



Founded -1993

July/August 2004 Newsletter

The Organiser

In This Issue:

[Latest News](#)

[The Past Two Months in Review](#)

[The Elderly Client](#)

[Get Organised Success Tip – Financial Year End – Archiving](#)

[COMPETITION – WIN a FREE 1 Day session with Get Organised™ PLUS Carol's book!!](#)

Welcome to the first edition of our bi-monthly newsletter, designed to inform you of latest developments in organising, stories to inspire and motivate, and tips for keeping your lives organised.

Our Commitment

The past few months has proven to be inspiring and motivating to say the least. The launch of our website giving us presence to the World Wide Web, has been designed to keep you informed of latest updates with before & after photos of client visits, new product ideas on our **'Products'** page, and dates for new workshops and seminars on our **'Training'** page – so check it out each month.

Thank you to everyone who has provided feedback. Your thoughts and suggestions have helped us focus our attention on more flexible and tailored packages and solutions. We are continually updating our existing range of services with the intention of **offering you the best there is in an organising service.**

Get Organised™ now has a team of Consultants ready to assist you! Louise Scott, who already services the Mid-North Coast and Brisbane has assisted me on client visits and has proven to be our 'Stylist Extraordinaire'. Louise's natural design flair and dynamic presence adds extra dimensions to our service. Thank you Louise for your wonderful contribution to our clients and to **Get Organised™**. We ran our first formal Consultants Training Workshop in June and during August, we'll be introducing two more Consultants to you via our website. They are two fabulous ladies, brimming with experience in this arena, who are enthusiastically ready to get your lives in order!

LATEST NEWS!!

Launch of our NEW **Get Organised™ Concierge Management Service**

Get Organised™ is about to celebrate 11 years in business and with this milestone we are excited to formally introduce a new layer to our range of services - the **Get Organised™ Concierge Management Service!**

Our new service does not detract from our core organising services, but because of demand for regular assistance, we have created this solution to assist you in staying organised on a regular basis!

Many of our clients are *extremely* busy and need an extra set of hands to help them manage daily tasks - lifestyle management tasks that eat into their time and impede their already jammed-packed lives. Some of our regular clients have already benefited from this service for a number of years, but now it has a title to suit the purpose - the **Get Organised™ Concierge Management Service.**

This service will assist you in juggling your personal and professional commitments without the stress involved in trying to manage it all yourself! Even with 24 hours in a day, you may find you are too busy and run out of time to handle must-do tasks. This can be the reason 'clutter' piles and organising problems develop. That's why an extra set of hands can help when you most need it!

How We Offer this Service

We offer an initial consultation, designed to analyse your lifestyle challenges and discuss the myriad of tasks that you can offload to us. Tasks such as shopping, bill payments, collecting dry cleaning, postage, diary scheduling, taking children to dental appointments or music lessons or managing your daily or weekly laundry load. The list of tasks we can handle are only limited to your imagination.

We can plan and organise dinner parties, arrange tickets to a show, source a handyman or tradesperson, be at your home to supervise them when you need to be elsewhere and even recommend, source and purchase gifts on your behalf.

Clients are delighted to offload tasks to us at set times throughout the week or month, knowing that everything will be managed efficiently and it will allow them the freedom to focus on important priorities such as family, friends and careers without compromising the standards they like to keep.

Our qualified consultants offer a personalised and professional service for a minimum of 4 hours each week, fortnightly or on a monthly basis depending on your busy lifestyle. We are available to assist you for as many hours that it will take to keep your lifestyle managed and organised. [Telephone us on 1300 881 384 for more information.](tel:1300881384)

Get Organised in Review

Some of our clients over the past few months have included:

- a single mother with two young children wanting to get her life organised after a divorce;
- a small business owner wanting his office and life intricacies totally organised;
- a young mother, fed up with chaos dominating her home, who wanted more order in her life so she could focus on re-entering the workforce or creating her own business;
- a middle aged women who had started a business without the structure some years ago, wanting to streamline and systemise her office;
- an elderly couple who needed assistance in de-cluttering and sorting possessions to move to another home, and wanting to clear unfinished projects before the move;
- an elderly lady who now lives by herself after downsizing from a large home and losing her husband, wanting to gain clarity and streamline her possessions;
- an elderly lady wanting to streamline her paperwork so that her children can find everything clearly when she departs this world;
- a middle-management employee with loads of responsibility wanting to learn better time-management skills and organise his office space;
- a business owner with a home-office wanting to streamline his business that had been running for many years;
- an air hostess who wanted assistance with managing her paperwork;
- a women wanting to have her father's memoirs edited and bound into a book format for the whole family.

These are just some of the clients who are transforming their lives and moving into a more positive way of living, better equipped, with greater clarity after sessions with [Get Organised™](#).

