

# ORGANIZ ER

NEWSLETTER

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## Tips

### Look at Your Schedule

- ✓ First, block off time for all of your routines such as get up and prepare for the day.
- ✓ Next block off time for weekly tasks such as paying bills and lawn mowing.
- ✓ Third, write in all of your appointments – including those with yourself.
- ✓ Finally, the remaining time is for tasks.

We produce this newsletter monthly with useful tips and facts for you to utilize. If you no longer wish to be on the mail list for this newsletter, please send us an e-mail at [admin@organiz-er.com](mailto:admin@organiz-er.com)

Greetings.

Summer is the time to kick back, embrace the heat and enjoy being outside. Who wants to spend time getting organized? Too bad for many of us, we have too many responsibilities to consider taking time off for fun and spontaneity.

The first SIMPLE step to time un-management is to **Slow Down**. Don't feel that you have to complete every task now. In order to commit that concept to your being you need to first plan your schedule and then your tasks.

Planning now at the beginning of the summer will help you enjoy the warm weather to its fullest so you are ready for anything that winter has in store.

Susan Walko

*Stop reading this newsletter for a moment and write time on your calendar for YOU time!*



Imagine This

### NEW TOOL

I have created a new tool that I would love to share with you. It is a project planning worksheet in Excel which imports the tasks directly in to Outlook. Call to discuss.

### SIMPLE TIME UN-MANAGEMENT BOOK EXCERPT

Below are some items for which people often forget to leave time in their schedule:

- Making time for yourself during the week
- Lunch preparation
- Preparing clothes for work/school
- Getting kids ready for school
- Housework
- Traveling to/from work
- Home repairs
- Planning for the next day
- Answering e-mail
- Returning phone calls
- Home paperwork