

The *EDITOR'S* desk

TIME MANAGEMENT ... I CAN DO THAT!

Well, we've got one month of 2003 under our belts and eleven more to go.

I can remember as a child thinking about how long a year was – it seemed like forever... That's no longer the case.

Thank goodness I learned time management skills at an early age, 'cause' believe me without my daytimer, watch and computer, this gal would be a mess.

When it's time to start thinking about putting all the paperwork together for income tax time I set a familiar goal in my head: Be kind to yourself and have it all ready by Valentines Day. My tax-person hates me being late.

Then there's the garden. What am I going to plant this year? What am I going to tear out? Another "be kind to myself reminder". I decide what I want to do by St. Patrick's Day".

I can't forget to clean the patio furniture. I usually pick the May 24 weekend.

If you're anything like me these chores sometimes become a burden, yet when you think of your everyday work calendar, where would you be without time management?

Time management can be very stressful. Here are some tips I would like to share with you to make your life easier:

1. Don't sweat the small stuff. So what if you don't have the box of income tax papers ready by February 14th; You know it has to be done so make an appointment with yourself on a certain day, time and location and get the job done. You'll be surprised to see how quickly you accomplished this goal.
2. Gardening is another story. Try to pre-plan your garden by drawing a rough sketch on paper. That way you'll know exactly where you're planting new growth and pulling out dead forget-me-nots. It's like giving yourself a new start on life. Business is the same. Clear off that desk that's been piling high for months and you'll be amazed at how productive you'll become.
3. Patio furniture cleaning – Yuk! Line the chairs up in a row, pick up the hose and go to it. Before you know it you'll be sitting on that deck chair enjoying the rest of the afternoon. For a face-lift in your office, try re-arranging some of your furniture. A new perspective on life and

your surroundings will ignite your imagination and you'll want to work overtime in your old/new office.

At whatever you procrastinate, just make up your mind and get the job done. Think positively: be creative and time will be on your side...before you know it the return will be in the mail, the bills will be paid with some fun money left over and you'll be outside enjoying the great summer weather. See you on the golf course!

The feature women about whom I write, have traveled a long, winding road to success – each woman on her own journey; a journey that sometimes hasn't been smooth. These women open their hearts to inspire and motivate other women. of all ages. to follow their dreams and passions.