



20 September 2021

Hello ,

This email landed in your inbox because you signed up at [PSG Studio](#) or a friend forwarded it to you. I hope you enjoy it, but if you'd like to leave, simply [unsubscribe](#).

For over twenty years I've used technology, documentation, and planning to help solve business needs. I want to share this knowledge with you. In this newsletter edition, you will find one quick tip, I'll explore an interesting article, share links to websites that caught my eye, and recent blog posts in case you missed seeing them.

## One thing

In any year, it's challenging to balance work, personal needs, elder care, and what at times feels like an endless month of Jewish holidays. This second year of a pandemic-changed world makes it feel more so.

When I was younger, I'd push through, working to the very last moment and staying up late after the holiday ended. I'd schedule everything for ASAP. Now I'm smarter. I've pushed deadlines to October, even a few I hadn't planned on needing to extend.

Younger-me wouldn't do this. The stigma of taking all that time off (7.5 workdays) felt overbearing. My solution was to work more to resolve that guilt.

The truth is, I never did my best work during this month. Often, I had to redo things because of careless errors as I rushed to complete tasks.

By providing myself mental space this month to focus on what I deem is important has been, well life changing. I've been able to attend to high priority requests timely and have made significant progress on other work (more than I expected). Most importantly, I've been able to enjoy the holidays with my whole-self present (and not trying to nap).

**Find one task this week to pause. Use that time for reflection. How can you adjust expectations to improve your work?**

I'm not sure how this will translate into the work I have scheduled for October. Hopefully the lesson of taking time to pause will remain. Passover doesn't begin

until mid-April.

## Links

Taking breaks allows your brain to rest and avoid mental fatigue! While I think it's best to step away from the computer, here are a few links that caught my eye.

- [Is it a Jewish Holiday Today?](#) / Sunset tonight marks the start of Sukkot. Here's how to figure out if I'll be delayed in responding. (website - [isitajewishholidaytoday.com](http://isitajewishholidaytoday.com))
- [On the Link Between Great Thinking and Obsessive Walking](#) / I solve many problems on long walks and trail runs. (article - [lithub.com](http://lithub.com))

## From the Notebook Archive

I publish a new blog post every other Friday (with this newsletter the following Tuesday). Here are the most [recent posts](#):

### **Book Review: Four Thousand Weeks**

What is the secret to time management for mortals? Patience and control. If you've felt the modern cult of busy (and perfect) productivity needs a kick, yet also crave practical advice to help keep your head above water, Four Thousand Weeks delivers.

[Read more](#)

2021-09-16

### **Creating and Maintaining a Disaster Preparedness Plan, Prevent Phishing**

Disasters exist in different forms — historic flooding, theft of business data, or a family medical emergency. One common factor about all these situations is that your stress levels will be elevated, impacting your ability to focus and be attuned to close details. It's in these moments of stress that phishing attacks become most successful.

[Read more](#)

2021-09-02

### **Keeping up with Small Changes**

Discussion often focuses on big overwhelming changes. However, small changes to the tools we use can cause challenges too. When they are unexpected, they can make it difficult to complete an otherwise easy task. Even one can cause an avalanche that results in longer-term issues.

How we deal with the small change depends on many different factors. However, first we need to know about it!

[Read more](#)

2021-08-19

## images 101: formats & file sizes

Digital images are easy to create thanks to a smart phone in nearly every pocket. However, they're not straightforward to add to a website. Many different factors combine to complicate this and make a site's images fuzzy or slow to load. To understand this, we need to understand a little about different formats and how they affect your images.

[Read more](#)

2021-08-05

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Thank you for reading. I hope you found this newsletter useful. If you think someone else would find it helpful, please consider [forwarding](#) it. If this is your first time reading the newsletter, welcome. You can read [previous issues and subscribe here](#).

Finally, if you need to venture outside, please do so safely.

It's flu shot time! Have you scheduled yours?

Sign up to be vaccinated (for covid-19) as soon as you're able -- and get both doses if applicable. Continue be mindful and follow local guidance about wearing a mask (cover your nose), social distancing, and wash your hands.

/penny

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