

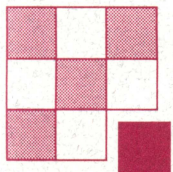
article in **Woman's Day** magazine

## “10 TOP TIME-WASTERS”

Professional Organizer Marcia Ramsland, President of Life Management Skills in Pittsford, New York, offers her list of top time-wasters:

- Having too many loose ends.**  
Follow Ramsland's Rule of Two: Don't start to read more than two books at a time. Don't buy anything new when you have more than two things waiting to be returned. Don't start any more projects when more than two aren't finished.
- Being tired.**  
Don't burn burn the midnight oil to catch up one day and feel dragged out for the next three. Try to get to bed around the same time each night. As Ben Franklin said, "Early to bed and early to rise, makes a man healthy, wealthy and wise."
- Avoiding timesaving devices.**  
Learn to use the VCR so you can watch your favorite shows at your convenience. Use the answering machine to keep interruptions to a minimum. Ramsland says that for each interruption, it takes three minutes to get back on track.
- Not creating ending times.**  
Set time limits to get off the phone or leave an event so you can go on to the next thing.
- Jumping into your day without planning.**  
Plan tomorrow the night before. Review your appointments and make a list of the top three things you want to accomplish.
- Not doing first things first.**  
You *always* have time for what you do first, says Ramsland. So start off with something you never quite seem to get around to and spend at least 10 minutes at it. If you're the type who tries to get all your work done first, try doing something pleasurable for a change. Take a walk, read a book, and then get back to doing for everybody else.
- Always being in a rush.**  
It's wise to group errands, but try to leave out one last errand and arrive home early or on time to reduce stress.
- Being disorganized.**  
Don't waste time searching for keys or important papers on your desk. Get organized! Anything you take the time to organize repays you in time saved by the third time you use it, say Ramsland.
- Putting things off.**  
Instead of saying "I *have* to do this (and I really don't want to)," ask yourself when you're going to start. Set a deadline, or start with a small part of the chore.
- Saying "yes" too often.**  
Learn to say "no" gently but firmly, so you can balance commitments in your personal and work life.

*Reprinted with permission from 8/9/94 article by Franny VanNevel in Woman's Day magazine.*



## LIFE MANAGEMENT SKILLS

### NEED MORE TIME TO GET EVERYTHING DONE?

Doing any one of these tips for 21 times will create a new habit. That's right—21 times of a new time management behavior will give you time to relax and be less stressed.

But we all know what we *should* do to be better organized. Why don't we do it?

**LIFE MANAGEMENT SKILLS** knows your dilemma and offers 2 solutions:

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Marcia Ramsland  
858-217-6320  
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