

# Organizing Round-up

Volume 1, Issue 1 Spring 2001



## Personality Based Time Management

**Susie Glennan**

The Busy Woman's Daily Planner

My name is Susie and I am a recovering "**type A compulsive.**" If you are one, you'll know it after a brief description. I used to clean the house before anyone ate in the morning. I had the compulsion to keep things very clean **all of the time.** There used to be boxes or buckets for everything. The diaper bag always had something to wipe dirty kid faces and hands with. I was **NEVER** late for anything unless there was an extreme emergency. Am I getting warm? Do you fit into this category?

If not, you might be the "**type A casual**" woman. My next phase of life developed after I moved for the first time. I could not possibly get everything done, so I left boxes that I didn't need right away in the garage. Trying to find a place for everything was not possible, so I went out and bought 3 bookcases to house as much as possible although there **STILL** was not a place for everything. So a few or more piles of papers and **STUFF** had to be left on a shelf here, counter there

*Continued on page 2*



## Creating Your Christmas Notebook

**Krisann M. Blair**

Christmas Organizing

Your Christmas notebook is the backbone of your organization for the holiday season! With it you will have everything at your fingertips and can continuously go to it for reminders and direction for your holiday plans. Your notebook will be unique to you and your family because most people do not have exactly identical lives. Throughout this book you will be given directions that will allow you to personalize your notebook to how you celebrate your own holiday season.

The first step for creating your holiday notebook is to do a reflecting exercise. When I was in school I thought the brainstorming part of writing was not needed - I would just dive in and start writing - but I learned this is the most important part of creating your holiday notebook! You may do your writing exercise, which ever way is easiest for you, list form, or paragraph form. Take a sheet of notebook to do this reflecting exercise. Here are the things you need to write about:

What were your favorite parts of Christmas last year?

What was the worst part of Christmas last year?

What things did you not get to last year that you wish you had? (like sending Christmas cards out on time)

Describe your most memorable Christmas

Why was this Christmas so memorable?

List some of the Christmas traditions you had growing up.

Do you still do some of these things now?

*Continued on page 3*

and I just didn't take the time to care. (Slowly over time, there became too many other things that were more important than keeping a perfect home.) Does **THIS** sound like you?

If you fit neither of the previous descriptions, you might be a **"type B woman."** Have you ever gotten frustrated because you could not get to your appointments on time no matter how hard you tried? Are you late because a friend stopped by to chat? (A chat with a friend is usually more important to the type B woman.) Did you get to some appointments on time, but found you had left the slip with all the much-needed info on it, on the counter by the phone that you stopped to answer on your way out? Are you continuously making lists, only to lose them? Do you make whole hearted efforts to get things accomplished, but don't because of numerous distractions? I think you might just be a **"type B motivated"**!

If not, **"type B messy"** is our last option. Type B messies would usually love to be more organized, but just haven't found how to manage it. They are good in that people are often more important to them than cleaning, but they usually secretly wish that their lives were more in control. These women have homes that look like hurricanes have just blown through. If they have children, their clothes don't need to match. The kids just need to be dressed, **PERIOD**. Some women just aren't hung up about what others think or if their beds are made. They are however loyal friends.

This is personality based time management in the extreme. Some of each of these is a good thing. Tendencies are usually toward one side or the other though. Sometimes, women are a combined version of two of the above personality types and have come to be comfortable there. For those who are not satisfied, or need a little encouragement, The Busy Woman's Daily Planner can try to help them find a happy medium. I offer many alternatives; Email support, (You may even call me if you don't want to wait for a reply.) IM support, home support (if you live in the area), all consisting of general moral support, which is most often all that is needed. Not many women have been taught or know how to give true moral support.

In addition, I carry products that help in teaching the "type A compulsives" to lighten up and the "type B messies" to tighten up. It often takes a month or so to get used to using a planner, but **WELL** worth the time if you would like to make your life simpler than it is now. Contact me if you would like to ask some questions. I do not make judgments about anyone unless I have walked 10,000 miles in their shoes. I use my products and **LOVE** them. It is my desire that you would love them as well.

In closing, I am a servant of God who loves to encourage people. You'll sometimes hear me say what my mom said to me all of my life....."It's not easy, but this too shall pass." And one of my own..."Trials truly do build character, if you would only let them."

For a free personality quiz and information on how to code your tasks call Susie at 1-800-848-7715 or e-mail her at: [quiz@thebusywoman.com](mailto:quiz@thebusywoman.com)

#### Testimonials from Busy Women

Thank you soooooo much Susie! I talked to you on the phone when the black VIP purse wasn't available and you suggested the dark brown. I LOVE IT!!! and my husband thanks you for the holiday discount too. (I got it on the 13th! A day earlier then expected!)

All my friends think this planner purse is awesome too and several said they will be ordering soon. I really enjoyed talking to you the other day. Take care and have a wonderful Christmas.

I'll have future orders for you from me and I'm sending out your web site around the world to some very good friends in Paris, Rome, etc. and I'm sure they will love your site too.

