

# editor's page

## The Enemy Is Us

A frequent complaint of Extension staff members is we don't have time to do the things we'd like to. We never seem to have enough time to plan innovative programs, initiate changes in our present activities, or do more things with our families. We talk about managing our time better, but only a few of us ever change the way we use our time.

In the Pogo comic strip, Albert Alligator made a profound statement about us as time managers when he said, "I have met the enemy and he is us." We may say that the problem is our work load or the expectations others have of us, but the truth is . . . *we're the problem*. We all have the same amount of time and we do, in spite of everything we say, have control over how we use our time.

### *THE ENEMY IS US!!*

In preparing for this issue, I read the *Time Trap* by R. Alec Mackenzie, and was inspired to try some of his ideas—after all, if I were going to edit an issue on time management, I should practice some of the ideas. Frankly, I was amazed with the results. The system of handling my mail only once, my new "things-to-do" sheet, and the way I organized my space and time for creative work has made a difference. And I realized new satisfaction from my work. It can for you.

This issue was designed to help you with your time management. We can't do it for you, but we think we've provided you with some help. First we asked Lloyd Westbrook and Charles Lifer, who have worked with 3,500 people in 16 states and several national meetings, to write the feature article on the principles of time management.

To help you see how other Extension staff members have used time management principles, we asked a number of their students to write short "success stories." We hope these articles will encourage you to try their ideas or others to improve your time management. Obviously there are more such stories, because Westbrook and Lifer have done an excellent job of teaching, but these are the ones we learned about.

Also, Marjory Mortvedt has reviewed the literature and a wide variety of teaching materials related to time management. She has identified things that would be helpful for your own self-study or for a training session. You'll note we've renamed this section of the *Journal*. It's the new format for the old Book Reviews and Abstracts sections. We'll publish about three of these new sections each year.

Lastly, we have a special addition for this issue. Because all of us need a visual reminder now and then, we've designed a centerfold poster for you to remove and put up in your office as a reminder that: "It's Your Time—Use It."

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