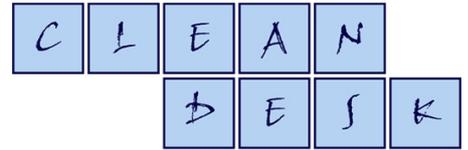


Newsletter 6

Finding the right people to support you



Professional Organising

Welcome to the 6th newsletter of Clean Desk Professional Organising!

FOREWORD -- SUMMER HOLIDAY

Our first year in Balerno, Scotland, has come to an end. It has passed quickly and we are all enjoying living here. I am happy to be organising again. The sessions with my first client have come to an end. During this summer I will take over some secretary work for someone who is on holiday. And I am really looking forward to give workshops and a course about timemanagement. A good result for my first year!

Another thing I am working on is a file with emergency and other important information. First of all medical information for someone you trust so he/she can act on your behalf if you are not capable to do so anymore. But the file is also for having all the information about your finances, insurances, subscriptions etc in order. If something happens to you and you are not able to act on your own behalf or, worst case, you end up dead; others will have to take care of you and/or your stuff. Knowing where to find important information will prevent a lot of stress and difficult situations. More to follow in the next newsletters.

*For now: enjoy your summer break!
walking, recharging, reading, resting, new ideas...*

If you think you're too small to have an impact, try going to bed with a mosquito in the room!

*(Betty Mollema,
artdirector in Pink Magazine)*

TIP -- FINDING THE RIGHT PERSON(S) TO SUPPORT YOU

Asking for help has two sides: what do I need help for and who can I ask to help me?

WHAT

Everyone thinks differently about when you ask for help, but help makes your life easier.

nanny - cleaner - help with losing weight - organising assistance - assistance in setting up a business - relocation assistance

WHO

Who you are asking for help is a different story. A nanny for your kids requires different qualities than the cleaner. If you can pay for your help you have more possibilities than just the people you know. Make sure you have reliable references, so you know how if you can trust your coaches, handymen and nannies.

The purpose is that things will be better, not that you're spending more time delegating, and fixing errors. If your network is very small and you have little money to spend, try to ask for help in your small network anyway. Ask what others need and exchange cleaning for cooking, shopping for painting etc.

EMERGENCY

You hope no emergency will cross your path, but you cannot prevent things from happening. What you can do is to be prepared, to minimize the amount of things that you do not want to happen to you. You can make arrangements with someone you trust very well for taking care of your children, or what to do if you are seriously ill or injured. Make sure there is a card in your wallet with the details of yourself and the person you trust. He/she will know where to find important information is and what should be done with or for you and your children.

!! EMERGENCY !!

I am Sarah Jones.

**In emergency cases: call Audrey McDowall,
She knows what needs to be done.**

Telephone: 0133-456 7894

Mobiel: 075-39582038

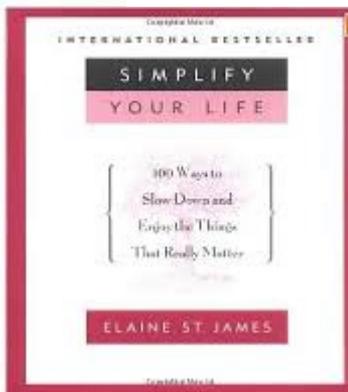
EXAMPLE

USEFUL -- PROFESSIONAL ORGANISERS

Professional organiser can help you organise your kitchen, wardrobe, living, study, agenda, timemanagement, household, papers, digital documents, photos..... whatever.

Find a professional organiser or declutterer in your area at www.apdo-uk.co.uk.

BOOK -- SIMPLIFY YOUR LIFE: 100 WAYS TO SLOW DOWN AND ENJOY THE THINGS THAT REALLY MATTER



The more complex life becomes, the more people crave simplicity. Whether it's in your work, relationships, health, finances, or leisure time, North America's simplicity expert Elaine St. James can help you learn to unwind and improve the quality of your life. If you're feeling over-powered, overextended, and overwhelmed, SIMPLIFY YOUR LIFE is the antidote, providing one hundred proven, practical steps for creating a simple and satisfying way of life.

'Simplify your life' is written and published by Elaine St James in 1994. You can buy the book at www.amazon.co.uk for £ 6.45 or less.

HOME SPECIAL -- WHAT CAN PROFESSIONAL ORGANISING DO FOR YOU?

If you want to know what professional organizing can do for you, make an appointment for a consultation. Just for yourself (one hour for free) or organise a 2-hour session about professional organising at your house and invite others. The price for a 2-hour session with a max of 6 people is £ 30. Time and place is up to you. I am available in the morning (Mondays – Thursdays) or evening (Mondays and Thursdays). As the organiser of the session you will get a gift coupon for 25% off for 2 hours of professional organising for yourself or to give away.

Interested? Contact me at wendy@cleandesk.co.uk or call 075-411 9104. If you have any other possibilities at which I can tell you (and others) more about professional organising, please let me know.

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 (digital) 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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