



Organize This!

Winter 2001 Newsletter

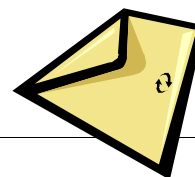
Web: www.Org-This.com
518-435-9948



GET READY FOR THE HOLIDAYS

Use Project Management concepts to tackle your holiday tasks:

- Take out your schedule and plan backwards from the big day to the present
- Create a master "to do" list
- Assign a targeted completion date to each task
- Prioritize "to do" list
- Assemble all the supplies you need before you tackle the task, whether its cleaning, baking, wrapping, etc.
- Hold yourself accountable to your schedule
- Build in extra time in case you encounter problems, don't wait until the last minute
- Combine errands to save time
- Ask for help when you need it
- Hire help when doing the task yourself is too difficult
- Stay focused on your goals to get things done on time
- Use The Organize This! Family Center to organize all your holiday obligations.



EVERYBODY LOVES GIFT CERTIFICATES

Avoid returns and disappointed friends & family members.

To save time shopping, order gift certificates for restaurants, movies, video stores, malls on line or visit a "kiosk" at the Mall.

Another idea...GIVE THE GIFT OF PEACE OF MIND.

Organize This! gift certificates for organizing services, workshops or products take the panic out of the holidays.

OR...give gift certificates for archival quality photo album or scrapbooking supplies.

Don't forget Organize This! Gift Certificates for special people.

2002 Knowledge Network Workshop Schedule



Project Management Get it Done Right – On Time & Within Budget

Wens, Feb. 13

Organize Your Home Mon, Jan. 21 or Thurs, March 7

Creating A Story With Your Photos Mon, Jan. 28 or Thurs, March 28

To Register, call the **KNOWLEDGE NETWORK** at 438-5669, ask for a catalog of courses.

Home & Family

SOLVE THE PAPER PROBLEM BEFORE THE NEW YEAR

A story recently aired on **Channel 13's** family segment promoting the use of 3 ring binders to organize your family, papers and unsightly spots where the kids drop their school stuff.

The **Organize This! Family Center** takes that concept a step further. The **Family Center** was created out of my work with families. Often the family had a place (usually the kitchen)

where they dropped all their school papers, appointment reminders, invitations, "to do" lists, errand reminders, things that needed to be responded to and other miscellaneous paper.

The **Family Center** is a date-based system that works along with your wall calendar to keep everything in order and to keep you from missing important dates and deadlines.

Check my website for testimonials from happy customers. The system really works and it's reasonably priced.

Give the gift of organization. Give **The Organize This! Family Center**.

Call for a free information brochure or check **www.Org-This.com**.

VOW TO PUT AN END TO PAYING LATE FEES

Our system pays for itself within 1 month in most instances.

To save time, avoid stacks of paper on your countertops and to remember to pay bills before late fees accrue — deal with your bills (and all mail) as they arrive.

Tips:

Open mail over the waste basket.

Discard all junk mail immediately.

Shred any credit offers or other unsolicited documents containing your personal information.

Use a highlighter to emphasize

the due dates on all bills.

Drop each bill in **The Organize This! Prompter System** to prompt yourself to pay the bill on time to avoid late fees.

Call for a free information brochure or check **www.Org-This.com**.

SIMPLIFY FOR THE HOLIDAYS

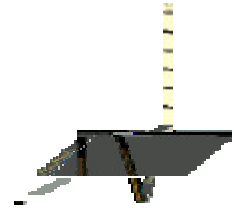
If you're afraid of what will happen when a visitor to your home opens the wrong door, its time to make the tough decisions to get rid of some "stuff". Ask yourself these questions:

- When did I last use, look at or wear this?
- Do I really need/want this?

- What is the likelihood I will use this again?
- Can I make \$ from this or could someone else use it?
- What is the worst that could happen if I get rid of it?
- What is the attachment I have to this particular item?

- If I keep this, where is the most logical place to find it again?

Use journaling to work through the answers and ultimately let go of the things that are cluttering your home and your thought processes.



MANAGE CONFLICTING PRIORITIES EFFICIENTLY

Practice Project Management Principles to accomplish your goals on time, within budget and to the highest standards.

There are 5 steps to managing any project:

- Initiation – your original idea and vision for the finished product
- Planning – conducting all the research that will lead you to a successful outcome

- Kickoff or implementation – putting your plan to work
- Monitoring – overseeing and performing the tasks involved in accomplishing your goal
- Wrap Up – looking back at what worked, what didn't and what you'll do next time

Create a timeline to complete your project on schedule.

Develop a budget to avoid unnecessary spending and monitor ex-

penses.

Create a clear vision of success so you will know when you achieve it.

Call the **Knowledge Network** at 518-438-5669 to sign up for my February 2002 class or call **Organize This!** to schedule a class for you & your staff.

Check my website for a full course description:

www.Org-This.com

MANAGE YOUR TIME TO ACHIEVE YOUR BUSINESS GOALS

There are basically 3 ways in which we spend our time at work or in our businesses:

- ⇒ Doing routine tasks such as opening mail, filing or sorting.
- ⇒ Doing the “meat” of our work such as analyzing client files, meeting with clients or customers, following up on customer inquiries, order-

ing inventory, etc.

- ⇒ Developing & growing our businesses through increasing our client base, reaching out to untapped groups, planning for the future of our business, making changes that provide for growth, etc.

If the future success of your business depends on growth, you should be spending the majority

of your work time on these activities. Analyze your time over a 2 week period to see where your time is going — you may be shocked to find you are wasting valuable business hours on routine tasks.

Organize This! has a proven track record of helping businesses manage their time to insure future growth.

MANAGE WORKERS & BUSINESS OPERATIONS EASILY

The **KEY** to making your business easy to manage is “**Systems**”.

Systems are the processes you have to run your business, make decisions, handle customer/client contact, deal with problems & complaints, insure effective follow up.

The Systems you create should

be simple enough so that the least experienced person in your business can follow them without direct contact with you.

Retailers noted for their excellent customer service follow this edict.

Many business owners are plagued 24/7 to give direction to employees and make simple deci-

sions that could be handled by others routinely.

Give yourself a break...

Organize This! can help with procedure manuals, systems & employee training to make your life easier & your business run smoothly.



Organize This!
69 Woodside Drive
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WE'RE ON THE WEB
WWW.ORG-THIS.COM

Host an In-Home Class and Earn Free Gifts.
Call Organize This! at 435-9948 for details.

Topics:

Organize Your Home
Organize Your Home Office
Project Management for the Home Manager

Create a Story with Your Precious Photos
Journaling for Photo Albums
Organize Your Photos & Create Albums

Business Training Topics:

Organize Your Work & Office
Project Management

Organizing for the Business Professional
Managing Your Business & Employees

Organize This! Services

Hands on Organizing
Coaching
Office Operations & Work Flow Organizing
Training – Standard & Custom Designed
Photo Organizing
Photo Album Creation
Management Consulting
Business Operations Consulting

Organize This! Products

The Organize This! Family Center
The Organize This! Monthly/Daily Prompter
The Organize This! Monthly/Weekly Prompter
For Business or Home use
“Get the Life You Want – A Workbook”

**Archival Quality Photo Preservation & Album
Supplies – Call for a Free Catalog.**

Pass this newsletter
on to a friend
when you're done
reading.

Free Publications:

“Organizing Tips”
“Journaling Tips to Make Your Travel More Meaningful”
“The Care & Preservation of Antique Photos”

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Diane L. Campion, President

Member, Bethlehem Chamber of Commerce, Bethlehem Business
Women, Cornell University Alumni Assoc., National Association of
Professional Organizers.