Thank you again Susie

Hugs! Margie in Oklahoma

-----  
Dear Susie,

I LIVE by my planner, and it is so important to me. Back in January my father became ill with a brain bleed, almost dying. I have had to take over his place, in keeping track on his and mom's affairs. That along with being the organizer for my family of 5 has been very trying, but thanks to my planner, and tote, appointments, and family information is always at my finger tips.

As I said before I LOVE IT, and would be happy for you to use my comments

Marcia, FL

*Continued on page 9*

## What Priorities? Did Someone Say Priorities?

**Susie Glennan**

The Busy Woman's Daily Planner

Moms starting new businesses are tugged in so many directions! How DO we set priorities? Even the Planner Queen has trouble with this one. LOL

Set aside ME time!

Time for ME to be alone with GOD, my thoughts, or whatever makes me relax.

Time for ME to be alone with my spouse.

Time for ME to give hugs and receive them.

Time for ME to spend with my children.

Time for ME to take a LONG, hot shower and feel good so I can radiate THAT feeling.

Time for ME to make calls, answer emails, ship orders and run the business.

Set the timer and stick to it!

Time for ME to spend time with my customers.

Time for ME to run an effective business while running a household.

Time for ME to eat. (I had to throw this one in due to all the moms who tell me they forget to eat. No wonder they feel tired or lightheaded.)

Now, notice that others are in my ME time.

In order to do all that NEEDS to be done, we HAVE to take ME time. It's NOT selfish or unfair. If you don't take good care of yourself, how will you take care of EVERYone else and/or EVERYthing else?



*Creating Your Christmas Notebook - Continued from page 1*

Are there traditions from your past you would like to start again?

List any new traditions you would like to start this year.

List any activities you and your family must do in order for it to feel like it is Christmas.

Ask your immediate family members about their favorite traditions and activities and write those down.

In the different sections of the notebook you will also need to write out ideas and lists that are specific to that area. Refer back to your original writing for some help.

### Basic Supplies

The first item you need to purchase is a 3-ring binder to put all your information in. You may wish to start out by using a one-inch notebook, but for many people they need to upgrade to a larger notebook. If you notice one area of your notebook, like crafts for example, getting really large you may want to consider having a separate notebook for that particular section. The list below is just a suggestion of items to have when working on your notebook and you may want to add other items that you find yourself needing.

- ☛ 1 to 3 inch 3 ring binder
- ☛ 3 hole punch
- ☛ Index dividers for 3 ring binder
- ☛ Slash pocket folders or page protectors for keeping loose items in (example: recipe or craft idea from a magazine, receipts from gifts you purchase, etc.)
- ☛ Notebook paper
- ☛ Zippered pouch to hold pens, pencils and other loose items
- ☛ Calendar for the whole year (can be printed from a computer program or a store bought one)
- ☛ Pages designed with picture pockets on them (usually 4 to a page) to put recipe cards and/or address cards into.
- ☛ Colored Pencils

This will get you started on your notebook and on your road to getting organized for the upcoming holiday season. Remember - it's never too early to start planning!

**Krisann Blair is the creator of "The Story of My Ornaments - A Child's Record of Christmas Treasures" and "My Ornament Collection"**

## BANANA BREAD, SUSIE STYLE

1/2 C. Butter  
1 Tbs. strawberry extract  
1/2 C. sugar  
1/2 C. brown sugar  
2 eggs  
1 1/3 C Bananas (I put 2 whole bananas medium size)  
1 Tbs. milk (a touch more if you desire)  
2 C. flour  
1/4 tsp. cloves  
1/4 tsp. nutmeg  
1 tsp. baking soda  
1/4 tsp. salt (I think I've done it without)

Cream butter, extract and sugars.  
Beat in eggs. Combine bananas and milk in separate bowl. Mix flour, soda and other dry ingredients in another bowl. Slowly add dry ingredients to the creamed mixture alternately with banana mixture.

Flour a square glass pan.  
Pour in mixture.  
Bake at 350 degrees for 40 minutes.

Susie is the owner of The Busy Woman's Daily Planner - visit her website at [www.thebusywoman.com](http://www.thebusywoman.com)

## EASY HOLIDAY APPETIZER

### Mom's Favorite Dip

This is called Mom's favorite because my mom loves to take this with her everywhere during the holiday season!

1 Can of white crab meat  
1 Bottle of Cocktail Sauce  
1 Package of Cream Cheese

Spread out the cream cheese on medium size plate. Cover the top with a layer of cocktail sauce and then spread the crabmeat on top of that. Serve with Wheat Thin type crackers.

Krisann Blair is the author of the Christmas Organizing Handbook and publishes a bi-monthly magazine that includes wonderful recipes and Christmas ideas all year-round.

Visit her site at [www.christmasorganizing.com](http://www.christmasorganizing.com)

or call 731-988-9946.

## QUESTIONS AND ANSWERS

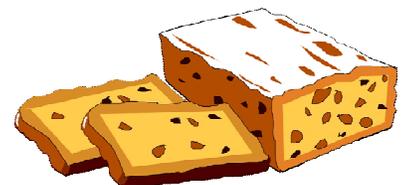
**Q:** How do I remember to check my planner every morning?

**A:** Put a red ribbon on the floor by your bed. Tell yourself that when you get out of bed and see the ribbon to go and check your planner. Another way is to put your planner on your dresser so you automatically check it when you are getting ready in the morning.

