



Time Connections

August 2006



TimeMaker launches Fun, Food, Focus

I have been thinking for some time about the development of a product around two of my great loves – learning and food; or equally food and learning.

After a great deal of planning and thought, I recently distributed a flyer outlining the idea of **Fun, Food, Focus** and of course the benefits to all in the business community. Simply **Fun, Food, Focus** is about what it says – ‘a unique team building process that uses ‘hands on’ cooking as its theme and provides a new and exciting option for achieving your corporate goals’.

Most of you on the **TimeMaker** data base would have received a copy of the PDFs, but if you haven't please contact me on helen@timemaker.com.au and I will make sure that you get a copy.

Since recently distributing the information about **Fun, Food, Focus** we have been overwhelmed with the reaction and interest! We believe that businesses are always looking for new and exciting ways to build team unity, but are tired of just sitting around in rooms listening to people speak. So getting everyone involved in a relaxing, fun activity such as cooking is proving to be just the thing they're looking for!

The difference about **Fun, Food, Focus** is that all can get involved and the location can be anywhere. Why not speak to us about how this could work for you? Anyway call me on 8217 1173 or 0403 374183 to discuss further details of this new and exciting option for your business.

Helen

STOP PRESS: We are excited about our first Fun, Food, Focus event to be held in mid-August for 44 people – a formal team building exercise and a fun time cooking and enjoying a three-course meal!

If you're looking for a different Christmas function that is also a good team-building exercise, contact us!



Wood Oven cooking classes @ The Flower Garden, Nairne S.A. Photos by Barry Porter.

In this edition:

- Special discounts for corporate training
- Are your business needs here?
- Time Tips
- What TimeMaker did for me ...



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(08) 8271 9370 ~ 0403 374 183 ~ helen@timemaker.com.au

From the Director

Hello and welcome to the second issue of the **Time Connections Newsletter**. As outlined in our last edition, **Time Connections** is an exciting addition to the other communications from **TimeMaker**, and I hope that you find the newsletter inspiring and useful.



The focus on **Time Connections** – is on **saving you time, money and energy** to enable you to work on your business more productively and efficiently. This edition of **Time Connections** is again full of ideas, suggestions, new products, interesting stories from a sample of our provider suppliers, as well as another article on **What TimeMaker did for me...** (a real example of what we do and how it can assist your business – big or small).

As I often get asked, I have also included a little more information about some of the things I have been doing with **Advance Knowledge Networks**. As a 'portfolio worker' moving across a range of areas in management (knowledge management, executive coaching and strategy) I can't say that my life is boring; as it isn't and that is what makes it varied, exciting and helps keep me creative.

As **TimeMaker** is membership based, all of our valuable clients have received special offers in an individual e-mail. If you want to share in these special offers, please contact me and you too can benefit. We hope that you enjoy **Time Connections** and look forward to receiving your comments.

Advance Knowledge Networks

finding creative knowledge pathways for individuals and organisations

Dr Helen Paige is also the Director of Advance Knowledge Networks – one of her specialities. Helen has been invited to facilitate one of David Gurteen's Knowledge Cafes (K-Cafés) in London in August after being invited to be the K-Café Australian Regional Director, working out of Adelaide.

As David wanted a meeting with a uniquely Australian background, the topic will be: 'Is there an obligation for individuals and communities to entrust cultural knowledge for the future?' (The background to this topic is the passing of knowledge by language, song and ceremony as is the case with Australian Aboriginal culture.) As an added bonus, South Australia House in London will be holding a South Australian wine tasting after the Café.

Contact Helen if you would like to know more about the Knowledge Management or the K-Cafes in South Australia.

Time Tips

'There is no such thing as lack of time, only lack of focus' and 'we can all do the things we really want to do' ~ Pearce, *Getting a Grip on Time*.

On picking up the word 'focus' from the above quote, I wanted to pick up on some 'time management' characterisations, outlined by Pearce. Do you know anybody like this?

Uptight Arthur: Arthur is absolutely fanatical about *always* being on time. If others keep him waiting even for a minute he starts showing signs of an anxiety attack!

He thinks he is good at time management and he is on the organisational level, but he's very uncomfortable to be around. He can't relax or be flexible – is not good at re-prioritising when something needs urgent attention, or when a crisis comes up.

Time controls him – not the other way around. (Pearce p14-15)

TimeTip: Arthur needs to work out – what is more important to him:

- ⊕ being on time and inflexible, or
- ⊕ being on time and improving his life and management skills as well.

Sloppy Samantha: Samantha is so relaxed, and so easily distracted that she traditionally would be seen as having 'no time management'. She is hardly ever on time, forgets things because she doesn't believe in writing things down, and achieves half of what she should because she loves to chat. *Don't rely on Samantha!*

TimeTip: Samantha needs some 'self discipline', and importantly someone to 'coach' her through what this means.

Do you recognise your actions in either of the above? One of the best suggestions for addressing either of these scenarios is that, like most things, there is no quick fix. Self discipline, and a determination to improve are key elements of better time management.

*Further outlines of **Frenetic Frances** and **Lewis the List-Maker** will follow in the next **Time Connections**.*

Fun, Food, Focus!



As already outlined, **TimeMaker** is very pleased indeed to announce the introduction of this new offering.

It is important to note that the **Benefits of Fun, Food, Focus** team building process is that:

- Everyone is able to assist in preparing and eating succulent food with your colleagues
- It is fun
- It is a different way of learning AND relaxing
- Everyone can join in – there are no barriers
- It is a unique and timely product for today's corporate environment
- You can do the learning in your venue or ours!

Contact Helen at helen@timemaker.com.au to find out how we can make your learning and training experiences, not only different, but more successful.

Motivation – finding it and keeping it!

