

Organizing Round-Up

Volume 1, Issue 2 Fall 2001

A Little Something For Everyone

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New Year Organizing

Susie Glennan

The Busy Woman's Daily Planner

(Part 1)

January 4, 2000 - It was New Years Day and I just finished organizing an area in the garage for my shipping escapades. WOW, did it feel great! I'd gotten so much more done in one day than I had ever expected!

I suggest for your next cleaning/organizing endeavor hire teenagers to help out. The money is worth their moral support. When certain personality types have moral support and a bit of help organizing, it makes it easier to accomplish the tasks that seem overwhelming when done alone. Not only that, but it genuinely helps the teenagers feel like they're needed and important as well as influences them in a positive way. Seeing adults ask for help teaches them that it's okay for "them" to ask for help.

If you can't afford to pay teenagers, get a friend to come over and talk to you while you work. Usually they'll end up pitching in. If this doesn't flow with YOUR personality, ask someone to watch your children for the day and offer to do the same for him/her in return. In a nutshell, plan, plan, plan ahead and make a list of what you would like to accomplish!

Set aside an entire day for this endeavor. Then, prioritize what needs to be done. If you don't finish the whole project in one day, you will at least have gotten a good start and finishing will be much easier.

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Crucial v Not Crucial

Donald E. Wetmore

Professional Speaker Productivity Institute

We all have "too much to do". True? Sure 'nuf. And that says a lot of good things about you. That you have "too much to do" suggests that a lot of people have entrusted much confidence in you. I mean, people who are drifting about early each afternoon begging co-workers for something to do, may not have earned that confidence from others. And this applies not only in our work lives but in our personal lives as well.

But this creates a double-edged sword. On the one hand, it's great to enjoy the confidence of others. Yet, having "too much to do" often creates the stresses and distresses that may reduce your overall productivity.

I divide our responsibilities into two categories: "Crucial" and "Not Crucial". Crucial items give us the "biggest bang for the buck" for the time spent and is the most productive use of our time. "Not Crucial" gives us emotional relief. It's doing the little things, the junk mail, desk dusting and the like, that, while necessary, do not really advance our daily success very much.

When we accomplish the "Crucial" things in our life we are doing "business" v "busyness". We are making progress versus wheel spinning. Have you ever had a day when you were busy the whole day long but when you got home that night you knew you had not accomplished a darn thing? (We can fool the world sometimes but we cannot fool ourselves.)

Doing the Crucial things builds up our self-esteem and our motivation level. Ever notice when you've had a really productive "Crucial" day how that positive momentum carried forward into your evening hours? You are more inclined to do the woodworking, spend time with the kids, or work on hobbies, when you've had a great day. But when you've had one of those "Not Crucial" days, the motivation and momentum levels are reduced and when we come home that night, many of us just want to block out the day with that all important exercise, "click, click, click", the

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Six Essential Business Protocol Principles To Help Propel You To the Top

By Dr. Jan Yager, Ph.D.*
Sociologist and workplace consultant

*This is an edited version of an article that appeared in Personal Excellence newsletter, based on a much more extensive discussion of these principles, highlighted with quotes from specific executives, on pages xv-xix and 9-16 of Dr. Jan Yager's award-winning book *Business Protocol: How to Survive & Succeed* (Hannacroix Creek Books, 2nd edition, 2001, 270 pages; \$21.95 trade paperback and \$31.95 hardcover; available at local or online bookstores or by calling 1-800-431-1579).