**Q:** I feel so out of control and don't know where to begin. Any suggestions?

**A:** Now is the time to call in reinforcements! This could be a networking group, church, family, friends, etc. who can guide or mentor you through this time. Most often all you need is a little support to help you gain control of things and get you back on track.

For more information on saving time, visit [www.thebusywoman.com](http://www.thebusywoman.com) - or write to - [Susie@TheBusyWoman.com](mailto:Susie@TheBusyWoman.com).



**Q:** Why should I start planning for Christmas so early?

**A:** Planning for Christmas early is not for everyone but many of us need all the time we can to prepare and plan what gifts we are giving, making, activities we want to attend, etc. so that we can sit back and not feel so overwhelmed during December. This allows us to be able to really enjoy the holiday like never before.  
Krisann @ Christmas Organizing

**Q:** What is the most important part of getting organized for Christmas?

**A:** That is a really easy question even though I cannot answer it for you personally! It is very important to write out your thoughts about last Christmas. Make a list of what you liked, did not like, wished you had done, etc. and this will tell you what is the most important part of YOUR Christmas! For more information on organizing for Christmas, visit [www.christmasorganizing.com](http://www.christmasorganizing.com) - or write to: [Krisann@ChristmasOrganizing.com](mailto:Krisann@ChristmasOrganizing.com).

# Time Management Basics

**Kevin Polk, Ph.D.**

[www.timedoctor.com](http://www.timedoctor.com)

Time management simply means making decisions about how to spend the 24 hours that you are given each day. The basic idea is to balance work and play. Too much work and you get burned out. Too much play and you don't eat.

The first thing a good manager does is determine the current situation and decide what to change. So sit down and write out your typical daily schedule. It may be hard to be honest with yourself, but really try to map out how you currently spend your time.

Next decide what you would like to change about your schedule. Do you want to get more done, or do you need to get less done and smell the roses? You will set up an "ideal" schedule based on your decision. Don't worry about ever achieving this ideal schedule. Life just won't let you do it, but you can come close.

Next you will need to decide some little things you might change in your schedule. For example, if you are trying to get more done maybe you are being distracted too often? If so, you will want to do things to knock out the distractions. Close your door, turn off the ringer on the phone, etc.

On the other hand if you want to take time to smell the roses you will want to set limits on your work. Maybe you need to set an alarm that will go off when it's time to quit.

Maybe you can have a friend call you and remind you to take a break. Also, get the thought out of your head that ALL the work needs to get done NOW. Believe me, the work will still be there tomorrow.

After you have set your ideal schedule and tried some simple changes to achieve it you will need to check your progress. This is best done at bedtime. Just get your date book or planner out and take a look at your day.

Did you move in the right direction? If you did, congratulate yourself! If not, then what happened? Was it things you had no control over, or did you let old habits take over? Be honest with yourself and try again tomorrow.

Using this basic routine you can create the time management habits you want in no time at all. It's simple and it works.

---

**Dr. Polk is a clinical psychologist and expert in the diagnosis and treatment of Posttraumatic Stress Disorder (PTSD). For years he has taught people with that disorder how to reduce stress and feel better. Now he has brought these highly effective stress management strategies to everyone on the Internet. His office is located in Hallowell, Maine. You can contact him at <http://www.timedoctor.com/>**

## 10 Tips for Year-round Gift Buying

**Krisann Blair**

1. Create a central location for all your gifts
2. Always be on the lookout for a good bargain but buy with a plan and take it back if you impulse sale buy just because it "was too good to pass up"
3. Use Gift Box Inventory Cards to record all purchases on
4. Keep a Inventory Cards in a card box along with ALL receipts
5. "Shop" out of your gift box FIRST for those extra gifts you need
6. Combine several small gifts you find on sale together to make a larger gift
7. Remember - people do not know you got it at 90% off so look at the gift as if you paid the original price or it and not the reduced price
8. You can "control" your children's wants just like the TV - get them excited about gifts you have already purchased by showing them the items in stores and catalogs
9. Get to know a sales clerk at your favorite store to find out how the store marks items down
10. Have a theme for your holiday purchases and shop accordingly all year long

# Do You Need Help Delegating More Effectively?

**Dr. Jan Yager**

[www.janyager.com](http://www.janyager.com)

To find out if you could use help with delegating, ask yourself the following questions:

1. Are you working much longer hours than everyone around you and feeling that you are spreading yourself spread too thin?
2. Are you spending an inordinate amount of time each day on tasks that could be easily delegated such as routine correspondence, order fulfillment, or non-priority phone calls, and not enough time on the work that only you could do, e.g. writing, research, in-person meetings, or developing proposals for new projects?
3. Have you had an ulcer since taking this job, or felt as if you're heading for one?
4. Do you doubt you could select competent people to delegate to?
5. Do you dwell on past delegating disasters?
6. Are you a perfectionist?
7. Has anyone called you a "control freak"?
8. Are you unwilling to delegate the responsibility for the entire job, along with a specific task?
9. Have you ever fantasized that life could be more enjoyable if you could do everything yourself?
10. Have you come close to, or been, fired one or more times over the issue of delegating?

