

# TRANSFORMING COMBAT ZONES INTO COMFORT ZONES

**Newsletter – December 2009**

As 'tis the season for giving, I shared some organizing tips during an interview with **Woman's Day** magazine that were included in their **A to Z Guide For Getting Organized**. The article which is featured in the January 2010 issue contains two of my suggestions. One is that pegboards are not just for garages and the second recommends prioritizing tasks so that you organize first and then shop for containers. The article contains some other great tips for getting your home better organized, some of which can also be applied to your office. If you would like a copy of the article, [contact me](#).

Many of the tips within the article address clutter which is a problem faced by many. One approach that is mentioned and that I would highly recommend involves tagging less frequently used items that you are not sure you should keep. If you use or wear the item within 6 months of tagging it, it's a keeper. If the tag is still affixed after 6 months, the decision has been made for you....it is time to donate or discard it.

## **The Gift of Productivity**

While the *Woman's Day* article only touches on organizing your workspace, there are many other tips and tools that would apply more specifically to your office. If you would like some additional business organizing tips, [here they are](#).

In the spirit of the holiday season, here are some tools which will provide the gift of increased productivity for you and/or your staff in the coming year.

## **iPEP**

This web based platform enables you to find ANYTHING that you file either online or offline with a single keyword search within 5 seconds. You can easily access a physical resource such as a file or notebook or electronic document such as an e-mail or spreadsheet. In addition, this platform is ideal for collaborating on projects and sharing documents.

## **Swiftfile**

This self contained system eliminates the clutter on your desk while at the same time helping you to manage all of the tasks that need to be done. The 31 custom designed folders for each day of the month and 12 folders for each month of the year work in conjunction with your calendar to ensure that time is scheduled to address all phone calls, e-mails, meetings and projects.

## Orla

This interface works with Outlook 2003 and 2007 and helps you to sort and organize e-mails based on the action required. It enables you to schedule and prioritize your work by utilizing the calendar and task pad features which will appear side by side in the same screen.

Should you need any help implementing any of the organizing tips referenced in this newsletter or have questions about these great productivity tools, please don't hesitate to [contact me](#).

Have a productive month and a very happy holiday!