



Women's Resource Center NEWSLETTER

A Quarterly Newsletter

June 2005 – Volume 7:4



10 TIPS FOR GETTING IT DONE WHEN YOU NEVER HAVE ENOUGH TIME

Do you never seem to have enough time — just can't find enough hours in the day to get it all done?

You're not alone! Most professionals occasionally feel overwhelmed with the hectic lives they lead. But if you find yourself continually stressed out because you're swamped at work and snowed under at home, it's time to take stock of what's going wrong.

Typical Reasons Things Don't Get Done:

1. We don't delegate.
2. We take on too many commitments at once.
3. We're perfectionists.
4. We get distracted.
5. We can't say no.
6. We procrastinate.

Regardless of why you aren't getting things done, don't let circumstances dictate what happens to your precious time. Here are 10 proven ways to regain control of your time and get things done, both at work and at home.

10 Proven Ways to Get It Done

1. Just say no.

The word "no" is a powerful time-saver! Saying "yes" all the time doesn't guarantee career advancement or popularity. It may, in fact, get you labeled as a doormat; practice saying "no" in a friendly but matter-of-fact fashion, without over-explaining. Remember, you can always say "no" to assuming total responsibility while still offering to help in a smaller, specific way.

2. Learn to delegate.



When you delegate, you instantly increase time you have available — and you help others learn new skills. First, determine who is most capable of the task. Then thoroughly explain the job, your expectations, deadlines and how you'll monitor progress.

Put these points in writing for the person. Then ask him or her to summarize the assignment, so you'll know you've clearly communicated what's been delegated.

3. Schedule major projects.

If you have a number of major projects gathering dust because you're going to do them when you "find time," stop waiting and start scheduling. Most busy professionals never find spare time, so if you really want to get a project done, set a start date and a deadline. Then map

out the steps you'll need to do to complete the project and stick to your timetable.

4. Do first the thing you like least.

This is an excellent timesaving habit to get into. Most of us waste far too much time and energy thinking about dreaded tasks rather than actually doing them. Get the most disliked jobs out of the way first, and you'll get a great sense of accomplishment. Plus, you'll be able to enjoy the rest of the day, knowing your worst task is out of the way.

5. Avoid procrastination.

Procrastination is Enemy No. 1 if you're serious about getting things done. When you delay doing what needs to be done, you end up working "under the gun," which means the project won't get your best effort. Procrastination is a bad habit that can sabotage your career success and damage your personal relationships. If you frequently procrastinate, take a hard look at why you're choosing this negative behavior.



6. Maintain a master calendar.

Keep track of plans for the entire family on a master calendar, and be sure to include any overtime or business travel you're scheduled for. Make sure the kids alert you whenever they add something to it. The minute you arrive at work, transfer into your planner the dates and times of personal commitments such as school conferences, a child's doctor appointment or transportation needs that will occur during your work day or right after work.

7. Use lists.

Most people who manage their time effectively rely on lists as organizational tools, research shows. List every step of a project, and you won't have to redo it because you forgot a crucial step. Make a grocery list, and you won't have run to the store a second time for forgotten items. Use daily, weekly and monthly lists, rather than making a huge list you'll never finish.

8. Recognize distractions and eliminate them.

Distractions come in a zillion forms — from chatty coworkers to a TV at home that's never turned off. But all distractions keep you from the task at hand. Understand the real issue: You're allowing yourself to avoid a task by giving in to distractions. Identify major distractions and eliminate those you can. Then the next time you're tempted by a distraction, STOP and focus on your priorities.

9. Don't over-commit yourself.

Getting overcommitted is a huge time trap. If this is a frequent problem, either you haven't learned to say "No," or you aren't accurately estimating how long it will

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take you to complete certain tasks. Over-scheduling yourself and your family adds unwanted stress to your life, so always check your master calendar before you agree to do ANYTHING more.

10. Avoid perfectionism.

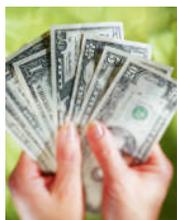


Perfectionism saps your energy and wastes your time. If you hear yourself saying, “Well, I can’t start this project now because I don’t have time to do it right,” or find yourself redoing something because “it’s not perfect,” then recognize you’re allowing your perfectionism to steal your time. Many tasks we do are non-critical, so let “good enough” be good enough and move on.

When you’re overwhelmed, stressed out and frustrated because you’ve ALWAYS got too much to do, stop and figure out why. Then devise a plan to change the situation, and take charge of your time — and your life!

Article adapted from the National Seminars Group website at <http://www3.natsem.com/index.cfm>

Personal Finance Series – Summer 2005



Sarah McNany, C.P.C.C., personal finance coach and owner of the personal financial coaching firm *Spark Your Journey*, will present “**Decide and**

Dream,” on Tuesday, June 21, 2005, at noon. Location for McNany’s seminar is the East Tennessee Room., D.P. Culp University Center.

Scheduled as part of the Personal Finance Lunch Break Series, McNany’s seminar will address the credit traps affecting today’s consumers, as well as how much impulse buying can end up costing the consumer. McNany will discuss strategies for designing a plan to aid participants in achieving a stable financial future. Goal setting, budgeting, debt management, and some of the fallacies surrounding credit card use also will be addressed.