This article may be duplicated and distributed as long as credit is given to its author along with the previous copyright information and reference is made to the book, *Business Protocol*: Dr. Jan Yager, 1127 High Ridge Road, #110, Stamford, CT 06905 (203) 968-8098 Fax (203) 968-0193 On the Internet: <http://www.janyager.com>

E-mail: jyager@aol.com

Based on original surveys of several hundred men and women in a variety of workplace settings and occupational levels and professions, participation observation, interviews, and anecdotal evidence, I have developed these six basic principles of business etiquette, as discussed more thoroughly in my book, *Business Protocol*:

1. Be on time. Being late impedes a company's operations and demonstrates a lack of consideration of the time concerns of others. Thus if you are constantly late for work, for meetings, for lunches, or late with your reports and other tasks, it shows others that you may not be executive material because your lateness seems to indicate that you do not understand the value of time. Make it a habit to be on time for appointments and with projects.*
2. Be discreet. Keep Company secrets-like new product designs, sales figures, or any other confidences--to yourself. That means not just to avoid gossiping about who's dating whom, but to avoid spreading what you consider "good" news like a pregnancy. (Maybe the pregnant woman wants to be

the first to tell others, or maybe she wants to wait till after a certain meeting or date to share the news.)

3. Be courteous, pleasant, and positive. No matter how demanding your clients, customers, co-workers, or employees might be, remain upbeat and positive.

A friendly manner-- not the same as trying to be everybody's best friend-is more likely to lead to the top, as does projecting a positive company image.

4. Be concerned with others, not just yourself. Finding out a customer or client's point of view naturally helps you get ahead in any industry. Concern for others should include your superiors, co-workers and subordinates as well. Hurting others in the name of competition-for market share, to try to get an advantage over others, or for the sake of a job-lets loose is more likely than not to backfire in the long or even the short run. Sensitivity and empathy, on the other hand, will carry you far.

5. Dress appropriately. Dress to fit comfortably into your level of the corporate environment. Dressing poorly or too casually can hurt a man or a woman on the rise in the business world. So can overdressing, which breeds suspicion and mistrust, and will be seen as inappropriate.

6. Use proper written and spoken language. "People who can express themselves clearly are at an advantage," says one manager. This goes beyond using good grammar, proper spelling, and appropriate diction in all your communications; you should also speak and write to the point.

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*For more information on how to improve your time management skills, see Dr. Jan Yager's book *Creative Time Management for the New Millennium* (Hannacroix Creek Books, 1999; \$19.95 trade paperback, \$28.95 hardcover, available at local or online bookstores or through Book Clearing House, 800-431-1579).

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ONLINE PARTY?

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Did you ever think you could have this much fun with your computer right from your own home? Oh yes, it can be done. The Mouse Connection.com is a portal for holding the traditional in-home type parties without leaving the comfort of your own home.

An online party is a way to display your items as if you were in person. The benefit is that it allows you to show your items in a broader range. This means that you can invite your friends, family and acquaintances from all over the country, literally.

Sure, there are several free chat rooms and wanna-be party services available online if you are simply looking to chat, but you can do that through email. At TMC, we offer the opportunity for you to portray the professional appearance that you need in order to attract guests and achieve great sales. We have built an online community and network with many valuable sources to help announce your planned online party. We've worked long and hard to build our good reputation and this can only benefit you.

We use a professional, paid chat interface. This extra cost to us ensures you that the services will be available when you need it. You do not have to worry about rude interruptions that are "the standard" for various "free" chat hosting places.

You are also given moderator status with additional features to use to control your party crowd that you cannot get elsewhere. Moderators are available from our staff at an additional charge, if requested in advance.

The key to making an online party successful is planning ahead. When you book an online party with us, we will give you a list of step-by-step instructions on how to make your party successful. We've created this, free of charge, for our clients.

All of our party rooms (excluding the Beginner's Rooms) include guest-activated sound effects, emoticons (fun faces), color changeable interfacing and fonts. You also receive a complete Juke Box full of various music and even free person to person

private chat sessions. We also have a list available (upon request) of party games that you can play during your online party. We include an Information Request Form where guests can enter your pre-planned drawings and request additional information from you. This is also a great tool for building your mailing list. All forms go directly to your email box.

If you do not have a web site where you have products displayed, we can do that for you. We suggest taking your 15 or so best selling products and we will display them in your party room for you. You can mail out catalogs to all of you pre-invited guests. Online Secure Order Forms are free of charge in our Expanded Room setups. Again, these order forms are directed securely to your email box. We can even print online checks for you at no extra charge.

