

SOLUTIONS

ORGANIZING & STAGING

FROM CHAOS TO ► CLARITY

This month we are profiling:



Forever Young Skincare Spa
10486 155 Street
Surrey BC V3R 4K3
604.634.1837
Email: bhagnari@shaw.ca

It's my pleasure to introduce you to a great business with excellent services. *Forever Young Skin Care Spa* is owned and operated by my good friends Ashok & Pooja Bhagnari. If you want to stay young, relax and get pampered please give them a call.

- ~Are you overwhelmed and tired of clutter in your home or office?
- ~Have you misplaced your important documents, hydro or telephone bill for the third time?
- ~Do you avoid having people in your home or office?

Ranka has the answer to your clutter challenge! Come and join Ranka for her last workshop of this year and learn the powerful tips and tools to organize any space in your home or office.

Date: Wednesday, November 21, 2007

Time: 6:30 – 9:30 PM

Address: Semiahmoo Secondary School

1785-148 St.

Surrey, BC

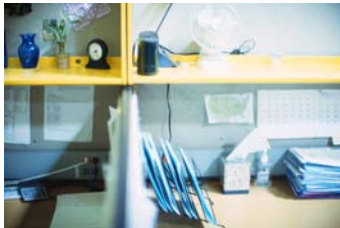
604 531-1515

Fax 604 531-9146

TESTIMONIAL

A wonderful, informative, high energy and very inspiring workshop. Surrey Teachers Convention Lord Tweedsmuir Secondary

November Newsletter



Top Ten Tips to Organize Your Office

Having your office organized means being in control of your work and your life. The clutter in your office has a negative impact on you, your staff, and your life. When you decide to kick the clutter and get organized, keep in mind that we only need to keep 20 % of the paper in our offices.

- ✓ Use a planner to track appointments and tasks. It can be a paper-based notebook, a computer software program or any electronic hand held devices.
- ✓ To avoid procrastination and the feeling of being overwhelmed, break large projects into small, sequential steps. Schedule these projects into your day using your planner.
- ✓ It helps if you choose three main projects every day to finish, not everything is of 100 % importance.
- ✓ Keep only the supplies you need on daily basis on your desktop. Computer, telephone, note pad and the projects you are currently working on are usually the items you need for a day.
- ✓ Create a paper flow system for your incoming documents. Use your in box system or any container to keep your documents together. Label Everything.
- ✓ Write an agenda before making a phone call to deal with the most important issues first.
- ✓ To avoid telephone tag and wasted time, be very specific about your appointments, date and time.
- ✓ E-mail creates confusion for some people so keep records of all your phone calls, names of the people to contact, phone numbers and important addresses.
- ✓ Go through your office and collect all the loose papers in one place. Include magazines, daily newspapers, catalogues, flyers and travel brochures.
- ✓ Sort all the papers into categories: Insurance, Articles, Associations, Marketing, Networking, Finance, etc.
- ✓ Choose a subcategory for each of your categories ie: under insurance, file all your insurance policies.

I wish you the best of luck keeping your office, and your life, organized.



Ranka Burzan
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