



Encore Professional Organizers, LLC



Lori Firsdon and Barb Warner

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Learn while you commute.



We now 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!

We are talking about interruptions this month along with some practical tips on conquering them. Let's get started!

Stop Interruptions in Their Tracks!

When you drive home at the end of your workday, do you feel like you've had a **busy** or **productive** day?

We have accepted interruptions as a regular part of any work day. Email, phone calls and co-workers interrupt us all day long but start assessing **why** people are interrupting you. Many interruptions have become a habit so we learn to live with them. Then we wonder why we are working late most evenings?!

At a recent speaking event, an attendee mentioned being interrupted at least six times a day for co-workers using her hand sanitizer. Even the candy dish stocked with seasonal favorites is an office draw-- an invitation for interruptions.

What is inviting people into your office? Once you determine the reason and act on it, you can stop interruptions in their tracks. So evaluate the interruptions happening in your office or work space. Take note and then take action to prevent as many as possible.

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

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

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

When using the binder, remember it is not a place to store papers. The binder is used to record your **action items** only.

SPEAK UP!

When we speak to audiences, we like to use "real world" examples. This month we'd like to know your biggest interruption in the workplace. Submit [here](#).

If you've attended one of our speaking presentations, we'd love to hear from you. Click [here](#) to submit a personal testimonial.

HELP! Where is that note again?



Are you tired of shuffling through all your loose notes, Post-it notes and legal pads to figure out what you need to accomplish next? Start using our popular **25th Hour Binder** tool to become more productive, organized and efficient.

Customizable and easy to maintain, you will gain more time in your day.

The key to The 25th Hour binder system is its function as a central location for your master action list. At home and at work, the binder system allows you to collect, organize and take action on all the things you need to check off your list.

"My binder is a vital part of keeping me organized. It gives me a place for all of my notes as well as reminds me of important daily errands and projects. It really does seem to give me extra time that I didn't have before. I'm now a believer!" K. H. - Dayton, Ohio

Our binder can be [purchased here](#) for only **\$19**.

encoreSPEAKS!

Impacting one audience at a time

Invite us to speak at your next employee meeting, company conference, or lunch n' learn. Disorganized employees are costing you more than you think. Help your employees get organized and get noticed!

Click [here](#) to learn more about our speaking services and affordable options.



Don't let interruptions hijack your day! Take control of your day and accomplish more!

Sincerely,

Barb Warner and Lori Firsdon
Encore Professional Organizers, LLC