Online parties are a whole lot of fun for your guests. There is nothing like being able to come to a party while in your relaxation clothes and your favorite snacks.

Come on... what are you waiting for? Book your online party with us today and enjoy the pleasures of making money online!

TMC Staff.

Julie Ryals is a wife of 10 years, mom to 4 beautiful children (with one more on the way), writer, web designer, professional party host, and owner of TheMouseConnection.com.

You can reach her at Julie@themouseconnection.com or visit the website at www.themouseconnection.com

Testimonial

This is Susie Glennan from The Busy Woman's Daily Planner. Because of The Mouse Connection I have a place to wind down that's comfortable and safe. I meet my friends in a room once a week (sometimes more) just to chat and let my hair down. It saves me the price of phone calls. But The Mouse Connection is more than just that.

The Busy Woman's Daily Planner has started up its distributor program again. Now I have a place to meet with my distributors to train them, answer their questions and MORE!

I am so grateful to Julie and her staff for all of their help.

Thank you!

Continued next column

I Can't Go On A Date; I Have Children!

Susie Glennan

The Busy Woman's Daily Planner

[I received an email and thought I'd share it with you as well as the resulting article that ended up being published in the magazine.]

E-mail: I'm a journalist writing a feature for a British magazine called Real. The feature is telling women how to 'reclaim their evenings'. The basic premise is that pre-kids evenings are spent catching up with friends over a pizza, wallowing in a warm bath, or sipping wine in front of a movie on the TV. Post-kids it's supervising homework, loading the washing machine, planning a week's menus, getting school uniform ready, etc. Do you have any quick tips for today's stressed out working mother as to how she can reclaim a couple of evenings a week? I'd love to hear from you.

Reply: I have solutions I've used for YEARS!

Actually I have TONS of solutions because our lives are always changing. We need to change and learn to manage right along with them. So here are a couple I like best...

I Can't Go On A Date; I Have Children!

Yes you can! You can go on a date, out to lunch, or just take a half hour looking through stores. It all comes down to scheduling time. When "my" children were little, it was easier believe it or not. There wasn't the arguing over where we were going or what plans we had, like there can be with older children. When children are little, you plan, you go and they have to go with you.

Oh there is always going to be the "one" child who might whine. But overall, if you know how to manage your errands while you have children, then it's not too hard. (But that's an article for another time.)

So when families with young children schedule their day, week, or month, they should make it a point to schedule in "FUN TIME" and "DATE NIGHT." I've been having date nights with my husband for about 15 years. Sometimes we schedule them every Friday night. Sometimes we can only schedule them once a month.

I can't go on a date; I have kids - Continued on page 8

New Year Organizing

Susie Glennan

The Busy Woman's Daily Planner

(Part 2)

December 27, 2001 - It's coming up on New Years Day and we're starting a tradition. The week after Christmas is a light business week. Inventory needs to be done. End of year files need to be purged, so why not purge out other old and unused for the New Year while we're at it? This year I made some definite decisions about what would help simplify "my life" as well as make things neater for the family.

Clearing off the old and unused from my dresser would give me that lost space needed to put my planner and bible. I used to put my open planner on my dresser at night before I went to bed so I could check it once and then again when I woke up. This was SO helpful. But with cramped quarters, that space eventually ended up becoming a dumping ground for other things. So the other day, my daughter and I went on our search for just the right jewelry box that would take the places of THREE jewelry boxes collected along my life's path.

We found one larger than what I had, combined the three into one, dug into the piles on the dresser, purged, cleaned and rearranged. Ahhhhh, how sweet it is...

For Christmas, my daughter and I each got a new chair and organizers for our desks. It took some doing, but there is a place for just about everything and just about everything is in a place.

Life can be sweet when everything's neat.

So clean and purge when you have the urge.

Just get it done so you can have some fun.

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Susie Glennan is wife to Steve of 19 years, mom to 3, girls ages 11 and 16, and a boy, 13, Home Maker, Author, Teacher, and owner of The Busy Woman's Daily Planner, www.thebusywoman.com.

