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Your greatest resource is your time.

Brain Tracy

www.magicallearning.com.au

Creating More Time

Welcome to another edition of Magical Life. I hope you are enjoying the wonderful spring weather.

This month I thought I would share some of the tips I have used to create more time in my life for the important things. Time is the one thing we can't get back and yet we often forget how precious it is.

The first thing to do if you want to create more time is to work out where you are wasting your time. Did you realise that, on average, every time you flick between emails/internet and your work you take about four minutes to get focused back on to work. Check your emails twice a day and you will save time.

Get clear on what your priorities are. If you know what they are you will find it easier to say 'no' to things that eat into your time.

Another great tip is to start each day with your top six priorities. Start work on priority number one and only start work on number two after you have finished number one.

Another area where we lose time is when we procrastinate. Write a list of all the things you procrastinate on and then either delegate them or eliminate them from your life (where possible). This will save you time as we tend to waste time when we are procrastinating.

Finally reward yourself when you have completed a task and make sure that you spend the time doing something that you love.

Time is such a precious resource, make sure you use yours wisely.

Until next edition, have a magical month 😊.

Danette

ACCREDITED PROGRAMS



Diploma of Government Contract Management

Start date: 15 October 2008
Facilitator: Danette Fenton-Menzies
14 days of delivery over 5 months

Certificate IV in Government (Financial Services)

Start date: 20 October 2008
Facilitator: Danette Fenton-Menzies
12 days of delivery over 4 months

Certificate IV in Government (Procurement)

Start date: 18 November 2008
Facilitators: Danette Fenton-Menzies and
Grahame Gerstenberg
8 days of delivery over 4 months

Accrual Accounting

Start date: 20 October
Facilitator: Danette Fenton-Menzies
8 days of delivery over 8 consecutive weeks
This intensive, hands-on program is a MUST
for anyone with financial management
responsibilities in the public sector

Start dates for 2009:

Advanced Diploma of Government Financial Management

3 February 2009

Advanced Diploma of Government Human Resources

3 February 2009

Certificate IV in Government (Financial Services)

12 February 2009

Diploma of Government (Financial Services)

18 February 2009

Diploma of Government (Human Resources)

18 February 2009

Diploma of Government (Contract Management)

18 February 2009

Certificate IV in Government (Procurement)

11 March 2009

Accrual Accounting

8 April 2009

ONE-DAY MAGICAL LEARNING EVENTS

Time Management

Date: Thursday 17 November 2008

This program is for anyone wanting to work smarter, not harder and for people who need to manage their time more effectively.

Writing Policy and Procedures

Date: Tuesday 9 December 2008

This course covers the why, what and how of writing policy and procedures.

Call Wendy at Magical Learning for more information on 6273 2221.



You cannot plough a field by turning it over in your mind.

Unknown

Learning... to live

This article isn't normally what you'd perhaps expect to find in **Magical Life**, but I think it's really important – for all of us.

Is it just me, or are our roadways more and more becoming shrines to our lost children? It seems everywhere I drive today – around Canberra and interstate – I see a new site of remembrance, sometimes a cross, small items that belonged to one who perished, always flowers and (if I took the time to stop and take a closer look) probably a poem or letter of love and loss from anguished parents and family.

Why aren't we making more noise about this escalating trend? I know it's been the subject of numerous studies, and Governments have tried to intervene, but it seems to be getting worse.

Fifteen years ago male drivers between 17 – 25 years of age were by far the highest risk category on our roads.

Today, they've been joined by their sisters and girlfriends; we now have twice as many at-risk children we should be concerned for.

I don't necessarily have the answers, but I think the question bears much deeper consideration than we perhaps give it.

Some of our insurance companies offer free *Defensive Driving* courses if you have comprehensive insurance with them; that has to be a good place to start.

Part of our learning journey in this life is to help others learn how to learn; in this case in safety, with love and respect for other lives.

What can we all do to keep them with us, happy, exploring life and sharing their own individual brand of magic with the rest of the world for decades, rather than days?

Grahame

BOOK REVIEWS

Blue Ocean Strategy by W.Chan Kim and Renee Mauborgne Harvard Business School Press

Blue Ocean Strategy is a book about how to create a new marketplace where there is little or no competition.

This can be contrasted with most companies' strategies, which is the 'red ocean strategy' – where the sharks are circling and blood is spilling. Where competition is fierce and profits are low

This book examines organisations such as Cirque de Soleil, iTunes and Cisco Systems (just to name a few) and how they have created new markets where none existed before.

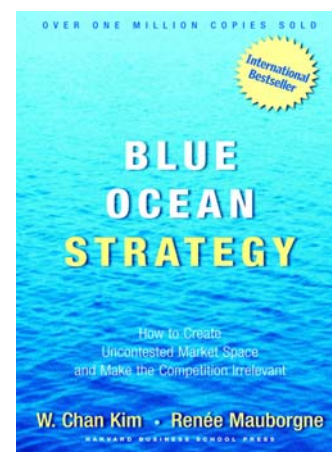
This book provides some great case studies in how organisations have created uncontested market space by thinking outside the box.

For those in the public sector there is a great story of Bill Bratton who took over as Police Commissioner in New York City in 1994 when New York City policing was at an all time low in terms of effectiveness.

With no extra funding he was able to turn it all around and create an effective police force and a safe city.

If you are interested in innovative thinking then this is a fabulous read.

This one gets four and a half stars out of five.





BUILDING EFFECTIVE TEAMS

Want to know how to create an effective team?

Magical Learning are accredited providers in Team Management Profiling (TMP).

Team Management Profiling is a profiling tool developed by Team Management Systems, who are recognized internationally as the foremost integrated work-based assessment system currently available.

The TMP profile is based on the concept that people tend to practice what they prefer and therefore perform better in those areas that match their work preference.

By understanding people's work preferences we better understand the individual and can then create effective teams where people understand how each other works.

Team Management Systems' Team Management Profile Questionnaire (TMPQ) is a 60-item assessment focused on enhancing understanding of an individual's approach to work.

For more information on TMP visit Team Management Systems website <http://www.tms.com.au/> or contact our office on 02 62732221.

It is easier to be wise for others than for ourselves.

Francois De La Rochefoucauld

BITS 'n PIECES

Cooking for Blokes

ML club member, Mike Lyons, is running a new workshop to give blokes new-found confidence in the kitchen.

Through a range of cooking styles, 'Lyonsy' will give blokes the skills to tackle almost anything in the kitchen from entrees and main courses to desserts and cakes. He will show you some 'tricks' to help cater for large groups as well as introducing you to a range of kitchen 'toys'.

You will cook and eat every night, as well as having something to take home for 'show and tell'. You will also be provided with a number of 'fool-proof' recipes to use in emergencies!

Cost \$170 for 8 week course (plus money for food – approx \$10 per week) 6.30pm - 9.00pm on the Thursday nights. Starting 23 October 2008.

For details, visit:

<http://members.ozemail.com.au/~braingym/woden/wodethur.htm>

