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**Menopause, Andropause And Other Hormone Imbalances**  
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**6 Easy Time Tips**

By Susan W. Miller

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You are definitely not alone if you are feeling a need to simplify and organize your life. Many people easily spend 20 minutes a day looking for things. That is 122 hours a year - 5 entire days every year. You are bombarded with information from every direction, with 150,000 books and 10,000 periodicals published each year in the USA, before you even consider all the material coming at you from every direction online and various parts of your personal and professional life.

A survey of 600 adults commissioned by the Franklin Covey Co. shows:

42% of adults report they too often feel "life is a treadmill and I can't get off."

78% of adults say they wish they had more time to "stop and smell the roses."

58% believe technological advances have given them more time. But they are using old habits with new technology. We need new habits.

81% of people consider themselves organized, YET -

83% say getting more organized is among their goals.

Consider the Law of the Slight Edge. When you use your time more effectively just one hour a day, 365 days a year (weekends, too), your yield would be an additional 45 – eight hour days. That's 1 1/2 months! What would you do with that 'extra' time?

And that's how much time the National Association of Professional Organizers says professionals spend looking for things. That's 45 days of every year spent looking for stuff, time you could spend doing more of what you would really like to do!

Here are six painless and easy tips to manage your time more effectively, tips to help reassign those hours now spent searching:

1. Ask yourself 'where would I look for this?' rather than 'where should I put this?' when storing paper, possessions, or electronic files. The 'putting' part is easy. Finding things quickly and effortlessly is what saves you time.

## 6 Easy Time Tips

2. Carry a folder of articles with you. This makes good use of small amounts of time otherwise spent waiting, while making a dent into your reading pile.
3. Create a mini-agenda for phone conversations. A planned call averages seven minutes. An unplanned call averages ten minutes. It is easy to see how you can maximize your phone time.
4. Set a time limit on your involvement in a task. The task will seem less boring or overwhelming if you know you will stop at a certain time.
5. Make notes to yourself for details that come up while sorting any pile. You can then address those notes one at a time later with the attention each deserves.
6. Use a spiral notebook to capture random ideas, to-do lists, and notes of phone conversations. The notebook creates reliability and consistency for storing information and is far superior to the back of an envelope.

Any ONE of these tips can redeposit considerable amounts of time back into the bank of Your Life, to spend in ways that are more pleasurable and satisfying for you. It's your choice.

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Susan W. Miller, President of Home Oasis International, a Denver-based company selling organizing products and services through home parties and online. She is the author of the "PRO NOTEBOOK" a Personal Resource Organizer, a life-planning tool to gain control over your personal and financial records. Home Oasis International professionals are available to speak to your group. 1-800-681-8681, <http://www.HomeOasisInternational.com>

## **Dog Training Tips**

**By Fayola Peters**

Dog training requires simple persistence to be a successful and delightful experience for you and your dog. Here are 8 dog training tips to guide you along the way.

### 1. Dog Training Tips – Get your dog's attention

Before you can start training your dog you first need to get its attention. You can do this by talking to him and offering him a small treat.

### 2. Dog Training Tips – Use the correct dog training supplies

If you have a well behaved dog a six foot training lead and a regular buckle collar will do. However if you dog is uncontrollable you should use a training collar. For the right collar size measure the dogs' neck and add 2 inches.

## 6 Easy Time Tips

### 3. Dog Training Tips – For safety in vehicles

Before you introduce your dog to the inside of a moving vehicle you should teach him the 'down!' and 'stay!' commands. This ensures that he spends the ride on the floor of the vehicle.

### 4. Dog Training Tips – Elimination

When your dog got to go it got to go. To prevent your dog from getting busy on the carpet you should train him to eliminate on command.

### 5. Dog Training Tips – Praise

Always praise your dog when he learns a new command.

### 6. Dog Training Tips – Reprimand

Do not hit your dog! Any time your dog is engaging in bad behavior, use the opportunity to teach him the 'stop!' or 'no!' command. Using the 'stay!' command can also be effective in these situations.

### 7. Dog Training Tips – Play with your dog

This will help in building the bond between you and your dog.

### 8. Dog Training Tips – Do some dog training everyday

Don't rush dog training. Teach your dog one command at a time and don't move on until he gets it. A little dog training everyday is all that's needed.

Well that's it for my dog training tips. Enjoy training your dog and remember that it takes simple persistence.

Fayola Peters is the webmaster of

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Do you want to be able to take your dog anywhere, and KNOW that he'll listen to you... even if tempted by another dog, a cat, or even a piece of food??? Then check out: "Secrets of a Professional Dog Trainer: An Insider's Guide To The Most Jealously Guarded Dog Training Secrets In History!" By Adam G. Katz, Owner of South Bay K-9 Academy and Dog Problems.com. For more information, go to:

Dog Training Tips  
How To Write Articles That Get Read

## 6 Easy Time Tips

Parenting Is Tough – Make It Easy  
10 Quick Tips To Writing Profitable Articles  
Tips are Perennially Tempting

The Art of Kissing  
101 tips to stay fit and live longer.  
Time Stretching Tips  
The Great Big Book of Internet Marketing  
How to keep up the SPICE in your Love Life.



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