

u – news

September 2006

Welcome to our first edition of **u – news**. Each quarter you will receive practical ideas & solutions for how to increase your time & energy & how to better manage the never ending demands on your time both personally and professionally. If there is any topic you would like us to discuss please contact me as **u – news** is news for you & about giving you back time.

utilize:mytime exists to make your life easier, so we will give tips on how to enjoy the free time you do have.

Healthy Work Life Balance Tips

Plan your day the evening before

Expect changes to your schedule

Get help. Outsource tasks such as cleaning, gardening and ironing if that helps. Don't try and do it all yourself.

Get lots of sleep, drink lots of water & watch your diet

Take Holidays. Plan your break at the beginning of each year and actually book them in advance so there are no excuses

Don't put things off do it now !

What we've done for clients lately....

Researched French urns for an event

Had a bracelet fixed

Took a cat to the vet

Researched a CD player for car

Organised the delivery & pick up of a car for servicing

Had a Plasma fixed in the home

Organised share transfers

Marketing campaign for a small business

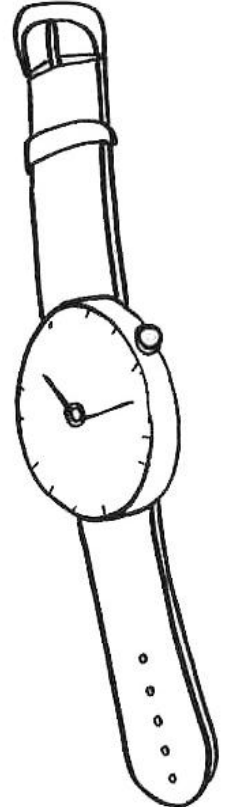
Chased up overdue accounts

Researched Wireless broadband for a particular area

Researched a colour laser printer

Bought concert tickets

Had a vacuum cleaner fixed



Interesting things online for **u** this month:-

For the girls check out: www.fifi.com.au

For the guys check out: www.zipt.com

I know of this great place where you could have a family get together this Christmas. (It is now only just under 4 months away!) If you would like to know more please call Nicolle on **0407 512 585** or send me an email: nicolle@utilizemytime.com.au
