

ORGANIZ ER

The Newsletter for Organizing your Office, Home, and Life

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Organiz-ER

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Tips

The **to-do list** will keep you knowing what is to be done next without having to remember it.

It is ok to include on your to-do list projects that need to be done in the long term (such as 5 years from now).

Remember: You do not need to get EVERYTHING done in one day. Being organized takes

Stay on Task

Make a plan and put the plan in place.

We create a project plan with you so you can see your project through from start to finish.

Project Management

OrganizER can teach you how to manage projects, with the A-Z filing system.

We will manage projects for you so you do not have to get stressed about all of the things you have to do.

Planning involves seeing ahead and determining what activities will need to be done to complete a project, goal, report, etc. By taking the time to plan, you start putting how you spend time into perspective.

People often have a large project but do not have a plan for it. The project is so large it becomes overwhelming and they



start feeling the need for "time management."

The first thing is to break it down into smaller tasks.

As you invest more time on planning the things that are personally valuable to you and not the urgent fire-fighting activities, you will find that you spend far less time picking up the broken pieces or reacting to the urgent demands of others.

Contact **Organiz-ER** to learn more about Project Management and we can help you get Organized.

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Visit the website for new and exciting Ideas and more TIPS!

<http://www.organiz-er.com>

From Martha Stewart

The Martha Stewart Magazine:

"Organizing your house and ridding it of clutter can reduce your housework load by 40% according to the Soap and Detergent Association"

Ask Martha:

If your computer is slower or has less memory than you want does not mean it is worthless. Think about those who might still find it useful: Local schools, training institutions, or non-profit organizations are a few places to start.

When eating, think simple

Actually, when eating, think.

Thinking when eating begins with knowing your body and what things are good and bad for it.

Do not just throw some-

thing in your mouth because it is there.

Think about your stomach and energy level.

Are you really hungry? Or are you eating that donut because someone brought it in and you do not do not want to say

no thank you?

Think about what you are eating.

After all, you are what you eat!



Don't wait. The time will never be just right.

- Napoleon Hill (American author, 1883-1970)

We produce this newsletter monthly with useful tips and facts for you to utilize. If you no longer wish to be on the mail list for this newsletter, please send us an e-mail at admin@organiz-er.com