The Busy Woman's Daily Planner, is an organizing haven, where Busy Women help meet the needs of other Busy Women by providing daily planners, purses and other organizing products designed mostly by women for women. You can reach the company at 800-848-7715.

SPICE TEA MIX

From the Kitchen of Krisann Blair

- 2 Cups Tang
- 1 Cup Sweetened Lemonade Mix
- 3/4 Cup Instant Tea Mix
- 2 Cups Sugar
- 1 Tsp. ground cloves
- 1 Tsp. ground cinnamon

Mix all ingredients together and store in an airtight container. Use 1 tablespoon in each cup of hot water. Makes a great gift inside a fun mug!

Submitted by Krisann Blair, founder of Christmas Organizing.

Visit her website at www.christmasorganizing.com for more great recipes.



QUESTIONS AND ANSWERS

Q: I have never used a planner before. Where do I start?

A: Only put in what you absolutely need. Remember you are carrying this with you.

Monthly Tabs - Only put in up to six months at a time.

Daily Pages - Start off trying 7 pages behind only the month you are in when you get your planner. (That will give you 14 days, front and back.)

Weekly Pages - In addition to the daily pages, start off trying 2 weekly pages in that first month as well. (Alternate between whatever pages you choose.)

Section Tabs - These have pages to match the tabs. Don't let that stop you from getting creative! Make your own tabs, or take out tabs you don't use. No need to lug around the extra weight. 3 blank tabs are included.

Personal, Medical & Child Information Pages usually go behind personal. (If you need to put your personal numbers like, bank, social security, or license numbers in your book, try putting them into a code that only you can read.)

In the different sections, only put in a few pages of each kind until you learn what pages work best for you. After about a month, maybe less, you will be able to ascertain what pages you need more of and what you need less of. Keep it SIMPLE. That is what we are all about, helping women "Simplify Their Lives," by keeping everything at their fingertips. Lastly, just know that most of us change around our planners to suit our needs according to where we are in our lives. So get a nice cup of your favorite drink and maybe a snack. Sit down in a pleasant atmosphere and enjoy starting fresh.

Find these tips and more at: www.thebusywoman.com

CANDY STRAWBERRIES

- 2 6-ounce boxes wild strawberry flavor Jell-O
- 2 cups pecans, chopped
- 1 can Eagle Brand sweetened condensed milk
- 2 cups flaked coconut
- 1 cup granulated sugar
- red food coloring

Prepare:

Mix all of the ingredients except sugar and food coloring together and form dough into 1-inch balls. In a plastic container (use one with a tight-sealing lid), mix 1 cup granulated sugar with 2 drops red food coloring. Put the lid on and shake vigorously to color the sugar. Drop the balls into the colored sugar and, with the lid on, shake vigorously to coat them in sugar. Take balls out and, with your fingertips, form them into strawberry shapes. Place on a cookie sheet lined with wax paper. Press in a pecan sliver for a stem and use ready-made decorative green icing to press a leaf on each "strawberry". Let dry for several hours on wax paper. Store in an airtight container.

Makes: 48 candy strawberries

Book Reference: A Table of Grace

SNOW ICE CREAM

- 1 Large bowl of snow (approximately one quart)
- 1 Cup heavy cream
- Sugar, to taste
- 1/2 Teaspoon vanilla

Beat the heavy cream. Fold in sugar and vanilla. Fold cream mixture into snow. Adjust the sugar and vanilla to taste, and your winter treat is ready to serve!

Book Reference: My Front Porch

FRESH-BAKED SUGAR COOKIES

- 1 1/4 cups all-purpose flour, sifted before measuring
- 1/4 Teaspoon baking powder
- 1/4 Teaspoon salt
- 1/2 Cup shortening
- 3/4 Cup sugar
- 1 Egg
- 1 Tablespoon milk
- 1 Teaspoon vanilla

Sift together flour, baking powder, and salt. In a separate bowl cream shortening, add sugar gradually, then cream shortening and sugar together until light and fluffy. Beat in egg, then mix in milk and vanilla. Stir in sifted dry ingredients. Chill dough. When dough is chilled, roll it very thin and cut with cookie cutters into desired shapes. Place cookies on a lightly buttered baking sheet and sprinkle with sugar. Bake at 425 degrees for 5-7 minutes, watching carefully to make sure that they don't burn. Makes five dozen cookies.

