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**Encore Professional Organizers, LLC**



**Barb Warner and Lori Firsdon**

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## Featured Product



We now offer an audio CD on the

# Encore Epilogue

## Get Organized... Get Noticed!

Welcome to our free monthly newsletter! We have several exciting announcements, practical tips and special savings we will be offering in each newsletter. But as professional organizers, you can be assured we will never clutter your inbox with pointless or lengthy emails!

## Five Day Email Challenge

In business and at home, email can consume huge portions of time, leaving you unproductive and overwhelmed. Try our Five (5) Day Email Challenge for instant relief!

**Day One:** Train yourself to wait one hour before checking your email. Use this time to increase your productivity.

**Day Two:** Stop forwarding "fun" or unnecessary email unless its warranted.

**Day Three:** Begin sorting through new emails by deleting spam, junk and unnecessary emails first. Unsubscribe if necessary.

**Day Four:** Create a free email account (in Yahoo, Hotmail or Google) for use when making purchases and personal subscribing. This will leave your "real" email free from inbound marketing emails.

**Day Five:** Use your email's advance tools to filter and organize your incoming emails into specific folders.

In less than a week, you will begin to see a huge impact on your email process and productivity.

To review this article and others, visit our website [articles page](#).

**Top 10 Mistakes at Work.** This is a great way to listen and learn while you commute, exercise or relax at home. [Purchase now](#) for only \$32, plus free shipping.

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

When using the binder tool, be sure to use the pre-printed divider pages for phone numbers or reference information you need on a repeated basis. Example: **Errands** - HP Printer cartridge number **Contacts** - a physician's office phone number. We recommend using pencil on these pages.

## At Home with the 25th Hour Binder System



Our popular **25th Hour Binder** system has helped many business people become more productive, organized and efficient. But does it work in a home environment?

Absolutely! Many of the organizational tabs and systems work interchangeably such as Tasks, Contacts and Errands. Other tabs--Family, Resources, Waiting--are universal.

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

Our binder can be [purchased here](#) for only \$24.

We hope you have found value in this newsletter. Feel free to forward it along to any friends or colleagues.

**Sincerely,**

Barb Warner and Lori Firsdon  
Encore Professional Organizers, LLC