

# Organizing Round-Up

Volume 2, Issue 3 fall 2002

A Little Something For Everyone

Brought to you by



## Setting Time Limits

**Susie Glennan**

The Busy Woman's Daily Planner

Setting time limits is something most of us have trouble doing. Your friend calls, you have to be out of the house in 20 minutes. Your hair isn't done and you need to find your other sock. But you haven't spoken with your friend in a few weeks and there's so much you want to catch up on. So you say you can only talk for a minute because you have to be out of the house and you're not ready yet. About 15 minutes go by before you know it and you are now late for your appointment.

How do you politely deal with this while not offending your friend? I now have a timer next to the phone. While I don't use it all of the time, when my friends call, I tell them that they know we'll talk for hours, so here's how much time I have to chat and I'll let them know when I'm getting close to the end of that time. This way, they know I want to talk to them, but they know we can't just go on for hours like I used to when I didn't have a job and family at the same time. I have a friend who will say, "Well, we're getting near the end of my time, so I need to wrap things up." I'm working on that phrase myself. It's not offensive and your friends know exactly what to expect.

Don't get me wrong. I use my weekend time to sit and chitchat without time limits. But technically there is still a time frame I give myself of 3 hours or so to sit on the phone with friends. The only difference is that I'm not taking up my workday to talk. I'm using my "Free Time."

The same goes for my relationships with my customers. I tend to go on with my customers as well,

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## Why Do Women Get Frazzled?

**By Kim Burke**

Incidents and Accidents

I was asked this question the other day and thought the answer needed had to do with specific reasons such as: Having to be two places at the same time, forgetting to take something out of the freezer for dinner and/or getting peanut butter out of a child's hair without chopping it all up.

Apparently I misinterpreted the question. The question wasn't about what made us, as women, frazzled but why we actually get frazzled. What is the psychology behind becoming stress-addled and why do we let ourselves go down this road all too often?

This is a different question entirely, isn't it? It is a question that has various answers for everyone. On one hand, one woman may have a very organized life and anything outside of her well-prepared day is too much for her to handle so she gets frazzled. Being orderly is a part of her genetic make-up and personality. It cannot be helped.

On the other hand, another woman may be downright lazy and anything that detracts from her lazy schedule is too much for her to handle so she gets frazzled. Being lazy is a part of her genetic make-up and personality. It cannot be helped.

Perhaps you are like me and you sit around worrying and wondering about being frazzled even when you are not and it completely drains your energy thus making you frazzled about absolutely nothing. Being mentally challenged is a part of my make-up. It cannot be helped.

These are just a few surface answers to a very deep question. However, if you really want to get down to it, here are some of the reasons women get frazzled:

We get frazzled because the world doesn't revolve around us and it should. When we say something, we should be listened to. When we have an opinion, it should be taken seriously.

When we have a need, it should be tended to

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# Inspiration – The Possibilities are Endless

by Susan Kingsly

Professional Business Coach

Motivate me! Inspire me! Rejuvenate me! Whoa ... I'm asking others to do something for me ... not a bad thing. But consider this ... the inspirations that you hold within your soul are infinite. On any given day each of us finds something, whether is be a phrase, a picture, or someone that we feel inspires us. What does inspiration feel like? What does inspiration look like? How do you know when you are inspired? How do you use that information? I recently read a mediation card that read "... Joy lives in small places." Does that mean I have to go on an inspiration hunt? Maybe, and maybe not.

Each of us lives with the possibility of inspiration right in our own souls. We know what inspires us, but often don't allow ourselves the "permission", if you will, to inspire ourselves. Why is that? Who knows? THE TIME IS NOW! The possibilities are endless! So get ready my friends and receive the inspirations freely. Remember as a child when you had an idea, you'd get so excited, and couldn't wait to follow through on it. Or maybe when you were in a new relationship you wanted to try new things ... just because. Those were times of inspiration. When are your times of inspiration now?

If you have to get out your Palm Pilot or day planner to schedule 15 minutes a day to "reflect" on inspiration ... then do it. One idea might be to keep a small notebook in your purse or on your desk and when you have an "inspiration moment" write it down. It doesn't have to be a complete sentence ... it might be a word, a picture you cut out of a magazine or a song that you hear. Why not start an "Inspiration Journal"?

