

TRANSFORMING COMBAT ZONES INTO COMFORT ZONES

Newsletter - May 2009

Spring has arrived at **The Organizing Zone!** Along with its arrival comes my election to the **Director of Marketing** position on the **NAPO-NY Board of Directors** for the 2009-2010 term. As I had only been a member of NAPO for a little more than a year when nominated, it is especially gratifying to be recognized by my colleagues for my contributions to the chapter thus far.

Spring Organizing Tasks

This is the perfect time to get re-energized and tackle those organizing projects that got moved to the bottom of the to-do list during the winter. By addressing these tasks, you will begin to feel more productive and start to save both time and money.



You may be looking at tasks like...

- Fine tuning your paper management system
- Consolidating all of your personal and household information in one place for easier access
- Finding ways to more efficiently use the space in your home or office
- Packing away less frequently used items or clothing

Organizing Products

At this month's 21st annual NAPO (National Association of Professional Organizers) conference, I had the chance to preview some of the latest and greatest organizing products that could be used to address these tasks. Some of the product highlights included:

- A business receipt scanner which can interface with accounting software
- A web based system for managing all that important personal and household information
- A preview of the new Pendaflex hanging folders featuring heavy duty plastic support rods (no more bent metal rods!)
- Durable plastic storage bags and totes in varying sizes ideal for storing all sorts of items

There is no better time to get organized. With the current economic climate, we all need to more efficiently use our time and space. Let **The Organizing Zone** help you get started.