For colored sugar, put granulated sugar in a sealable bowl. Add 1-2 drops of the food coloring color of your choice. Seal lid tightly and shake vigorously.

Book Reference: My Front Porch

Alda Ellis is founder and president of Alda's Forever - the company she co-owns with her husband William "Buddy" Ellis. She is also an author, speaker, art collector, and home renovator of her historic 1918 home. She has published over ten books and spends much of her time attending in-store book signings, and speaking to business and women's groups - inspiring women to focus on what is truly important - family. <http://www.aldasforever.com>

sound of the TV remote device, surfing us through a multitude of channels that fail to grab our interest.

I really believe that most people, intuitively and instinctively, want to be good time managers. It makes sense. The better we manage our time, the more results we will enjoy. It's the logical choice.

So let's say it's the start of your workweek and you have a lot of "things to do", some of which are "Crucial", some "Not Crucial". Intuitively and instinctively you and I want to be good time managers. Therefore, where does our attention gravitate towards? Do we focus on the "Crucial" or "Not Crucial" tasks? The "Crucial"? Sure! Logic tells us that. The more "Crucial" things we do, the more productivity and success we enjoy.

But, you know what? When given a choice between "Crucial" and "Not Crucial" items, we will almost always do the "Not Crucial" items and ignore the "Crucial" items in spite of the fact that we all want to be productive in our day.

Why? Because we are driven more by emotion rather than logic.

You see the "Crucial" items are typically longer and harder to accomplish. The "Not Crucial" items are typically more quick and fun and emotionally satisfying.

We need to get over to the "Crucial" side more often to increase our personal productivity.

What about the other blocks to our personal productivity?

Order your free copy now of the short article, "The Blocks to Employees' Productivity". Email your request now for "blocks" to: ctsem@msn.com

Don Wetmore is a full-time Professional Speaker, specializing in the topic of Time Management. He has another article that might be helpful to you, entitled, "Stabilize Stress". It's free. To get yours now, email your request for "stabilize" to: ctsem@msn.com

Would you like to receive free Timely Time Management Tips on a regular basis to increase your personal productivity and get more out of every day? Sign up now for our free "TIMELY TIME MANAGEMENT TIPS". Just go to: <http://www.topica.com/lists/timemanagement> and select "subscribe". We welcome you aboard!

Dr. Donald E. Wetmore - Professional Speaker
Productivity Institute
Time Management Seminars
60 Huntington St.
P.O. Box 2126
Shelton, CT 06484
Toll Free: (800) 969-3773
Phone: (203) 929-9902
Fax: (203) 929-8151
mailto: ctsem@msn.com

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Testimonials from Busy Women

I just wanted to let you know that I finally opened the package with the second bag. As with the first, it's beautiful. The lock is different; the one on my bag is a little bit annoying to find the little slot. This one seems to be a bit more convenient. I'll be sending it off to my friend this week (belated grad. present).

BTW, the original bag is in heavy use. Other than being a bit heavy, it has solved juggling a purse and briefcase along with my lunch and a cane. It's convenient to use and I can stick folders of papers in it perfectly. I love it!

Thank you for your excellent products. I hope to figure out something more to buy from your site. Soon. <g>

Kathryn Z

Susie,

I received the purse on Tuesday. It is great. I especially like the binder with the handles. It makes it convenient to carry by itself if I need to. Thank you for your help. I hope everything goes great for you. I am organized (as well as I can be) again!!!

Millie

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In the off chance you do have a problem, please let us know.

