

RED Hot eTips

for energized and efficient people

October 2015



FOCUS: The Power of SCHEDULES AND ROUTINES

As our days get shorter and our nights seem longer, it's time to turn ourselves inward a bit and look at where our time goes. Whether we are a believer of the "tight schedule" or the "loose - I'll think about doing that tomorrow," either way, our days become weeks and our weeks

become months and then years.

Sometimes when we begin New Years we have all sorts of visions of what we plan to accomplish for the year. Many of us get on and do exactly what we set out to do, while others of us just have those ideas as dreams and fleeting thoughts. Some of us even have the very best intentions and put our goals into actionable steps to success, but are met with roadblocks along the way that we had no control over.

My mentor and friend, Jack Canfield, co-creator of the #1 New York Times best-selling *Chicken Soup for the Soul* series and author of *The Success Principles* refers to those challenging times as getting off course. It doesn't mean we need to abandon our goals; it just means we have to get them back "on course."

Now is the perfect time of the year to look at **schedules and routines**. For those of you with children at home, you have already had to put schedules and routines back on the front burner. School and sports activities along with music lessons and clubs dictate the fall schedules in many households. The rest of us need to take note and be just as aware and clear as to where our time goes.



Scheduling time to actually do what's important in your life FIRST can be very freeing. Taking time to study our calendars and commitments can help all of us recognize that time is really a limited resource - we all get the same amount.

I show my clients how helpful it can be to "batch to the max" - putting like tasks together and knocking them out in a time block. That might be a group of phone calls or bills to pay or emails to answer. It's single-tasking, but all the tasks are of

the same kind.

Getting routines established and reinforced can create more breathing

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UPCOMING PUBLIC EVENTS:

The Organized Home

Tuesday, October 20
10:30 a.m. - 12:30 p.m.
Poway Adult School
PAS 100
Cost: \$29

Click [here](#) for more information and to register.

Paper Pile-Up: Where to Begin

Tuesday, November 10
1:00 - 3:00 p.m.
Oasis Mission Valley
Macy's 3rd Floor
Cost: \$10

Click [here](#) and enter class #345 for more information and to register.

I am scheduling my speaking presentations for 2016 at this time. If your organization, association or company is looking for a motivational speaker to inspire your audience to better productivity and improved focus at an upcoming event, please contact me at 760.803.2786 or Sue@SueCrum.com.



space in one's calendar and life as well. The more automatic and routine we can make certain tasks the faster and easier they will be to complete.

What items on your "will do" list have you been able to get automated by putting into a routine?

I'd love to hear from you and share your ideas to my readers in a future Quick eTips for energized and efficient people. If we can be **more efficient** with our tasks and routines, it will leave all of us with **more energy** to schedule what really matters!



FUN, FAMILY & FRIENDS

While it's a lot of fun to do things spontaneously with family and friends, it's just as important to **schedule** those happenings so you can ensure that they **will** happen and not be left to chance. As you look ahead to the New Year get out your best planner/calendar and block out those special dates and weeks with those who mean the most to you. Be sure and



schedule time in nature as these little fellas below have done.

For a lot of folks, birthdays and special anniversaries are a great time to connect, care, and concentrate on those whom you hold close to your heart. Often, we wait until work commitments or other tugs on our time take place, and then we try and "squeeze" family and friends into an already packed day or week and give

them what's left, our leftover time.

Why not do it in reverse? Build your best year ever for 2016 right now - in the fall of 2015 and "time block" when you want to go on vacation, when you want to see special friends, when you want to be with family members who feed your heart and soul.

Dream a little bit and put yourself in charge of your life, calendar and schedule.

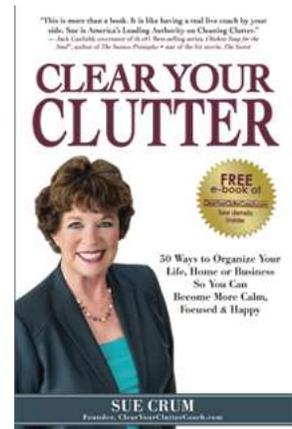
In 2016 we actually get an extra day, February 29, so we will have 8,784 hours that we can spend. Those hours will come and go like a flash for many of us. Schedule now some special time with those you love and enjoy.



Pencil them in and visualize the possibility of more connections and more fun in the New Year!

CLEAR YOUR CLUTTER:

I am so excited that my book reached #1 International Best Seller and #1 Hottest New Releases!!



Autographed copies of *Clear Your Clutter: 50 Ways to Organize Your Life, Home or Business So You Can Become More Calm, Focused & Happy* are available on my website at www.SueCrum.com.

Just \$19.99, includes tax, shipping and handling. Click [here](#) to order.

If you don't want an autographed copy, or you'd like the Kindle version, click [here](#).

FAVORITE QUOTES OF THE MONTH:

"The key is not to prioritize what's on your schedule, but to schedule your priorities."

-Stephen Covey

"One look at an email can rob you of 15 minutes of focus."

Sue Crum

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ClearYourClutterCoach.com

["Clear Your Clutter" on Amazon](#)

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**I work with busy people who want to be more successful,
make better use of time and space, and get organized for good!**

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One call on your cell phone, one tweet, one instant message can destroy your schedule, forcing you to move meetings or blow off really important things like love, and friendship.”
- Jacqueline Leo

“You don’t have to work for Google or any of the other firms encouraging staff to pursue personal projects on company time, to use slowness to unlock your creativity. Anyone can do it. Start by clearing space in your schedule for rest, daydreaming and serendipity. Take breaks away from your desk, especially why you get stuck on a problem.”
- Carl Honore

“Don’t fit the tasks into your schedule; rather schedule tasks into designated blocks of time.”
- Sue Crum