

PROFESSIONAL TOUCH NEWSLETTER

Summer 2008



**It's summer
— Enjoy!**

Summer only lasts a few months, so here are ways to take advantage of the season.

Make Frequent Library Trips to open the door to intrigue, romance, mystery, and more. Books from your local library can transport you to faraway places or to your own back yard. Feed your muse and your imagination with a first-rate book in your favorite genre.

Get Cultured by visiting a museum, an aviary, or a science center. Go to the theater, the opera, or an open-air concert. Discover the special points of attraction in a neighboring town or an out-of-the-way place.

Act Like a Kid Again to recapture childhood dreams and fun. Take a trip to the zoo, an aquarium, a carnival, an amusement park, or the beach. Play ball or a round of miniature golf or swing at a playground. Blow bubbles, jump rope, or build a sand castle. Follow children around for a day and indulge in their make-believe world or take them to a movie.

Learn Something New by expanding your horizons. Take up bird watching, enroll in a class for fun, learn a new sport, listen to a tutorial CD of a foreign language, take up painting, or dig up the history on your town.

Beautify Your World by planting a tree or garden, building a deck or patio, or refurbishing a run-down building.

Whatever you choose to do this summer, lighten up and have fun.

No Time to Enjoy Summer?

Here are tips for dealing with those hectic days when it seems like you have no time to enjoy the summer. Take control of your time to get the most out of life.

Stretch It. The hours in a day cannot literally be expanded, but sometimes we can stretch them a bit by using our time wisely. Getting organized is the maximum way to assure time is used to the utmost advantage. Taking a few

minutes before going to bed to get clothes, meals, and briefcases ready for the morning will help start you off right. Turning off the television an extra hour a day will net big time savings. Get others to pitch in and delegate whenever possible.

Plan It. Although the best of plans may sometimes go awry, it is wiser to have a plan than not. Making a to-do list takes seconds but can save you hours by helping you stay on tack throughout the day. Give each item on your list a priority rating, and be sure to tackle the high-priority items first. Low priority tasks often take care of themselves or may not need to be done at all. Use your high energy periods to work on difficult tasks.

Analyze It. Where does your time go? We think we know until we actually sit down and account for each hour in the day. Take an honest inventory of your time. Are you working as efficiently as possible? Are you watching too much television, talking for hours on the phone, texting or Internet surfing to excess? You may be surprised to learn the minutes (and hours) are slipping away, wasted on idle activities. If you want to get more out of your day, stop periodically and ask yourself if what you are doing is the best use of your time. Remember, when time is used up, it cannot be replenished.

Read more organization/time management hints in the tips section and in the blog section of my Website. Also, check out my workshop section for my speaking topics.