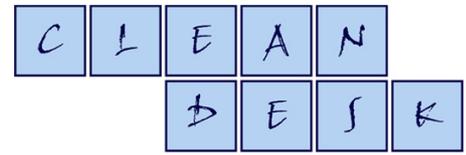


## Newsletter 7

Summer holiday = recharging and new ideas



Professional Organising

Welcome to the 7<sup>th</sup> newsletter of Clean Desk Professional Organising!

### FOREWORD -- WORKING GIVES ME ENERGY

This month I am working in the office of the Balerno Parish Church. I cover for the secretary. Good to be working somewhere else than at home. Gaining work experience in Scotland and meeting new people gives me energy. Energy to also do the things at home (private and business) with more energy.

One other week holiday here in Scotland, than we return to normal school life again. A steady rhythm with preparations for many courses: time management in Balerno (Balerno High School) and a follow up training for our book Professional Organizing your life in order in the Netherlands.

Because of the holidays, a short newsletter this time.

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

*The bad news is  
time flies.  
The good news is  
you're the pilot*

*(Michael  
Altshuler)*

### BOOK -- NO MORE CLUTTER

**no more  
clutter**

How to clear your space  
and free your life



SUE KAY

Clutter affects us all: stressed time-poor professionals, couples rowing over their junk, older people with a lifetime's accumulated possessions, people working from home, growing families and people facing life changes such as divorce or bereavement. As we all consume and acquire more and more stuff, we feel increasingly overwhelmed by our possessions.

NO MORE CLUTTER is the ultimate guide to liberating ourselves from the tyranny of clutter. It has simple practical solutions to immediate problems as well as advice on tackling the challenge of staying clutter-free in the long term, by getting to grips with the psychology of hoarding and the ethical basis for simplifying our lives.

With case studies which pinpoint common clutter triggers such as moving house or divorce and practical tips on everything from tidying the cutlery drawer to creating your ideal harmonious home, NO MORE CLUTTER is the essential tool for streamlining your life.

'No more clutter' is written by Sue Kay in 2006. You can buy the book at <http://www.amazon.co.uk> for £ 8.99 or less.

### WORKSHOP -- INTRODUCTION TO TIME MANAGEMENT – SAT 27<sup>th</sup> SEPT – 1000-1300 - £ 15

Who doesn't want to have more time to relax? With an organized life you can. In this introduction you will learn the basics of good organisation and how to create more time to relax. For more information call Denise Young at Balerno High School ([www.balerno.chs.edin.sch.uk](http://www.balerno.chs.edin.sch.uk)): 0131 477 7733.

*As a professional organiser I can organise your documents and things with or for you,  
being your own personal professional organiser.  
Do you want to receive this newsletter every month? Send an email at [wendy@cleandesk.nl](mailto:wendy@cleandesk.nl).  
Do you like sending this news letter to others? I appreciate that!  
Kind regards, Wendy*

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