dr. Hazzirah Izzati Mat Hassim
Universiti Teknologi Malaysia

Conference at Institut Teknologi Bandung, Indonesia.

Global Outreach Program at Ho Chi Minh, Vietnam.

Global Outreach Program at Beijing, China.

1. Dr. Hazzirah Izzati Mat Hassim
Universiti Teknologi Malaysia

Publications

1	**Hazzirah Izzati Mat Hassim**, Nor Haniza Sarmin, Nor Muhainiah Mohd Ali, Rohaidah Masri, Norashiqin Mohd Idrus. The exterior squares of some crystallographic groups. **Jurnal Teknologi**. 2013. 62(3): 7-13. (eISSN: 2180- 3722, ISSN: 0127-9696)	Scopus
2	**Hazzirah Izzati Mat Hassim**, Nor Haniza Sarmin, Nor Muhainiah Mohd Ali, Rohaidah Masri, Norashiqin Mohd Idrus. The Schur multipliers of certain Bieberbach groups with abelian point groups. **AIP Conf. Proc**. 2013. 1522:1069-1074.	Scopus
3	Rohaidah Masri, **Hazzirah Izzati Mat Hassim**, Nor Haniza Sarmin, Nor Muhainiah Mohd Ali, Nor'ashiqin Mohd Idrus. The Generalization of of the Exterior Square of A Bieberbach Group. AIP Conf. Proc. 1602: 849-854.	Scopus
4	Tan Yee Ting, , Nor'ashiqin Mohd Idrus, Rohaidah Masri, Nor Haniza Sarmin, **Hazzirah Izzati Mat Hassim**. Homological Functor of A Torsion Free Crystallographic Group of Dimension Five with A Nonabelian Point Group. AIP Conf. Proc. 1602: 691-695.	Scopus
5	**Hazzirah Izzati Mat Hassim**, Nor Haniza Sarmin, Nor Muhainiah Mohd Ali, Rohaidah Masri, Nor'ashiqin Mohd Idrus. The Homological Functor of A Bieberbach Group with A Cyclic Point Group of Order Two. AIP Conf. Proc. 1605: 672-677.	Scopus
6	**Hazzirah Izzati Mat Hassim**, Nor Haniza Sarmin, Nor Muhainiah Mohd Ali. The Nonabelian Tensor Square & Homological Functors of Some 2-Engel Groups. Jurnal Sains dan Matematik. 4(1): 53-59. (ISSN: 1985-7918).	Non-indexed journal

UTM

1. Dr. Hazzirah Izzati Mat Hassim

Universiti Teknologi Malaysia

7	**Hazzirah Izzati Mat Hassim**, Nor Haniza Sarmin, Nor Muhainiah Mohd Ali & Mohd Sham Mohamad. On The Computations of Some Homological Functors of 2-Engel Groups of Order At Most 16. Journal of Quality Measurement and Analysis (JQMA). 7(1): 153-159.	Non-indexed journal
8	Nor Haniza Sarmin, Yuhani Yusof, **Hazzirah Izzati Mat Hassim** & Fadila Normahia Abd Manaf, The Commutativity Degree of 2-Engel Groups of Order at Most 20. Menemui Matematik. 2011. 33(1): 1-10.	Non-indexed journal
9	**Hazzirah Izzati Mat Hassim**, Nor Haniza Sarmin, Nor Muhainiah Mohd Ali, Rohaidah Masri, Nor'ashiqin Mohd Idrus, "Exterior squares of some Bieberbach groups with abelian point groups", Proceedings of International Science Postgraduate Conference 2012 (ISPC 2012), pp 95-112.	Proceedings
10	**Hazzirah Izzati Mat Hassim**, Nor'ashiqin Mohd Idrus, Nor Haniza Sarmin, Robert F. Morse and Rohaidah Masri, "The structure of the abelianization of a Bieberbach group", Prosiding Simposium Kebangsaan Sains Matematik Ke-19 (SKSM 19), pp 480-486. ISBN: 978-983-42204-8-8.	Proceedings
11	**Hazzirah Izzati Mat Hassim**, Nor Haniza Sarmin, Nor Muhainiah Mohd Ali, Rohaidah Masri, Nor'ashiqin Mohd Idrus, "Homological invariants of some Bieberbach groups", Proceedings of National Science Postgraduate Conference 2011 (NSPC 2011), pp 292-298. ISBN: 978-967-0194-10-3.	Proceedings
12	**Hazzirah Izzati Mat Hassim**, Nor Haniza Sarmin, Nor Muhainiah Mohd Ali, Siti Afiqah Mohammad "The Abelianisation of Bieberbach Groups with Cyclic Point Group of Order Three", Proceedings of International Science Postgraduate Conference 2014 (ISPC 2014), pp 907-919. ISBN: 978-967-0194-39-4.	Proceedings
13	**Hazzirah Izzati Mat Hassim**, Nor Haniza Sarmin, Nor Muhainiah Mohd Ali & Ghazali Semil@ Ismail, "The Homological Functors of Some 2-Generator 2-Groups of Nilpotency Class Two", Proceedings of The First Biennial International Group Theory Conference 2011 (BIGTC 2011), pp 42-43. ISBN: 978-967-0194-01-1.	Proceedings
14	Nor Haniza Sarmin, **Hazzirah Izzati Mat Hassim**, Siti Afiqah Mohammad, Bab dalam Buku bertajuk "A Bieberbach Group with Cyclic Point Group of Order Two and Its Homological Functors", Recent Advances In Homological Functors and Capability of Groups.	Book chapter