Timemaker and Wayne McDonald of Key Advantage Coaching are pleased to present: “Motivation – finding it and keeping it!”

Wayne will be presenting on Self-Motivated Success – How to get it and Keep it going? Helen will present on Conquering Time.

To register your interest in this half-day seminar or for more information, please contact Helen.

Special discounts for corporate training

We are very excited at **TimeMaker** to be able to offer a series of special Corporate Training offers.

We are currently offering:

- Time Management Training
- Organisational Development
- Change Management
- Executive and Vocational Coaching, and a range of other Training and Learning sessions too numerous to mention here.

We also can offer your business:

- Process Auditing in Your Business
- Business Health Check
- Myers Briggs Type Indicator accreditors

We also have access to motivational sessions on:

- Leadership at the Cutting Edge
- The Strategic Management of Intellectual Capital and Organisational Knowledge
- Learning and Mentoring

If you want to learn more about a range of **low cost, high impact** strategies which can be customised to suit your particular business needs, contact helen@timemaker.com.au now!

Are your business needs listed here? If so, we could help!

Our wide variety of suppliers offers a diverse range of services. Some categories of these services are featured below – and our list is steadily growing!



Business Development

Business and Management Advisers
Business and Professional Associations
Coaches and Mentors
Consultants
Education and Learning Resources
International contacts
Knowledge Management
Lawyers and Legal Advisers
Research and Development
Speakers
Training

Financial Services

Accountants and Bookkeepers
Financial Advisors

Daily Running

Administration
Domestic Services
Exporters, Importers and Distributors
HR Consultants, Labour Hire and Payroll
IT and Computer Support
Telecommunications
Transport
Tourism, Travel and Accommodation

Others

Engineering and Mining
Government Departments
Health, Beauty and Lifestyle
Medical

Promoting Your Business

Advertising
Catering, Restaurants and Cafes
Editing and Proofreading Services
Equipment Hire
Event Management
Exterior and Interior Designers
Flowers and Art
Food and Beverage
Graphic Designers
Marketing, Promotion and Media
Printers
Publishing

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What TimeMaker did for me ...

People are often surprised to find out about the range of our successes at **TimeMaker**. So in each Newsletter, we will tell you about an interesting assignment which may spark an idea of how we can help YOU!

As they say in business, there is much to be gained from personal referrals. So I was very happy when one of my first clients recommended **TimeMaker** to one of his colleagues.

This client runs a digital printing business just out of the CBD. After referral, I called to see what assistance **TimeMaker** could provide. The client said he was badly in need of a good bookkeeper. Although he had employed somebody to perform this role in his business on a casual basis, he found that he was not able to get sufficient information from them as to what his 'financial situation' was. He had heard that **TimeMaker** had found an excellent bookkeeper for his colleague, who was very happy, and he wanted assistance too.

As is the usual **TimeMaker** connection process when I hear the problem business area of a client, I usually can think of which **TimeMaker** supplier can assist. So it was here. I quickly contacted a very reliable **TimeMaker** bookkeeper to see if they were interested in this assignment. They were.

So after undertaking a Business Diagnostic meeting with the client and mentioning the bookkeeper I had in mind, the three of us were soon meeting. After introducing the parties to each other, I left the client and supplier to talk further and then followed up to check whether they felt the 'match' was suitable. It was – and now the client has happily engaged the bookkeeper who is currently updating and upgrading his bookkeeping system so that it can be transparent and workable for him.

As the client said in a testimonial '*if it wasn't for **TimeMaker**, I wouldn't have known how to go about it (fixing up his system). It is 100% effective. I didn't have to do anything, (except make a decision), everything was done for me, and it saved me heaps of time'. Vince, 2006.*

So the wins were all around:

- The Client engaged a reliable, sound bookkeeper, and as he said '*he didn't have to do anything*'
- The Supplier was happy because they received some additional work in an area close to where they lived, and at a time that suited them
- **TimeMaker** was happy because we had two satisfied customers.

LET US DO THE SAME TO ASSIST YOU AND YOUR BUSINESS!

Send us your feedback

We'd like your feedback on this newsletter. The best feedback gets a copy of Jack Welch's Book. Email helen@timemaker.com.au

What our seminars are like ... in the words of our client

Helen recently presented a Motivational Seminar to a group of seven franchisees of a well-known brand. The topic of the presentation was 'What is standing in the way of my customer getting what they want from my business?' The seminar was specifically customised to suit the needs of the group at this time and ran for about 1½ hours.

The client's feedback? '*Having established the outcomes we wanted and the theme of the presentation, you expertly delivered the topic and underlying objective of the presentation. Our group gave me strong, positive feedback from the session, which given the nature and importance of the topic, was a brilliant outcome. A job done superbly. Well done.*'

Important dates for your diary



Your Shoes Won't Keep you Warm in Your Old Age!

Retirement seems so far away and the temptation to purchase those stylish, new stilettos displayed in the window of your favourite shoe store seems harmless! Westpac in conjunction with BT will be hosting a **FREE** seminar to provide some simple strategies to help women top up their savings.

Date: Friday 8th September
Time: 12.30pm-2.30pm
Venue: Santos House, Adelaide
Contact: Debra Long, Manager, Westpac Women's Markets SA on 8330 2017

"Excite" Information Technology Expo 2006

Including a student forum, CIO forum, main exhibition, EDRMS seminar, women in IT seminar and celebration.

Date: Wednesday 13th September
Time: 10am-8.30pm in various segments
Venue: ACC Building, 27-29 Sturt St, Adelaide
Contact: Bill Cooper or Denis Wall at SolutionCity-Adelaide 0409 773 378 or 0418 847 138 or email bill.cooper@solutioncity.com.au