If you answer "yes" to one or more of the above questions, you probably need help with delegating.

Even though it may be harder for some to give up total control and delegate than others, the good news is that delegating well is a skill that can be learned. But first you have to recognize if you have a problem with delegating. Sure tip offs? Working excessively long hours. Second, not getting enough of the important stuff done --and you know what that is for your particular job or profession -- the projects, activities, or actions you should be doing. The activities that bring in sales, income, new customers or clients, The thinking stuff or even the client contact, if that's what you should be doing.

Do you want help with delegating? See Creative Time Management for the New Millennium for guidelines, based on Dr. Yager's research and observations, for the 7 steps to becoming effective at delegating.

---

**Dr. Jan Yager has been researching, consulting, and writing about time management since the 1980s when her first book on this subject, Creative Time Management, was published by Prentice Hall (1984). A member of the National Speakers Association, she has a Ph.D. in sociology and conducts seminars and workshops, consults, and delivers keynote addresses on time management as well as business protocol, executive communication, and friendship patterns. For more information, visit her web site: <http://www.JanYager.com> or contact Dr. Yager via email at: [jyager@aol.com](mailto:jyager@aol.com).**

## **DR. JAN YAGER'S TOP 10 WAYS TO MAKE TIME FOR YOUR FRIENDS\***

- ♥ Schedule time to get together with your friend and make it a priority appointment.
- ♥ Take a class together.
- ♥ Volunteer together.
- ♥ Plan a "Friends Night Out" or shop together. (For the holidays or for birthdays, if you live nearby, plan to wrap presents together.)
- ♥ Spend your birthdays or holiday time together.
- ♥ If you live far away, have reunions or vacation together.
- ♥ If you work nearby, get together before or after work, or meet for lunch.
- ♥ Call each other regularly just to that, not just with "big" news.
- ♥ If you're both too busy to call or visit, send e-mails, a postcard, or a fax.
- ♥ When you do speak or get together, commit to your next get together.

For more information on friendship, consult Dr. Yager's comprehensive book, filled with examples and anecdotes, *Friendships, The Power of Friendship and How It Shapes Our Lives* (Hannacroix Creek Books, 1999, 2nd edition)

# Holiday Calendar

**Krisann M. Blair**

Christmas Organizing

Do you realize that Christmas is just around the corner? Do you have a plan to help you be organized this year? Well it is not too late to help reduce stress during the holidays and one way of reducing holiday stress is to have a Holiday Calendar. Your Holiday Calendar will serve as your road map for the upcoming season. Below you will find five steps to help you prepare for your journey into the holiday season.

Your Holiday Calendar is one of the most important aspects of holiday planning. There are five main steps to making your Holiday Calendar. The first step is to write in all birthdays, anniversaries and other dates that are set in stone like when the kids get out of school, any birthdays and anniversaries. These are the dates that never ever change - if you know you always have a get-together at your in-laws the Saturday before Christmas put it down – chances are it is not going to change. Use different colors to represent different people or different activities. Be sure to note what colors represent what!

The second step is to evaluate where you are in your Christmas projects. Projects would include things like making handcrafted Christmas gifts, ornaments and other items that require fore thought to get them done. You need to schedule time on your calendar to work on these plus mark the “due date” for these projects to be done. Do not forget things like wrapping gifts because that is a big project!

The third step in preparing your Holiday Calendar deals with your activities during the holiday season. Does your family always go to a certain special event every year no matter what? Well go ahead and call now and find out what the date and time is for this year (you might even want to ask them if it is already scheduled for next year too!). Most places have big events scheduled months in advance. Do not worry about seeming silly calling this early – just explain to them you are preparing your Holiday Calendar and they will most likely marvel at how much you have it all together!

The fourth step to your Holiday Calendar is marking all your Christmas related items. Make yourself a list of all the things that need to be done during the holiday season and make sure they get a date on your calendar not only to work on it but also for completion. This includes things like decorating your tree, mail Christmas cards, mail Christmas packages, due date for the Angel Tree gifts, getting the kids Christmas clothes bought and pictures scheduled. All these little things creep up on you and will make the holidays seem much more stressful if you have not planned ahead.

The last step in preparing your Holiday Calendar is to look and see what dates are left and plan your parties and get-together's. Wouldn't your friends be surprised if you called them in October and asked them to mark their calendars for a cookie exchange in December? Of course you will still have to send out formal invitations several weeks before the event (and do not forget to mark on your calendar the date to buy and send those invitations!)

By this time you will know if you will even have the energy during the holiday's to plan a fun get-together or just accept invitations from others and sit back and relax!

Now that I have given you 5 steps to preparing your Holiday Calendar there is one thing you should not over look – in order to help your stress during this holiday season you must actually do what is on your calendar! Even by accomplishing one or two of your tasks on your calendar will help the stress of the holiday. I hope that I have inspired you to get your calendar going and tackle this holiday season with a game plan!

## CALENDAR OF EVENTS

### Special Events

PLACE: [WWW.CHRISTMASORGANIZING.COM](http://WWW.CHRISTMASORGANIZING.COM)

TIME: THURSDAY NIGHTS AT 9 PM CST FOR GENERAL CHRISTMAS ORGANIZING CHATS. SEE THE WEBSITE FOR OTHER CHATS.



