

MOMS

mentoring of mothers society

Take Time to Sharpen Your Ax by Diana Thivierge

There once was a woodsman who had a new ax. The first day he was able to chop down twenty trees. With each passing day, he worked harder and longer, while chopping down fewer and fewer trees.

A friend wandered by and suggested, 'Why don't you sharpen your ax?'

The woodsman replied, 'I'm too busy; I've got to chop down more trees!'

Working harder and longer will NOT help you find more time. In fact, it will make the problem worse. The only thing you can do to save time, is to waste less time. That means: get organized!

The next time you hear yourself saying that you can't spare a minute, it's time to collect your thoughts and re-evaluate how you can work smarter so that you have plenty of time to reach your goals, and spend more quality time with your family and friends.

Here are nine tips to help you make each day more productive:

1. Get ready the night before.

Whatever you can get done the night before, from laying out the outfit you plan to wear, to setting the breakfast table, to checking your TO DO list, to filling your car's gas tank, the more you'll be able to get done the next day.

2. Use your TO DO list.

Don't go through your day in a

random, haphazard fashion. Do one thing at a time as listed on your TO DO list, and cross off each task as it is completed.

There is no greater reward than knowing you accomplished everything you set out to do today.

3. Set timers.

If you tend to start projects, but get distracted, timers can be a huge help. When you begin a project, set a timer for 15 minutes. If the timer goes off and you're still working on your project, great! If it sounds and you are doing something else, immediately stop what you are doing and go back to your original project. Keep setting the timer every 15 minutes until you are done.

4. Stop trying to be a superhero.

If you can delegate some tasks to your spouse, your children or co-workers, then do so. Once you take the 'I have to do it all myself' responsibility off your shoulders you'll be able to get more done and feel less exhausted at the end of the day.

5. Cut the clutter.

Clutter is one of the main barriers of productivity. If you can't find what you need, you don't have enough clear space to work, or you are stressed by the mess, it's going to be very difficult to get anything done in a timely manner. Make a promise to yourself to begin getting rid of the clutter and

keep that promise. It's an important one.

6. Use your computer.

Sound like a silly tip? I know there are thousands of people who still are not making use of the technology available to them.

Take the time to learn how to use computer tools such as spreadsheets, word processing documents and databases. You cannot calculate, look up, spell check, etc. anywhere close to the seconds it would take a computer program to do for you.

7. Know yourself.

Work on your most important projects and tasks during the time of day when you feel most energized and awake.

8. Reduce interruptions.

When working on something, do whatever you can to eliminate unnecessary interruptions. Put a 'Do Not Disturb' sign on your office door. Allow your voicemail to field your calls. Turn off the radio and the television. Tell visitors you'll stop by later in the day when you're done with your project.

9. Get something small done.

Try to start and finish your first task of the day. Completing a project early on is great motivation for you to continue being productive.

Begin with a task or project you can complete in 15 minutes or less. You'll feel energized and move onto the next task on your TO DO list with ease.

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IN THIS ISSUE:

Sharpen Your Ax	1
MOMS Night Out!	2
Health & Nutrition	2
Quote of the Day	2
Moms' Favorites	2

MOMS

Purpose Statements

To provide a network that encourages and equips moms to be the best mothers they can be.

To provide mothers the opportunity for personal growth through developing their skills and talents.

To provide a safe place for women to share their struggles and concerns related to raising a family.

To provide experienced women the opportunity to mentor other mothers.

MOMS 2010 Conference "Mom, You're Incredible" is coming

March 27th. More conference news available soon at

mentoringofmothers.com/news.html

MOMS' FAVORITES

FlyLady.net

FlyLady is a support group that offers advice, tips and humor to assist people in keeping their homes tidier, especially for those suffering from "CHAOS" (Can't Have Anyone Over Syndrome). Many members of FlyLady say the group has changed their lives.

Subjects covered by FlyLady include clutter, routines, weekly cleaning with focus on the zone of the week (five in total), self esteem, and letting go of perfectionism. Becoming a member is absolutely free! (The site does have a store where tools for organization, decluttering and cleaning may be purchased.)

