

TIME MANAGEMENT FOR SUCCESS

We know we are not meant to spend our time handling one crisis after another at work or home. Not only is it unpleasant, but there is a sense of frustration as the important things in our lives get delayed to the point where they, too, become crises.

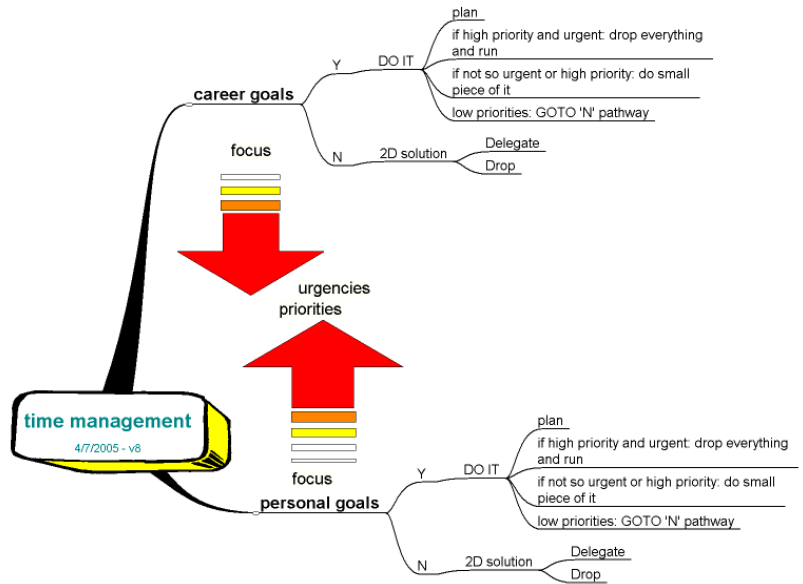
Yet some people seem to manage their time very well, perhaps even to the point of being labelled 'supermen' or 'superwomen'. So, how do they do it?

We know that we can divide work activities on the basis of whether they are high or low priority. We also know we can determine which of those high priority tasks are currently urgent. We need to focus our time on urgent high priorities each and every day. However,

we can spend five minutes a day, or do a small piece of remaining high priorities. We can also drop or delegate tasks of low priority, depending upon whether or not completion of those tasks would help someone else's career interests.

Similarly, we need to be spending all our after hours time on the urgent high priorities in our personal lives, perhaps even taking some annual leave to take care of them. We could also spend five minutes a day on the less urgent high priorities in our personal lives. And, we can drop, or delegate to another family member, those personal items of low priority.

So, what are you doing to better manage your time today?



Time Management Model for Career and Personal Goals
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OUR MISSION

To provide a professional service, using best practices.

OUR MOTTO

- Be Proactive.
- Take Charge of Your Career.
- Look After Your Health.

Membership: \$49 per calendar year.
 As membership grows, so too, do your benefits.

Applications for membership can be made by completing the reply slip on the back page of HQ™. Send it, along with your cheque, to the address shown below.

To ensure an uninterrupted subscription to HQ™ and CQ™, be sure to advise us of any changes to your contact details.

Your opinions are important to us. We invite your comments, feedback, and criticisms and etc. on this and future issues. Enquiries, or requests for further information can also be made to the address below.

RECOMMENDED READING

The Mind Gym, by Octavious Black and Sebastian Bailey, will give your mind a great 'workout'. It covers taking charge of your life, generating good impressions, handling difficult situations, stress and creativity.

Whether you choose to dip into appealing topics for you, or read it cover to cover, you will find this book well-worth a read.

FOOD FOR THOUGHT

"Gain without pain . . . only you can decide what you cut back on without feeling resentful". These words come from Penguin's Save Money Fast.

Whilst these words relate to strategies to save money, they can also apply to other areas of life (eg. time, weight or stress management). So, what are you doing to cut back on the unnecessary and leave you free for more of what you want in life?



REPLY SLIP AND REQUESTS FOR INFORMATION

I would like to become a member of Rachel Abramson & Associates and get discounts off standard rates, receive calendar year subscriptions to CQ™ and HQ™, free entry to the SEMINARS OF THE FUTURE™ and PROFESSIONAL PRACTICE PROGRAM Seminars, as well as library borrowing privileges.

I would like to book into the following SEMINARS OF THE FUTURE™ and PROFESSIONAL PRACTICE PROGRAM seminars.

- Saturday 3rd September PP6: Marketing Your Practice: Your 'Product'
- Saturday 3rd September PP7: Marketing Your Practice: Promotion Strategies That Work
- Tuesday 6th September PP27: Going for Growth: Advanced Marketing Strategies
- Wednesday 7 September Asserting Your Self, Gracefully
- Saturday 1st October PP8: Marketing Your Practice: Getting Your Image Right
- Tuesday 4th October PP28: Going for Growth: Staff Planning and Career Management
- Wednesday 5th October PP20: Going Global: Issues to Consider
- Tuesday 1st November PP29: Going for Growth: Attracting External Sources of Capital
- Wednesday 2 November Negotiation for Career Success
- Saturday 5th November PP9: Marketing Your Practice: Alternate Places for Your Product
- Saturday 3rd December PP10: Marketing Your Practice: Databases for Your Product
- Tuesday 6th December PP30: Going for Growth: Your Wealth Creation Plan
- Wednesday 7 December Overcoming Procrastination in Your Career

I would like to order a copy of the Self Hypnosis audio tapes for:

<input type="checkbox"/> anxiety management	<input type="checkbox"/> sleep
<input type="checkbox"/> resolving problems and issues of concern	<input type="checkbox"/> stress management and relaxation

I would like additional information about the:

<input type="checkbox"/> CAREER DAYZ™ Program	<input type="checkbox"/> PROFESSIONAL PRACTICE PROGRAM Series
<input type="checkbox"/> FIVE STEPS Program (to setting S.M.A.R.T. goals)	<input type="checkbox"/> Self Hypnosis audio tape series.
<input type="checkbox"/> Hypnotically Overcoming Pain Program	<input type="checkbox"/> SEMINARS OF THE FUTURE™ Series
<input type="checkbox"/> Making Self-Hypnosis and Self-Talk Work for You	<input type="checkbox"/> Stop Smoking Program
<input type="checkbox"/> Managing Anxiety Program	<input type="checkbox"/> Stress Management Program
	<input type="checkbox"/> Weight Management Program

FEES: 1) 2005 Calendar Year Membership: \$49 \$ _____
 2) Seminars: Non-members: \$22 each (\$55 if paying 'at the door') \$ _____
 3) Self Hypnosis audio tapes Members: \$30 each (or \$40 for any two)
 or: Non-members: \$33 each (or \$45 for any two)
 Plus: \$5.50 audio tape postage and handling fee \$ _____

Note: All fees include 10% GST.

Name: _____
 Address: _____ Postcode: _____
 Phone: _____ (bh) _____ (ah) Fax: _____
 e-mail: _____ web: _____