Are you glad the Holidays are over?  
Would you like to know how next year could be a lot less stressful?

Let us help you get organized now:

- ☛ Tips
- ☛ Recipes
- ☛ Daily Reminders
- ☛ Monthly Print Newsletter
- ☛ Christmas Organizing Handbook
- ☛ Ornament Record Books
- ☛ and much much more!

You'll find year-round Christmas help at:  
[www.ChristmasOrganizing.com](http://www.ChristmasOrganizing.com)

# Helping to Organize Your Children

**Susie Glennan**

The Busy Woman's Daily Planner

It seems like we could give our children instructions on organizing and voila, they would know how to do it. Unfortunately, it's not that easy. Organizing is something that has to be learned over time. When they have one project that involves organizing, maybe their room, it takes time to really learn and understand the ways and means of doing.

If children see their parents always working on keeping things organized, they learn by seeing. My parents never told me HOW TO. They did it themselves. I was a terrible type B messy when I was a child, all the way up until I moved out. When I got into my own home, THAT turned me into a type A compulsive. This was my home that my friends were going to be coming in and out of. I didn't want them coming in and out of a mess. It would reflect poorly on me.

Therefore, teach your children HOW TO access what they need.

1. Put everything that is out of place in a pile.
2. Sit on the floor with them and show them how to sort. If need be, make little cards that say...

KEEP

MAYBE

THROW AWAY

SELL AT GARAGE SALE (you get the picture)

3. Now put these each in front of a different container.
4. Have bins/containers/boxes accessible to them and allow them to figure out which ones will fit different items in their room (i.e.: Lego's in this box, micro mini machines in this container, Barbie's in this container and Barbie clothes in this box)
5. If they sort through those things that they know they're going to keep first, they will see the piles go down faster. Have them put all their Lego's in this pile or Barbie's in that pile. Then have the boxes/containers right there for them to see which items would fit best in each. Let them try items in a container that is too small if they wish. They will be able to see that it doesn't fit on their own instead of you telling them, "No, it won't fit in there." This is so much more effective. Then you can suggest another size that might work.

With small children, have them follow you around the house while you clean, sort, and organize. I had six bins all the same size on the two lower shelves when my children were small and I ran a daycare center. At the end of the day, they each took a bin and filled it with like items.

When my oldest was little, I bought her a cute little outfit that included an apron, dustpan, broom, feather duster and bucket. The set was HER size. She loved it because when there were things that needed to go into another room, I put them in her bucket and told her which room to deposit them into. She also got to dust things on one side of the room while I cleaned on the other. I'd tell her what a good job she was doing and fight the urge to do it better. Following me around for so many years while I cleaned kept her from making other messes in other rooms but most of all made her a participant instead of a bystander.

This is a very big deal in training our children. If they are not taught to participate in the beginning, it will be hard to get them to do so later on.

If you have a son, you can find or make something that is more masculine for him to utilize. A regular small broom instead of a pink one is what I am talking about. My son followed me around for years while I fixed the sprinklers or did other things in the yard.



My youngest came to me one day and said, "Boy mom, Josh is really good at fixing things! He just fixed the sprinklers that were broken and stuck."

Let them live what you want them to learn. It will come much easier than when you talk at them.

## CALENDAR OF EVENTS

Special Event

Place: [www.thebusywoman.com](http://www.thebusywoman.com)

Time: Please check the web site for times and dates for special Chats and other events.

### Time Saving Tips from The Busy Woman

- ✓ Take 10 minutes and empty out your purse. Throw away all trash. Reorganize it and go on with your day.
- ✓ Take 10 minutes every morning to plan your day.
- ✓ Make a list, crossing off items as you accomplish them.
- ✓ Organize your errands so that you're not driving back and forth across town. Arrange them so that your grocery shopping is last on your list.
- ✓ Organize a car box in case of emergency. Don't forget water bottles and snacks for you and/or the children.
- ✓ Make a box for the presents you purchase before the actual holiday date arrives.
- ✓ For your morning crunch, get your lunches and coffee maker ready the night before so you save time in the morning. Make it a ritual.
- ✓ Make an emergency bag to keep in the house near the exit. Always keep it in the same place. If you have an emergency and you have to leave quickly, you can grab the bag and go.
- ✓ If you wear makeup, did you know it has a shelf life? Take 10 minutes to go through your makeup and throw away the old.
- ✓ Take a few minutes and go through your medicine cabinet and get rid of all expired or very old medicines.
- ✓ When was the last time you wrote a sweet note to someone you love? Take a few moments today to write one and leave it somewhere conspicuous.
- ✓ Keeping up on relationships in this day and age is a wonderful surprise and joy to your friends or family. So take a few minutes to phone a friend or relative.

*Testimonials continued from page 2*

Dear Susie,

Just a short note to let you know that the compact planner is perfect for me! There were times I just didn't want to carry the other size with me and this one is light and I think will prompt me to take it everywhere. I work full time as a Children's Counselor in a psychiatric hospital and I have Lupus. I am thankful that I can work in spite of the fatigue. But 1 problem has been a decreased ability to focus and concentrate. So a planner is my lifeline. Prior to Lupus, organization came naturally and I could juggle pretty many things. Now my need for an organizational tool is greater than ever. The larger size planner just wasn't convenient to carry everywhere and I think I can use this size more easily. Thanks for designing useable planner pages. The quality of the planner notebook is great.

