



Encore Professional Organizers, LLC



Lori Firsdon and Barb Warner

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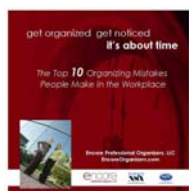
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Learn while you commute.



We offer an audio CD on the **Top 10 Organizing Mistakes at Work**. This is a great way to listen and learn while you

Encore Epilogue

Get Organized... Get Noticed!

Dear Barbara,

Last month, we discussed "what to watch for" when people are interrupting you in the workplace. This month, we are going to take it a step further and zero in on electronic and social networking interruptions.

The Hidden cost of E-Interruptions

Did you know if you or an employee spends just one hour per day being unproductive, you are spending \$7,500 per year (based on \$30 per hour pay rate)? It adds up quickly...but the lost funds generally go unnoticed, because checks are not being written to cover this expense directly.

Self-discipline is generally not enough to keep us from viewing a text message, e-mail or voice mail from somebody else who demands our time and attention. How are you controlling interruptions in your workplace?

These key tips can help you manage electronic interruptions:

Keep separate e-mail accounts for business and online shopping/promotions.

"Hide" your online status so people aren't likely to IM (instant message) you.

Set a timer and allow yourself a brief time for your social media sites.

Use <http://www.keepmeout.com/> to purposely block yourself from a habit-inducing website.

Go to a weekly digest or "no mail" on notifications for online forums, social media, etc.

Set up an RSS feed (such as www.bloglines.com) so your regular blog reading and daily news comes TO you, rather than

commute, exercise or relax at home. [Purchase now](#) for only \$28.

This month's **25th Hour Binder** Tip:

Encourage others (family members and co-workers) to write in your binder, instead of interrupting you!

Encore's **25th Hour Binder** is available for purchase online at EncoreOrganizers.com

SPEAK UP!

How do you discipline yourself to prevent e-interruptions from overpowering your day? Let us know, click [here](#).

Attention past clients! We're looking for feedback from you! Click [here](#) to submit a personal testimonial. Thank you!

requiring you to visit several sites.

Get unplugged. Schedule one day (or one hour) to get some work done.

Read other helpful articles by visiting our website [articles page](#).

News and Upcoming Events

July 25, 10-1, Centerville/Washington Township Free Shred day. Visit our website for exact location or call us.

August 8, 2-4pm, Encore will be presenting two sessions on home and office organizing at Border's Bookstore at the Dayton Mall. Our 25th Hour Binder and Audio CD are being sold now at Borders in Dayton. Free.

September - Encore Starts Clutter Support Group

Is disorganization having a negative affect on your life and others? We are offering a private support group, in a safe and non-judgmental environment, for individuals who want to collaborate with others with similar organizational challenges. This 6 week series will be facilitated by Barb and Lori, with John Baren, LISW-S, LCSW, ACSW. \$40 per weekly session or pre-pay and receive a discount. Seats are limited. Call for your reservation, 937-619-3181.

September 24

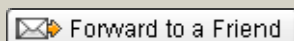
Women in Business Networking hosts Barb and Lori for a special seminar presentation in Waynesville, at the Der Dutchman restaurant. Join us for breakfast and a morning of expert organizing tips. Watch for more upcoming details.

Contact us at 937-619-3181 for further information.

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Your Audience. Our Organizing Ideas. The perfect match for your next company event!

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Don't let e-interruptions consume your day! Take control of your day and accomplish more!

Sincerely,

Barb Warner and Lori Firsdon
Encore Professional Organizers, LLC