



Melinda's Office Works presents:

FAMILY AND WORK

in honor of National Work & Family Month

- Have your children be a part of your work, or at least know what it is you do. Let them help with some of the simpler tasks you need, like addressing newsletters or filing.
- Be sure to allow special family time -- try not schedule work around prime time that would be better spent with the family.
- Coordinate with a friend or neighbor to share child sitting time. This way you both can get projects done uninterrupted.
- Time is more precious than money. We all have 86,400 seconds to use each day and you won't get any of it back if you don't use it to your advantage.
- "The proper function of man is to live, not exist. I shall not spend my days trying to prolong them ... I shall use my time."
-- Jack London
- "For all sad words of tongue or pen, the saddest are these:
it might have been."

--John Greenleaf Whittier

Melinda's Office Works ... so can Yours!