My challenge to you is to put those inspirations to use. Inspiration and motivation sometimes go hand in hand. My goal in writing this article is not to inspire you, but for each of you to consider the possibilities of inspiration in your life. Think of something inspiring right now ... how do you feel? Are you smiling? Do you feel warm? Are you motivated? Remember those feelings ... that is what you want to go for and recreate.

Recently I received an email from an old friend - I couldn't wait to open her email. It started off like this:

*Continued on the next column*

Sue!!!!!!!!!!!!!!!!!!!!!! Now, you know when a letter starts off like that and I have a huge smile on my face, that this individual is a definite friend. When I think of her I begin to smile, my mind remembers fond and fun memories ... she is a soul" friend. Her email was a reminder to me of what I need in a good friendship ... something I haven't really done since moving to my new home. Her email inspired me to work towards the goal of an inspirational and "soulful" friendship ... one that is good for my soul and for me.

Whether you have to go on an inspiration hunt or give yourself permission to open up to the possibilities of inspiration in your soul, the time is now. The possibilities of inspiration are endless ... they are within you.

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Susan Kingsly is a Life Coach, Motivational Speaker and Training Consultant who lives in Spokane, Washington. She has designed and facilitates the "Soulful Self Seminar for Women" and created "Soul Parties" for women. For more information on Sue and Side-by-Side Consulting & Coaching, check out her website at <http://www.sidebyside4u.com/>.

## Testimonials from Busy Women

Susie,

It was so pleasant this morning to have an actual person answer the phone when I called to place an order. I enjoyed speaking to you, and am anxiously awaiting my planner pages. Thanks for the friendly conversation.

Carol in Sarasota

Dear Susie,

I cannot believe that I have already received my Master Filler pages. That was so quick, thank you.

They look like exactly what I have been hunting for. At the moment they fit into the planner I already have, although it has small rings, so I may be calling and ordering the other one. And I have a feeling when my best friend sees the pages she might want some too.

Thanks again for the fast and friendly service,  
Carol in Sarasota

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# Helping the Everyday Become Extraordinary

**Traci Hayner Vanover**

Hoosier Basket™, Incorporated

I simply love to throw a good party. With the onset of warmer weather, my thoughts often turn not only to alternative party venues, but creative ways to charm our guests. Party themes and accessories need not be expensive to be extraordinary. And if you take a good look around your home - you might just be surprised what you can come up with.

Decide on a menu. If you are looking at a summer barbeque, focus on items that can be prepared ahead, or with little or no fuss. Your focus should be on joining in the fun! Things like cool summer salads are great make-ahead items. If you plan to grill, prepare your meat or main dishes ahead, and place them in plastic storage wear the night before. Allowing them time to marinade will not only insure their tenderness, but it will keep you from being hurried once your guests arrive! For dessert, never underestimate ice cream! Below I will provide you a simple, crowd pleasing ice cream bomb recipe that will be sure to be the talk of the party - by young and old alike!

Now that you have a menu in place - you will want to think about simple, attractive decorations and accessories. Building on our outdoor theme - lets start with your table. Often you can find remnant sailcloth fabric on sale at your local fabric store. This is the perfect canvas to allow your little Picassos to create a festive masterpiece. With its heavy weight, it can withstand a whole summer's worth of festivities, and allows everyone to be part of the fun. Be sure to look for fabric paints that will hold up to washing! You could also use a cotton quilt as a makeshift tablecloth. Just make sure it isn't a cherished quilt from Aunt Betty beforehand!

Now, what about to serve? All of the discount stores are carrying those adorable galvanized pails. You can get them in colors or in the plain metal finish - but they make a great caddy to corral silverware, napkins, or if they are sealed and watertight - why not make an attractive centerpiece with flowers from your yard? And don't worry if you don't have matching fabric napkins - mix and match coordinating prints. Or, why not pick up some inexpensive colorful bandannas as impromptu napkins?

Your old red Radio Flyer wagon doubles as a beverage station - holding ice and canned sodas. If you don't have a wagon handy, why not use a large plastic flowerpot? Speaking of flowerpots - the inexpensive

*Helping the Everyday... - Continued from previous column*

terra cotta variety make great containers for votive candles (think ahead & get citronella!), or to bake cupcakes in for the kids. You could also use them as place cards, with a seed packet in each one. This is a neat gift that each of your guests can take home with them. The large plastic flowerpots can also be filled with water, to allow the kids to bob for apples while dinner is being grilled.

