

## Newsletter 10

### Taking good care of yourself



Welcome to the 10<sup>th</sup> newsletter of [Clean Desk Professional Organising!](#)

#### **FOREWORD -- START ORGANISING NOW!**

Next week it is National Organising Week. Organised by the [APDO-UK](#) with the slogan: start organising NOW!

*(From the APDO website)*

National Organising Week is the perfect time to reconsider how you use your space, your time and your belongings if you:

- Feel overwhelmed by too much stuff
- Struggle to store or dispose of things
- Want a more organised home or workspace
- Panic about rising piles of paperwork
- Need help managing your time



*You will never  
'find' time for  
anything. If you  
want time you just  
make it.*

*(Charles Bruxton)*

Our vision for National Organising Week is to inspire change for anyone who needs it – to make life simpler, create a calmer home, manage time better, and to find professional help and support if required.

I will be at the Mill at St Joseph's in Balerno next week to talk with you about organising in general and in specific about you if you like.

*(more details at the end of this newsletter)*

#### **TIP -- TAKING GOOD CARE OF YOURSELF**

Taking good care of yourself is not always easy. Often there are so many things to do, so many questions to answer, so many people to listen to....

But to be able to do all those things, to answer all those questions and to listen to all those people you need to take care of yourself. Because if you don't, in the end you won't be able to do anything. Then you will often say yes, but don't do it all because you have too many things to do. Or you end up doing nothing at all. Taking good care of yourself starts with saying no (a subject you will read more about in my newsletters!). Or, actually, with knowing what you already have on your plate. And then find out what you want to keep on doing or what you want to delegate (of possible) or decide not to do at all.

No easy decisions, but necessary! If you have decided what you will keep on doing, roughly estimate how much time that will cost per day or per week. Take in account that you probable need some more time because of ad hoc things which will always happen.

After that: plan some time for yourself, to recharge your own battery.

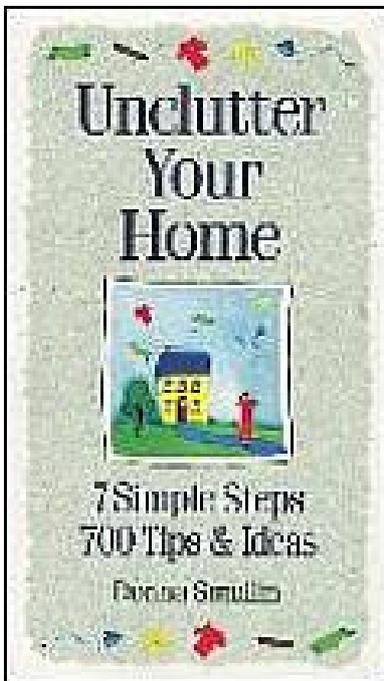
And finally: if someone asks you to do something or you come up with something, ask for or take a moment to think about it. You can either do it (and skip something else, another task or time with yourself) or not. The most important thing is that you think about it. So you learn to stop saying yes to everything you are asked. You will also be able to say no with a reason (if only for yourself). This will save you a lot of time, energy and stress.

*Next week: tips to recharge (befor all the Christmas stress starts....). Do you have a tip to share? Please let me know.*

## BOOK -- UNCLUTTER YOUR HOME

We all have them in our circle: people whose home is always a mess. For all these incorrigible messy people, this book, full of simple and practical tips to eliminate clutter, is very helpful.

Who wants to escape from the chaos of his or her existence, Donna Smallins seven steps work very well:



1. Assess your situation (dare to face the truth).
2. Plan your success (pep yourself and your roommates).
3. Make your load lighter (away with that mess).
4. Organise your environment (everything has its place).
5. Refurbish messy spots (tune your home and your belongings on the life you want to lead).
6. Use systems to keep life simple (work smarter, not harder).
7. Ban clutter from your life forever (finally time to do the things that you like to do).

Beginning today and persevere. And be patient: it's worth it!

More about Donna Smallin on [www.unclutter.com](http://www.unclutter.com).

You can buy 'Unclutter your home' for £ 6.55 or less at [www.amazon.co.uk](http://www.amazon.co.uk).

## NATIONAL ORGANISING WEEK -- THE MILL AT ST JOSEPH'S, BALERNO – 1&7 NOV – 10-12AM

In the week of 1-7 November it is [National Organising Week](#). The vision of the professional organisers of the UK for National Organising Week is to inspire change for anyone who needs it – to make life simpler, create a calmer home, manage time better, and to find professional help and support if required.

I will be at the Mill at St Joseph's in Balerno to talk with you about organising with a free cuppa and cake. You can ask me all the questions you want.

Do the quiz 'Does clutter control you?', from the book mentioned above, find out about time eaters and take home tips.

Monday 1<sup>st</sup> November: 10-12 am

Thursday 7<sup>th</sup> November: 10-12am

*If you can't make it next week, please send your questions to [wendy@cleandesk.co.uk](mailto:wendy@cleandesk.co.uk).*



*As a professional organiser I can organise your things, documents and time with or for you, being your own personal professional organiser.*

*Do you want to receive this newsletter every month? Send an email at [wendy@cleandesk.nl](mailto:wendy@cleandesk.nl).*

*Do you like sending this news letter to others? I appreciate that!*

*Kind regards, Wendy*

© Clean Desk Professional Organising, 2014