2. Asst. Prof. Dr. Gan Yee Siang

Feng Chia University, Taiwan

Graduated in 40 months (2015).

Pro-Chancellor award

Publications

1.	Gan, Y. S. Turaev, S., Fong, W. H. and Sarmin, N. H. Computational Power of Weighted Splicing Systems. **Proceeding of the Bulgarian Academy of Sciences**. 2014. 67(6): 753-762.	WOS IF:0.211
2.	Fong, W. H., Gan, Y. S., Sarmin, N. H. and Turaev, S. Automata Diagram over Abelian Groups. **AIP Conference Proceedings**. 2013. 1522: 875C882. (ISBN:978-0-7354-1150-0, ISSN: 0094-243X)	Scopus
3.	Fong, W. H., Gan, Y. S., Sarmin, N. H. and Turaev, S. Automata for Subgroups. **AIP Conference Proceedings.** 2014. 1602: 632-639. (ISSN: 0094243X ISBN: 978-073541236-1, DOI: http://dx.doi.org/10.1063/1.4882551)	Scopus
4.	Gan, Y. S., Fong, W. H., Sarmin, N. H and Turaev, S. Generative Power of Weighted One-Sided and Regular Sticker Systems**. AIP Conference Proceedings**. 2014. 1602: 855-862.	Scopus
5.	Turaev, S., Gan, Y. S., Othman, M., Sarmin, N. H and Fong, W. H. Weighted Splicing Systems. In: Li, Z., Li, X., Liu, Y. and Cai, Z. eds. **Computational Intelligence and Intelligent Systems**. China: Springer. 416C424; 2012.	WOS
6.	Gan, Y. S., Fong, W. H., Sarmin, N. H and Turaev, S. Some Properties and Variants of Weighted Sticker System. **International Journal of Applied Mathematics and Statistics**. 2013. 45(15): 367C375.	Scopus

Publications (Cont.)

7.	Gan, Y. S., Fong, W. H., Sarmin, N. H and Turaev, S. Geometrical Representation of Automata over Some Abelian Groups. **Malaysian Journal of Fundamental and Applied Sciences**. 2012. 8(1): 24–30.	WOS
8.	Gan, Y. S., Fong, W. H., Sarmin, N. H and Turaev, S. Permutation Groups in Automata Diagrams. **Malaysian Journal of Fundamental and Applied Sciences**. 2013. 9(1) 35–40.	WOS
9.	Gan, Y. S., Fong, W. H., Sarmin, N. H and Turaev, S. Weighted Simple and Semi-Simple Splicing Systems. **Malaysian Journal of Fundamental and Applied Sciences**. 2014. 10(4): 201-206.	WOS
10.	Gan, Y. S., Fong, W. H., Sarmin, N. H and Turaev, S. Weighted Sticker Systems. **Proceedings of the International Science Postgraduate Conference**. November 27-30, 2012. Johor, Malaysia. 2012. 48–56.	Proceedings
11.	Gan, Y. S., Fong, W. H., Sarmin, N. H and Turaev, S. Weighted One-Sided Splicing Systems. **Proceedings of the International Science Postgraduate Conference**. March 10-12, 2014. Johor, Malaysia. 2014. 754–765.	Proceedings
12.	Fong, W. H., Gan, Y. S. and Turaev, S. Weighted Splicing Systems. Recent Advances in DNA Splicing Systems.	Book chapter
13.	Fong, W. H., Gan, Y. S. and Turaev, S. Weighted Sticker Systems. Recent Advances in DNA Sticker System and Watson-Crick Automata.	Book chapter
14.	Sarmin, N. H, Gan, Y. S. Relation of Watson-Crick Finite Automata with Groups. Recent Advances in DNA Sticker System and Watson-Crick Automata.	Book chapter

Non-academic activities

Committee, Festival Tun Razak III, 2008

Committee, Malam Kebudayaan & Pesta Tanglung

President, Wushu Group Persatuan Kesenian Citra Daksina, Unit Kebudayaan UTM 2010

Research attachment at Universidade de Brasilia, Brasilia, Brasil

3. Dr. Ibrahim Gambo
Postdoctoral in Universiti Teknologi Malaysia

Graduated in 39 months (2019).

