

Ideas to use during 'Get Organized Week'

By Sue Hurlbut
For Home-Based Business News

The week of October 2nd is the time to Clean Up, Clear Out and Cash In! That's the theme for the 3rd annual Get Organized Week. Established by the National Association of Professional Organizers, the week is designed to give everyone who ever said they didn't have time to get organized the time to do it.

Here are a few ideas to help you avoid the 'road hazards' that might be lurking about on the '20 second commute' to your home office.

- **Avoid unexpected detours** — Have a plan for each day and work it.

Take control of your time because if you don't, someone else will. When you let someone else set your priorities, you risk taking an unwanted detour from your success track. You are at the office, not at home. Say 'no', say 'later', say whatever it takes to retain the power of deciding how your time will be spent.

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- **When you are stalled** — Rev your engines each morning by scheduling an activity that charges your battery. If it's making a sale, call your hottest lead. If

it's hearing the phone ring, leave messages that 8 a.m. is the best time to reach you. Whatever works for you.

- **Clearing roadblocks** — When you can't decide where to start, start organizing. Get all the things you have to do in one place. Prioritize the pile by deadlines. Take what you need or want to

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do today and start; set the rest aside. Get all the rest of the clutter out of your way.

- **Use a map** — I like to use a desktop file box with hanging folders labeled for each day of the week and one labeled 'unscheduled'. I schedule the 'unscheduled' stuff every Friday.

• Get around the paper pile-up —

If you're already stuck behind a paper pile up, start with the oldest piles and clear all of it off into a single container then look at each paper and STOP.

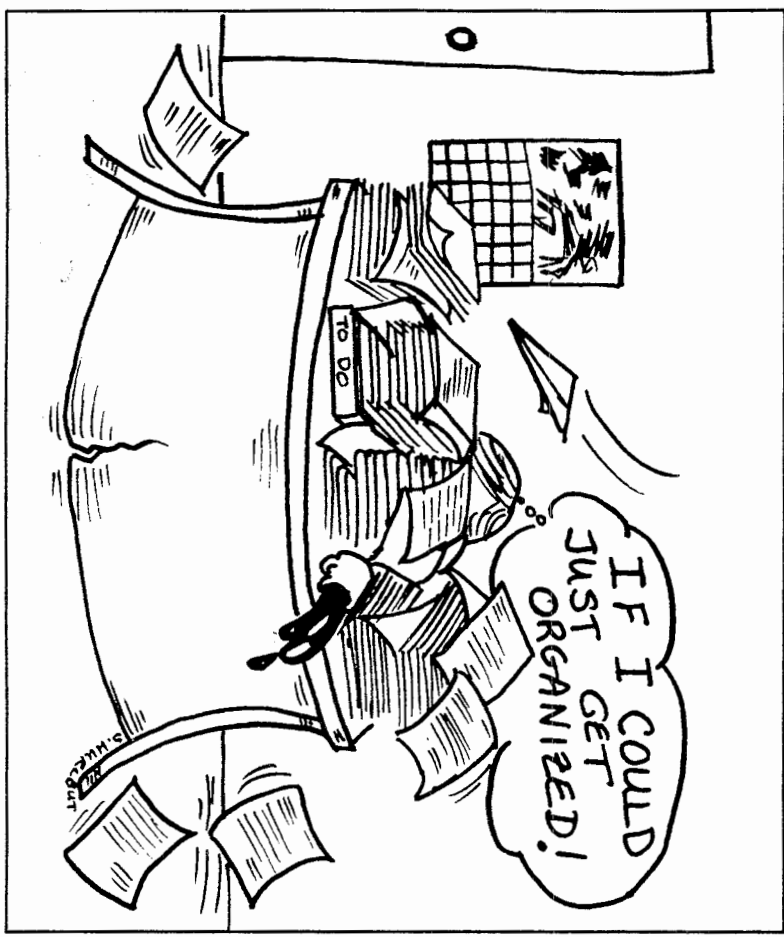
- S - Schedule when to do it
- T - Toss it out or recycle
- O - Organize it by topic in a filing system

- P - Pass it on to someone else to do

If it's a really big pileup, commit to spending 15 - 30 minutes a day until you're caught up.

So, pick a day during the first week of October to Clean Up your home office, Clear Out the unwanted or unusable items and Cash In with time savings, increased productivity, tax deductions for donations of usable goods, cash from resale and big dividends in the 'Feel good' department.

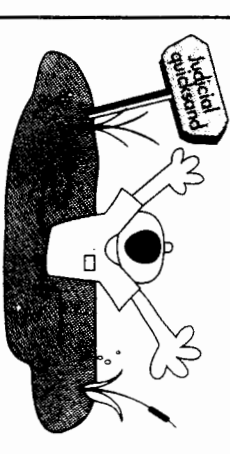
(Sue Hurlbut is the owner of ORGANIZATION Plus! and producer of



the How to Organize Your Desk video for ideas on your home business can cash in by getting organized. She can be reached at 503-659-3773.)

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