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Organizing Café:
Decorating classes. Organizing seminars. Staging seminars. Fall dates and times will be posted on
www.HeartWorkOrg.com
next month.

Losing “Wait”

This month’s topic is probably universal...how to make the most of each day. The most common cry I hear as an organizer is, “I don’t have enough time to get it all done!” Lest you think I have it all figured out, even I suffer from *onemorethingitis*. This is the condition of having it all under control and being on time— until I think, “I can do just one more thing before I rush out the door. “ By then, I’m late, frazzled and frustrated. I’m learning, and will share my secrets here.

Consider This:

It is said that a person with two watches can never really be sure what time it is.



To Everything There is a Season

- If you are habitually late, consider who is on the receiving end. It is just good manners to be on time.
- Plan to be 30 minutes ahead of schedule. You’ll likely be on time and better able to absorb last minute glitches.
- Set your watch to the correct time. Don’t set your watch ahead because you won’t fool yourself, you’ll always cheat, and you’ll only succeed in creating a local time warp for yourself.
- Always have a calendar, PDA, or planner system can with you. By carrying it with you everywhere, you are always prepared to make small improvements in what would otherwise be dead time, such as waiting on line. And you’ll always be able to make the next appointment.
- Ask yourself, How do I know what I should be doing next? If your answer is either, “I don’t know” or “Whatever the current crisis is”, resolve to write down your commitments for one week. Whenever you find yourself overwhelmed or unfocused, peek at your list and decide to ACCOMPLISH a single task. Once accomplished, then pick another. You’ll never go another day saying that you got nothing done.

Simple Tip: Organize bills and papers in one spot so you don’t have to spend time searching for them.

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Next Issue: A Perfect Mess

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