



# Time Connections

May 2006



## TimeMaker launches Membership Products

One of the exciting activities for **TimeMaker** over the last six months was the February launch of our Membership products.

More than 50 of TimeMaker's clients, suppliers and colleagues from a wide variety of business backgrounds attended the launch.

The feedback:

- 'It was a great night'
- 'Sincere congratulations on an excellent function last night.'
- 'Extremely well organised...'
- 'Congratulations from all of us for last night.'
- 'It is a good concept. Well presented'.

Guests enjoyed gourmet finger food (provided by a **TimeMaker Supplier**) special blooms by another Supplier **Edible Blooms\***, and fine wine, while listening to live music by a talented young musician.

Director of TimeMaker, Helen Paige provided information to guests on TimeMaker's personalised 'connection' service between client business needs and TimeMaker's data base of expert suppliers across over 40 business categories, (*please refer to page 3 for more information*) which provide time-saving benefits to business.

TimeMaker's new Membership features for Clients, Preferred Suppliers and Registered Suppliers was announced and launched and Helen outlined the Membership Benefits in each category. More details of the memberships are available from Helen by emailing [helen@timemaker.com.au](mailto:helen@timemaker.com.au). These forms will shortly be available on [www.timemaker.com.au](http://www.timemaker.com.au).



Sponsors for the evening included **Paul Besanko from Wallis Theatres** (thanks Paul for the theatre tickets!). I would also like to thank all of those who helped to make the evening such a great success – Caitlin, Elizabeth, Sophia, Allan, Robyn, Ian, Jocelyn, Russell & Millie.

Helen

### In this edition:

- **Ready, Steady, Cook! A new corporate team building exercise**
- **Member discounts for corporate training**
- **Are your business needs listed here?**
- **Time Tips**
- **What TimeMaker did for me ...**



**TimeMaker – Make the most of your Business ~ [www.timemaker.com.au](http://www.timemaker.com.au)**  
**(08) 8271 9370 ~ 0403 374 183 ~ [helen@timemaker.com.au](mailto:helen@timemaker.com.au)**

*For fast-acting relief from stress,  
try slowing down. (Lily Tomlin)*

## From the Director

Hi and welcome to the first issue of the **Time Connections Newsletter**. This is a very exciting addition to our existing communications, and I sincerely hope that you will enjoy it and future editions, and find it useful and interesting!

**Time Connections** will be produced four times a year and our aim is to make it an interesting addition to your working world.



The focus of **Time Connections** – as with all things that TimeMaker does – is to focus on **SAVING YOU TIME**, and therefore **MONEY**, so that you can work in and on your business more efficiently, freeing up time for you to do what you most want to do.

You will find that **Time Connections** is full of ideas, tips, and suggestions of how time can be successfully managed. We will also tell you how TimeMaker assisted some of its valuable clients to save time and money for their businesses.

There is also a section on **TimeMaker Training** with some exciting opportunities for owners and employees of businesses to not only have fun, but to build on their team-building and time-management skills at the same time!

We also have special offers for our valued Clients, Preferred Supplier and Registered Supplier Members, and in future there will be special promotions and other goodies in this section. Our members will also shortly be receiving their Membership Cards which they can use for discounts and other benefits.

Finally if you know of someone who you think would benefit from receiving **Time Connections** as a free newsletter, please forward this edition to them, as it will give them an idea of the news, updates and special offers available to TimeMaker Members and e-subscribers.

Enjoy your newsletter and please let us know what you think!

**Helen Paige, TimeMaker Founder and Director**  
*Time to Invest in your Business*

### Did you know?

Helen is a **Registered Employment Agent**. All the better to assist you in your business!



### Advanced Knowledge Networks

Finding creative knowledge pathways for individuals and organizations

Dr Helen Paige is also with Advanced Knowledge Networks, providing Organisational Consulting in:

- Applied Knowledge Management
- Coaching and Mentoring
- Leadership, Chairing, Facilitation and Speaking
- Entrepreneurial and Related Activities
- Ethics and Values

Contact Helen on 0403 374 183

## Time Tips

‘As it turns out, people who cut their work hours often take a smaller hit financially than they expect. That is because spending less time on the job means spending less money on the things that allow us to work: transport, parking, eating out, coffee, convenience food, childcare, laundry, retail therapy’. Carl Honore *In Praise of Slow: How a Worldwide Movement is Challenging the Cult of Speed*, 2004

An excerpt from Julie Morgenstern (America’s No 1 Organiser)

### In conquering the clock

Analyse:

- What’s Working?
- What’s Not Working?
- Why do you want to get Organised?

### Ideas for Stretching Time

- Layer activities (try to accomplish several goals at once by combining activities logically)
- Add something fun to keep you energised (no matter how busy you are, if you add something enjoyable to your schedule, your productivity will increase)
- Postpone some goals (you don’t have to accomplish all your goals at once)
- Find shortcuts (if you talk faster than you write, dictate memos and letters rather than drafting them on paper).
- Change activities (to offset boredom and perfectionism)

## Ready, Steady, Cook!

**TimeMaker** is very pleased to announce the introduction of a very special new Team Building Event '**Fun, Food, Focus**'

Cooking is a perfect **team building activity** for your organisation – big or small.