Sincerely,

P. Morris

-----  
I visited you web site. It is wonderful. A+ to you. I have it bookmarked. I will come back often and refer friends, family and co-workers.

So many people drop the name of the famous planners for the purpose of impressing others... The joke is that they only use a small portion of it and need a video & instructions on how to use it! Too much for me in my life to be bothered with such details. The Busy Woman's Daily Planner is perfect for my lifestyle! I can accomplish so much more in a day when I really use it faithfully. Thanks for creating a planner that fits perfectly in the life of a busy woman... without charging an arm and a leg!

Terri, OH

-----  
Hi Susie,

Well, I finally got over to Richardson to see the purse.... WOW WOWIE WOW WOW WOW!!! It's gorgeous!!! It's the nicest purse I've ever had (or probably will ever have). The leather is so soft. The size is absolutely perfect, and even tho' my business venture was short lived, I know I will use the purse so much, cuz I'm getting more involved in the music ministry at church, and it will be perfect for carrying sheet music, etc. The binder is wonderful, too! All the various places for contacts, business cards, etc, are absolutely perfect. I think your business is a wonderful idea. The personal touch to putting it all together is particularly nice. The little brochure is nice, but pictures can never really portray what the real thing is like. What a delightful surprise. Your daughter did a magnificent job helping me figure out what I really needed/wanted, too. She's a natural! Have you ever considered selling your line to a nationwide chain? Wouldn't that be something? You'd end up having to build a big ol' factory!

THANKS so MUCH, AGAIN!! You have a wonderful idea/product. Thanks so much for your special personal touch.

Louise, TX

-----  
It is always a pleasure to work with you. You give customers the feeling that you truly care about their satisfaction. I will continue to watch for a lightweight purse that will hold my planner.

Thanks! Have a beautiful day! Janice

-----  
I love my bag!!! It went straight from the box - while I was still in the car - to having stuff in it! It's the perfect size, at least for now :) Tina

#### DISCLAIMER

The Busy Woman's Daily Planner does not personally endorse any advertisers in this newsletter unless clearly stated. While we have done business with many of the wonderful women advertising in this newsletter, we can not be held liable for any problems you could incur while doing business. However, on the off chance you do have a problem, please let us know.

# Christmas Cards - Get Them All Mailed This Year!

**Krisann M. Blair**  
Christmas Organizing

Christmas cards are a wonderful way to let others know you are thinking of them during the holiday season. I have been guilty in the past of sending my cards out a day or two before Christmas and then never to everyone I wanted to. With some planning and organization though sending Christmas cards can be fun and not a chore. When I would run out of time, the one thing always left off my list were Christmas cards. The main reason was because of how much prep work has to be put into sending the cards out yet it was the one aspect I felt guilty about not doing when the holidays were over. With this knowledge I came up with a system to make sure I sent cards to at least part of my list. Here is what you need to do in order to make sure you get those cards out on time this year. The first thing you need to do is make a list of everyone you would love to send a card to - include your roommate from college, sorority sisters, high school friends, etc - you know all those people who you mean to keep in touch with! Next rate the people on your list with a letter system (A=have to send, B=want to send, C=would like to send). Now go around your house with a basket and gather up all of your address books, old Christmas card envelopes, etc. to get the addresses for your cards. Several years ago I discovered a wonderful product from a fellow online mom. They are called Address Keepers™ and are great! They have a place to not only put the last name but several lines to put everyone's (including the kids) first names and a place to mark who you sent and received cards from. She also left blank lines on the back that I use to write in the gift I give to each person. (You can get these unique address cards at [www.go-mom.com](http://www.go-mom.com))

No matter what method you use you need to use some type of identifying mark (different colored highlighters work really well - or little colored stickers for your Address Keepers) to mark the people on your list according to the A B C method used in your prep work.

Now group the people on your list into their rated sections. If you do not have the addresses for some people on your list you need to begin collecting those and fill in your address book. Using this method may not get all your cards out on time but it will help you identify if you are limited on time who you feel you HAVE to send a card to. I am still not up to getting through my C list but each year I get closer!

The advertisers helped make this newsletter possible. Please look at the Work At Home Women/Moms who have advertised below.

## Krisann's 10 Tips for Preparing Your Christmas Cards Ahead of Time

- ☛ Have a collection box to put envelopes you receive from family and friends who you send cards to at Christmas.
- ☛ Make a list of people who you'd like to send cards to.
- ☛ Divide these lists into 3 sections: must send, want to send, and would like to send.
- ☛ Begin looking for or making your cards as early as possible.
- ☛ Put your return address on all of the envelopes.
- ☛ Decide what date you want your cards to be mailed on.
- ☛ Divide your list by the number of weeks you have left before Christmas.
- ☛ Work on that many cards each week - especially if you're making them - or if you have already purchased them, start addressing them.
- ☛ Address all your must send cards first and have them ready to mail before working on the others.
- ☛ Buy your Christmas stamps early to avoid long lines at the post office.

