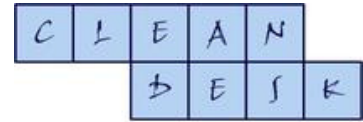


Newsletter 2

Be pro-active!



Professional Organizing

Welcome to the 2nd newsletter of Clean Desk Professional Organizing!

VOORWOORDJE -- NETWORKING

Maybe you have seen it on my Facebook page (<https://www.facebook.com/CleanDeskProfessionalOrganizing>) already: this month I joined the Association for Professional Declutters and Professional Organisers (www.apdo-uk.co.uk). In the Netherlands I owed a lot to the Dutch association of professional organisers (www.nbpo.nl). I wonder what the APDO-UK will bring me.

I also contacted my closest colleagues in here in Edinburgh. Some have already replied; maybe we can have a peer group or come together on a regular base to network and learn things (from each other).

Setting up new business takes a lot of actions. Every day I start prioritizing those actions. My head can think of a lot at the same time, but doing all the actions at once is, unfortunately, not possible. I have to choose, I have to be pro-active, to form my own life.

*Dreams only
become reality
by action,
not by endless
planning to
take action.*

(D. Schwartz)

TIP -- BE PRO-ACTIVE!

A lot has been written about being pro-active, about taking your life in your own hands. Being pro-active is very important, but not always easy. There are so many things asking for our attention. We get overwhelmed by information, tasks and actions. Some of them we created ourselves, but others are put on our plate by others. And we can't resist saying 'yes', although we don't always have time to do it. Saying 'yes' to much results in having less and less time for your most important things.

So what to do?

Take time to think about the most important things in your life and which actions contribute to make those things flourish. You will not be able to spend as time as you wish every day or every week on all the important subject. And that is not necessary. As long as you keep them all in mind and don't let them slip away for too long. One week your job is very important; try to make time in the weekend for your family and friends. Another week may be all about your family because of illness of your children or a bereavement close by. Other things become less important at such occasions. Act accordingly and pick up important job things and other actions as soon as you are able to.

Some important things:

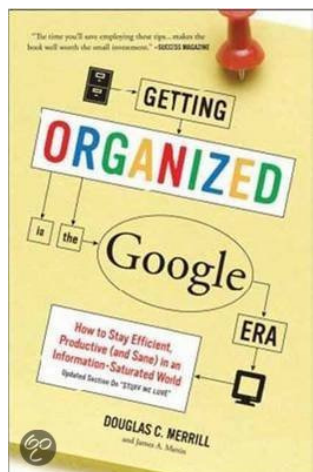
- Family
- Health (body, mind)
- Church
- Development (knowledge, spiritual)
- Friends
- Work
- Community
-

Try to find a balance that makes you happy.

My tips are taken from the game I created with [Miranda Langedijk](http://www.succesmanagementspel.nl) (Dutch coach). The game is called the Success Management Game (Dutch information on www.succesmanagementspel.nl). The game will strengthen your personal and (team)effectivity, time management and communication. It helps you to find out your personal (and team) qualities and development points and write a personal and or team development plan.

The game is not yet available in English (if you know a producer who might be interested...).

BOOK -- GETTING ORGANIZED IN THE GOOGLE ERA



Whether it's a faulty memory, a tendency to multitask, or difficulty managing our time, every one of us has limitations conspiring to keep us from being organized. But, as organizational guru and former Google CIO Douglas C. Merrill points out, it isn't our fault. Our brains simply aren't designed to deal with the pressures and competing demands on our attention in today's fast-paced, information-saturated, digital world. What's more, he says, many of the ways in which our society is structured are outdated, imposing additional chaos that makes us feel stressed, scattered, and disorganized.

But it doesn't have to be this way. Luckily, we have a myriad of amazing new digital tools and technologies at our fingertips to help us manage the strains on our brains and on our lives; the trick is knowing when and how to use them. This is why Merrill, who helped spearhead Google's effort to "organize the world's information," offers a wealth of tips and strategies for how to use these new tools to become more organized, efficient, and successful than ever.

But if you're looking for traditional, rigid, one-size-fits-all strategies for organization, this isn't the book for you. Instead, Merrill draws on his intimate knowledge of how the brain works to help us develop fresh, innovative, and flexible systems of organization tailored to our individual goals, constraints, and lifestyles.

From how to harness the amazing power of search, to how to get the most out of cloud computing, to techniques for filtering through the enormous avalanche of information that assaults us at every turn, to tips for minimizing distractions and better integrating work and life, **Getting Organized in the Google Era** is chock-full of practical, invaluable, and often counterintuitive advice for anyone who wants to be more organized and productive—and less stressed—in our 21st-century world.

Getting organized in the Google era is written by Douglas C. Merrill and James A. Martin. The book is published by Random House Inc and for sale at www.amazon.co.uk. The price is £ 9.73 (or cheaper when you buy a used version or a Kindle version).

(I haven't read all the books in my newsletters and not all books are liked by everyone. See for yourself if a book suits you.)

TRIAL -- ORGANISING AT HOME

If you want to get to know me and my skills, I can tell you what professional organising is and what it can mean for you. The price for a 2-hour session is £ 40. You can invite other people as well, up to 8*. Time and place is up to you. I am available in the morning (Mondays – Thursdays) or evening (Mondays and Thursdays).

* 1-4 people: £ 40 in total, 5-8 people: £ 10 each

*My purpose as a professional organiser is to help people create more space, time so they can be more at ease.
I do this by supporting them to structure their documents, things and time.
Do you want to receive this news letter 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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