

ORGANIZ ER

NEWSLETTER

Nov. 11, 2004

290 Broadway, #276
Methuen, MA 01844
978-376-9606

Tips

- ✓ Set routines for everyday tasks so you don't have to think about them.
- ✓ Put systems in place to help you stay organized.
- ✓ Create a Control notebook for your home which holds information such as:
 - common phone numbers
 - menus for favorite restaurants
 - checklists for your routines
 - grocery lists

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

Greetings!

A recent segment on WGBH coined the term for Professional Organizers as "un-clutter coaches". So I hope this newsletter finds you in a state of "un-clutter". As your "un-clutter coach" I can help you get clear the spaces for your holiday decorations or so you can feel peaceful while enjoying the company of your friends and family.

Susan Walko

I have not sent this newsletter sooner because I was hoping to send it from my Website. Getting a domain name and web hosting site was not as easy as I had hoped. Now that those two things are set, I have no excuse not to have my web site up by the end of the year. Stay tuned for more from www.organiz-er.com.

The Merrimack Valley Chamber of Commerce Women's Business Network presents...



"Taking Care of Business While Enjoying the Holiday Season"



A concise, yet effective presentation by Susan Walko will show you how to simplify your busy schedule to allow you more time to enjoy this Holiday Season.

Susan Walko is a time management consultant, homemaker, and owner of "OrganizER". She creates customized solutions to increase the efficiency of both home and office.

DATE: *Thursday, December 2, 2004*

TIME: *5:00PM - 7:00PM*

LOCATION: *Margot's Gallery, Haverhill*

Call 978-686-0900 for more details