

Dear Mitzi ,



I have some very exciting new to share with you. TimeFinder is now offering a program for students!

We created a webinar, "**Escaping Your TimeTraps for Students,**" specifically to help students better organize their homework and school projects and arrive at school better prepared. The objective is to introduce best practices that encourage students to take ownership for their school work schedule. This unique student learning format will entice students to participate in an alternative learning environment. The idea is to engage students in an active learning experience using a tool they are familiar and comfortable with -- the computer.

We have Student Webinars scheduled for January and February. However, if you would like to schedule a webinar for another date, please be in touch.

To learn more about this new offering, visit our web site [TimeFinder's Web Site](#). Check out our dates and register online.

Wishing you a healthy and joy-filled 2011!

*Warmly,*

*Mitzi*

## Quick Fact: Are You Your Biggest Distraction?

Telephone calls, emails, clutter, interruptions by co-workers are common distractions for most of us. However, when I recently suggested to a client that he is his own biggest distraction, a light went off. He realized that very often, he was "interrupting" himself. For example, he should be making sales calls and decides to pay bills.

What do we do when our attention diminishes? We're not doing what we really need to do. We're going to a social media outlet, doing unnecessary web searches, picking up a piece of paper, a file folder or our Blackberry knowing that it is going to pull us away from the task at hand. What do we do when we continue to pull ourselves in the *wrong* direction?

I recently had many heated conversations with a phone service provider who was not providing phone service (no dial tone for days on end) to my ninety-three year old father and not providing any kind of "customer care," by not showing up for scheduled service calls. My focus from my work all but disappeared. I needed to consciously put aside my aggravation in order to focus. It wasn't easy but it was necessary.

### **Here are some suggestions on how to get back on track:**

- Acknowledge that you are drifting from your objectives of the day
- Stop what you are doing
- Clear your head:
  - Walk away to get a fresh start
  - Close your eyes to relax for a few minutes
- Regroup:
  - Revisit your "to do" list
  - Re-prioritize it
  - Break tasks into small, doable action items
  - Be realistic
- With conviction, return to the task at hand

As you recognize and acknowledge distractions that are not caused by anyone else but yourself, you will begin to develop strategies that work for you and will get you back on course.

## **One Final Time Thought!**

"By prevailing over all obstacles and distractions, one may unfailing arrive at his chosen goal or destination." -- Christopher Columbus

## **Just On Time!**

I am available to speak at your next conference, trade show or meeting. To learn more, contact me at: [Mitzi@TimeFinder.net](mailto:Mitzi@TimeFinder.net) or 781-444-3220

**Enjoy a short video about our new [Student Webinar](#).**

Our web store is chock-full of organizing products at our online web store.

We also have fun storage containers for your child's precious projects or school work. Click on Schoolfolio when you visit our online web store.

**[TimeFinder's Web Site](#)**