THE HEALING BENEFITS OF JOURNAL WRITING

Felice Willat

"The degree to which writing or talking about basic thoughts and feelings can produce such profound physical and psychological changes is nothing short of amazing." James W. Pennebaker, Ph D

Opening Up. The Healing Power of Expressing Emotions

I've found keeping a personal journal a vital practice throughout my life. In the late 1970's I envisioned creating a guided journal to help others access their rich inner world. It developed into the Day Runner, a product to reflect the tone and needs of that time-crunched era. It helped organize the many roles, goals and activities that continue to fill our busy lives.

Our solutions vary, from drawing red circles on the refrigerator calendar to making data entries in our computer notebooks. But there is more to life than running errands, keeping lunch dates and brainstorming at the office. Our inner lives are at least as big, if not bigger than our outer lives.

Journal writing helps integrate and organize our complicated lives in a variety of ways. Journal writing not only resolves traumas that stand in the way of important tasks, it helps in remembering significant events and turning points, it captures our creative stories, poems and ideas, helps discover and define our values and purpose, reap the wisdom of our dreams and discover what is sacred in our lives.

Many journaling teachers and authors know the healing benefits of keeping a journal. Marlene A. Schiwy, in her book A Voice of Her Own talks about the healing dimensions of journal writing: "To create wholeness in our lives is to heal ourselves. Healing comes from the same root as whole and holiness. It is the attainment of wholeness of body, mind, emotions and spirit. For many women, the journal provides a gentle setting in which healing can take place. It offers one place where literally and symbolically, all of the pieces of one's life finally come together." And Lucia Cappaccione, author of The Well Being Journal, recognizes that illness can be a great teacher from within. "The most important message I learned from my disease is that the healing process is activated by a spiritual force that resides within. A journal can be a 'living textbook' for learning the lessons that the illness has to teach."

Journal writing is listed in Prevention Magazine's "Dictionary of Healing Techniques and Remedies," because it can also help to mobilize the body's defenses against physical illness. Lydia Temoskok and Henry Dreher, co-authors of The Type C Connection: The Mind-Body Link to Cancer and Your Health, go so far as to suggest that for cancer patients, keeping a personal journal can "lift depression, enhance meaning, and spark actions that contribute to recovery;" And Dean Ornish, who created an unorthodox program for reversing heart disease through diet, exercise, and meditation, describes a series of fascinating studies that demonstrate the physical benefits of personal writing.

And now, researchers like James W. Pennebaker, M.D., professor of psychology at the University of Texas at Austin, and Joshua M. Smyth, Ph.D., associate professor of psychology at North Dakota State University, are proving what journal writers have always known, journaling is good not only for the soul, but for the body as well. The first studies, in the late 1980's, examined healthy people and journaling. Researchers found that people who write about their deepest thoughts and feelings surrounding upsetting events have stronger immunity and visit their doctors half as often as those who write only about trivial events. More recently, exciting and innovative research appeared in the April 14th issue of the Journal of the American Medical Association. The research, conducted by Joshua M. Smyth at the State University of New York at Stonybrook, showed that writing about a stressful experience reduces physical symptoms in patients with chronic illnesses. The team monitored 112 patients with arthritis or asthma. The subjects were asked to write in a journal for 20 minutes three days in a row about either an emotionally stressful incident or their plans for the day. Of the group who expressed their anxiety on paper, 50% showed a large improvement in their disease after four months. Only 25% of patients who wrote on neutral topics showed any relief of symptoms.

"More importantly," says Pamela M. Peeke, MD, MPH, ISPA Medical Advisor, "22% of the people who only wrote about their daily plans worsened substantially over the four-month period, while only 4% of those who wrote about their stressful events did so." She adds, "One of the least studied techniques so commonly taught in spas is journaling. Now, there is intriguing evidence that journaling has a direct impact upon the status of chronic disease."

Continued next column

The Healing Benefits of Journal Writing - Continued on page 8

Pennebaker says developing a deeper understanding of the event and the emotions it generates helps the brain digest the information. He thinks when you analyze a traumatic event your brain turns it into a story that's stored more easily. "Storytelling simplifies a complex experience," he says.

