

September

2004 School & Work

Sun	Mon	Tue	Wed	Thurs	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

◀◀◀◀◀ tips of the month ▶▶▶▶▶

self Get moving! Wear a pedometer daily and monitor your steps. Set a goal to increase your activity.

finance Purchase a pocket size notebook and track your daily spending for one month to get an idea of where your money is going.

family Create a chore chart organizer for your children, make it fun and rewarding.

home To avoid morning chaos, teach your child to set aside school clothes and pack all belongings the night before.

work Focus on just one drawer and get your filing system in order. To make filing easier use the straight line filing system.