



Time Connections

November 2006



Fun.Food.Focus ... team building that EVERYONE will enjoy!

As with all new ideas there is always a need to think, refine and 'add value' to the product. Since announcing the launch of **Fun.Food.Focus** in our last newsletter in August, we have held our first event.

It was a great day with a three-hour tailored session on team building followed by the development of the beginnings of a team Constitution. The Constitution would enable this multinational consulting company to establish the ground rules, policies and general operating principles of **how** the company's teams wished to work together.

The session opened with a welcome and *setting the scene* by the Partner, and the teams received practical learning through peer group break out sessions, team presentations and the collaborative development of the Constitution.

After a morning of 'Focus', the 'Food' segment followed with 'hands on' food preparation and cooking, using a wood-fired oven! Using their new team Constitution and team building skills, the teams prepared a Mediterranean inspired menu.

Under the guidance and experienced hand of our Chef, all teams prepared, cooked, served and of course, enjoyed the fruits of their labour: the delicious food!

The feedback was overwhelmingly positive. Here's what one participant said: *"it was informative. It was good to know how everyone was thinking at each level...Very enjoyable. The food was VERY tasty. Good team exercises."*

The level of interest and response to **Fun.Food.Focus** has been overwhelming, though not necessarily surprising! We **know** that businesses are looking for new, innovative and exciting ways to build team unity to achieve corporate goals.

Sitting down listening to "expert" speakers isn't always effective, whilst walking over coals just isn't for everyone! Together with dynamic and participative learning and fun 'hands on' cooking, we also give you the new option of an analysis of the 'team building' occurring in the 'cooking



segment' and a written report. All 'added values' for your organisation. So with **Fun.Food.Focus** everybody gets involved (whether they can cook or not!)

Be quick to book your perfect Christmas function!

Why not speak to us about how we can organise your Christmas function for you and your team? Book now – and options are available with or without corporate learning. Get in quick as times are filling up! Email helen@timemaker.com.au or call (08) 8271 9370 or 0403 374 183.

In this edition:

- We can make your life easier during Christmas
- Opportunities to do business in Japan
- Festive Christmas recipe!
- Top Ten Time Management Tips
- Are you responsible for your company's web site?



From the Director

Hello and welcome to the third issue of **Time Connections**. We hope that you find the e-newsletter interesting and useful for you and your business.

I find when talking with everyone in the corporate environment or in SMEs, everybody is busy and **time poor**.



As the Christmas party and function invites start to come in the mail, and December diaries start to fill up, we realise that the end of the year is nearly upon us and this can create a feeling of both dread and excitement. Dread because we have SO much to do and excitement because for many of us it means Christmas functions with family and friends and perhaps even holidays. But there is SO much to do before then! We can help – see the article below.

I also want to mention briefly of my trip to London and Ireland in August. Upon arriving, I went straight into action interviewing David Gurteen on ‘What is Knowledge Management’ at the Royal Society of the Arts in central London. Then David and I were off to Australia House to have lunch with Michael Quinton one of our South Australian representatives. With no rest for the wicked, I made my way to the Chelsea and Westminster Hospital to facilitate the K-cafe session, filling the evening with thought provoking discussions on the topic ‘*Is there an obligation for individuals and communities to entrust cultural knowledge for the future?*’ What a success!

If you’re interested in K-Cafe’s and David Gurteen’s work, visit: www.gurteen.com and to see the blog on the K-cafe visit: http://partnerships.typepad.com/civic/2006/08/identifying_rep.html

Until next time, **Helen**

We can make life easier before Christmas!

Here are just a few great ideas of how we can help you to make life easier or just that bit more special during Christmas:

- Our editing and proofreading service providers can polish up that last minute report that just HAS to be done before your Christmas holiday.
- Our bookkeepers and accountants can get your books in order, so you can be worry and ‘bah humbug’ free.
- Our photographers can provide your business with professional photos of your end of year corporate ‘do’.
- Book in advance for some corporate training to kick start the new year, from team building, organisation and personal development, leadership and communication.
- For a unique gift, we can connect you with a jeweller to design an exquisite piece for that special someone. Or you could engage one of our creative designers to create your own Christmas centrepiece, an edible centrepiece if you’re a sweet tooth or a bouquet for the Christmas lunch table.

Top Ten Time Management Tips

With the end of the year looming all too fast as we race to the finish line to yet another year, I thought it appropriate to present a session on Time Management. A presentation at a breakfast meeting of Adelaide’s Central Business Network Group was a lesson in Time Management itself (a case in point of how time poor we are when meetings are scheduled before the rooster crows!) In the meeting, I shared my top ten time management tips, gained through experience and through the literature. I wanted to share them with you:

1. Limit interruptions. Don’t interrupt yourself: When working on top priority tasks, turn off your phone and email.
2. Do one thing at a time. Complete more tasks instead of jumping around.
3. Plan your work. Use the military strategy of “Divide and Conquer”. Break large tasks and projects into chunks that you can manage.
4. Take 15 minutes at the end of the day to prepare for tomorrow.
5. Identify which activities give you the highest return. Ask yourself this question frequently: What is the best use of my time right now?
6. Work on important (not necessarily urgent) task in the morning. By completing these tasks early in the day, you experience greater job satisfaction and a better job.
7. Fill small time gaps with useful activities. Make a phone call, write n email...
8. Work with your personal style, not against it. Do you work best with music or with quiet? Are you at your creative best in the morning or the middle of the day?
9. Never go anywhere without a back up activity. For example, take reading material when waiting for a dentist appointment.
10. Don’t be afraid to ask for help.

