

TIME SAVING TIPS

Taking The Time To Save Time

(NAPSA)—Any time of year can be the right time to get organized. For many people, getting organized is the first step to having more of what they want out of life.

Here are a few tips on time management and organizing your life from a member of the National Association of Professional Organizers.

- Assess how you currently use your time. Keep a log of how you use your time. This will help you to determine what activities are necessary and which ones do not contribute to reaching your goals.

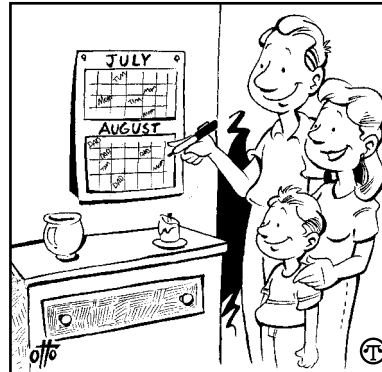
- Eliminate activities that are “time wasters” and focus your energies on activities that will help you reach your goals.

- It takes time to make time. Take a few minutes to plan your day. This can be done either the evening before or early in the morning in a quiet space without any interruptions.

- Learn to be flexible. Keep in mind you cannot control everything. If the day gets off track, remember there’s a fresh start tomorrow.

- Get the most out of your waiting time. For example, use the time spent commuting to work to listen to an audio cassette or reading a book.

Valerie Nossal, a time-management and organizing expert with AT-A-GLANCE, suggests creating a folder of newspaper and magazine articles and taking the folder with you when you travel. Said Nossal, “That way you can turn



Consider posting a centralized planning calendar to help keep track of family members and their schedules.

your waiting time into reading time while in airports or waiting for an appointment.”

- Follow the golden rule when it comes to time. Be considerate of others when it comes to their time. Start by sending e-mail only to those who really need to see it. Before you call a meeting, ask yourself if it’s really necessary.

- Make a list of your professional and personal goals. Keep this list in front of you.

- Families and work teams need a central calendar or daily planner where upcoming events and schedules can be listed.

AT-A-GLANCE is considered North America’s largest calendar manufacturer and a leader in planning, organizing and record-keeping products since 1923.

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