

availability

making my own schedule and priorities secondary to the wishes of those I serve

lend a helping hand

Availability n. 1: The state of being present and ready for use; at hand **2:** that state in which a thing can be reached or obtained **3:** being qualified and willing to be of service or assistance.

Availability is adding strength or worth to another. It is the quality of one who stands ready to contribute his or her own strength or worth to someone else. Availability is the ability to juggle one's own priorities and schedule in order to take on another's without dropping his own. But unlike juggling balls, availability is more than a difficult trick; it is the quality that weaves individuals into a social unit.

Availability is not always a matter of duty. It is a voluntary spirit. It is recognizing that, while I may have a right to do my project, I am willing to set it aside to support the priorities of those I wish to serve.

Naturally, one who is eager to help others could eventually overload himself. Thus eager volunteerism should be governed by cautiousness - "knowing how important right timing is in accomplishing right actions." The time and effort spent to lend a hand can be personally enriching and certainly helpful to others - perhaps more than you will ever know.

"Be unselfish. That is the first and final commandment for those who would be happy in their usefulness."

-Charles Eliot

"The best way to find yourself is to lose yourself in the service of others."

-Mahatma Gandhi

spend time together



Many families are so busy that individuals lose track of what the other family members are doing. Rather than supporting one another, they become individuals living separate lives, though coincidentally living in the same home.

One of the benefits of having at least one family meal together every day is the opportunity to communicate about daily activities to learn how you can support each other.

In your home, maintain and protect the valuable tradition of a family mealtime.

availability

vs. self-centeredness

Availability is:

- putting others ahead of myself
- finding a way to help, not a way to hide
- being ready when I'm called
- being glad for the chance to serve
- checking with the right person before making commitments

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from the executive director

While setting goals for the new year don't forget to schedule time to make yourself available for others. Schedules are tools for a dynamic process of planning your time commitments. Include buffers in your planning that will enhance your availability. Keep chunks of uncommitted time somewhere in your discretionary schedule.

In your goal setting, make sure you pick a couple of character qualities

E-mail or call our office for the new character quality schedule if you are interested in a sponsorship.

Logos on the front of the word of the month posters are available for \$1,000. Now smaller businesses can participate by having logos on the back of the poster for \$200.00 each. We distribute 39,000 posters the first Tuesday of each month in the Topeka Capital Journal, as well

to work on for the new year. We all have areas in our lives that need improvement. Have a messy desk? - work on orderliness. Always late to meetings or commitments? - work on punctuality. Put your goals where you can see them daily such as on your mirror or night stand. We wish you a wonderful and prosperous new year!

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as posting them in all classrooms in Topeka Public Schools, Auburn-Washburn and Seaman school districts.

Logos on Billboards are available for \$750.00 for a vinyl billboard with a general character message that will be posted for 6 months in Topeka.

Thanks to all our previous sponsors. We depend on your support!

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Good character is the key to success!