

beat the clock My Life Organised offers its top tips to make the most of would-be-wasted moments.

1 READ Always carry reading material. Read the *Financial Times* or even your children's homework before you get home. **2 USE AUDIO** Download presentations, speeches or even books onto your iPod and listen to them. **3 BE CREATIVE** Use free time to problem-solve and brainstorm in advance. **4 USE TECHNOLOGY** Become *au fait* with the functions on your cellphone, laptop and iPod so you can use them more efficiently. **5 RELAX** Practise deep breathing when standing in queues or at robots – it will calm and revitalise you

If your fridge is empty and you're drowning under months of unfiled bills, bring in lifestyle management company, My Life Organised, to create calm from your chaos. Based in Jo'burg and Cape Town, the company will perform any task you need – from dropping your pet off at the vet to paying traffic fines. Clients can select a tailor-made or predesigned packages. Choose from the Executive, Lock Up And Go or Desperate Housewife options. *Contact 082 963 7234 in Cape Town or 084 641 1290 in Jo'burg or go to www.mylifeorganised.co.za*