The Elderly Client

As you can see, the cross-section of clients we assist is rather diverse. One client demographic that I want to discuss with you now is the elderly client. [Get Organised™](#) is now assisting many more elderly people wanting to get their lives in order before they die – so their children don't have to sort it out at such a distressing time afterwards. Considerate is a good word to describe these people, but it makes sense to plan ahead when there is a service like [Get Organised™](#) available to assist people in tidying up their lives. Losing a life partner who has managed the financial side of their lives can be an extremely confusing and overwhelming time for the partner left to sort it out.

Issues such as organising paperwork, managing financial affairs, knowing what you have and where everything is kept may not be discussed with your immediate family and parents can find it difficult to ask for help from busy family members. It weighs on a parent's mind – "What happens when I go?" or "How will they manage and how will they understand what there is to know about my personal paperwork & possessions?" - so a service like [Get Organised™](#) can assist these people in gaining peace of mind and clarity for everyone concerned.

Elderly people worry about leaving their life possessions and want it clarified and ordered to pass on efficiently to the next family member. If you would like a discreet and compassionate consultation to assist a family member, just telephone our office for more information on 1300 881 384.

Get Organised Success Tip – Financial Year End – Archiving

Now the NEW financial year has begun, a prudent routine (or maintenance plan) to develop for each end of financial year is to clear out the old to make space for the new! Archiving outdated information that just takes up space in your filing system will:

- Update your filing system
- Give you more space to file current information for the year ahead
- Clarify the paperwork that you have filed (remember 80% of the paper we file never gets read again)
- Provide an opportunity to discard information you know is not relevant to you anymore

Archive boxes are inexpensive and perfect for storing information that will seldom be referred to.

Follow these steps to achieve this task!

Step 1: Remove information from existing files and place in manila folders, writing the titles clearly on the side-flap.

Step 2: Label Archive boxes Box 1, Box 2, etc. It's not necessary to list contents on the outside of each box. Type up on your computer the list you have created and store it electronically. This makes updating easy. (If you don't have a computer, write a neat list and keep it in the front hanging file of your filing cabinet).

Step 3: Storing this information electronically, create a document in Microsoft word with headings "**Archive System for eg: 'XYZ Company'** then **Box 1, Box 2** etc. Refer to this document each time you want to locate information *before* searching through boxes. This saves you time searching through boxes or reading long lists on the outside of boxes, allowing you to go directly to the correct box number. Ensure to store the correct information in the box that correlates with your list!

Step 4: Stack files according to your typed list – so they are stored in order.

Step 5: When you need to retrieve information, open your Word document to search for a key word. You can do this in Microsoft Word by using the Control (Ctrl) button and then "F". This is called the 'find & replace' function. Enter a key word, for example, 'tax information'. Once you have located the key word, you will see which box the item is in.

Note: To ensure that you don't lose this important document from your computer, do a back-up on a disk or CD-ROM. Label your back-up copy and keep it in a disk box in your office or alternative location (safe, solicitor, a friend's house, away from your office) for added security of your information.

Keep business information for 5 years, so logging a Retention date (eg: Destruction date 1 July 2006) beside the entry on your 'Word' document will give you:

- a procedure to follow in the future
- peace of mind in knowing exactly what you have stored in one location
- a guideline to say when you can discard it

Fast accessibility will offer you peace of mind if ever you are audited by the Tax Department or need to locate receipts or paperwork for a legal case. Most importantly, all your outdated business information will be where you need it, when you need it!

This Success Tip is an excerpt from Carol's book - "[Get Organised – A Practical Guide to Organising Your Home and Office](#)". We will be bringing you more success tips each newsletter to make your life easier!

COMPETITION – WIN! WIN! WIN!

WIN 1 day with an Experienced Professional Organiser from Get Organised™ PLUS a Copy of "[Get Organised – A Practical Guide to Organising Your Home & Office](#)" – by Carol Posener!

By entering our Competition, you could be the lucky winner of a 1 day session with [Get Organised™](#) to organise a priority area of your life PLUS a book filled with tips of the trade and ideas for getting your life in order!

The Prize includes 1 Day (8 hours) with an experienced Professional Organiser to:

- De-clutter & organise an area of your life [ie: paperwork, a filing system, a pantry or kitchen, an office or your child's bedroom or play area]
- Advice for storage products & solutions
- Free tips and time management advice
- A FREE copy of “**Get Organised – A Practical Guide to Organising Your Home & Office**” by Carol Posener.

Transformation Guaranteed!!

Terms & Conditions

Book and pay for one day or two four-hour sessions with **Get Organised™** between 1 August and 17 September, 2004 and you will be automatically entered into the draw. The more sessions you book – the greater your chance of winning.

The Winner

The draw will take place at the offices of **Get Organised™**, and the winner will be notified in writing on 17th September, 2004 and announced in our next newsletter.

Validity

The promotion commences 1 August, 2004 and ends at the close of business on 17 September, 2004. The promoter is **Get Organised Pty Ltd**.

Have a great few months everyone, take care and we wish you every business success for the new financial year! Our next newsletter will reach you in mid-September!!

Best Regards,

Carol Posener