



Established -1993

November/December 2004 Newsletter 3

# The Organiser

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**Welcome to our bi-monthly newsletter - for the latest in organising news!**

## WHATS NEW!

It's been a big year and it has passed so very quickly and now Christmas is upon us once again. All of a sudden we have endless lists of extra tasks to achieve by the critical deadline of 25 December.

It amazes me that when we have a regular deadline like Christmas Day to reach – everyone manages to get all those tasks achieved by this one important day of the year. I've never heard one person say on Christmas day "sorry I didn't have time to buy your present this year!" or "I didn't get a chance to order the turkey – so lunch is off this year"! It's incredible that we're all capable of harnessing the extra energy to do the Christmas shopping for all our beloved family and friends, organise the Christmas dinner and coordinate our celebrations with our nearest and dearest without fail. Yet, during the year – achieving tasks can be all too encompassing and we have great difficulty in working through our task list and achieving the things we set for ourselves. When we have to do it – we do it! So with this in mind, if we could all harness this same energy and approach our task list during the year with the same enthusiasm – using deadlines to keep us in check – I'm positive we would achieve a great deal more in our days and weeks of the year. This is the topic of our Get Organised Success Tip in this newsletter – so read on to find out how to get your tasks ticked off effortlessly and conquer your achievements throughout 2005.

## Get Organised Consultants

Get Organised™ now has three fully-qualified Professional Consultants working with us and I have taken great delight from working with each of them. Louise, Sarah and Jo have added value by their enthusiasm, knowledge and expertise in many ways and have even taught me some tips and tricks when organising other people. We've done some fabulous team jobs, and working this way is fun and adds extra dimensions to the Get Organised service – so a big THANK YOU to our team for their contribution's this year!

## Product Solutions

Products offering solutions to our clients in the organising process has been a stimulating source of inspiration for me this year. I'm a creative being, and I just love finding new ideas in a home wares store or over the internet that can help someone to get organised. We offer these ideas to you as our 'Star Product of the Month' on the 'Products' page of our website to keep you informed and in touch and our intention is that it will save you time trying to find a simple storage solution for your home or office.

We've sold many Kikki-k products to our clients this year and it's a pleasure to do a home and office 'makeover' with these stylish, practical solutions. Creating 'a place for everything' makes our role easier with these solutions to offer our clients. We are thrilled Kikki-k has opened their new store at Westfield, Bondi Junction in Sydney and it's simply a delight to walk in the door – if you are into everything organised like me. Their colourful displays are a feast for the eyes and truly mouth-watering! Hot off the press - they have a new addition to their colour range - a gorgeous chocolate brown matt finish - the perfect colour to coordinate with an Asian inspired or masculine office. These products are all about helping you to stay organised and stylish!

### **Media Exposure – Australia's House & Garden & Foxtel**

Get Organised was featured in Australia's House & Garden Christmas 2004 edition in the article "101 Christmas Saviours" where I was invited to contribute tips to help people have a stress-free Christmas. There are some great ideas for everyone so grab a copy to help you get organised each Christmas from now on.

In November, I was interviewed for a new program Antonia Kidman will be presenting on Foxtel. The program is to be called "The Bigger Things" - a follow-on from Antonia's current program "The Little Things". This new program will explore the ten stresses in our lives. We filmed a segment called "Home Sweet Home" which will look at the issues when moving house and how to be more organised. It was a fantastic experience to be a part of this and I want to thank my client's Andrew and Caroline Robinson for their contribution to this segment and Rancan Productions for this opportunity. The program will be aired in April 2005, so stay tuned to our 'Press Room' page for the exact date.

### **Manstat Office Supplies – Our preferred Supplier of Office Stationery for Get Organised**

Manstat Office Supplies at Brookvale, Sydney have an enormous range of traditional office stationery and equipment and have supplied product not only to our office, but this is where we purchase our client's stationery products when we purchase items for them. Get Organised has used Manstat Office Supplies Brookvale for the past 8 years and their range is far broader than other stationery stores and at Get Organised - we like to offer choice to our clients. Manstat Office Supplies at Brookvale service the whole of the Sydney metropolitan area and offer an efficient and professional service – in-store and when delivering, so we are happy to recommend them as our preferred supplier.

### **Professional Organiser's Consultants Training Workshops**

This year Get Organised ran three training programs for people wanting to work in the Professional Organiser's Industry and have trained to-date, eleven women from all around Australia. This demonstrates to me the need for this style of service and that is it growing by the day. These women have embraced their talents for organising and will be offering their services to the public in Perth, South Australia, Melbourne, Brisbane, Sydney and Northern NSW.

We will be running our Workshop on a monthly basis now due to the interest we've received, so our Workshop dates will be posted for 2005 on the 'Training Page' of our website...If you are keen to get involved in one of the fastest growing industries for the millennium, stay tuned to our website...

### **Concierge Lifestyle Management Service**

We've received a lot of interest in our Concierge Lifestyle Management Services especially from people *after* using our service. People can see that they would prefer to outsource some of their daily tasks to a Lifestyle Consultant, to give them more time to do the things that are more important to them - so consider this an option for yourself to give *you* more time in 2005.

## Christmas Shopping Countdown – Try our Christmas Shopping Service

With only one week till Christmas and 5 shopping days left we all have much to accomplish in this short space of time. If you need assistance with that last minute Christmas Shopping – Get Organised is here!

Our popular **Christmas Shopping Service** – designed to save *you* time, give you peace of mind and get you organised *before* Christmas offers a 4-hour session to:

- Help you create your Christmas Shopping List
- Make recommendations for gifts and stores
- Drive you to the door of your favourite stores and help you choose gifts
- We'll also carry your bags, drive you home and gift-wrap all your presents.
- And we'd be delighted to do all your Christmas shopping for you - if you prefer!

