

# ORGANIZ ER

NEWSLETTER

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## Task Tips

- ✓ Group like tasks together.
- ✓ Determine if some tasks are unnecessary.
- ✓ Create a task to "file" all papers you will no longer need.
- ✓ Create one entry for all tasks that are not urgent and break them out into smaller tasks when you have time.

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](mailto:admin@organiz-er.com)

Greetings.

With fall comes change. And there are many new and exciting changes with Organizer. I am finding that many people needed help with the backlog of paperwork and tasks that have accumulated over the years. Organizer will help complete them so we can better implement the new organizing system.

Another exciting change is that I have contracted with Northern Essex Community College to teach my SIMPLE Time Un-Management Class. The class won't be held until spring. More to come.

Susan Walko



LIVE  
SIMPLY  
SO OTHERS  
CAN SIMPLY  
LIVE

### ASK SUSAN

**Question:** How do I know where to file a paper?

**Answer:** First ask yourself, if an action needs to be taken on it. If yes, file in your task drawer. If no, file in your reference files. See flow chart for more details.

## ZONE ORGANIZING

The trade secret of organizing is knowing how to sort. The first step in that process is determining what zones you need. Think about the zones in your life and what you truly need to complete the tasks in that zone. See below for some sample zones and the location that you do them.

Eating	Kitchen/Dining Room
Sleeping	Bedroom
Exercising	Outdoors
Cleansing	Bathroom
Dressing	Bedroom/Closet
Storing	Attic/Basement
Processing Paperwork	Office
Relaxing	Den/Living Room

# Paperwork Flow Chart

