



NEWSLETTER - March 2007

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Do It Yourself = Know Thyself

We've all seen those television programs where two rooms in a house get a complete makeover in two days. If only we all had 20 people working behind the scenes to make it happen quickly and efficiently!

Not everyone has a team of minions to blitz the office. Where do we start to get organized?

The secret to doing it yourself is to *know yourself*.

When we know what works for us and what does not, we can easily change the broken patterns. In our busy days, we do not take time to evaluate our own office for efficiency. We continue the patterns we have learned from our family, friends, and the great American marketing machine of the office supply stores. Before it's mentioned, we've all said and heard every excuse in the book about knowing where everything is in the office, even in the "sprawl" filing system. Our purpose here is to spend more time on income producing activities and less on digging through the piles where we "know" that document is.

Here are some pointed questions to get started identifying gaps in efficiency:

- If there are two or three specific things that frustrate me about my office, what are they?
- If I could have my office look and feel a specific way, what does that look and feel like?
- Do I need to see things in order to remember to do them?
- Does everything have a defined home? Is my furniture in a place that makes it easy for me to put things away?
- If I must have 5 things immediately close to me, what are they?

Spend two 30-minute sessions getting to know what works and what does not. After which, you will have information to move things around or buy what you need to improve the situation, without wasting money and knowing it will work for you!

(If you're having trouble with getting it done, you can always call your friendly neighborhood professional organizers at Room To Breathe!)

Junk mail and shredders



Every week we receive an abundance of junk mail. In business and at home, what can be done about it?

Hint Number 1) Be preventative. Visit the following links to see about removing your name and address from different lists.

- www.consumer.gov
- www.donotcall.gov
- <http://www.dmaconsumers.org/offmailinglist.html>

Hint Number 2) Make it easy. If you haven't done it already, put a garbage/recycling bin near the location you open your mail. Recycle junk before it even hits a table.

Hint Number 3) Protect yourself. Let's talk about security and shredders. At a recent presentation to a local chamber of commerce, a US Secret Service Agent shared that financial fraud and identity theft is one of the biggest paying crimes in the world and one of the most difficult to prosecute. Just imagine what would happen if you walked into your bank and not only was all your money gone, but someone started pretending to be you and no one believed your identity? Anything that has your name on it potentially needs to be shredded.

Shred any junk mail that has your name on it, especially credit card offers. One of the larger office supply stores has come out with a counter top shredder that will shred the whole envelope in one pass. Crosscut shredders are relatively affordable and can be found at local chain stores, like Target.

The old adage, "An ounce of prevention is worth a pound of cure," is never more true than today. Taking a little bit of time each day to eliminate junk mail and shred private information will save you time and pain in the long run.



You can call me Jessica, Auntie Jessica.....

For those of you who I haven't told personally yet, my younger sister, Becky, and her husband Gil, are soon to be proud parents. And when I say soon, I mean in the next week! Becky, an 8th grade teacher, and Gil, a mechanical engineer, are well prepared organizationally for the event and have been for a pretty long time now. What can I say, it runs in the family!

We don't know what "flavor" the baby is yet. Becky and Gil decided that they wanted to find out when it's born. The whole family is excited at the prospect and supportive in all they need.

In the next couple of weeks, you may hear an outgoing voicemail message announcing the birth and advising you that I'll be spending several days with them as our new family member comes into the world. I will be checking email and voice mail messages periodically while away. If you have an emergency, please indicate that in your email or message so I can prioritize my responses.

Thanks for celebrating this special addition to their and my life!