

Newsletter 8

Taking care of good material and the right facilities



Welcome to the 8th newsletter of Clean Desk Professional Organising!

FOREWORD -- SAVING TIME

The last Saturday of September I will give a workshop about time management. Time management is all about being organised. Knowing where to find what you need, knowing what to do, how and when, and knowing what to use and how to use it. Read more about this in the tip for this month.

You are most welcome to the Introduction into Time Management. To learn more about saving time, to get to know me. If you can't make it to the introduction, please let me know, so we can make another appointment. Or you can come to the course after the autumn break, working on organising tactics for 6 weeks. Talking about preparing for Christmas, birthdays and other parties. Often they seem to be so far in the future, and then, suddenly... the are very near...

Come and save yourself some time!!!

If we wait for the moment when everything, absolutely everything is ready, we shall never begin.

(Ivan Turgenev)

TIP -- TAKING CARE OF GOOD MATERIAL AND THE RIGHT FACILITIES

To be able to do whatever you have to do, private or for work, you need to know what kind or material you need and how it works. The washing machine might not have any secrets now, but if you have to buy a new one, you might want to read the manual. The same with other (new) machines like a tv, a recording machine, photo camera, smart phone, kitchen supplies etc.

For your work and private you probably use a computer. Do you know enough of all the used programs to make the best of it? Don't you waste a lot of time with finding the right formula, the right way to merge documents, the place to archive and find documents and mails? Most of us do know what they need, but not all of us and certainly not with all the programs. Think about saving time and energy (being frustrated...) and talk with others, colleagues and friends, how they do things. What (kind of program) do they use? And how?

Reading the manual again or search the internet for specific information about a function of a machine/program will save you a lot of time.

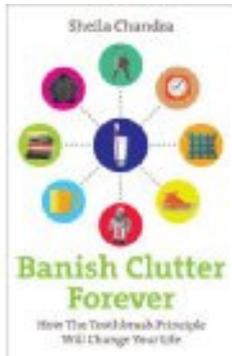
WEBSITE -- ORGANISED MUM

Time management is all about being organised, about knowing who of the family has to be where at what time..... For calendars and diaries, go to:

<http://www.organised-mum.co.uk>.



BOOK -- BANISH CLUTTER FOREVER



Why is it that even the most disorganised person never seems to lose their toothbrush?

How can this simple fact solve all our clutter problems?

The Toothbrush Principle is a simple yet inspired approach to de-cluttering your home. Whether you live in a mansion or a bedsit, this book will show you how to: organise according to the unconscious blueprint that naturally tidy people have, so that getting and staying organised is easy; know what to throw away with confidence; set up your wardrobe so you get much more use out of the clothes you have; work from home productively in a clear, designated space; tame your inbox!

Step-by-step, room-by-room, you'll soon find that you hardly ever lose things, massive clear outs become a thing of the past and you never spend more than 10 minutes a day tidying up.

So stop drowning in piles of clutter, learn how to be organised and start creating space to live out the life of your dreams!

'Banish Clutter Forever' is written by Sheila Chandra. You can buy the book at: www.amazon.co.uk for £ 5.59 or less.

WORKSHOP -- INTRODUCTION TO TIME MANAGEMENT – SAT 27th 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.balernochs.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.

Do you like sending this news letter to others? I appreciate that!

Kind regards, Wendy

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Clean Desk Professional Organising 37 Malleny Millgate EH14 7AY BALERNO UK
wendy@cleandesk.co.uk +4475 4411 9104 @OrganizingWendy www.cleandesk.co.uk Clean Desk on Facebook