

Newsletter 16

Recognising, acknowledging and changing non-effective behaviour



Welcome to the 16th newsletter of Clean Desk Professional Organising!

FOREWORD -- ALLMOST SUMMER

And still not really summer.... I will travel to the Netherlands in June, expecting 30°C! A big difference from here in Scotland! Nevertheless, summer holiday is nearing. When my next newsletter will be put on the website, the holiday has already started so I added some summer things in this item..

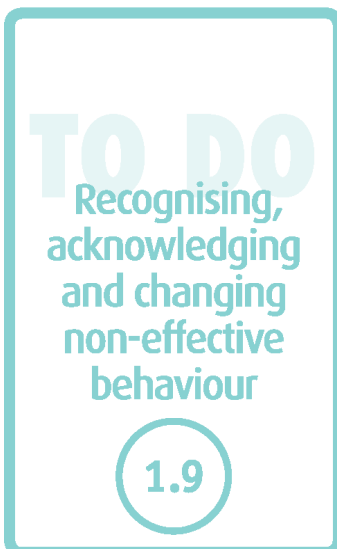
What are your plans for this summer? Did it take you long to decide where to go? Some people like to go on holiday, but don't like to pack for it, they are afraid to forget things. Other people don't care and just take the 'bare necessities'. For the packers who need some help: a holidaylist tip in this newsletter.

In order to seek one's own direction, one must simplify the mechanics of ordinary, everyday life.

(Plato)

TIP -- RECOGNISING, ACKNOWLEDGING AND CHANGING NON-EFFECTIVE BEHAVIOUR

All of us have some non-effective behaviour. To be able to change non-effective behaviour we first have to **recognise** it. But we are not always aware of our non-effective behaviour. Until others point it out to us or we see others behave in a different, more effective way. Then we can recognise that we have less effective ways to do things. The next step is to **acknowledge** that, which is not always easy. You have been acting this way probably already for a (very) long time. And now it seems there is a more effective way... It can take some time to acknowledge that you are not behaving in an effective way.



When we have acknowledged the non-effective behaviour we can decide whether we want to **change** it or not. Sometimes you are forced to change your behaviour because of company pressure or because you are facing a burn-out. It is always up to you to make that decision.

To change your behaviour or your work environment. But think about it twice: will your way of behaviour work good in another company or is it very likely that the next company will ask the same change?
For example: organising your documents like all others do in your company saves everyone, including you, a lot of time. That is the same in every company.

To change your behaviour at home so you will have more time for yourself.

For example: don't say yes all the time is a big change, but not doing groceries every day, let your children help you, make a grocery list (so you don't have to go to the supermarket again because you forgot something) are smaller steps to begin with.



If you need help with organising or time management? Email me: wendy@cleandesk.co.uk.

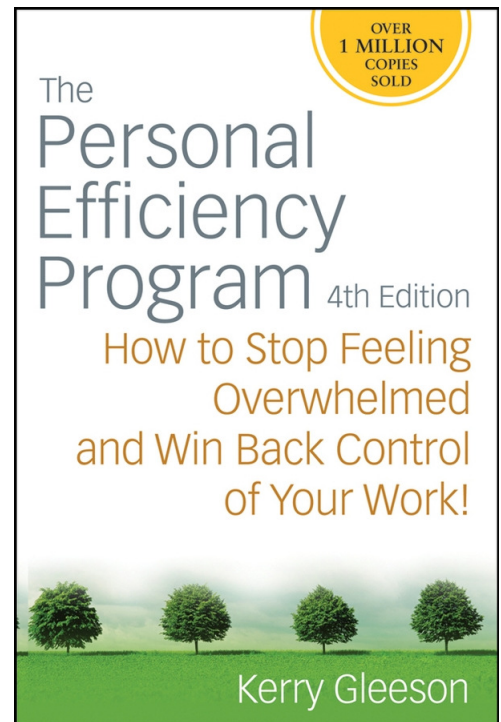
BOOK -- THE PERSONAL EFFICIENCY PROGRAM:

HOW TO STOP FEELING OVERWHELMED AND WIN BACK CONTROL OF YOUR WORK

A practical guide to getting organized, beating procrastination, and working more efficiently

The Fourth Edition of *The Personal Efficiency Program* continues the book's long tradition of helping overwhelmed professionals get their work lives organized to become more effective and efficient. Readers will learn how to stop procrastinating, stop feeling overwhelmed, and start feeling good about their work lives. This new edition contains new chapters on e-mail and meetings, as well as new content on portable communications and how best to utilize tools like cell phones and Blackberries. As always, this edition features Kerry Gleeson's proven, effective program for helping anyone get organized and become far more productive.

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



HOLIDAY LIST 2015

BEFORE YOU GO

<input type="checkbox"/>	Arrange airport parking
<input type="checkbox"/>	Arrange car hire
<input type="checkbox"/>	Book camping spot / hotel
<input type="checkbox"/>	Book flights
<input type="checkbox"/>	Book hotel
<input type="checkbox"/>	Check holiday insurance
<input type="checkbox"/>	Check passport is valid
<input type="checkbox"/>	Vaccinations
<input type="checkbox"/>	Visa applications

PERSONAL ESSENTIALS

<input type="checkbox"/>	Camera/film + charger
<input type="checkbox"/>	Contact lenses + kit
<input type="checkbox"/>	Glasses + case
<input type="checkbox"/>	Hearing Aid
<input type="checkbox"/>	Laptop + charger
<input type="checkbox"/>	Medication
<input type="checkbox"/>	Mobile phone + charger
<input type="checkbox"/>	Personal dietary requirements
<input type="checkbox"/>	Reading glasses
<input type="checkbox"/>	Tablet + charger
<input type="checkbox"/>	Watch

ESSENTIALS

<input type="checkbox"/>	Airport parking ticket
<input type="checkbox"/>	Car breakdown policy
<input type="checkbox"/>	Contact numbers
<input type="checkbox"/>	Credit cards
<input type="checkbox"/>	Currency
<input type="checkbox"/>	Directions
<input type="checkbox"/>	Driving licence
<input type="checkbox"/>	EHIC card
<input type="checkbox"/>	Flight tickets
<input type="checkbox"/>	Holiday Address
<input type="checkbox"/>	Holiday home keys
<input type="checkbox"/>	Holiday Insurance documentation
<input type="checkbox"/>	Itinerary
<input type="checkbox"/>	Other ID
<input type="checkbox"/>	Other tickets
<input type="checkbox"/>	Passport
<input type="checkbox"/>	Personal house/car keys
<input type="checkbox"/>	Photocopies of insurance
<input type="checkbox"/>	Photocopies of passport
<input type="checkbox"/>	Sports licences/documentation
<input type="checkbox"/>	Travellers Cheques
<input type="checkbox"/>	Visas

USEFUL WEBSITE -- THEHOLIDAYLET.COM/CHECKLIST

It is handy to make a summer holiday list in excel, you can order the list in any way you want and add/delete what is applicable for a specific holiday. You can make a list for every year (with a basic list for every holiday like clothes and toiletries) and or a list for different sorts of holidays like a short weekend, a long holiday, flying, by car, with children, without children etc.

This website is one of many with made up lists. Make it your own as you won't need all the items on it for your specific holiday!

SUPPORT -- MAKING YOUR HOLIDAY LIST

Need a hand with making your holiday list? In one hour we will make **your** list for £ 15.00.

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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