“Body Image: Changing the Culture”

On Tuesday, July 19, 2005, “**Body Image: Changing the Culture,**” will be presented by Kim Bushore-Maki, counselor with the ETSU Counseling Center. Location for Bushore-Maki’s seminar is the East Tennessee Room, D.P. Culp University Center, at noon.

During the return run of this Women’s Health Series Lunch Break Seminar, Bushore-Maki will discuss the narrow definitions of beauty defined by the media, which many of us fall victim to, along with some concrete tools for uncovering the beautiful inner self and building a more confident, solid base from which to explore one’s unique purpose and value.

In today’s society body image dissatisfaction is so epidemic that it’s almost considered normal. Recent studies show preschoolers are already exposed to hearing that certain types of foods, especially sugar, might make them “fat.” Kids, as early as third grade, are concerned about their weight. But the most vulnerable are teens. This is the age we are most impressionable and start to develop self-confidence and self-perception. About half of female teens think they’re too fat and almost 50 percent are dieting. There is a lot of pressure to succeed and fit in. One of the ways to fit in is to have “the perfect body.”



Women’s Professional Enrichment Series – Summer 2005

Margaret Kellogg, L.C.S.W., will be back during Summer Quarter 2005 to present “**Time Management From the Inside Out,**” as part of the Women’s Professional Enrichment Lunch Break Series. Scheduled for Tuesday, August 2, 2005, location for Kellogg’s seminar is the East Tennessee Room, D.P. Culp University Center, at noon.

Trying to get it all done often is accompanied by a more-than-average amount of stress, which can negatively affect our management of time. We all know many time management strategies where the goal is to do more in less time. What about doing less in order to have more time? Sound appealing? Then join us for this lunch break seminar where Kellogg will discuss utilizing stress management strategies and other techniques to learn:



1. How to quiet and focus the mind.
2. Identify true priorities.
3. Practice the power of positive intent.
4. Overcome the top three time wasters for women.

For additional information related to Kellogg’s seminar or any of the Lunch Break Seminars scheduled during summer 2005, contact the Women’s Resource Center at 423-439-7847.



Women's Resource Center NEWSLETTER

The ETSU Women’s Resource Center Newsletter is published quarterly at East Tennessee State University, Johnson City, Tenn.
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**ETSU Women's Resource Center
Calendar of Events**

For more information on the events listed contact the *WRC* at 423-439-7847.

JUNE – AUGUST 2005

EVENTS - Main Campus

Wednesday, June 15

Book Review Group. Participants will meet to discuss *The Mermaid Chair: A Novel* by Sue Monk Kidd. New readers welcome.

LOCATION & TIME: Women's Resource Center, Panhellenic Hall, Basement Suite 2, noon.

Tuesday, June 21

"Decide and Dream" – Personal Finance Series Lunch Break Seminar. Facilitated by Sarah McNany, C.P.C.C., this seminar will address the credit traps affecting today's consumers, as well as how much impulse buying can end up costing the consumer. McNany will discuss strategies for designing a plan to aid participants in achieving a stable financial future. Goal setting, budgeting, debt management, and some of the fallacies surrounding credit card use also will be addressed. See article page 2.

LOCATION & TIME: D.P. Culp University Center, East Tennessee Room, noon.

Tuesday, July 19

"Body Image: Changing the Culture" - Women's Health Series Lunch Break Seminar. Conducted by Kim Bushore-Maki, counselor with the Counseling Center at ETSU, this lunch break seminar is designed to educate and motivate. Bushore-Maki will discuss the narrow definitions of beauty defined by the media, along with some concrete tools for uncovering the inner self and building a more confident, solid base from which to explore one's unique purpose and value. See article page 2.

LOCATION & TIME: D.P. Culp University Center, East Tennessee Room, noon.

Wednesday, July 20

Book Review Group. Participants will meet to discuss *Family History* by Dani Shapiro. New readers welcome.

LOCATION & TIME: Women's Resource Center, Panhellenic Hall, Basement Suite 2, noon.

Tuesday, August 2

"Time Management From the Inside Out" - Women's Professional Enrichment Lunch Break Seminar. Conducted by professional development coach Margaret Kellogg, L.C.S.W., this lunch break seminar will cover utilizing stress management strategies and other techniques to learn how to quiet and focus the mind, identify true priorities, practice the power of positive intent, and overcome the top three time wasters for women. See article page 2.

LOCATION & TIME: D.P. Culp University Center, East Tennessee Room, noon.

Wednesday, August 17

Book Review Group. Participants will meet to discuss *Sleep Toward Heaven: A Novel* by Amanda Tyre Ward. New readers welcome.

LOCATION & TIME: Women's Resource Center, Panhellenic Hall, Basement Suite 2, noon.

ALL THE ABOVE EVENTS ARE FREE and OPEN TO THE PUBLIC.

MORE NEWS & EVENTS



HOLIDAY CLOSINGS

ETSU will be closed and classes will not be in session
Monday, July 4, and Monday, September 5, 2005.



With the June 2005 issue of the *ETSU Women's Resource Center* newsletter, ETSU faculty and staff will begin receiving the quarterly issues as portable document files or PDF files.

Please print a copy at your convenience for a current list of scheduled programs.



**FALL SEMESTER
2005**
Classes begin Monday,
August 29, 2005.

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