Alumni Award

Publications

1	**Ibrahim Gambo**, Nor Haniza Sarmin, Hidayat Ullah Khan and Faiz Muhammad Khan. The characterization of regular ordered Gamma semigroups in terms of fuzzy Gamma ideals **Malaysian Journal of Fundamental and Applied Sciences**. 2017. 4 (13): 576-580.	WOS
2	**Ibrahim Gambo**, Nor Haniza Sarmin, Hidayat Ullah Khan and Faiz Muhammad Khan. New fuzzy generalized bi ideals of the type in ordered semigroups. **Malaysian Journal of Fundamental and Applied Sciences**. 2017. 4(13): 666-670.	WOS
3	**Ibrahim Gambo**, Nor Haniza Sarmin, Hidayat Ullah Khan and Faiz Muhammad Khan. Characterization of fuzzy quasi ideals in ordered semigroups. **Journal of Mathematical and Fundamental Sciences.**	WOS
4	**Ibrahim Gambo**, Nor Haniza Sarmin, Hidayat Ullah Khan and Faiz Muhammad Khan. New form of fuzzy bi ideals in ordered semigroup. AIP Publishing. Vol. 1830, No. 1, p. 070019 (2017).	Scopus
5	**Ibrahim Gambo**, Nor Haniza Sarmin, Hidayat Ullah Khan and Faiz Muhammad Khan. fuzzy generalized bi ideals in ordered semigroup. Proceeding of 6th International Graduate Conference on Engineering,Science,and Humanities 2016 (IGCESH2016), p. 319-322.	Proceedings
6	**Ibrahim Gambo**, Nor Haniza Sarmin, Hidayat Ullah Khan and Faiz Muhammad Khan. On the characterization of bi ideals of the type in ordered semigroups. 4th Biennial International Group Theory Conference. 111-114, 2017.	Proceedings
7	**Ibrahim Gambo**, Nor Haniza Sarmin, and Sana Mohamed Saleh Omer. The conjugacy classes of metabelian groups of order at most 24. Jurnal Teknologi. DOI: 10.11113/jt.v77.4232	Scopus

Achievements and some activities

Awards

- **Alumni Academic Award** Prize (PhD Category), Universiti Teknologi Malaysia, 2019.
- **Best Postgraduate Student Award** (PhD). School of Graduate Studies UTM, 2019.
- **Competent Communicator Award,** Toastmasters International, 2018.
- **Competent Leader Award**, Toastmasters International, 2018.
- **Award Recipient on Public Speaking and Leadership** both at University, District, National and International (Gold, Silver and Bronze) level, 2016-2019.
- **UTM International Doctorate Fellowship** Award, 2018.

Leadership activities

- **Vice President**, Universiti Teknologi Malaysia International Students Society (Central), 2017/2018.
- **Sergeant At Arms**, UTM Toastmasters Club, 2016/2017.
- **Panel**, Local and International Postgraduate sharing, 5 July 2018.
- **Director**, Speak like a Champion Public Speaking workshop, 20 April 2018.
- **Secretary II**, International Graduate Conference on Engineering, Science and Humanity, 2016.
- **Sarawak International Cultural Exchange** at Universiti Teknologi Malaysia, 2018.
- Committee, Public Speech challenge and workshop for students, 6-8 May 2018.
- **Committee**, How to publish in a high impact factor journal workshop, 12 March 2018.

HOW WAS MY MASTER?

3 semesters

- Classes
- Seminars
- Working

HOW WAS MY PHD?

40 months

- Classes
- Seminars
- Conferences
- Publications
- Working

- Family
- Thesis Writing
- Viva
- Corrections
- Submission

FUTURE PLANNING

- Seminars/Conferences
- Publications
- Notice of Submission of Thesis
- Thesis Write-Up (Table of Contents)
- Thesis Writing
- Viva
- Corrections
- Submission

TIPS ON PUBLICATIONS

Plan for publication

- of at least a review paper during the first semester

- in conferences (once a year/ every semester?)

- in SCOPUS journals

- in WOS journals

Plan for

- attending a publication workshop

WHAT IS GOOD PRODUCTIVITY?

A Good Productivity is getting important things done consistently. And no matter what you are working on, there are only a few things that are truly important. Being **productive** is about maintaining a steady, average speed on a few things, not maximum speed on everything.

HOW TO INCREASE PRODUCTIVITY?

1. **Workplace**
2. **Health**
3. **Technology**
4. **Environment**
5. **Punctuality**
6. **Strong Will**

HAPPY ENDING ☺

Convocation

Viva

UTM

TO ALL STUDENTS, ALWAYS REMEMBER THIS

Life is not always easy.

Success is not an easy thing to achieve.

There is no short cut.

You need to sacrifice.

But try to enjoy life while doing it.

While you can.

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