Now dinner has been served, and your party is a hit. I promised you a dessert recipe, didn't I?

## Double Chocolate Dream Ice Cream Bomb

\* It is important that you freeze each layer solid before continuing to the next layer! If you rush this process, all of the layers will run together. \*

Ingredients:

2 pints of chocolate ice cream

2-1/2 cups of hot fudge sauce at room temperature

2 pints of vanilla ice cream

1 cup of walnuts, chopped coarse

2-3 cups of your favorite chocolate cookie or candy bar, chopped

Cooking spray

Place a piece of parchment paper in the bottom of 8" x 13" spring-form pan. You may wish to lightly coat the paper with cooking spray to make it adhere to the pan. Chill the pan for about 30 minutes in the freezer. Next you will want to beat 1-1/2 pints of the chocolate ice cream in an electric mixer. You want the ice cream to be soft, but still holding its shape. This will take about 2 minutes. Once that is complete, you will smooth this mixture evenly on the bottom, and up the sides of the chilled spring form pan - but do this quickly! The ice cream won't cooperate with you for long. Once this is complete, you will return the pan to the freezer for about 45 minutes.

Your next layer is your cookies or candy bar layer. We like to use either Oreo® cookies or Heath® bars. You may want to experiment with a few to see what you like best! Spread your cookie/candy layer evenly over the frozen ice cream, paying special attention to making sure you go up the sides of the pan. Return the pan to the freezer for approximately 1 hour. Once hardened, ladle 1 cup of the hot fudge mixture over the ice cream. Return to the freezer for 15 minutes. Soften half of your vanilla ice cream just as you did the chocolate. Spread it over the other layers, then return to freezer again to harden for 1 hour. Remove from the freezer - gently spread an

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*Helping the Everyday... - Continued on page 4*

even layer of the chopped walnuts on top of your bomb. Refreeze the pan for another 45 minutes. Remove from freezer, and proceed with the remaining chocolate ice cream, followed by the remaining vanilla - in the same manner as you have done the other layers, chilling in between for 45 minutes to 1 hour. If the mixture extends beyond the rim of the pan, you can smooth it over and remove any excess. Once all of the layers are complete, cover with plastic wrap, and freeze for about 4 hours, or overnight. When ready to serve - you will need to dip the pan into very hot water for a few seconds, to loosen the bomb from the pan. Release the ring, and the bomb will slide off of the pan base easily. You can then transfer it to a cutting board or large serving dish, and slice it into wedges. You can use the remaining hot fudge sauce (heated) to garnish the slices.

I hope that these suggestions will spark your own creativity. Remember that you can make any event extraordinary - just use your imagination!

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*Traci Hayner Vanover is the owner and Queen Bee of Hoosier Basket™, Incorporated. Hoosier Basket™ specializes in retired Longaberger® baskets, hand-poured candles, potpourri & home décor. For EVERYTHING for your home, come see what's in the basket! <http://www.hoosierbasket.com>. Article used with permission.*

### Testimonials Continued

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 fingertips.

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

Marcia, FL

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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

Testimonials – Continued on page9

## SOME TIME SAVERS

By: Dr. Donald E. Wetmore

In my Time Management seminars which have conducted for more than 100,000 people from around the globe, I show people how to get more done in less time, with less stress; to help them have more time for the things they want to do in their work and business lives.

If you can recapture a wasted hour here and there and redirect it to a more productive use, you can make great increases in your daily productivity.

Here are five of the techniques I share in our Time Management seminars, each one of which will help you to get at least one more hour out of your day of additional productive time.

**1. Maintain Balance.** Your life consists of Seven Vital Areas: Health, Family, Financial, Intellectual, Social, Professional, and Spiritual. You will not spend equal amounts of time in each area or time every day in each area. But, if in the long run, you are spending a sufficient quantity and quality of time in each area, then your life will be balanced. But ignore any one of your areas, (never mind two or three!) and you will get out of balance and potentially sabotage your success. Fail to take time now for your health and you will have to take time for illness later on. Ignore your family and then may leave you and cost you a lot of time to re-establish relationships.

