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*Darla will share ideas for organizing space, time & information in your life, home & office at the Women's Health Summit in Gloucester County .*

*Saturday, 10-22, 8am-2pm Gloucester County Institute of Technology (GCIT).*

## Home Office Helpers

Wish you had another hour in your day? My clients are often amazed when I actually give them time back in their day. Sometimes that time also comes with extra space and money back in their budget as well. Unbelievable? Stats show:

- Americans waste more than 9 million hours each day looking for lost and misplaced articles. (Ottawa Citizen, 1/4/03)
- Sales reps surveyed were most productive when they assigned themselves only three tasks per day. (Accountemps)
- Studies have shown that some executives will pick up a single piece of paper from their desk 30-40 times before acting on it. (Michael Woolery, Seize the Day)

Sound familiar? Think about the last time you misplaced your keys, phone, school items, report, client file, fill in the blank! If you could use help managing your calendar and commitments, please call HeartWork Organizing for a quick phone assessment. Learn more and join our newsletter at <http://www.heartworkorg.com/ mailing.asp>.

## Consider This:

**Space:** It costs about \$25,000 to fill a four drawer filing cabinet and over \$2,100 a year to maintain it. Gartner Group, Coopers & Lybrand, Ernst & Young

**Time:** Workers productivity decreases by 20% to 40% every time they multitask or "task switching". University of Michigan, 2001.

**Information:** The documentation for a Boeing 747 weighs more than the plane itself. Office Systems Magazine, March 1995.

(NAPO.net)

## Survival of the Fittest

Delegation is hard to spell and even harder to do. Business people, parents, and spouses often wonder, what is the right way to delegate? Here are just a few tips:

Create a delegation task list. Quickly list all of your tasks or responsibilities, then consider who else might be able to do each of them. Who might do this work if you were ill or won the lottery and ran away to Aruba? Then invest time in training or negotiating those tasks with others. Sometimes family members, employees, and even bosses are genuinely glad to be included or given opportunities to try new responsibilities. This is equally true for laundry at home and month end reports at the office.

Try anything once. Whether you hire someone or farm out the work to family, the basic principle is DRI- Demonstrate the task, ask the party to Report when completed, and Inspect the work. It's that simple. Even young children can get the hang of the three steps of DRI.

If you enjoy certain tasks, keep them. See about off-loading or hiring help for the things you don't like, whether it's housework, organizing, or preparing certain reports at work. In the end, you'll be more productive and cheerful when you spend time on things you enjoy and are good at.

**Simple Tip: Don't file! That's right...**

**Simplify taxes by dumping tax items into a single file, box, or drawer that only gets sorted at tax time.**

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