



NEAT SPACES EZINE - APRIL 2010

Brought to you by Wendy Hollick, Professional Organizer

THIS MONTH: TIME MANAGEMENT TIPS

Time Management and Technology

For a long time I resisted purchasing a BlackBerry, knowing that my OCD tendencies might lead me to be addicted to this little handheld life supply, but it has turned out to be one of the greatest time saving purchases I have ever made.

It is quick, efficient and cost effective. I can reply to my emails on the fly and not have to wait till I return to the office. I even text or email myself things to remember or to do at that exact moment I think of it.

Not only do my clients think I am efficient, my family truly enjoys the extra hours I don't have to spend in my home office.

Time Management in the Kitchen

Cut up fruits and veggies when you come home from grocery shopping. It saves time later, lets you enjoy nutritious snacks, and results in less spoilage for the green bin.

Time Management and Decision-Making

Always think ahead and anticipate what might happen. Sometimes you just have a hunch about something, go with that hunch, you're usually right! Be proactive and do what you think you should do at the time. When you trust your gut feeling you won't waste time and energy second-guessing yourself. Instead, you can make a decision and move on to something else.



Time Management and Relocation

Start getting ready at least a month before your actual moving date. If you wait too long to start packing, you'll be rushed and won't have time to properly organize your belongings. There's no point paying movers to move things you don't need to your new home, just because you didn't take the time to weed them out.

To see the results of one of our recent relocation and staging projects, [visit www.2113keithclose.com](http://www.2113keithclose.com).

April Special

[NEAT SPACES Professional Organizing Service](#) and [boomers 2 zoomers inc.](#) are ready to help you with your spring organizing and relocation projects. Please [email me](#) to find out more about how you can save and organize!

I hope you enjoyed this issue of the NEAT SPACES EZINE. Please feel free to forward it to your friends and colleagues.

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