**2. Get the Power of the Pen.** A faint pen has more power than the keenest mind. Get into the habit of writing things to do down using one tool (such as The Busy Woman's Daily Planner, a pad of paper, Palm Pilot, etc.) Your mind is best used for the big picture rather than all the details. The details are important, but manage them with the pen. If you want to manage it you have to measure it first. Writing things down helps you to more easily remember all that you need to accomplish.

**3. Do Daily Planning.** It is said that people do not plan to fail but a lot of people fail to plan. Take the time each night to take control of the most precious resource at your command, the next twenty-four hours. Plan your work and then work your plan each day. Write up a To Do list with all you have to's and all of your want to's for your next day. Without a plan for the day, you can

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## BEAR BREAD

3 cups self-rising or all-purpose flour  
3 tsp. of baking powder  
1 tsp. of salt (optional)  
3 Tbsp. sugar  
1 can of beer

Preheat oven to 375. In large bowl, mix all ingredients well. Lightly spray a non-stick loaf pan with cooking spray, or grease with 1 teaspoon of canola oil. Pour mix into pan. Bake for 1 hour.

Let cool in pan for 5-10 minutes, then finish cooling on rack.

Makes 12 servings. Nutritional values per serving: 134 calories, 0.3g fat, 0mg cholesterol, 1.1g fiber, 398mg sodium.

## COUNTRY STYLE STEAK

Salt and pepper country style steak. Roll in flour and pan fry in oil until lightly browned on both sides.

Slice onion into rings and lay on top of steak in crock pot. Put remaining flour into pan to soak up oil, blend well - whisk in 1/2 - 3/4 cup of milk, pour over meat.

Season to taste with chopped garlic cloves, bouillon cubes or Worcestershire sauce. Add enough water to crock pot to cover steak. Simmer all day until gravy is thickened and steak falls apart.

### Recipes submitted by Donna

How old you are is your business, how old you look is mine.  
Shop with me online at [www.marykay.com/dsauvageau](http://www.marykay.com/dsauvageau)

## *Recipes from Readers*

## POTATO KABOBS

Cook this side dish while you are grilling the entrée.

Serves 3-4

2 large Potatoes, large dice  
1 medium Onion, diced  
2 Tablespoons Olive oil  
Seasoned salt  
Pepper

Boil the potato cubes until slightly soft. Place on skewers with the onions. Brush on the oil. Season. Grill until all ingredients are tender.

### Submitted by Beth Owen

Porcelain Baby Shoes:  
<http://www.zianet.com/Bethschina>  
Contact: [Bethschina@zianet.com](mailto:Bethschina@zianet.com)

## QUESTIONS AND ANSWERS

Q: What's the easiest way to get everyone to be responsible for their own schedules?? My 3 kids, Kyle 14, Cate 10, and Megan 9 keep me running, and I'm lost without my calendar, but inevitably something will not get written down, and we miss an event. Solutions?

Thanks, Donna Sauvageau

~Shop with me online at [www.marykay.com/dsauvageau](http://www.marykay.com/dsauvageau)  
How old you are is your business, how old you look is mine.

A: If your three children are the ones responsible for writing down their own activities after they have checked with you, they will learn their lesson the first time they miss an important event. If they don't, then there will need to be some consequences the next time they don't follow through with you and another event is missed. On the other hand, say it's your 9 yr old who forgot to write down her event. Then she needs to be taught about the importance of planning with mom for things she wants to do in the future.

There's a misconception that you, "the mom" are responsible for all things. After throwing away a lot of money and going through a lot of aggravation I learned that unless the children want to do something badly enough, it wasn't worth spending my precious time nagging them. After a few missed events, they learned to bring me my planner so we could both look at the schedule and plan accordingly. This way they saw if that day was booked or not. This summer all the kids from school have wanted to come swimming. After 3 weeks of driving, we started planning activities closer to home. So when those kids call, my son looks at my planner with me and sees when we are booked. There's not much room for argument there.

Solution: Have your Busy Woman's Daily Planner in a central location for everyone to bring to you when they want to go somewhere or plan something. Put the burden back on them. You have enough to do with taking care of them day to day. If they want to do something badly enough, they'll nag YOU.

