

Newsletter 12

A relaxed 2015



Professional Organising

Welcome to the 12th newsletter of Clean Desk Professional Organising!

FOREWORD -- RELAX!



And then, almost suddenly it seems, it is 31st December! The last day of never returning 2014. For me it was the year to restart my business here in Scotland. To look for possibilities to support people with organising their things, paper and time. I am making progress, but a bit more would be great. My network is growing more and more people know what I do.

My word for this year is RELAX. Organise your time (meaning organising your things, papers and tasks) to give yourself time to relax. To do what you like most. If you need any help, just a pile of paper or a whole room full of things, please let me know.

*Every gift which is given,
even though it is small,
is in reality great,
if it is given
with affection.*

(Pindar)

TIP -- TIME MANAGEMENT

Time management literally means managing your time. It usually refers to the most effective and efficient planning, structuring and use of your time. The premise is that your time is precious and scarce.

A condition for time management is the willingness to make choices regarding your use of time. Choosing is necessary. You cannot always do everything or three things at once. To be able to choose it is useful to know what you want to do. Where your heart is.

Choosing is being able to say no (I will tell more about saying no next time). For starters a list of thoughts to think about when you are about to do something:

- Do **I** need to do this now and for the full 100%?
- Do I need to do **this** now and for the full 100%?
- Do I need to do this **now** and for the full 100%?
- Do I need to do this now and for the **full 100%**?
- Do I **need or want** to do this now and for the full 100%?



The differences seem to be small, but it really makes a difference if you do something because you need to do it or if you want to do it. And there probably are things you can delegate or don't do at all. Things need be useful. This can mean that you do something for someone else, but that is also useful. You are helping someone else, that gives a good feeling. But don't help to much! You can't do it all.

Subject of the next newsletter: saying no without feeling guilty.

TRAINING -- INTRODUCTION TO TIME MANAGEMENT AT BALERNO HIGH SCHOOL

Who doesn't want to have more time to relax? With an organised life you can. In this introduction you will learn the basics of good organisation and how to create more time to relax.

Standard price: £52.00 - Half price: £26.00 (see <https://www.joininedinburgh.org/activity/5165/> for conditions)

All sessions are all in 2015 on Thursdays from 07:00pm - 09:00pm.

Dates: 22nd and 29th Jan, 5th and 12th and 26th Feb, 5th and 12th and 19th Mar

More information and route: <https://www.joininedinburgh.org/activity/5165/>.

BOOK -- TIME MANAGEMENT FROM THE INSIDE OUT

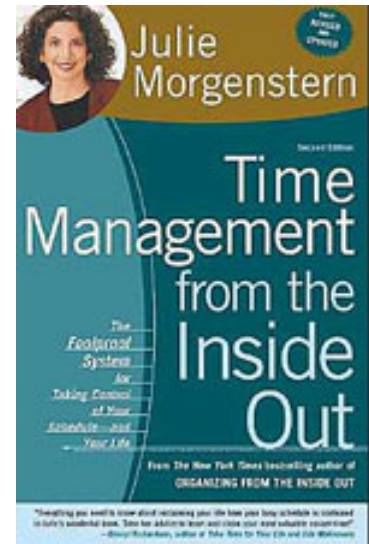
We find no greater challenge in our personal and business lives, but to organize our time and to manage. Julie Morgenstern explains in "Time Management from the inside out" how we can overcome this time challenge once and for all. Her breakthrough from the inside out approach helps you discover psychological strengths and weaknesses and to create a time management system that fits your individual needs.

Julie Morgenstern shows you how:

- you can develop personal preferences and styles
- you can find out how long tasks really take
- tasks you can do way, you delegate and streamline
- To stop your procrastination, once and for all
- your technology you can work
- you can keep track of your schedule and still remain flexible
- you can deal with unexpected events

Time management is a skill that anyone can learn. Take control of your calendar, put your goals in a row and connect your business with it, and live the life of your dreams.

This book is published by Owl Books (NY) and for sale at around www.amazon.co.uk.



SUPPORT -- CHRISTMAS DE-DECORATING

It is almost time to take the Christmas tree down and put all the baubles away. To think about what to do with the Christmas cards. If you need any support, please let me know.

Make sure you store everything in a way it is easy to use it again next year.

Special after-Christmas offer: £5 per hour off!



Conditions: one-hour intake is free, sessions last at least 3 hours, normal rate is £ 30 per hour, now £ 25, offer ends 14th January 2015.

USEFUL WEBSITE -- CHRISTMAS DECORATION STORAGE

<http://www.aplaceforeverything.co.uk/home-storage/christmas-decoration-storage>

<http://www.ebay.co.uk/bhp/christmas-decoration-storage>

<http://www.amazon.co.uk/christmas-ornament-storage>

<http://www.24studio.co.uk/decorations-storage-box>

<http://www.plasticboxshop.co.uk/bauble-and-christmas-tree-storage>

<http://www.containerstore.com/shop/movingShippingStorage/holidayStorage>

(for more: search for Christmas Decoration Storage)

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.

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

Kind regards, Wendy

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