



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
30 AUGUST	31 AUGUST	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24 - Heritage Day	25	26
27	28	29	30	1 October	2 October	3 October

Tip of the Month

I can't tell you how rushed off my feet I feel – every day is a race against time (much of which is wasted). So I have been on a mission to find out how to save time and here is a checklist to help you get started: * Do you know how you actually spend your time? Start an activity log so you can record how you've spent your day. The gaps/overlaps may soon become apparent. * Do you know what activities are slowing you down? For example, spending loads of time on the phone or the internet, in unproductive meetings, being constantly interrupted by colleagues and saying YES to way more than you can handle. *Do you know what to do to eliminate time-wasting tasks? A good place to start is to write down time-wasting activities and a step-by-step list of how you can change your ways, visualizing as you go. These are some of the few steps you can take to start making more time (and if you're up for some help, NEAT FREAK provides time-management sessions too -complete with wand in hand)!