

TRANSFORMING COMBAT ZONES INTO COMFORT ZONES

Newsletter – May 2010

As we live in a 24/7 world, our lives have become more and more hectic. There is an ever increasing need for tools and systems in both our business and personal lives to keep us focused, simplify our complicated lives and enable us to quickly locate everything from the data for next week's presentation to our favorite tennis racket.

During my trip to the annual NAPO (National Association of Professional Organizers) Conference last month, I toured the product expo in between attending numerous workshops and the general sessions which featured keynote speakers [Tim Sanders](#) expounding on the power of relationships and [Gina Schreck](#) sharing tips for utilizing social media as a business marketing tool.

Here's a list of some products and systems to consider as you address your productivity challenges. Some are a variation on the tried and true while others are very innovative.

[PlanetSafe Dry Erase Planners](#) - this 100% green product is recyclable and a great tool for organizing and prioritizing tasks. You do so by affixing different color sticky notes, with each color representing a different type task, to the planner. This system provides a visual reminder for all involved and can be customized to fit all different situations - business, family, managing a project. Colored markers can also be used on the planners.

[Purse Perfector](#) - a large capacity handbag organizer which unzips into sections so that it will fit into oversized totes, briefcases and today's large handbags. This multi-sectioned organizer is ideal for organizing and containing your wallet, pens, glasses, keys, phone, business cards and the rest of the stuff that typically gets lost at the bottom of your bag.

[Gear Pockets](#) - a vertical organizer designed with roomy heavy mesh pockets of varying sizes which is well suited for storing sporting goods, gardening tools, camping equipment and other items in your garage and can even be rolled up for easy travel. Organizers designed specifically for use inside the home are also available and work well in the laundry room, kitchen and children's rooms.

[Care Binders](#) - a computer based program (PC & Mac) for managing financial, personal and medical information for all family members. This software allows for instant access of all records and data import/export from Outlook, Excel and QuickBooks. In addition, data only needs to be entered a single time and the software will then populate all relevant fields in the various sections.

I-Organize Binder - organize all of the information that is on your desk into one neat, easy to access customized binder. There are 8 different filing options available designed to hold everything from receipts to computer media. These filing tools easily slide in/out of the binder and can be secured so that no information is lost.

Duffy Organizer - these easy-to-close fabric boxes are available in varying sizes which fit easily into dresser drawers, can be stacked on shelves or be used for packing clothing/items for moves or travel. Each box has a see through cover, is collapsible for easy storage when not in use and perfect for keeping stuff separate in shared spaces.

Franklin Planner - consolidate your task list, notes and calendar in one easy to use planner. Schedule appointments, time to work on those high priority projects and prioritize tasks all on a single page. Planners are available in different sizes and page layouts.

If you try any of these products, please let me know how well they worked for you. You can reach me via [e-mail](#) or call me at 917-375-0631 to share your comments.