



» work smart

Small tweaks in the office can help you become more efficient.

SHAVE PRECIOUS OFF YOUR WORK WITH THESE SIM TIME-SAVING T

» TOSS THE T

When you have a d you, time seems to quickly, says Jeff D expert on work-life author of *Breathing the clock and wo own pace. You'll more in less time monitor yourself*

» LUNCH OUT

Eating at your de make you more p says Nicolas Soerg *Happy about an E* the contrary, taking boosts efficiency. "Y more refreshed and back to your desk, immediately refocus things done," he say

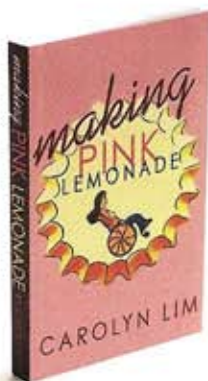
» ASK HOW LONG WILL TAKE

According to a US experience an aver seven interruptions "Every time you're ask how long the p suggests Julie Mor business productiv and speaker based "Holding people to the time they a them be more eff

One book that... touches and inspires

"When life hands you lemons, make lemonade." Carolyn Lim pays homage to this adage in her debut novel *Making Pink Lemonade* (\$18.20), where she writes about life after being struck by lightning while windsurfing. She takes us through her darkest moments as she picks up the pieces with the support of her parents and husband. An honest narrative about love and conviction.

*** PRESENT THIS PAGE TO ENJOY 20 PER CENT OFF THIS BOOK AT TIMES BOOKSTORES.**



furry friendship

Share your love of animals by joining a like-minded community. Websites like Dogster, Catster and Petster allow you to create personal pages for your pet, upload pictures and befriend other pets (and their owners). For some action, join in the

activities organised by local animal welfare organisations like Action for Singapore Dogs and Noah's Ark Companion Animal Rescue & Education Society. These include fund-raising events such as dog runs, movie screenings and doggie tea parties, as well as other public education projects. Visit asdsingapore.com and noahsarkcares.com for more information.