**Call Tel: 1300 881 384 to book in!**

### Last Minute Christmas Present Giving Tip

#### Chris Cringle

As I come from a rather large family, we decided long ago to cut out the expense of buying for everyone by doing a process called Chris Cringle – and that is to pull a name out of a hat and just buy one present for one person. This way, noone misses out and everyone gets a gift (usually of their choice).

Here's how to do it!

1. Nominate an amount that everyone will spend on a gift eg: \$50, \$100, \$150.
2. Write the names of everyone in your family on a piece of paper.
3. Cut out the names and place in a hat.
4. Take a name out of the hat and that's the person you'll buy a present for.
5. Contact that person and ask them what they need or want (this saves buying a gift that may be unwanted).

Nominate one person in your family to coordinate the hat and gift buying nomination so everyone knows who to buy for. Emailing a final list to everyone is a quickest way to let everyone know who they are buying for. You can then either email or phone the person and ask what they need or prefer as a gift. This saves enormous expense and energy buying presents for everyone... Try it...it will save your sanity!

## IN REVIEW

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

- A middle aged woman wanting to streamline her office and paperwork after a busy year;
- A real estate office owner wanting to de-clutter and systemise her busy office to add clarity and efficiency;
- A woman wanting to streamline her whole house comprising of 3 bedrooms, walk-in wardrobe and office;
- A couple wanting to organise their garage to make room for a car and their son's creative t-shirt making business;
- A young family wanting to de-clutter their home to maximise space, organise specific areas in their three bedroom apartment and get some advice on the best organising ideas;
- A woman wanting to pack up her 3 bedroom home to move to a smaller home;
- A woman wanting to streamline her whole home for her growing families needs;
- A woman wanting to de-clutter her home that was for sale, for an Open Inspection day;
- A couple wanting a Consultation to style their home for sale;
- A couple wanting to catalogue their wine collection;

- A busy mother and business women using our Concierge Lifestyle Management service regularly;
- A busy property developer using our Business Maintenance Service;
- People wanting to give the 'Get Organised Service' as a Gift for Christmas;
- A woman with a busy career and home life who travels frequently using our Concierge Lifestyle Management Service to keep her life in order;
- People booking our Christmas Shopping Service.

### Feedback from our Competition Winner – Vanda Smith - who WON A DAY with Get Organised plus a copy of Get Organised - A Practical Guide to Organising Your Home and Office”

***“Thanks so much for coming over on Friday. We accomplished so much. My husband was very impressed when he came home and embraced the idea of de-cluttering...I look forward to the next session”!***

### Get Organised Success Tip – Time & Task Management in 2005

How do we do all the things we want to do without compromising our lifestyle? Some say it's impossible – but I would prefer to have the optimistic approach. It is a known fact that we only use a third of our brains capacity – so what's going on with the rest of it? Well its obviously resting, but we need to put it to good use and that is my aim here – to show you how to maximise your time and brain power so you can achieve more in your day.

Being clever by using more of our brain power can make all the difference to how much quality time you give yourself. It's just a matter of writing lists, prioritising and setting a time to do the things we want to achieve.

**Fact: If we don't set a time-frame – things won't get done!**

**Fact: If you don't have DISCIPLINE to do the task – it won't get done!**

**Fact: Only YOU can do the things YOU want to do!**

**Fact: Leaving tasks till they're too late, means YOU MISS OUT!**

**Fact: Leaving tasks till they're 'out of hand' will make you stressed, confused and angry at you're own lack of discipline!**

So try this and I can guarantee if you stick to it – it will work!

Step 1: Start by writing a list of tasks you want to achieve for say, the first week in your new year.

Step 2: Prioritise your list by numbering the tasks 1-10 (or 20).

Step 3: Take your diary (or Palm Pilot) and block out times to achieve your tasks – doing the most important first. For example you might like to give yourself a set time each week (like 2-4 hours) to get a whole lot done. Monday morning might work for you, or Friday afternoon. Find the best time that will work for this exercise for you.

Step 4: Block out these times for the whole year.

Step 5: Don't falter from this booking time with yourself. The first session time with yourself will help you achieve an array of tasks that may otherwise be haphazardly dealt with over a longer period of time.

Step 6: After your first session time is finished – reward yourself. Sit down and read a magazine, or a paragraph of a new book that you've been wanting to read, ring a friend, go for a coffee with a friend, go to the movies, watch a DVD, go for a facial or massage...but do something to reward yourself. This is going to add a built-in advantage to your task times in the future. Saying thank you to yourself has to be the best thing you can do for yourself

because you had the discipline to accomplish all the things you did in that block of time. Diarise to do this every time after a session and you'll love it!

Soon it will become an exciting part of your week – knowing that you can achieve all the things you set out to do. It will become a routine after about one month. That's all it takes to set a new habit in place. If you stick to it – that means you've got discipline and you're an achiever and that's bound to add dimensions to your confidence levels. You will see that the rest of your week is free to do the things you want to do without worrying about the tasks that you have to do – that you've put off. Knowing that you have this time each week will keep you motivated to keep it up. It's as simple as that.....best of luck.

**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!**

**And one last thing....make it YOUR NEW YEAR'S RESOLUTION TO GET ORGANISED THIS YEAR!!! Call us to change your life for the better forever!!**

Have a safe and memorable Christmas this year and I look forward to bringing you more positive news and a New Organising Tip that everyone can adapt to their lives - in January 2005. From all of us at Get Organised, Happy New Year and we look forward to being of service to you in 2005. Be happy and well!

Best Regards,

**Carol Posener**

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