IBM MID-RANGE COMPUTER USERS GROUP
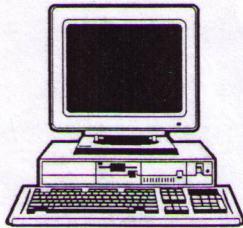
MARCH

Our March meeting will be held **at 11:00 a.m. Wednesday, March 8th, 1995** at the **MURRAY CITY OFFICES, 5025 South State.**

Our speaker will be Robin Van Wagenen. Her topic will be FSIOP.

FSIOP (File Serving IOP) is the first announced co-processor running another operating system on the AS/400. We'll talk about directions for client server and co-processors. We'll discuss how you can use this as a tool to integrate both your AS/400 and your LAN/PC environment.

FUTURE PLANNING

Association of Contingency Planners, Utah Chapter, meets on the second Thursday of each month, at 9:30 a.m., at IHC.

Midrange Programmers Association meets on the third Wednesday of each month, at 4:00 p.m., at I-O Corporation, 2256 S 3600 W.

HELP

FEBRUARY

Our February meeting was held at 11:00 am. on Wednesday, the 6th. Our speaker was Todd Musig from Franklin Quest.

Todd reminded us that we are, or should be, in control of our time and the key to control is planning.

Time is a continuum in which events follow one after another. So, time management is really event management.

Planning is the key. Commit 10 - 15 minutes each day to formally plan your day. Make a list of the things you need to do or would like to do. Assign each item a value: A = vital, it must be done; B = important, it should be done; C = optional. Within each value, rank each task in importance by assigning a numeric value. Now, get to work on your task list.

Look at the year, month, week and day. Layout known events like birthdays and special events. Use only one calendar to manage your time.

Take time to identify the things that matter most to you. Then set aside time each day to work on them.

Also, take time to coordinate with others who regularly interact with your life, your wife, secretary, etc.