



October 2009

## Clean Communication and Keen Creativity Monthly Tips

Topics: Slow Down to Speed Up Learning, Creativity Anywhere and More...

I took a little time off in September. I spent a week with my nephew and mom, celebrated my mother's 84th birthday just last weekend and finally took some time to organize my schedule.

As a business owner when I say "organize my schedule," I basically mean that I do a couple of things:

1. Determine the tasks that are the most valuable and have the most impact on my business
2. Define how much time to spend on each task, daily or weekly.

Now that I've established the right amount of time for activities like marketing, blogging and writing for my clients, this past week went pretty well. I'm working today -- a Sunday -- only because I'm starting a new business and I want plenty of uninterrupted time to focus on it.

To get everything done, I've decided to get up earlier and to simplify. If you're a writer (aspiring or otherwise), check out the *Applications and Networks to Simplify Your Writing Activities* post below. Or if something in your life feels awkward or uncomfortable, take a couple of minutes to *Discover What's Buggin' You*.

Here are recent posts at <http://blog.MichelleZavala.com>. Click "Leave a Comment" at the top of each entry to give your thoughts. Or if you'd like to share a post with others, just click on the links at the bottom of each entry. Thanks for Reading!

### [Discover What's Buggin' You with This 2-Minute Exercise](#)

Feel like something's not quite "right"? Do this 2-minute exercise to find out what's really bugging you so you can make some changes.

### [Get a Daily Dose of Creativity Online and On-The-Go](#)

Online or on-the-go, now you can get creative anywhere you like with these helpful creativity tools.

### [Applications and Networks to Simplify Your Writing Activities](#)

Some great apps to make the writing process easier.

### **[Speed Up Creative Learning by Slowing Down](#)**

When learning something new, slowing down to get it perfect means speeding up the learning process.

Wishing you a Refreshing and Productive Day,



Michelle I. Zavala, Professional Writer  
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*Dynamic Writing that Boosts Your Sales & Visibility!*

## About the Clean Communication and Keen Creativity Monthly Tips

The Clean Communication and Keen Creativity Monthly Tips eNewsletter is distributed during the first week of the month and offers communication and creativity/creative living tips. If you have a suggestion, feel free to email me at [Newsletter@MichelleZavala.com](mailto:Newsletter@MichelleZavala.com).

Visit <http://blog.MichelleZavala.com> to reach the blog directly, or you can access the blog from the "My Blog" navigation at [www.MichelleZavala.com](http://www.MichelleZavala.com).

Please forward this to colleagues or other business owners who would like to receive these monthly tips. To subscribe, click on the "Join my mailing list" link below or visit [www.MichelleZavala.com](http://www.MichelleZavala.com).

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