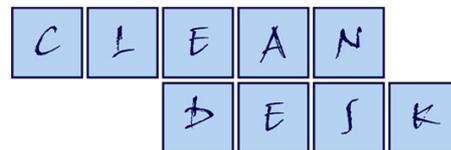


Newsletter 15

If needed, postponing things in the right way



Professional Organising

Welcome to the 15th newsletter of Clean Desk Professional Organising!

FOREWORD -- SPRING OR STILL WINTER??

It is a bit confusing with the weather these days. Last week we even didn't need a coat and this week the heater is on again and I am using my winter coat again!! The weather influences my planning. We have quite a big garden, very nice to work in and listen to a book while weeding. But I don't like working in the garden in rain, so I don't go out now and have to be flexible with my schedule: doing things a bit earlier than I had planned, so I will have time available for the garden when the weather is better.

Hopefully a lot of sunny days are waiting for us. I want to enjoy them, so I have to be somewhat stricter with my planning than in the winter, so I can sit in the sun when-ever I like. With a study book or working on a webinar, or just with a book for fun.

How does the weather influence your planning? Or doesn't it?

*Think in the morning.
Act in the afternoon.
Eat in the evening.
Sleep at night.*

(William Blake)

TIP -- IF NEEDED, POSTPONING THINGS IN THE RIGHT WAY

We are very good in postponing things, especially things we don't like to do.... we call that procrastination. A lot of books have been written about procrastination and postponing things, one is shown at the 2nd page of this newsletter, more will follow.

Like all things regarding time management, postponing is all about priorities. What is important for you? What do you really want to do? There are always things to do we don't like. But think about it: when this task or the outcome of it is very important to you? Why don't you make time and just do what you have to do (or delegate it so someone else)?



Or when it is not that important to you, why not just take the task of your list and forget about it (unless important for someone else, in that case help him/her take care of it).

This sounds very simple, but to be fair, it is not that simple. It mostly is a matter of attention and there are so many things that require our attention. You need to have be disciplined and keep a list (with priorities) and a planning. In later newsletters we will come to speak about procrastination in more detail. For now I want to ask you to practise your attention and think about all the tasks you come across in the following weeks, new ones and old ones: which ones are important to you? If they are important, plan the task and do it. And off course things can get in the way, you become sick, a relative dies, the sun calls, you have to do

overtime.... All good reasons, but make sure you don't forget to do things. You marked them as important, so treat them that way. Keep a record of the things you did and with how much delay. And if you keep postponing things, be honest and tell yourself why! Analyse the reasons, change your behaviour and decrease your postponing!

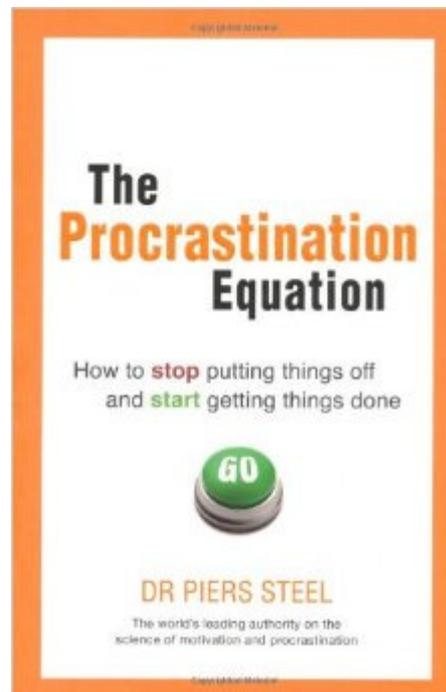
**BOOK -- THE PROCRASTINATION EQUATION:
HOW TO STOP PUTTING THINGS OFF AND START GETTING STUFF DONE**

Piers Steel, Ph.D., is one of the world's foremost researchers and speakers on the science of motivation and procrastination. Procrastination – or at least lack of motivation – is endemic. A massive 95% of us admit to procrastinating. For 20% of us the problem is chronic and it affects our health and wealth, success and happiness. And the problem is getting worse – rates have quadrupled since the 1970s.

We all recognise it, we all want to understand it – and to have a breakthrough moment that helps us be more productive, less guilty – and ultimately happier.

Scientifically rigorous, hugely entertaining, compelling and readable, this book will solve your problems of procrastination and get you motivated to live the life you want. Based on 10 years of award winning scientific research and written by the foremost scientist in the field, this book contains new techniques for dealing with the problem. There are still scientifically proven techniques for controlling and improving motivation that have not yet been tapped and translated into accessible terms – this is the book that does it for the first time.

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



USEFUL WEBSITE -- [WWW.MINDTOOLS.COM](http://www.mindtools.com)

A website with mindtools this time. One of the subjects is to overcome procrastination (http://www.mindtools.com/pages/article/newHTE_96.htm#).

I haven't tried it myself, there is too much to learn. But if you do, I would appreciate it if you could tell me more about it.

SUPPORT -- ORGANISING YOUR (DIGITAL) DOCUMENTS FOR SELF-EMPLOYED

Are you self-employed? Do you have all your (digital) documents in order? No? If you need a hand in organising and/or keeping your (digital) documents in order, please contact me.

- A. Intake (max 1 hour): free of charge
- B. Organising your (digital) documents: £ 15.00 per hour (10% if more than 10 hours)
- C. Keeping your (digital) documents organised: £ 12.50 per hour on a regular basis

*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*

© Clean Desk Professional Organising, 2015