Why do Team Cooking? Well, here are just a few reasons:

- It is a great leveller – across all parts of an organisation
- It is great fun!
- It is different and interactive!
- You eat what you prepare (and drink some delicious wines)!
- You can do it in your venue or ours!
- You don't have to be an expert cook – but you can still have fun, learn team and other skills and get to eat great food!

If you want to find out more information about '**Fun, Food, Focus**' contact **TimeMaker** on [helen@timemaker.com.au](mailto:helen@timemaker.com.au)

"I was very pleased with the service focus of **TimeMaker** – they really do deliver on what they promise. When a problem arose, it was acknowledged and dealt with in a dedicated and effective manner." *Pamela Walker, Expense Reduction Analysts*

"I found that **TimeMaker** had the experience to quickly qualify the needs that I had in my business. They found someone to assist me who could fit in with my business. They made things easy for me. Using **TimeMaker** to help me make contact with a bookkeeper was the best business decision I have ever made." *Anthony Vassallo, Owner/Manager, Hombre Contemporary Fashion*

## Member discounts for corporate training

We are very excited at **TimeMaker** to be able to offer our valued **Clients and Suppliers** a series of special 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](mailto: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  
Food and Beverage  
Graphic Designers  
Marketing, Promotion and Media  
Printers  
Publishing

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## What TimeMaker did for me ...

As we at TimeMaker talk about the various work that we do with clients, people are often stunned to find out about some of the recent tasks we have handled.

So in each Newsletter, we will tell you about an interesting assignment. This may also spark an idea of how we can help YOU!

A few months ago, I had a phone call and a voice said 'Can you do some Powerpoints?' Of course I said 'yes'.

As a result I was soon contacting one of our valued Suppliers and asking them if they would be able to update a Powerpoint presentation that had been prepared for the client – but that they did not think would be suitable for presentation to a large multi-national organisation where they had been asked to do a presentation on their services prior to regaining a contract.

After undertaking a Business Diagnostic meeting with the client and personally doing the matching with a suitable supplier – the client was soon viewing an update of a revitalised Powerpoint and very happily showing other members of his staff.

The outcome was a high quality Powerpoint customised for the client (importantly working with the material he had already had produced).

We can't tell you whether the Powerpoint has clinched the deal – (as no formal decision has been made as yet!) But we do know that we had another satisfied TimeMaker customer.

So the wins were all around:

- the Client got a customised product with a minimum of fuss and we did all the arranging, matching and organising.
- the Supplier was happy because they got some work they otherwise would not have got,  
*and*
- TimeMaker was of course happy because we had two satisfied customers.

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

### Send us your feedback

We would like your feedback on this newsletter. The best feedback receives a copy of Jack Welch's Book.

Email [helen@timemaker.com.au](mailto:helen@timemaker.com.au)

To be able to fill leisure intelligently is the last product of civilization.

**Bertrand Russell**

## Knowledge 'in print' – Review

*The Welch Way (24 Lessons from the Worlds Greatest CEO) by Jeffrey A Kramer*

I came across this Handbook when I was recently browsing the shelves at Borders. Jack Welch revolutionised the way in which GE was run and his ideas continue to inspire managers at many levels.

What an 'action packed' 52 pages this is. Written and presented in a highly accessible way the 24 lessons include entries on important areas for business, big or small, such as 'leading; sparking others to perform; pouncing every day; managing less'.

I particularly liked it as anyone could pick up ideas from the Handbook and APPLY them immediately.

For your chance to **WIN** a copy of the book, provide **Time Connections** with your best hint on how you save time at work by e-mailing [helen@timemaker.com.au](mailto:helen@timemaker.com.au).

Winners to be announced next edition!

### Important dates for your diary



Australian Innovation Festival  
(<http://www.ausinnovation.org/Innovation>)

Women in Export 2006 – Adelaide – 30<sup>th</sup> May  
8.30-1.00pm

*Austrade is holding a series of seminars tailor-made to help business women who are already active internationally and interest in further growing their businesses. See Austrade website for further particulars: [www.austradeevents.com.au](http://www.austradeevents.com.au)*

PS: If you want a time tracking tool that according to the marketing 'makes you work smarter' I have just come across a website **TimePanic** on <http://www.timepanic.com>.



# Time Connections

May 2006



## ***BONUS SECTION***

### **To all Time Connections readers**

This Bonus section is usually only accessible to **TimeMaker** Clients, Preferred and Registered Members. However, to celebrate our first edition of Time Connections, we are sending it to ALL subscribers.

To find out about these and other benefits of becoming a Client, Preferred or Registered Member, please email [helen@timemaker.com.au](mailto:helen@timemaker.com.au).

#### **PRIZE #1: \*\*\*Tell us what your top 10 Business Needs will be for your business during 2006\*\*\***

and you could **WIN** (courtesy of WorkBank) two places at the **WorkBank Introduction to Small Business course**, which will be run again in July 2006. (Value approx \$1,200)

This Small Business course is offered over 10 weeks and covers issues of immense importance for all small businesses.

- **Undertaking Financial Planning**
- **Maintaining Financial Records**
- **Researching Business Opportunities**
- **Promoting your Business**
- **Establishing Business Networks**

So send your top 10 business needs to us at [helen@timemaker.com.au](mailto:helen@timemaker.com.au) or telephone 8271 1173 or 0403 374 183 by June 30.

*Slow is gradually overcoming its pejorative connotations. Where once it was associated with failure the current push is to redefine the word so that it inspires people to use their time well, to lead considered lives. (The Age, 17 August, 2004)*

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