

Organizing Café:

January is National Get Organized Month.

Learn how to get organized using your calendar on a free teleconference. [Click Here to reserve your spot on Monday, January 15 at 7 PM eastern.](#)

Consider This:

Making Peace with the 2007 Calendar. Like clutter, organize time and commitments. Rethink calendar usage to and achieve your goals:

- Options & systems
- Personalization
- Realistic ToDo lists
- more!

Reserve a spot at least 24 hours in advance via Info@HeartWorkOrg.com and dial in via any phone on Monday, January 15 at 7 PM eastern.

Time Management for the Rest of Us

Last month I talked about lists. While some of us love them and some of us...don't, there's no denying that recording data is often more reliable than leaving it all in our heads.

Time management often is code for, "doing more with less." What I really think it means is making time for the important stuff, whether that means imperatives like filing taxes or life goals like quality time with family. Let's see how that translates to real life.

Making Time For the Important Stuff

- If you don't know where you're headed, any road will get you there. Take five minutes and think about what your calendar should be doing for you but isn't: keeping you on track, focused, or organized? Allowing you to add new interests? Or just keeping important records?
- Do you fret that you can't get organized because it takes too much time? Examine how long it takes to search for sticky notes and lost papers. What is the cost of late meetings and missed appointments? Do you live in fear of being audited? These are all easily overcome with systems that work for you.
- The good news...there is more than one perfect system, and there is even one that will work for your (busy, quirky, complicated, etc.) life! Even if a calendar system has failed you before, take heart and try something new. The beginning of the year is the perfect time!
- Reward yourself. Even slave drivers really are working for some payoff. If you can't see it on your calendar, you may not be having enough fun! Schedule in vacations, romantic dates, and manicures. You're allowed. Who wants to miss those?

Simple Tip: Electronic or paper calendar? Use what system you already have and modify it to fit your life.

[Subscribe](#) or [Unsubscribe](#) Your info will not be sold or traded. We promise!

Next Issue: Wall and Window Treatments You'll Love! www.HeartWorkOrg.com