

Newsletter 14

If needed, withdrawing appointments



Welcome to the 14th newsletter of Clean Desk Professional Organising!

FOREWORD -- NEW WEBSITE AND GUEST LECTURES ABOUT ORGANISING YOUR LIFE

I finally am changing my website! I was postponing it, but then I asked someone to help me with a small detail and now I have to change everything, because the old website is gone... Well the text isn't, but the lay-out. In the coming week I will restore the website and fill it with information again.

In the past weeks I have been giving two guest lectures in the Netherlands for college students. The subject was quite general: organising your life! It was fun to do I hope me and other organisers in the Netherlands will be able to give more and more lectures for students. Or training there teachers to do so. Organising your life is very important for students. So they will be able to finish their college properly and to make sure they will be successful in their future jobs.

*You can achieve
everything,
but not all
at the same time.*

(Oprah Winfrey)

TIP -- IF NEEDED, WITHDRAWING APPOINTMENTS

We make appointments and commitments all day long. With a lot of people. From very small commitments like "yes, I will take care of the bread today' up till organising a wedding or project at work and all kinds in between.

To make sure you can keep all the commitments, the first thing to do is to make sure you can even make the appointment. If you can keep the promise. This means checking you diary or at least give yourself some time to think about all the other commitments you have made.



You can't do everything for everyone, so you have to make choices:

- can I do what they ask (ask for specifics like what, when, how) or could someone else do a better job?
- do I have the time to do what they ask in time?
- is this person and/or this task important enough for me to do it?
- how about my other commitments, which one has priority for me?
- how about time for myself?

Priorities are not the same every week or month. Having an important project at work can take away time from family. With a wedding or illness in the family, they come first. Make sure the balance makes you feel good.

Because priorities change and unexpected things can happen, you might have to tell some people you can't keep your promise. People will like to get an explanation of your withdrawal. This is not always necessary, not everyone has to know your reasons. Be honest with yourself though! Often you can just say that other for you important things have come in between. Try to help find a solution for the task you were supposed to do.

If you notice you are often withdrawing commitments, try not to too many. Tell the other person you will think about it and that you will come back to him/her with an answer shortly. Think it through and prioritise well. Tell the other person that you are not able to accomplish the task accordingly, but you can help find another solution.

USEFUL WEBSITE -- WWW.WOMANSDAY.COM

On this website you will find an A-to-Z guide to getting organised!

BOOK -- ROOM TO PLAY: A CHILDREN'S BOOK ABOUT DECLUTTERING

Join Brother and Sis on their journey of turning a very messy situation into Room to Play!

This book was written for preschool and elementary aged children. It presents both a REASON and a METHOD for decluttering their room.

It is playfully illustrated by two sisters (still kids themselves) in a sort of "Diary of a Wimpy Kid" style. The writing is fun, and it helps kids learn about the process of sorting and decluttering. Our hope is that it will help parents teach these things to their kids and make it enjoyable.

Included in the ebook is a link for free printables that coincide with the book. Feel free to use them in your home, to get the most out of the experience.

The printables include:

Room to Play - Matching Game

Room to Play - Word Scramble

Room to Play - Crossword Puzzle

Room to Play - 3 Labels for Sorting

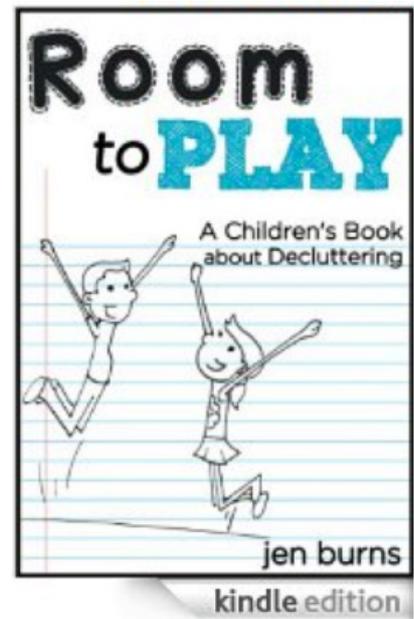
Room to Play - Word Search

"I read this book to my son Asa who is 4 years old he loved it!!! Asked me to read it again. He especially loved the last page when it talked about the kids dreaming of no cleaning. As I was reading it to him he was very engaged in the book, he thought the pictures were funny and especially loved the mom dancing a jig. It has been a couple days since we read the book and he still remembers what it said and has been cleaning up a lot more than he ever did before. I would say that's a win!!! Thank you Jen for using your talent and writing a phenomenal book :)"

Angielange (Amazon Reviewer)

Some of the topics covered in this book are: messes, clutter, sorting, finding a home for everything, decluttering, giving to a charity, storing items, peace, and room to play.

You can purchase the book at [Amazon](#).



SUPPORT -- INTRODUCTION ORGANISING YOUR (DIGITAL) DOCUMENTS AND THINGS

If you want to know more about what I can do for you and how I work, please let me know. This month I offer the following introductions for a small price:

- A. Tell me what you would like to organise the most, we organise together and I give you some tips to proceed by yourself. = £ 17.50*
- B. You invite me over for a cuppa with you and your friends (maximum of 8 in total) and I will answer all your questions about organising. = £ 16.00*

**Conditions: time = 1 hour organising + 15 min introduction, normal rate is £ 30 per hour, offer ends 30th April 2015.*

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 to wendy@cleandesk.co.uk.

Do you like sending this newsletter to someone else? I much appreciate that!

Kind regards, Wendy

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