

TRANSFORMING COMBAT ZONES INTO COMFORT ZONES

Newsletter – January 2010

Happy New Year! January is the month of resolution making and breaking. Not surprisingly getting organized frequently places in the top 10 on many people's lists. The inclusion of this task on many lists is fueled by a desire to start enjoying the benefits that will be derived from being more organized at work and home. **Greater productivity, less stress, saving money, more time** ...these are things for which we should all strive.

Being aware of the benefits is only part of the battle when trying to get organized. The other issues are having a sense of how to start the process and how to manage the resolution so that you will be successful. To help address this, NAPO (National Association of Professional Organizers) sponsors a national event each January and, in addition, its local chapters share helpful organizing tips and information at educational workshops in their respective communities.

Tips For Keeping Those Resolutions

- **Write** the resolutions down as this will solidify your commitment.
- **Prioritize** the resolutions based on their impact on your well being.
- **Focus** on the resolutions one at a time.
- **Change** your behavior. Taking on more than one resolution at a time is a recipe for failure as it is very difficult to adapt to a series of new behaviors all at once.
- **Target** a specific task. If you are organizing your office, start with the desktop and only move on to the drawers once you have been able to maintain the new systems for at least 2-3 weeks.
- **Share** the news about your success with close friends and family. Their support and enthusiasm will provide just the right positive reinforcement for maintaining what has been achieved.

iPEP Helps Me With My Resolution

My resolution this year is to further organize my personal and work files, e-mails and other information by utilizing a web-based platform called iPEP. This very secure, easy-to-use tool is the perfect solution for me. It does the following:

1. **E-mails** - Store copies of important e-mails so that I no longer need to worry about them vaporizing during a system crash.
2. **File Indexing** - Locate specific documents within seconds by doing a keyword search.
3. **Storage of Important Documents** - Collect legal paperwork, financial documents and other important information in one centralized location that can be accessed from any computer or my Blackberry.

4. **Project Management** - Define the tasks associated with key projects and assign deadlines and responsibility for them.
5. **Collaboration** - Set up a workspace where I can invite in clients, friends or family to view the information posted and to work with me on it.

AN INVITATION

If you would like to learn more about iPEP, let me know and I will send you an invite to my workspace. Just send me an [e-mail](#).

NEED SOME TIPS FOR YOUR ORGANIZING TASK?

I will be happy to share some organizing tips with you so that you can make your resolution to get organized a reality. [Contact me](#) at [The Organizing Zone](#).

Have a Productive Month!