



Encore Professional Organizers, LLC

Lori Firsdon and Barb Warner

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Encore Epilogue

Get Organized... Get Noticed!

Happy New Year! Get organized and get noticed this year by taking small steps to meet your organizational goals.

Also, we've started a blog...take a [look](#).

Best BUSINESS Practices

THINK CATEGORIES

Being organized is a learned skill. Disorganization is the lack of making a decision. Often what we face is so overwhelming, we don't know where to start. Think categories in these areas and it may be simpler than you think to conquer your physical clutter, including paper.

File by categories and cluster similar categories. (i.e. Banking - 5/3, Chase, WPCU) Use alphabetical filing for company and client names. Most all other filing may be done by category.

When processing paper, break down paper by categories. (i.e. Action, Storage, Discard, Reading Material) Set up an active filing system to support these categories.

View the contents of your entire office in categories by what you need most often. Move the frequently used items closest to your chair and other seldom used items further away.

Categorize your job functions and start mapping out the best time of the day to perform each function. This allows you to work in blocks of time, rather than scattering tasks aimlessly throughout the day.



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

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Best RESIDENTIAL Practices

REVISIT WHAT YOU OWN IN 2010

We all accumulate 'stuff' along the way and before you know it we no longer remember what belongs to us. It's time to reclaim your space and surround yourself with the things you love and need. Make 2010 the year you touch everything in your home.

To begin, pick a room that bothers you the most and will make the biggest difference once it is complete. Define the purpose of the space and only keep those items that serve the purpose. Evaluate your belongings...are you storing clutter or treasures?

Label boxes with donation, sell, other rooms, trash and other categories you uncover while working the room. This keeps you in the space and it's less likely you'll leave the room. Work in the room from top to bottom and left to right. Don't skip around the room. Make decisions at that moment.

Where do the items go? The curb if it is trash, the trunk of your car for items to donate or sell, or other rooms in your home in their designated space. Visit [our website resource page](#) to find donation centers and locations of where to take your items.

"A place for everything and everything in its place." Enjoy the peace of mind of knowing what you own and where it is.

NEWS AND UPCOMING EVENTS

Border's Bookstore, Dayton Mall - January 16 FREE

There is a desk under all that paper!

Join us at Borders for this free 1 hour seminar, 2pm to learn key filing techniques, organizing action papers and how to handle those multiple tasks on your list. We will discuss our signature 25th Hour Binder tool also.

Oakwood Wright Memorial Library - Sunday February 28 FREE

Exact time and topic to be determined.

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.

services.



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

Reclaim your space in 2010! It is easier than you think.

Sincerely,

Barb Warner and Lori Firsdon
Encore Professional Organizers, LLC