*Testimonials continued from page 9*

I've used your planners for several years. I'd just like to say that in this world of electronic gizmos, my battery never dies in my planner. Why, because it doesn't need one. And no one can steal my info by hack into my planner electronically.

Janetta Evers

I just wanted to drop a note and let you know that I received my purse/planner. I love it!!!!!! It is so great, the pages are also wonderful! I AM SO SOLD ON THESE. ....This is such a great idea, and I want to applaud you for carrying a product like this for making a Busy Woman's life more organized. I know as a mom/daughter/wife I have to keep track of everyone's plans, medicines, DR's appointments and this wonderful purse is going to be such a great tool to help make my life easier.

Thank you again,

Marica Bledsoe

Susie,

I just received my VIP purse (discontinued one) with the planner pages and I couldn't be happier!! I'm impressed with it and feel a little less scattered with my thinking. Thanks for all the help and for such a great product. I will spread the news!!

Bobbi



**An Organized Woman Is A Dangerous Thing**

Designed with busy women in mind, these custom planners, purses, attaches, & other organizing products will keep your life running smoothly. Never again wish you had both your planner and your purse handy. Don't fight to get your briefcase closed with your planner inside.

Specialized pages for every woman's needs:

- ✓ Calendars
- ✓ Party planners
- ✓ Down line pages
- ✓ Customer records
- ✓ Child info pages
- ✓ Devotional pages
- ✓ Daily & Weekly to do lists
- ✓ Plus much more.

The Busy Woman's Daily Planner comes ready for you to insert only the pages you need. Don't spend too much money for a daily planner that fits someone else's needs.

Get [The Busy Woman's Daily Planner](#) & get organized.

Because an organized woman is unstoppable!

Call: **800-848-7715**

Visit: **www.thebusywoman.com**

**AMH Business Solutions** is your virtual solution for your administrative needs.

Our services include:

**Administrative Support, Bookkeeping Services  
Conference & Event Planning, Database  
Management, Desktop Publishing, Multimedia  
Presentations, Website Design & Maintenance  
Word Processing (General & Enhanced)  
...and much more!**

Services are provided via phone, facsimile, email, instant messaging, electronic data transfer, Internet, and snail mail. Our services are not limited by geographic location.



**AMH Business Solutions**

"Administrative services from A to Z."

Voice: (301) 390-0399 Fax: (301) 390-3152

E-Mail: [amhbizsolutions@aol.com](mailto:amhbizsolutions@aol.com)

Website: **www.amhbizsolutions.com**

New clients receive the first 2 hours absolutely FREE...with no further obligation!

[www.TheCountryBean.com](http://www.TheCountryBean.com)



- ~ Gourmet Coffees ~ Teas ~ Cocoas ~ Cookies ~
  - ~ Cappuccino Mixes ~ Biscotti ~
  - ~ Scented Candles ~ Bath Gels ~ Bath Salts ~
  - ~ Handmade Soaps and Body Lotions ~
- Unique flavors you can't find anywhere else will keep you coming back for more COFFEE!

Dear Meg,

Ever since they stopped making my favorite coffee, I've went nuts until I tasted your Vermont Maple Nut Crunch. Now I'm back in business. Thank you SO much! I was dying without my coffee in the morning.

Sincerely,  
Susie, CA

**Megan Johnson, Independent Distributor**

Email: [MegJ@thecountrybean.com](mailto:MegJ@thecountrybean.com)

Toll Free: 1-877-569-7565

[www.thecountrybean.com](http://www.thecountrybean.com)



If you're considering a meeting to promote your products or business, an online event, or you just want to have FUN with friends, The Mouse Connection is the place! Monthly room rentals are available to those wishing to expand their sales market & recruiting efforts or who want to have an online event or party. The Mouse Connection saves money for you too; on long distance charges, driving time, gas bills, wear & tear on your vehicles & on your planned events! Go online in the comfort of your own home - with us!

**INTERACTING**

- ☞ Party/Sales Rooms
- ☞ Business Rooms
- ☞ Class Rooms
- ☞ Celebration Rooms
- ☞ Booking Bonuses!
- ☞ Free Rooms

**EXTRAS**

- ☞ Mouse Tips
- ☞ What's New?
- ☞ Promotional
- ☞ Business Helpers
- ☞ Online Party Store

Email for SPECIALS!

[SPECIALS@themouseconnection.com](mailto:SPECIALS@themouseconnection.com)

Visit us at: [www.themouseconnection.com](http://www.themouseconnection.com)

## Scarves By Margaret



- Slip on scarf
- Effortless
- Unique
- Frustration Free
- Drapes Automatically
- Can be worn 5 different ways
- Free Gift Wrapping

*You'll never have to tie a scarf again!*

Web Site: [www.scarvesbymargaret.com](http://www.scarvesbymargaret.com)  
E-Mail: [scarvesbym@aol.com](mailto:scarvesbym@aol.com)

Member of:  
National Association Women Business Owners  
American Business Women's Association  
Metro East Chamber of Commerce  
Michigan Professional Women's Network

## CHEAP THERAPY



Creating these hand painted cards and magnets along with handmade books provides the artist with "Cheap Therapy." We think it will do the same for anyone who buys them.