Q: My daughter needs ideas for planning on moving into a newly built home in September but wants to start now getting things ready ahead of time, if possible. She has two very small kids who have tons of clothing, toys, etc. What do you pack up ahead of time and how is the best way to organize packing?

Question from Sally of Old Towne Amherst Antiques & Folk Art  
<http://www.amherst-antiques-folkart.com>

A: If you're moving during the summer you can start by packing up the winter clothing, but leaving one heavy jacket or sweatshirt for each person. If you're moving during the winter, leave out a t-shirt or two and a lighter outfit for the few hot days you may get. Make sure to label boxes! I bought a box of shipping labels and black sharpie for this.

Have the children help you pick and choose some games, toys, books, etc... to pack while you're transitioning. Chances are if they say you can pack something and don't make a fuss, they really don't care about it and a garage sale might be in order.

Solution: Start purging. Schedule days for cleaning out a different room each day. See if you can get a friend to take the children while you do the kitchen purge. It's so hard to believe all the things we accumulate in our kitchens! Then move onto your bathrooms. Do you need ALL of those towels? If you purge before you move, you can make money while getting rid of items you don't need AND you don't have to move it!

Email your questions to: [Questions@thebusywoman.com](mailto:Questions@thebusywoman.com)

promptly. Doesn't the phone and energy companies know that you are home only on Sunday afternoons between 2:00 PM and 4:00 PM? You are probably taking a nap but if they are quiet, you won't mind them repairing your necessities at this time.

Do you think soccer moms really want to be soccer moms? Ask them what they really want. It shouldn't surprise you. They would like to be home for more than an hour a day. They would also like to go out to eat dinner without their child bouncing up and down on the chair at the restaurant. If they must be soccer moms, they would like to sit in a shaded area on a comfortable lounge chair with a mini bar. Is this too much to ask? And you wonder why we, as women, get frazzled. It is no wonder!

When we signed up to become wonder woman it didn't mean slave woman. It is not a joy to clean the house, work full-time, tend to the kids and still be expected to be turned on by a man who can waltz through the door at exactly 5:15 PM each day, plop himself on the sofa, channel flip the rest of the evening and still make more money than you.

Plus, while you are cooking and doing laundry so everyone can have clean clothes the next day, he is in the den wrestling with the kids for exactly fifteen minutes yet never misses a beat of his favorite television program. This is all it takes for him to be the golden parent. It just isn't fair. We, as women, get to be the ones who are scowled at when we ask, "Who wants to help mommy clean up the kitchen after dinner?" This brings a barrage of frowns from everyone in the household, including dear old daddy.

No wonder it is called 'Mother Earth'. There is no harder job or greater responsibility. Is it any wonder women aren't frazzled 24/7? There is hardly enough time for pleasure and when there is time you are so tired you opt for sleep instead. No wonder God took a day off. God must have been one tired God!

Our society's motto is: Be the best. This modern creed would like for us to believe work is number one and everything else is secondary. It would like us to believe we do not need any time off and that financial gain proves worthiness in society. Now, I'll be the first to jump up and say I enjoy money. Boy, do I ever! However, what happened to softball games after church on Sunday and catching fireflies after the sun goes down? I haven't seen a firefly yet this summer.

Continued on next column

Why Do Women Get Frazzled? – Continued from previous column  
Are they still around? If not, why wasn't I informed?  
Sigh.

In order for many women to get off Prozac, leave a state of continual anxiety behind and balance out the scales once more, we need to change society's mind and this begins by changing our own. Remember when our parents would say, "If so-and-so jumped off of a bridge, would you?" Yeah, we should have listened. Instead of trying to be what we believe the world expects us to be, we need to go at our own pace and be who we really are. Many women don't even know the surface of who they are because they are doing what they believe they are supposed to be doing. I have fallen into this category many times

throughout my life. So have my friends. To be fair, men have, also. Try this: Tonight after everyone gets home, throw yourself on the floor and start crying. Your family will totally freak out. When one of your children asks you what is wrong, tell them you don't want to prepare dinner tonight. Tell them you are tired and you want to sit on the back porch and read for a little while but you have so much to do and you never get to do what you want to do. Kids will respond to you being human. They are human every day.

Your kids will immediately want to make dinner for you. Who cares if they make peanut butter and jelly sandwiches? How many times have you made them eat it? They will be so happy to help out. It will make them feel important and it will give you a little break. This is why we call it a family.

