

You're receiving this email because of your relationship with HeartWork Organizing. Please [confirm](#) your continued interest in receiving email from us.

You may [unsubscribe](#) if you no longer wish to receive our emails.



# HeartWork organizing

Organize ~ Decorate ~ Stage

November 2011

11-11-11

## In This Issue

[Events & Info](#)

[Recent Blog Posts](#)

[Password Keeper](#)

[Did You Know?](#)

[Survey- Please respond](#)

[Time Management Success Stories](#)

## **Events & Info**

December 6, 6:15, Organize During Holidays and Other Busy Times, [Rotary Club](#) of Newtown Square.

See [my website](#) for updated times and places. Want a presentation closer to you? Please call me about how we can make that happen.



## **More Recent Blog Posts**

[How to Decorate Mudrooms](#)

[Dishwasher as Filing Cabinet](#)

Dear John,

This month, it seems like it's all about time. First, we concluded our awesome Clear Path Strategies clutter support group on time management. More about that below.

Then we had daylight saving time. Don't get me started on how much I dislike that. In fact, I'd love it if we would just [end daylight saving time](#), and you can sign a petition to advocate for it.



Today is the coolest date, and it has nothing to do with the actual holiday, Veteran's Day, that falls on today. A day with built in symmetry has to be a good day for a professional organizer, who loves order and pattern. It won't happen again for, like, another hundred years. Or maybe again next year on 12-12-12.

Later in the month we'll get to celebrate Thanksgiving, which for me is a block of time to cherish, whether we spend it with a large group of family or a small group. It



What were some of their keys to success?

Every single person started the class without a working planner. Some brought calendars they owned but never actually used. It took everyone a couple of weeks and support, but everyone now has a customized planner they can maintain. Some are electronic, some are paper-based. They are different sizes. But they are all *customized* to each person and lifestyle, and include the four parts to a planner system: a calendar, a to-do list, contacts, and projects.

Every person started the class with a history of failing at keeping a to do list, or task list. Every person now has a super easy way to create a prioritized task list that does not need to be constantly re-written (which takes too much time to be practical). The 80/20 rule is the key to creating this.

Every person started the class with a large unfinished or unformed project. They are now accomplishing things like arranging for a multi-week trip to Australia, completing adoption papers, completing outstanding estate matters, changing how their homes look, changing how their finances are managed, learning how to use the Crock-Pot to cook healthy meals, making time to write professionally published papers, and more!!! All while having a higher level of peace and control in their day.

Amazing. But, then again, these people are amazing to start with. Add some very strong time management skills to the mix, and there's no telling what can happen.

I want to thank them for joining me in this group. I look forward to next year and even more Clear Path Strategies offerings, and hope you can join us then.

### ***About HeartWork Organizing***

Our mission is to help you find peace and purpose.  
856-905-3202 (preferred) or 610-688-8595

[Forward email](#)



Try it FREE today.

This email was sent to john@zygrinsites.com by [darla@heartworkorg.com](mailto:darla@heartworkorg.com) | [Update Profile/Email Address](#) | Instant removal with [SafeUnsubscribe™](#) | [Privacy Policy](#).

HeartWork Organizing | 307 Windsor Ave | Wayne | PA | 19087