



Established -1993

September/October 2004 Newsletter 2

# The Organiser

**In This Issue:**      **What's New**  
                             **In Review**  
                             **Get Organised Success Tip – Sorting out In-Trays**

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

## WHATS NEW!

Doesn't time fly...MUCH has happened since our last newsletter and our website is humming along and changing all the time. We've received lots of interest from people wanting assistance to get organised and also, quite a bit of interest in our new 'Professional Organiser's Consultants Training Workshop' from people wanting to start up a business like Get Organised™ or work with an established service. This just reinforces to me that the Professional Organising industry and profession is truly a growth industry.

We are running another Consultant's Training Workshop in early November so keep a look out on our website for these dates to secure your place.

Visiting 'The Newsagents Tradeshow' in Sydney last month, I sourced our new line of **STORAGE BOXES**, introduced as our **new Star Product of this Month** and these are proving to be a hit as they're perfect for storing everything from photos to memorabilia and will be a stylish addition to office spaces, kids rooms – any area needing a little more structure. I recently gave these as a 'baby shower' gift to a friend preparing her new baby's nursery – in white and violet and she loved them! These will be featured permanently on our website now, so keep the orders coming!

## New Consultants

I'm excited to introduce **two NEW Get Organised™ Consultants, Sarah King and Jo Carmichael**.

Sarah & Jo both live in Sydney and come from diverse backgrounds in IT and Film Production, so have a strong sense of systemising, space arrangement, project and time management issues. They are naturally organised individuals, with a love of sorting out other people's chaos, and are brimming with enthusiasm and motivation to help people get organised after having completed the 'Get Organised™ Professional Organiser's Consultant's Training Workshop'. They have both also completed a second module of training and worked on supervised sessions with clients - so welcome aboard Sarah & Jo!

## Interview on 'Business Break' – FM99.3 Radio

I was interviewed on Dennis Rutzou's "Business Break" radio program on 2NSB (FM99.3) Community Radio – Chatswood in Sydney on 23<sup>rd</sup>, 24<sup>th</sup> and 25<sup>th</sup> of August talking about getting organised with paperwork at the end of the financial year. If you missed these interviews (at 7.15am and 6.30pm daily) you might catch them again, as they will be aired again on other community radio stations across Sydney and around Australia in the future.

## Winner of our Competition

Our competition ran over 6 weeks and we are happy to announce the lucky winner is **Vanda Smith** who wins one day with the Get Organised™ service PLUS a copy of my book - "Get Organised – A Practical Guide to Organising Your Home and Office". Vanda will have the opportunity to streamline any area of her life in her home or personal life with the assistance of professionals to do the work for her! **CONGRATULATIONS VANDA!!**

## Christmas Shopping Service

I hear people say each year...*"Next Christmas, I'm going to be more organised and have my Christmas Shopping done well in advance"* but before we know it – Christmas is upon us and we've left it till the last minute again.....arrgghh bah humbug!!!

With only **12 weeks to go till Christmas 2004** - it's time to **plan for your wishes to come true** - to be more organised this Christmas!

We are **NOW** taking bookings for our popular **Christmas Shopping Service** – designed to **save you time, give you peace of mind and get you organised before the rush** with 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!**

The benefits are enormous – but most importantly, it will take the pressure off so you can concentrate on planning the family holiday, readying the house for Christmas guests and making sure the detail is handled so that your Christmas Day is a pleasure to spend with family and friends. Make it easy this year and beat the rush by reserving your session time **NOW** – Tel: 1300 881 384!

## House & Garden Magazine – Christmas Edition – Out in Early December

I was asked to contribute organising/time management tips for an article that will feature in the December issue of "Australia's House & Garden" magazine. Watch out for **"101 Ways to Have a Stress-Free Christmas"** featuring Get Organised!

