

## SUE'S NEWS

# WE ORGANIZE IT!

## 'The Cure for the Common Clutter!'



May 2005

### Paper Problems no More

Does your desk look like a wrestling match between bank statements, bills, invoices, and receipts?

You're not alone!

Papers pour in like a flood and create tsunamis in our heads while pelting our brains with 'Things to Do'.

No small wonder so many of us are plagued with stress, anxiety and long, sleepless nights!

There's a better way to take charge and stop letting your days just happen to you!

- At the office, try a Tickler system for time-sensitive issues like client deadlines, meetings, and business events. *Discipline* yourself to use it and watch your efficiency soar! Avoid time wasters by time-slotting your ac-

tivities, i.e. 9-9:15am, email; 9:15-10am, phone calls; 10-12pm, paperwork, etc. Your time is valuable, respect it and others will, too!

- At home, try using pretty baskets with 'To Pay', 'To Call', 'Coupons', 'Events', etc. as headings for incoming papers. Open mail with calendar and trash can close at hand. Toss junk mail! Write due dates for bills in the calendar, then put the bills in 'To Pay' basket. Bills, kids' permission slips, social events, even your coupons will be instantly organized and ready to go. How great is that!



- Avoid haphazard days by time-slotting for playtime, lunchtime, TV time, naptime, quiet time, etc. (As a 15 year stay-at-home mom of 4, this really works!) Stay the course religiously, and when you have to veer off, it's easy to get back on. Your time is precious little. Use it wisely!
- *Write it down.* Giving loose information a home prevents tsunamis from forming in your head, helping you get a peaceful night's sleep.

Send me *your* organizing ideas and I will print them!

Until next time, Happy Organizing!



### DID YOU KNOW?

- *In a poll taken by Harris Interactive, 23% of adults incur late fees because of lost bills.*
- *According to USA Today, the average office makes 19 copies of the same document.*
- *About 80% of the clutter in your home or office is a result of disorganization, not lack of space.*

## I Love Spring!

Springtime is the perfect time to organize your space...

Temperatures are low and spirits are high! So.....

Throughout May, take \$25 off any *one* 3 hr. session!

Don't Wait! Call Today! 520-591-9331 or email [weorganizeit@cox.net](mailto:weorganizeit@cox.net).

'The Cure for the Common Clutter!'