Journal writing has the lowest risk factor imaginable, mentally as well as financially, providing you with the gentlest and safest of therapies. No expertise required, no minimum time required, and you don't lose the benefits if you miss a time period. There are even instances where the process of journal writing has sustained the writer beyond her anticipated life span, where she lived on precisely in order to finish saying what she had to say.

While many people who journal on a regular basis do so because it makes them feel better, until recently there hasn't been any scientific evidence to prove it. "It would be interesting to know how the science of how journaling is connected to the body." Says Nancy Linnon, who lectures on writing and health at Canyon Ranch Resort and Spa in Tucson, Arizona. "I haven't found one person who said journaling didn't help them."

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Felice Willat is the founder of Tools With Heart, which offers Woman's Book of Changes, private label journals and workshops. Prior to forming Tools With Heart, Willat co-founded Day Runner, Inc. the company that pioneered the concept of personal organizers. www.toolswithheart.com

Testimonial

"Susie Glennan, is doing a better job at Busy Woman's Daily Planner than I did as founder and President of Day Runner. She is relentless in her devotion to product knowledge and availability, managing her business, and most importantly - service to her end-user. I recommend and use her products and services to everyone."

Felice Willat www.toolswithheart.com

THE BUSY WOMAN'S DAILY PLANNER

Special Events

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CHECK OUT THE CALENDAR SECTION

Parents with young children should plan a date night at least once a month, even if it's just going out to a nice restaurant, then returning home. You don't realize how much you need it until you do it. And some people don't realize how much BOTH spouses need it until they aren't talking anymore. I remember when my children were young, my husband and I made a deal not to complain about anything on date night. We were only allowed to talk about good things that made us happy during our day or neat things the kids did. Parents, you need to get away from poopy diapers, whining, and children asking for things for a short time now and again. It's SO important!

Like I wrote in one of my other articles, "Scheduling depends on the phase of life you're in." I think it's harder for parents to schedule dates with each other when the children are between the ages of newborn to 11 yrs. Parents usually don't want to leave a newborn at all. They're afraid to leave a toddler (13 mos. - 3 1/2 yrs.), because those are the very curious years and taking your eyes off of them for one minute could mean danger. The next age group, 4 - 6 years, ask so many questions and still wonders why they can't go with mommy and daddy after they've been answered, and then sometimes even throw temper tantrums. After that the price to raise kids starts to wear on parents and they think that they need to save the money. I knew parents who would say that they aren't supposed to go out until the kids are older.

Now these are complete generalities. Obviously there are some who won't fit this profile. But after 16 years of raising my own three children and about 14 plus other children over an 8-year period, I've seen a lot. While working for the school district I heard so often from the preschool parents that they were too tired to go out. I personally have teenagers and can leave on a date whenever I choose.

I'm sure you'll read this and say, "Sure, it's easy for her to say, "Take a night off." and ""Her kids are teenagers." Remember, it took thirteen years before my children were old enough for me to leave alone. So when they were young, I made it a point to schedule in at least one night a month to go out with my husband or girlfriends. With the kids being teens now, it just makes it easier to be spontaneous. What it really comes down to, whether you think so or not, is that you as a mother need to take a night away from your children to have a little "me" time, whether it be with your husband or your friends.

I Can't Go On A Date; I Have Children – Continued on page 9

Everyone goes through those spurts where they either want to sit or break out! Now, more often than not, my husband and I are so tired from work that we'd rather just stay home and have a quiet night with the kids. So, one night a week we rent movies or watch old ones and eat in the family room. Most weeks, we take Friday night as our date night, because after sixteen years of having kids, we've come to realize that at least once a month we need to take a break.

I HAVE noticed that our friend's kids are either older than ours, or younger. Most of the time they are younger. So they don't want to get a baby-sitter. It's a money issue. To go to their home isn't fun because we have to deal with their children while we're on a date.

One solution I have found is to try to set up date nights with my spouse "in advance." Then I'll call some friends and try to plan far enough in advance that they can set aside that time as well.

