

Newsletter 9

Making choices and decisions



Welcome to the 9th newsletter of Clean Desk Professional Organising!

FOREWORD -- SMALL HOLIDAY

Part of this newsletter I wrote on the plane to Shanghai! It's nice if your husband occasionally travels to interesting places in the world and this time I could join him! We had a few days together (the children at home enjoying grandparents attention) and I had one whole day to myself. It was very fascinating to be in Shanghai. Super High sky scrapers next to small houses, wealth besides poorness, cars next to bikes with heavy loads ...

Now that it's time to work again and that's fine! Acquiring knowledge, sharing knowledge, creating workshops, helping customers, networking, etc..

It's a bit unfortunate though that making plans always goes so much faster than executing them ... So prioritising is necessary! Making choices and decisions every day again. In line with what I want to achieve.

*You are blocking
your dreams, when
you let your fear
grow bigger than
your confidence.*

*(Mary Mannin
Morriessey)*

TIP -- MAKING CHOICES AND MAKING DECISIONS

Making choices and making decisions are very much alike, but not exactly the same. When you look at the definitions you find the following: making a choice is having the power of choosing between two or more possibilities.

*Making decisions is the thought process of selecting a logical choice from the available options. When trying to make a good decision, a person must weigh the positives and negatives of each option, and consider all the alternatives. For effective decision making, a person must be able to forecast the outcome of each option as well, and based on all these items, determine which option is the best for that particular situation.**

Living your life is all about making choices and decisions.

- When selecting goals and formulating them SMART (specific, measurable, acceptable, realistic and time bound).
- When making a plan with small steps.
- When executing the plan.
- When to deal with disturbances.

This is not easy! You are constantly considering and reconsidering the alternatives, especially when things are not going the way you want, if you have a setback, a life changing event happens or an attractive alternative shows up. Then all the decision making is starting all over again.

But to achieve any goal, you will have to make the choices and decide what you are going to do and when. What you put aside (for a short of longer period) and what you throw overboard completely.

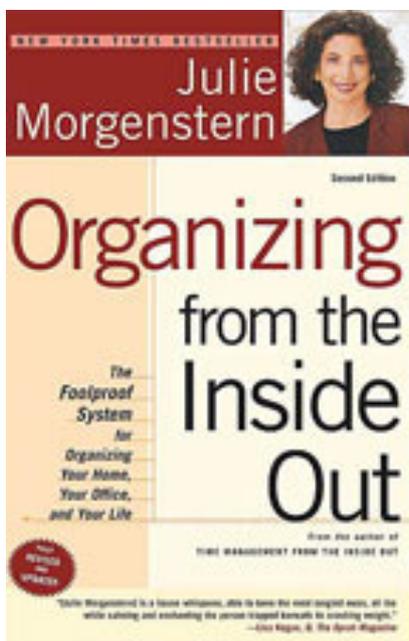
* <http://www.businessdictionary.com/definition/decision-making.html>

BOOK -- ORGANIZING FROM THE INSIDE OUT

Veteran professional organizer Julie Morgenstern offers a fresh, insightful approach to the organizing process- by sharing the secrets and techniques she has used for nearly a decade with clients nationwide. Organizing from the inside out - designing a system based on your life goals, natural habits and psychological needs - ensures, once and for all, a system that won't break down.

In Parts One and Two, Morgenstern demystifies the process of getting organized by showing you just what has been holding you back. She explains the basic steps - analyze, strategize, attack - to use on every organizing project, no matter how big or small, and shares tricks of the trade for avoiding common pitfalls. In Parts Three and Four, Morgenstern shows how to apply these steps to every area of your life and work including offices, home offices, mobile offices, bathrooms, closets, kitchens, kid's rooms, garages, schedules and technology.

Other books on the subject tend to focus solely on tips and gloss over the psychological issues and practical challenges we all face in our efforts to conquer chaos. Organizing from the Inside Out goes straight to the heart of the matter and teaches you how to work with your personality rather than against it to achieve the results you are looking for. Morgenstern believes organizing is a completely learnable skill, and offers the reader a total reeducation of the organizing process. Designed as a permanent reference book for the 21st century, you can read and re-read its pages to master the fundamental principals of organizing anything in a practical, effective and long lasting way.



Organizing from the Inside Out will be a welcome handbook for corporate executives, professionals, entrepreneurs, working parents, secretaries, teachers, students, senior citizens, homeowners, and apartment dwellers - anyone facing an overwhelming amount of clutter, who doesn't know where to start.

You can buy 'Organizing from the inside out' for £ 9.63 or less at www.amazon.co.uk.

WORKSHOP -- TRAINING TIME MANAGEMENT – Thursdays 30th Oct-11th Dec** – £ 39.00

Time management is all about being organised, about knowing what you have and where to find it quickly and about knowing what to do and when. Learn to organise and get rid of your piles of documents, clutter and things to do and gain time to relax. Time allocated for personal questions. Handouts are provided, but please bring pen and paper for notes.

For more information see: <https://www.joininedinburgh.org/activity/5949/>.

** without 4th December



As a professional organiser I can organise your things, documents and time 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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