

Newsletter 3

Knowing what you want



Welcome to the 3rd newsletter of Clean Desk Professional Organizing!

FOREWORD -- PROFESSIONAL ORGANIZERS AT THE HIGH SCHOOL IN THE NETHERLANDS

Professional Organizing at the High School? Teaching students to plan and learn how to organise their belongings, documents and finances and keep them organised? Future? Yes, but in the Netherlands a group of people is working hard to realise this plan. Members of the NBPO (Dutch Association of Professional Organisers) made a qualification file. A great opportunity to get more people acquainted with professional organising.

It is also a great opportunity for professional organisers to contribute to the education in the form of writing books, creating games and/or teaching. While living in Scotland, teaching in the Netherlands is no option for me, but writing a book works well. Along with Linda Groen, [De Opruimspecialist](#), and [Wijnand Prins](#) I wrote the Dutch book 'Professional Organizing - Your life in order' (published by Boom Legal Publishers). If you have any questions about the book or my possibilities to teach teenagers and adults in professional organising, please contact me at wendy@cleandesk.nl.

*"That's when you're
at your best,
when you're focused and
you're serious and
passionate about what
you do, but at the same
time you can relax and
have fun and be
confident."*

(Derek Fisher)

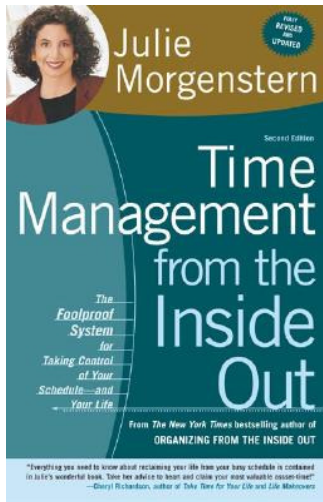
TIP -- KNOWING WHAT YOU WANT

If you want to live your life, with enough time to relax and do the things you love, you need to know what you want to do. This is called time management. Time management literally means managing your time: the most effective and efficient way of planning, structuring and making use of your time. The starting point 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 required. Because you cannot always do everything you want to or do three things at the same time. To be able to make good choices, you have to know what you want.

So how do you start? How do you know what you need to manage your time effectively and efficiently? Julie Morgenstern, Professional Organiser in the USA and author of several books, compares a full agenda with an overflowing closet. If you look at it, you already get tired. Packed, not ordered and therefore confusing. More clothes than closet space, more activities than time.

To manage your time effectively and efficiently you have to start with an inventory: cleaning up your stuff, (digital) documents, records, e - mail etc. You also have to clean up your activities, your tasks and your desires. This can be time consuming, but through this inventory you will be making space and learning what you really want and what you do not want to do (anymore). You will also find out what or who you need to be able to do what you want to do. During the inventory, you collect all the necessities for a plan for effective and efficient time management. Requirements for a life full of possibilities.

BOEK -- TIMEMANAGEMENT FROM THE INSIDE OUT



Applying the groundbreaking from-the-inside-out approach that made *Organizing from the Inside Out* a New York Times bestseller, Julie Morgenstern set a new standard for the time-management category. Her system has helped countless readers uncover their psychological stumbling blocks and strengths, and develop a time-management system that suits their individual needs.

By applying her proven three-step program-Analyze, Strategize, Attack-and following her effective guidelines, readers will find more time for work, family, self-improvement, or whatever is most important to them. Time management is a learnable skill, and in this completely revised edition, Morgenstern provides the ultimate tools to combine, delegate, and eliminate unnecessary tasks; put technology to work; and stop procrastinating once and for all.

This revised edition delivers:

- » a new chapter about the WADE formula for getting started
- » new time maps for people with irregular schedules
- » new four-, eight-, and twelve-week program guides for improving time-management skills
- » a fully updated resource guide

You can buy '*Time Management from the Inside Out*' at [Amazon](#).

3-SESSION BASIC PROJECT -- PROFESSIONAL ORGANISING AT HOME

If you are interested in what professional organizing can mean to you, make an appointment for a free consultation. I offer a 3-session basis project of 9 hours of professional organizing.

- Session 1: start: getting to know each other, finding out the details of your exact question, starting with organising and learning, some homework to practise
- Session 2: progress: evaluation of the period between session 1 and 2, further organising with more tips and tricks, again some homework to practise
- Session 3: consolidation: evaluation, organising, closure

I charge £ 30 per hour. My first 10 UK clients will receive a 10% discount. Adding more hours is always possible.

Interested? Contact me at wendy@cleandesk.nl or 075-411 9104.

My goal 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 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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