I'll even bet big daddy will fold up the load of clothes in the dryer and then sit with you on the porch while you read and rub your shoulders for, at least, fifteen minutes.

Sometimes frazzled women need to give up. Sometimes it is the only way to get things done.

#### **Up and Coming Book News:**

*Mark your calendars now because the hilarious book 'Incidents & Accidents for Frazzled Women' (Spectacle Lane Press) by author Kim Burke will be available nationwide, both online and in major bookstores, August 2002.*

*'Incidents & Accidents for Frazzled Women' provides women with thoughtful insight into their psyches and helps make sense of their frazzled lives with laughter. For all of your daily breaks, tune into the humor of Kim Burke - Because life's too short for ordinary idiots!*

Visit: [www.incidentsandaccidents.com](http://www.incidentsandaccidents.com)

## **Celebrating Momm**

**By Susie Glennan**

No, I did not misspell it <grin> How many times a day when little ones are in a home do you hear, "Mooodmmmmmm!!! Mommmmmmmmm!!!" Even now with teenagers I hear it often. <smile> When I signed up as an AOL Community Leader in the Academic Assistance Center, back in 1995, I had to choose a screen name. Hence, ProfMomm, Professional Mom was born. This is how I sign my notes to my children.

I am proud to be Mom. However, when my first two children were babies, I had a hard time grasping what I was supposed to do all day. I sometimes cried from the loneliness being home all day with my first baby. She was a doll and I enjoyed every moment with her. But when the house was clean and we were done eating, I didn't know what to do with myself. Oh we'd take walks and go to the park. But there were usually two or more moms talking in their groups. They all had something together and I lived just a couple blocks away too many to be included.

There's only SO much play you can do in a day with a baby . Next my son came along and I had to learn to manage two of them all day. Things were still about the same except for the sleepless nights because of my son's colic. Moving on, our third child was born and her ears were always infected so she lived on my hip and the sleepless nights continued.

I couldn't blame the children for my sleepless nights. For my sanity, at about 12 noon each day, I'd tell the children that it was time for everyone to have quiet time. They would complain because they wanted to be outside or in front of TV, etc... I came up with this, "We all need quiet time. Even mommies need quiet time. Do you know what happens to your mommy when she doesn't get her quiet time?" Their eyes would open big and they'd say, "Uh ohhhhh." I'd go on, "Mommy turns into "Mommy Monster!" I'd snarl and make faces and chase them into their bedrooms. They'd run laughing all the way down the hall. Of course I was carrying the baby and gave her certain toys she only played with at that time, each day, in her crib.

I didn't require them to sleep. They could do anything they wanted as long as it was relaxing and quiet. But

instead of yelling and screaming, I explained to them that if I didn't get MY needed rest I would turn into a monster.

The point is that it took a LOT of thinking and ingenuity to come up with things to help me stay sane and still be a good mom. We had a rigid schedule because I home schooled. But that proved to be great because we would schedule in 3-5 hours of "Free Time" per day! I did this by setting up the house so that there was a place for everything and everything had a place. It took about a month or so to get it that way, but it is well worth the effort.

Now, 20 years of marriage and three teenagers later, there have been a lot of changes and hard lessons learned. We all say we are going to do better than our parents. And in some things we do. But I'll never forget my mom telling me that one day I'll understand this and one day I'll understand that...

The past 4 months or so have been my awakening. On my way home from a recent trip I felt the need to stop in and tell my parents how much I appreciate and love them. I must have said it 10 times. I now understand what mom meant all those years. And oh how I appreciate them, the things they sacrificed, the things they did for us. When I came home from school as a child my mom would greet me with a smile and hug and say, "Hi Honey! How was your day?" I can still hear her.

My mom has not always been the gentle mom she is now. That's where I came up with mommy monster after all. However, I can see things more clearly now because I had so many of the same "Mommy Monster" Days with my children as she did with me. As a child though, you don't quite understand the reality of the situation.

