



Encore Professional Organizers, LLC

Lori Firsdon and Barb Warner

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Encore Epilogue

Get Organized... Get Noticed!

February 2010

Many of the clients we work with ask us how to help a friend, co-worker, boss or family member get more organized. This month we share some insight on how to start the process of helping others "get on board."

Best BUSINESS Practices

MAKING A DIFFERENCE CAN START WITH YOU!

When speaking to corporate audiences, often we are pulled aside and asked, "How can I get my boss or assistant to become more organized?"

So how does one approach another person? Share your successes with them. Ask them if they are tired of living and working in an overwhelming environment. People get very settled in their ways and often inherit a position or work environment from a previous employee. It's too overwhelming to change a process or think about a better way to do something. Often, office procedural changes are made within organizations, after we work with a client. Don't be afraid to make suggestions to try something different, which may improve a process for more than one employee. Also, ask if anything can be delegated, which may free up their time to become more focused.

Offer to set goals with the person pertaining to a certain space or area in their office setting. Break the organizing process into smaller steps. For example, don't try to organize the entire office in one day, but rather focus on books or binders or archive papers. Spend small amounts of time everyday, so the process isn't so overwhelming.

Best RESIDENTIAL Practices



Our most requested program. **The Top 10 Organizing Mistakes People Make in the Workplace.**

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SETTING LIMITATIONS IS HELPFUL TO OTHERS

Often we are asked by our clients and seminar attendees of how they can get others in their household to become more organized.

First, you need to get organized yourself and set a good example. We have found that others become more motivated once you decide to change the way you have been living. They not only see your progress, but get to enjoy the benefits of an organized life by sharing the newly organized space.

Making an impact on other's involvement, starts with you setting guidelines for what you expect. Here are a few examples:

Only keep the toy cars that will fit in this bin.
You can keep 10 stuffed animals. Let them choose the 10.
No magazines older than two months.

These are simple guidelines that make organizing simple. A very key component in this process is to let others decide which items to keep once you set the guidelines. When they are involved in the decision, there tends to be more ownership into the goals you are setting.

NEWS AND UPCOMING EVENTS

Oakwood Wright Memorial Library - Sunday February 28 FREE
2-3pm. Seating is limited. Contact the library to reserve your seat.
294-7171

Kettering Recreation Center - SPRING dates - Seminars

We are offering our More Life, Less Clutter and Paperwork Seminars at the Kettering Recreation Center in Spring 2010. Residents - \$35, Non-Residents - \$45. Click [here](#) to learn more about registration.

Create your own seminar - NEW offering!

Do you have a group of 10 or more people who would be interested in an organizing seminar? If so, call our office to discuss creating a custom seminar for you. 937-619-3181

You can make an impact on others and with others, in regard to their success in being organized. Step up to the plate and share your successes and offer assistance.

services.



Sincerely,

Barb Warner and Lori Firsdon
Encore Professional Organizers, LLC