The system encourages "baby steps" to develop routines and habits to organize and maintain your home. The primary focus is on "Finally Loving Yourself" (FLY) to make you and your family's lives easier by decluttering, menu planning, "anti-procrastination" day, and planning ahead by establishing routines. Attention is also given to organizing personal finances, taking time out to pamper yourself, Friday Night Date Night spent with a significant other or a friend, Saturday as Family Fun Day, Sunday as Renew Your Spirit Day, and ideas from "Flybabies" (people learning to fly) or, for men using the system, "FlyGuys."

New recruits to Flylady are called "Flybabies" and are introduced to "babysteps" - a series of 31 small daily tasks which introduce and then reinforce aspects of cleaning and decluttering which build into a daily routine, with tasks split into morning routines, after-work routines and bedtime routines.

To join, go to FlyLady.net, scroll down the page and click on "join flylady now!"

QUOTE OF THE DAY

"Out of clutter, find
Simplicity. From discord,
find Harmony. In the
middle of difficulty lies
opportunity."

-- Albert Einstein

MOMS Night Out

The Kids are back in school and it's time for some fun!
MOMS invites you to join us for MOMS Night Out

Date: Friday, January 22, 2010

Location: abc Country Restaurant Banquet Room
32080 Marshall Rd. Abbotsford (Clearbrook Rd. Exit off Hwy #1)
See abc website for directions: www.abcabbotsford.com

Time: 7 pm - 10 pm

Event Features: Guest Speaker Grace Fox
Coffee and Delicious Dessert, Door prizes, Shopping & Grand prize

Cost: \$10.00

For tickets visit MOMS website www.mentoringofmothers.com and click on the shopping cart to pay by Visa/Mastercard or contact moms.ca@telus.net to pay by cash at the door.
You may also call 604-855-5766.

Grace Fox is a MOMS favourite speaker and has spoken at MOMS Conference and events. She will be sharing from the heart about "Moms Need Friends, Too!" Grace is an international speaker described as "deep, daring and devoted." She's written hundreds of articles for magazine including *Focus on the Family* and *Today's Christian Woman*. Her books include the popular *10-Minute Time Out* devotional series and *Moving From Fear to Freedom: A Woman's Guide to Peace in Every Situation*. Radio and television programs such as *100 Huntley Street* and *It's a New Day* consider her a trusted guest.

Health & Nutrition: New Year, Old Resolutions

It's a new year, but most people's resolutions remain the same year after year: improving their bottom line – financially and physically. This year, instead of trying a new diet, follow the healthy eating ideas on Canada's Food Guide. Need a copy of Canada's Food Guide? http://www.hc-sc.gc.ca/hpfb-dgpsa/onpp-ppn/food_guide_rainbow_e.html

The "No Diet" is the Best Diet – Especially When Kids are Concerned

Much recent research is being published regarding the increase in childhood obesity. While these statistics are very important, as they show a trend, on individuals they can be disastrous. Kids need to feel good about themselves no matter what their body shape and size, and concentrating on body fat can lead to life long misery. Instead, try the following suggestions:

Create an active family so your child has a good role

model and enjoys physical activity

Ensure you stock the pantry and fridge with healthy foods

Involve kids in meal planning and preparation.

Don't monitor or restrict your child's intake as this will backfire.

Read Ellyn Satter's book "How to Get Your Kid to Eat...But Not Too Much"

Vegetable/Fruit Tip of the Month 5-A-Day

Disguising vegetables by pureeing them and putting them into foods is a good way to get the nutrients into kids, but may not be helpful in the long term. It doesn't teach kids to enjoy a variety of tastes and textures. Instead, continue to serve vegetables at meals and snacks and wait for kid's natural curiosity to take over.

Forget the Fries

Try these home-style chips for a tasty treat. Wash and slice 3 medium sized baker potatoes, with skins, into 1/8" slices. Soak in ice water for one hour. Rinse and drain. Spray cookie sheet with non-stick vegetable spray, place potatoes on sheet with space between each slice. Lightly spray potatoes. Bake at 400°F for 20 minutes or until browned. Gently remove. Lightly salt and serve immediately.

Shop Smart Tours

These grocery store tours are provided by Registered Dietitians, and some are designed especially for kids. Contact *Shop Smart Tours* to find tours in your area: 1-800-448-2118

The content for this resource was developed by British Columbia's Public Health Dietitians. For more information contact Dietician Services at HealthLink BC (8-1-1) www.healthlinkbc.ca