

u – news

February 2008

Welcome to our February 2008 edition of ***u - news***. We hope that you had a safe and happy holiday period and wish you all the very best for what the New Year brings to you and your family.

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

Do it now. You become successful the moment you start moving towards a worthwhile goal.



Getting back into the swing of it for the New Year

- Do it now – whatever it is you have been holding off on
- Walk to work – great for mind and body
- Use your precious time more effectively – outsource mundane tasks
- Plan ahead – shopping, weekends away
- Unclutter your home and wardrobe – professionals can assist you here
- Don't be afraid to ask for help
- Learn it's ok to say no occasionally
- Keep things in perspective

What we've been up to lately....

A large part of January and February is taken up in assisting a number of clients preparing for the next 12 months. To improve their time management, we have been going through their "to do list" and setting down an action plan for each project. By doing this in the early part of the New Year, projects can be prioritised, commenced and completed in the established time frame over 2008, all under the watchful eye of utilize:mytime.

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

For the girls check out: www.adasa.com
For the guys check out: www.tmlwin.co.uk

If you are looking for some extra help getting back into the swing of things after your holiday break, please call us and we can assist you. If you would like to know more, please call Nicolle on **0407 512 585** or send us an email nicolle@utilizemytime.com.au

If there is any topic you would like us to discuss in future editions, please contact us as ***u - news*** is news for you and about giving you back the 'precious gift of time'.