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**100% Effective Natural Hormone Treatment**  
**Menopause, Andropause And Other Hormone Imbalances**  
**Impair Healthy Healing In People Over The Age Of 30!**

**TIME MANAGEMENT (PART ONE)**

**By Craig Lock**

**TIME MANAGEMENT (PART ONE) by Craig Lock**

**GET MORE FROM LIFE EACH DAY**

- \* Focus on one day at a time.
- \* Live the moment.
- \* Forget yesterday  
and look forward to tomorrow. If you are guilty about what happened  
yesterday, or are anxious about what might happen tomorrow, your  
energy will be dissipated.
- \* Plan your work, then work your plan.
- \* What good and bad habits have you developed? Reinforce the good daily  
patterns and break the bad.
- \* Be an "early bird."

Habits start as consciously made decisions, eg.. what time to get up.  
Once established, good habits become second nature. Success is the  
result of habit. It depends not so much on doing the unusual, but on  
doing the commonplace unusually well.

**DON'T PROCRASTINATE. DO IT NOW.** Don't confuse being busy with  
working efficiently. Activities can be tension-relieving, not goal  
achieving. By concentrating on fewer, priorities regularly on a fixed  
schedule, you can achieve a lot more in less time.

**IS TIME THE PROBLEM OR ARE YOU?** Draw up a daily "to do" list. Rank  
priority tasks (the important few), as well as the trivial many. This  
allows you to focus on fewer things and achieve more. Sort into A, B  
& C's

## TIME MANAGEMENT (PART ONE)

A's are important and urgent. Must do today.  
B's are important and not urgent. Want to do today.  
C's are not important. Today, if possible or delegate.

Use this system to cover work, personal and family items. This allows you to strike a balance in your daily living. In addition, you can schedule the daily activities required to achieve your objectives. By giving high visibility to your major goal, you can keep your mental energies concentrated. Remember the 20/80 principle: 20% of your key activities will give you 80% of your results or payoff and 80% of your work (or clients) will produce 20% of your profits.

Don't hog all the work. Delegate what you can as this encourages a

sense of responsibility and a sense of teamwork in others. It frees up your time for more important activities. Handle each piece of paper only once. Rather than shuffling paper, make a decision to deal with it NOW (if important), destroy, or diarise for later action.

Use the concept of time blocks to do similar tasks at one time...rather than when they arise, otherwise trivia will swamp what is important. Look at your body rhythms for which times suit you best. When do you work best (or when is your concentration at it's maximum)? Are you most alert in the morning, afternoon or evening? Plan your day by your energy cycle. You can schedule the most important or mentally demanding activities when you are at your peak. "Next time you say, "I'm wasting time" change that to say, "I'm wasting myself."

Craig LockEagle Productions My various books are available from: <http://www.novelty-gift.com/Creative>  
Writing Course <http://www.nzenterprise.com/writer/creative.html> and my personal sites  
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### **Quality Management: Organizational Needs**

**By Matthew Noel**

Any business out there can benefit from quality management. Whether you are producing thumb tacks or if you are producing IT equipment, there is little doubt that they need to be of the highest levels of quality. Yet, as your business grows, you will find it farther and father difficult to manage quality management. Because it is so very important, though, you need to find a way to make sure it is dead on.

What solutions are out there?

## TIME MANAGEMENT (PART ONE)

You know that you need quality management but finding the most effective way to get it may seem difficult. The good news is that there are a large number of options that can help you. >From organizations that specialize in quality management to software programs that you can use. You can invest in having your staff and managerial levels of employees trained more efficiently to produce the desired results as well. So, there are options out there to help just about any organization get the quality management that they need.

What good will it do?

Do you ever get the feeling that you are investing dollar after dollar into your business whether it is through marketing or improving efficiency and somehow you still need something more? It could be that your product is not the same inside and out. If you deliver to your customer 100% the same product time and time again, they will know that they can rely on you and they'll keep coming back. It takes time, yes. It takes money as well. But, quality management is a benefit to you many times over.

Investing in quality management in one form or another is an excellent way to get the products and services that you produce to the consumers in a manner in which they will be thrilled about. It will provide you with the help that you need to take your business to the next level as well. Considerations in quality management should be made.

For more information please see



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