Although Lisa Richey's work is now in close to 80 galleries and shops around the country, she says it's FAR from a major business. She still makes each piece at her kitchen counter as she tries to imagine who'll end up with it.

Visit her web site at: [www.cheaptherapy.eboard.com](http://www.cheaptherapy.eboard.com)  
Or call 910-646-3394 and speak to her personally.

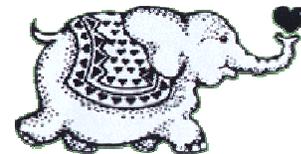


A cozy, warm online magazine for Moms.

~Features include ~

- |                       |                   |
|-----------------------|-------------------|
| * Your Editorial      | * Home and Garden |
| * Work at Home        | * Pregnancy       |
| * Single Moms         | * Babies          |
| * Working Moms        | * Parenting       |
| * Working on the Road | * Inspiration     |
| * Arts & Culture      | * Health/Fitness  |
| * Beauty's Back       | * Entertainment   |
| * Safety Tips         | * Chats           |
| * It's Your Business  | * Bulletin Boards |
| * It's Your Party     | * Newsletters     |
| * Freebies            | * Email Forums    |
| * Contests            |                   |

Come and join us at [www.amomslove.com](http://www.amomslove.com)



**When you are too busy to  
stay in touch with the  
important people in your life,  
it's time to call**

**The Eloquent Elephant**

**818.980.5368**

**We market your clients for you  
through our customized  
card-sending plans for  
small and large businesses**

**We also offer  
Personalized Stationery  
Invitations and accessories  
for every occasion**

[www.eloquentelephant.invitations.com](http://www.eloquentelephant.invitations.com)



Quality Full Color Printing  
at an Affordable Price

Business Cards • Praise Cards  
Stationery • Calendars • Etc...

4478-A Porter Center Rd.  
Lewiston, NY 14092

Toll Free: 866-288-4770  
businesscardsetc@cs.com  
[www.BCEPrinting.com](http://www.BCEPrinting.com)  
[bce.cceasy.com](http://bce.cceasy.com)



"Specializing in working at home and  
making money on line for a better life. "

Featuring

- ♥ work at home jobs
- ♥ telecommuting
- ♥ business opportunities
- ♥ marketing surveys
- ♥ and other money making opportunities

Web Site: [www.dotcommommies.com](http://www.dotcommommies.com)  
E-Mail: [stacy@dotcommommies.com](mailto:stacy@dotcommommies.com)



**Sonia Ballinger**

- \*VAHomeShowMom\*
- \*Jafra Beauty Consultant\*
- \*Infant Massage Specialist\*

Touch for a moment ... bond for a lifetime!  
Touch early and often!  
**With TENDER MOMENTS by Jafra.**

The future of your baby is in your hands.  
BeautyByJafra@aol.com or 703-444-0930 or  
1-866-889-6324 toll free  
<http://www.myjafra.com/sballinger>

*Personalized Candy Bar Wrappers*



- ♥ Want to announce a birth?
- ♥ Proclaim a marriage?
- ♥ Congratulate a friend?
- ♥ Promote a product?

These one-of-a-kind mementos can be  
Customized any way you choose ~  
What a Heavenly idea! ~

Web Site: [www.angelbars.com](http://www.angelbars.com)  
Toll Free #: 800-741-0711



P.O. Box 3424  
Ventura, CA 93006-3424  
[www.thebusywoman.com](http://www.thebusywoman.com)  
800-848-7715

Hello,

If you enjoy our introductory newsletter, please let us know. While the main focus of this newsletter is to simplify your life and make time for what matters most, it's also offering information that's sure to help you in one area of your life or another. With that said, let me introduce myself.

My name is Susie Glennan and I own "The Busy Woman's Daily Planner." A lot has happened since the purchase of the company in April of 1999. Much of the time was spent updating products, learning how to build a successful company and making a GREAT web site to make your life easier. With the web site, you can log on at any time of the day or night to order new products, read articles or check out what's new. You can also email me on your time and get a response within a day or two. This way there's no more playing phone tag from East to West. With a three-hour time difference, it's sometimes hard to meet up. The Busy Woman's Daily Planner offers purses, day planners and other organizing products found at [www.thebusywoman.com](http://www.thebusywoman.com)

My partner in this newsletter is Krisann Blair. Krisann is the owner of Christmas Organizing where she leads a wonderful group of ladies to be organized for Christmas through year-round planning. Christmas Organizing offers a handbook, ornament journal, weekend Christmas Organizing retreats plus online resources and help. You can visit her site at [www.ChristmasOrganizing.com](http://www.ChristmasOrganizing.com)

In addition, there's other time management information from a New York psychologist, Dr. Kevin Polk and Jan Yager Ph. D., doctor of sociology in Connecticut. Both of them have information to help in every aspect of your life. You can find both Dr.'s books on The Busy Woman web site at [www.thebusywoman.com/timemgmt/timemgmtbooks.shtml](http://www.thebusywoman.com/timemgmt/timemgmtbooks.shtml)