*The Time Tips series (with outlines of **Frenetic Frances** and **Lewis the List-Maker**) will follow next time.*

Send us your feedback

We’d like to hear from you! Perhaps to share your own time management tips. Or maybe tells us what’s on your mind as a business owner or what you’d like to see in the next Time Connections. The best feedback receives Jack Welch’s book ‘The Welch Way – From the World’s Greatest CEO’. Just email helen@timemaker.com.au

Opportunities to do business in Japan

We have a real opportunity for you if you're interested in the potential export opportunities in Japan.

Through Timemaker, you can have access to the Japan Australia Business Council (JABC) – which is looking to enhance existing business links between South Australia and Australia's largest trading partner.

Please feel free to call Helen on 8271 1173 if you would like further details.

Festive Caramelised Strawberries

Here's a refreshing dessert recipe courtesy of our Chef at FFF, perfect for warm summer days or to serve with your Christmas lunch!

2 punnets strawberries, cut in half juice of 2 oranges
4 tbs sugar juice of 1 lemon
1 oz unsalted butter

Method:

1. Caramelize sugar in saucepan over high heat.
2. Add juice of oranges and lemon.
3. Add strawberries. Heat through.
4. Add butter just before serving.
5. A dash of brandy or liqueur can be added as well.
6. Serve with lashings of runny cream or yoghurt.

Serves 4

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, Table Blooms
Food and Beverage
Graphic Designers
Jewellery
Marketing, Promotion and Media
Printers
Publishing

THIS EDITION'S FEATURED SUPPLIER

Are you responsible for your company's web site?

Being responsible for a web site can be hard. Some people inherit the job and wonder where to start when they're told to update the web site.

Others move into the role after some technical training, like in Dreamweaver or Content Management training, but then don't know how to write great content, edit a brochure to be web-ready or know how to handle a maintenance schedule.

If that's you, who do you turn to for help in putting together the content?

One of our key **Timemaker** suppliers is offering a new content coaching service that helps you to learn about being a web maintainer and great web writer.

And the one-to-one training you'll get from the Content Coach - working on your own web site - will be far, far better than attending a one-day seminar with a large group of people, learning stuff you'll forget a week later! In your workplace, you'll get to work on your company's web site while you're learning and get the full attention of a top trainer!

You'll learn to write great content for your web site, produce eNewsletters, how to establish maintenance schedules and tap into some great ideas to turn your website into a dynamic business tool.

Our **Timemaker supplier** is an international and local lecturer in online communication and writing for the web. He is one of Adelaide's leading online editors and was responsible for the content of Adelaide's biggest web sites which receive four million hits per month.

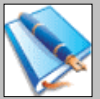
If you or your staff could benefit from intense one-to-one training, please call Helen on 8271 1173 or email helen@timemaker.com.au and we'll put you in touch!

Members only offer

In the tradition of giving, the first five members of TimeMaker to respond to this newsletter will receive a complimentary "one hour walk and talk" with Director, Helen Paige.

During this special one-on-one hour, Helen will provide you with business and time management advice for your organisation. So email us at helen@timemaker.com.au and be quick!

Important dates for your diary



Advance Knowledge Networks:

Helen will be chairing and running a Knowledge Café at a Conference on 'Encouraging a Knowledge Sharing Culture in Professional Services'. The Conference will provide an understanding of how to:

- Foster a knowledge sharing culture in your firm
- Demonstrate the value-adding abilities of Knowledge Management
- Locate expertise and efficiently capture knowledge
- Apply tools and techniques to assist in knowledge capture and dissemination
- Negotiate the cultural issues linked to KM in professional service environments.

Date: February 12-14 2007

Venue: Avillion Hotel, Sydney

KM Australia 2007, a Knowledge Discovery Collaboration

Helen will be running a Knowledge Café at this major conference.

Date: July 23-25 2007

Venue: Bayside Grand Hall, Sydney Convention Centre, Darling Harbour, Sydney

Fun.Food.Focus:

We are running a Fun.Food.Focus Christmas function for a group of accountants in early December in a beautiful Hills location. There will be some 'learning' first and then a scrumptious lunch cooked in the wood-fired oven.

Other events in 2007:

- Fun.Food.Focus – learning and sushi making.
- Learning and the Wood Fired Oven (always popular!)

Contact Helen if you'd like more details on our program!

Other functions:

Japan Australia Business Council last meeting for 2006: Tuesday 12th December.

Export Club Christmas function at the Track Restaurant: Tuesday 5th December