However in this new era, it's getting harder and harder for everyone to plan time together. I'm finding that many of my friends work opposite schedules from their spouses. When they are finally home at the same time as their mate, they want to spend an evening alone. So another solution is to actually send an invitation to the couple you would like to go out with. This seems to work more often than not. Make sure to give two to three weeks notice. There's always one person who doesn't mind doing the planning. Sometimes you have a friend for years and the two of you can somehow manage to plan something even more fun with 4 or more couples. Either way, make it FUN! Let your friends know how to dress, where you're going and how many others you're planning on inviting. The comedy hour nights I went to with my husband were one of my favorite date nights. I LOVE to watch my husband laugh.

Again, it takes planning ahead of time. And that's why the age of day planners has come full circle. I have hundreds of customers who haven't ordered for 2-3 and sometimes up to 5 years. They call and say, "I stopped using my planner a while back. But I need to start scheduling again and getting more organized." They're finding that they need to carry their "portable brain" (as my friend calls her Busy Woman Planner).

Just a thought for those mothers that are compulsive like me and feel the need to have the house spotless, the laundry does not "always" need to be done. Every now and again you can leave dishes in the sink. It's perfectly fine to let something sit an extra day. It's ok! You are allowed to take a break.

Life has become too fast paced now and we need help. Whether you carry an electronic or paper planner. Find some help and take that night off.

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Susie Glennan is wife to Steve of 19 years, mom to 3, girls ages 11 and 16, and a boy, 13, Home Maker, Author, Teacher, and owner of The Busy Woman's Daily Planner, www.thebusywoman.com.

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- ✓ Keeping up on relationships in this day and age is a wonderful surprise and joy to your friends. So take a few minutes to write a short note to someone you care about.
- ✓ Take a few minutes and go through your medicine cabinet and get rid of all expired or old medicines.
- ✓ Make an emergency bag to keep in the house near an exit. Always keep it in the same place. If you have an emergency and you have to leave quickly, you can just grab the bag and go. If you have a middle of the night emergency and have to take a child to the hospital, you're all set.
- ✓ 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. www.thecountrybean.com
- ✓ Organize your errands so that you're not driving back and forth across town. Arrange it so that your grocery shopping is the last item on your list.
- ✓ 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.
- ✓ Have everyone in your home do a quick 5-minute clean up before you go to bed at night.
- ✓ If you work from home, don't try to do every "work from home business" that comes along. Find your niche and stick with it for at least three months. If at that time it's not working out, try something new. The key here is "FOCUS."
- ✓ Make up all of your birthday cards at the beginning of the year and have the date they need to be mailed where the stamp goes. File them in folders titled with the month of the year. Then at the beginning of each month, pull out that folder, look at whose card needs to be sent, put a stamp and mail them.

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

Dear Susie,

Well, I have only one thing to say, ---I don't know why I didn't do this a long time ago. I received my planner last Saturday, listened to the tape, put it together (my way), and it has already saved me endless frustration. My account coordinator and account executive were both in today, and instead of searching endlessly for the papers and figures they wanted, I had them right there, ---because my planner told me when and where to have them ready. There were several events to plan for the New Year, ----no problem. Being a Type A casual, I just transferred all of those notes and scraps of paper from everywhere, to where I know they belong. It does fit into my briefcase, or I put the strap of the binder off and on, as I need it. I took out the pages I don't need, and I'm in control!!!!

Thank you also for the nice tips. Many are great time-savers for me, --many more I have done for a long time. This has truly been one of the greatest gifts I ever gave myself. I am looking forward to receiving the calculator too.

You have an amazing product. You should feel very proud.

Sincerely,

Marianna

Dear Susie,

I want to thank you for providing a product that is desperately needed in the marketplace. It is frustrating how the manufacturers have ignored the changing lifestyles of women today. The selection they offer does not include anything like The Busy Woman VIP purse/planner combo. I am so thankful I found you! Good Luck with your business. I will be spreading the news about your products.

C. Hamilton

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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.

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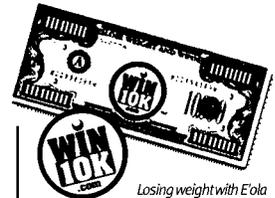


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