Somehow I don't remember the difficult times as vividly as I did before. I mostly remember all the gentle quiet times she shared with me. When I was in preschool, she helped out in the classroom and at one point was my teacher for a short time at a preschool. Then during the days I was home I remember her teaching me how to play cards. Her favorite at that time was Gin Rummy and you know what, my mom never let me win. That was a big deal! She would beat me fair and square. But on the off chance I would actually win, I

KNEW that I had really won! I seem to recall many games of gin rummy, go fish, crazy eights, war, and

## A SINGLE LIST

**By Don Wetmore**

The average person uses 13 different ways to manage their time. (And averages are made of extremes, so some use many more!) Lists of things to do, piles on the desk, stuff you remember in your head, and little stick-um notes everywhere often create more confusion than direction.

No wonder that so many complain that they don't experience a basic control over their day.

I recommend using one tool (like The Busy Woman's Daily Planner) for everything, business and personal, all in one location. Have all your "to do" items there and all of your appointments and scheduled events in that one source. This simple process will help you to better maintain control of your day, you will be able to get more of the important things done on your day, and as a nice bonus, it will help to reduce stress.

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so I have the timer at my desk. I'm trying to use it more often, however it still seems a bit offensive to me personally to start a timer when the phone rings. However, let me express that since I've been honest about how much time I have to chat, my stress levels have gone down and everyone appreciates my honesty. I used to allow my customers to spend, as much as an hour for us to chat because I had a hard time knowing when it was okay to break off. And as most people know, I LOVE to chitchat. When I have a new customer, I enjoy taking about a half hour with them so we can get to know each other. But when I get on the phone with a previous customer, I say, "You know how I love the fellowship, but I have a tight schedule today." or "You know how I enjoy talking with you, but I'll talk for too long and won't get my work done. So please help me keep this short." They usually laugh and tell me they'll only allow me to stay on for so long.

If we do go on for longer than I have the time for, I will tell them that I'm so behind on my work, I really need to go. I always have many phone calls to make and the work is never ending. It is very important in daily life to keep on top of your schedule. While you don't want a schedule to manage you, if you plan correctly, you will be able to manage a comfortable schedule "and" keep in touch with your family, friends and customers.

So don't be afraid to set time limits. It can be done politely and help with your productivity in business and in every day life.

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*Susie Glennan has been happily married since 1982, is mom to 3 teenagers, and is a Home Maker, Nurturer, Teacher, Author and owner of The Busy Woman's Daily Planner. She teaches time management seminars, offers 1/2 hour FREE consultations, and will help you set up a schedule that's right for YOU. You can reach Susie at [susie@thebusywoman.com](mailto:susie@thebusywoman.com) or 800-848-7715*



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slap jack. I remember; watching TV with her, getting to sneak some of the yummy food before her guests came for her Pan game, gentle rocking when I hurt or was sad (This one I remember most!). I remember her always being on all but two field trips I went on throughout my elementary school years and the ones she missed were only because she had surgery during one and was sick for the other. But she had the teacher sit with me on the bus to make sure I didn't get sick. <smile>

This is a tribute to MY Momm and Yours for all of their diligent service as Moms, their hard work, unconditional love, sacrifices and most of all, warm hugs. Seems as though when we get older, the good memories replace the bad and we can then see who our moms really are. I hope that happens to you sooner than it did me. Thank you Mom!!!

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easily get distracted, spending your time serving the loudest voice rather than attending to the most important things for your day that will enhance your productivity.

**4. Prioritize It.** Your To Do list will have crucial and not crucial items on it. Despite the fact most people want to be productive, when given the choice between crucial and not crucial items, we will most often end up doing the not crucial items. They are generally easier and quicker than crucial items. Prioritize your To Do list each night. Put the #1 next to the most important item on your list. Place the #2 next to the second most important item on your list, etc. Then tackle the items on your list in order of their importance. You may not get everything done on your list, but you will get the most important things done. This is working smarter, not harder, and getting more done in less time.

**5. Control Procrastination.** The most effective planning in the world does not substitute for doing what needs to be done. We procrastinate and put off important things because we don't sense enough pain for not doing it or enough pleasure to do it. To get going on something you have been putting off, create in your mind enough pain for not doing it or enough pleasure to do it. I prefer the pleasure approach. Take a procrastinated project and turn it into to a game. Work with one thing in front of you at a time so other things won't distract you. ("Out of sight, out of mind.") Break it down to little bite-sized, manageable pieces. Get it started, take the first step and you will likely continue it to completion.