## IN REVIEW

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

- a single-mother with two young children wanting coaching sessions to improve her time management skills and goal setting;
- a woman wanting to downsize by moving from a large 3 bedroom federation home (after living there for 12 years) to a smaller townhouse;
- a medium-sized company wanting to organise many years of archiving and establish an archive system structure for the future;
- a busy, small-business owner and single mother wanting to streamline her office systems, office space and products;
- a builder with a small home-office wanting advice for systemising his business and streamlining his office;

- a young mother with five children, working part-time from home helping to run a family business wanting to update archiving and streamline her office space;
- a woman with a busy career and home life who travels frequently wanting regular assistance to help keep her life in order;
- a woman with a young child wanting to streamline her life to get back on track to start her own business;
- a woman establishing a new business – moving a home office to a new corporate office space, wanting an office fit-out, researching for products and equipment and an office set-up, and to establish systems for the future.

Some of these clients use our regular **Concierge Service** to help them to *stay* organised so they can concentrate on the tasks that they like to do. Other clients are working down the list, ‘chipping away’ at issues that have been running and controlling them for years.

We, as Professional Organising Consultants, are regularly seeing the complex issues generated from indecision, confusion and ‘unfinished business’ that our clients are trying to deal with.

Our reward is that we get to share in the experience of seeing the wonderful transformation of lives after sessions with Get Organised™. We are left feeling uplifted and motivated after these sessions, taking away with us great satisfaction in knowing that we’ve helped to resolve issues blocking an otherwise proactive life – inspiring to say the least!

It also reinforces the point that anyone can change their situation whenever they choose to a happier, positive, easier existence, when they are ready, and disorganisation need not dominate.

People are becoming more accepting of the concept of asking for help rather than being embarrassed and stuck. When we think about it, the fact is, we ask for help to learn a new instrument or to learn how to play tennis, or we get someone in to clean our house. We get a coach when we want to get fit or lose weight. We hire a coach to learn how to study better or ask for help to mind our children when we go out for a special night’s entertainment – so asking for help in decluttering our lives (and minds) is another cleansing and healing process that people are now embracing.

I want to congratulate those people who have taken the step in asking for help from Get Organised™ and I’m certain they’ll never look back.

### Get Organised Success Tip – Sorting out In-Trays

In-Trays can be quite dangerous if you don’t know how to use them effectively. Some people think that an In-Tray is designed to help them manage their paper, but seriously, *you* have to manage it properly, for it to work for you. Sure it keeps everything in one place, but it won’t sort it all out *for you*.

Maintenance of your in-tray is imperative if you want to stay on top of your work and to-do’s. Often papers and files just stack up on top of each other and it’s not until the In-Tray is loaded up and buckling that you *have* to do something about it. An over-loaded In-Tray may bring with it feelings of overwhelm or procrastination, and sometimes it might even make you feel sick or tired, which is not a positive place to be.

**How to resolve it? Try this concept and see if this alleviates and resolves your In-Tray Dilemma**

- Step 1:** Take the first piece of paper, file or task in your In-Tray and work out how long it might take you to complete this task. Stick a small Post-it-Note onto the task and write the time frame on it - ie: 10 minutes.
- Step 2:** Work through all the piles, files, papers, to-do's in your In-Tray until you have a timeframe on each one.
- Step 3:** Add up all the time-frames and be amazed! You'll probably find that the total sum of times for all the tasks you need to action in your in-tray will be MUCH LESS TIME than anticipated. [Often, I've done this process with clients and there may only be 2 hours work to do in total – but the clients have avoided it all, thinking the load will take weeks to do!]

A funny concept I once heard was to put a mirror in the bottom of your In-Tray and to endeavor to work through the tasks or to-do's, so you can see your face in the mirror at the end of each week. Most people smile when I tell them this one and I think it's a great concept that works... Give it a GO!

**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!**

I look forward to bringing you more positive news and a new organising tip that everyone can adapt to their lives in a few months. Have a great lead up to Christmas everyone and take care. Be happy and well!

Best Regards,

*Carol Posener*

**Tel: 1300 881 384 or Mob: 0414 975 657**  
**[www.getorganised.com.au](http://www.getorganised.com.au)**