Dr. Donald E. Wetmore, a full-time Professional Speaker, is one of the foremost experts on Time Management and the author of "Beat the Clock" and "Organizing Your Life". If you would like to receive a free copy of his humorous article, "Poor John", who wastes hours in his days, email your request now for "John" to: [mailto:ctsem@msn.com](mailto:mailto:ctsem@msn.com)

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### Testimonials Continued

I just wanted to thank you again. You help me keep everything together. I have mortgaged my home, am getting a new kitchen, (I love to cook!), and am arranging for my Mother to have some in-home care. I live with her, and can no longer do it all, alone. These are a lot of projects, but thanks to you, I have a cohesive schedule. I think you are fabulous!!

Fondest regards,

M

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I visited your 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

*Testimonials - continued from previous column*

I got a busy woman planner last night and I'm so totally impressed. I was pretty hesitant because I'm not the "planner book" type. In fact I almost have a "planning phobia" hahaha. But this is SO nice! It's the softest leather I've ever felt and the pages have SO much neat stuff in them. There is even a child information page!

Anyway, Dee is helping me get organized (which is scary but nice hahaha) and I'm very excited!"

K. D. – WA

A lady emailed me that she found you at my Giftcetera.com site and ordered some pages from you and was really impressed with the service your provided. Thanks, Robyn

*Send in YOUR testimonial and receive a FREE gift!*

### Coding Tips For Your Daily Planner

**Susie Glennan**

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

About three months ago I started using new coding in my planner because it got very busy. On the monthly pages I put my son Josh's Volleyball practice on Wed and Sat. My daughter Jen had graduation, my daughter Jamie wanted some friends to come over but I had to pick some of them up. SO At the beginning of the month when I knew about Josh's Volleyball schedule, I put "Josh 5:30 VB" on the calendar.

Now on 2 of the 8 Saturdays, he had to go to a different park for a game. So I put in the upper left by his name, the number 1 and circled it (I have this thing about circling.) Then, in the notes column, I put the number one circled. It seems to make it stand out better for me that way. I then put the name of the park that he had to go to for that game. If I needed directions, I would have put an asterisk at the end, which would have let me know there is more information on the next page. But I didn't need to, so I only put a phone number of the carpool partner, the time, date and name of the park.

For Jen, I put a number 2 and circle it. Her graduation had a lot of details. So I put those to the right in the notes column as well next to a circled number 2. Jamie had one friend I needed to write down directions for, so that became number

*Continued on page 11*

Coding continued from page 10

3. I haven't worried about the numbers going in order from the beginning of the month to the end. We tend to add things anytime during our month when we schedule it, so we need to be relaxed about that. However, if it were 5 years earlier, I wouldn't have been able to handle it.

One of our distributors, Karla Rohrbacher numbers her children in her planner and finds that it helps her to keep track. I didn't number the kids. I numbered the notes. So there are only three children, however I might have up to 5 or 6 notes with numbers ranging from 1-6.

You can do this with any of your pages. Get creative! Use asterisks, numbers, letters, colors, whatever suites your needs.

If you have a method of coding you think might help other women, send it to: The Busy Woman's Daily Planner  
P.O. Box 1557 Thousand Oaks, CA 91358 or  
Email it to: [Susie@thebusywoman.com](mailto:Susie@thebusywoman.com)

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The Busy Woman has teamed up online with sites that are the latest and greatest at helping you save time & money.

[www.thenetworkforwomen.com](http://www.thenetworkforwomen.com) –

[www.themouseconnection.com](http://www.themouseconnection.com) – offers the solutions you need to conduct business online. They also can help you organize an online family or class reunion!

[www.thewahmconnection.com](http://www.thewahmconnection.com) – is giving women most of what they need to succeed in business.

[www.theexpoconnection.com](http://www.theexpoconnection.com) – is the ultimate online event place. It's your virtual expo in the comfort of your own home.

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[www.ChristmasOrganizing.com](http://www.ChristmasOrganizing.com) – Helping families have a less stressful holiday season through Year-Round holiday organizing.

Hello,

If you enjoy our 5<sup>th</sup> 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 also offers a lot of information that's sure to help you in one area of your life or another.

We've done our best to set up a GREAT web site to make your life easier. You can log onto the web site 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)