

UNDER CONTROL DIRECT

Organizing News to get you out from under **and** the products and services to move you ahead

2013

UNDER



CONTROL

PROCRASTINATION

Friend or foe? To act or to postpone?

Actually, the word derives from “pro” meaning to move forward, and “cras” meaning to the morrow. So, you are actually taking action to postpone to tomorrow. Sometimes, this may be a wise choice, especially if you are to postpone an unimportant task to further an important goal. Procrastination is a **habit**, and it’s a **time management tool**. Use this tool correctly, and you may benefit in all aspects of your life.

To hear more about the benefits of procrastinating, read my blog post on www.undercontrolorganizing.com



Marcia Sloman, Under Control

For those who are unfamiliar with the **benefits of working with a Professional Organizer**, I offer the following story.

“I need your advice.” Daniel asked, whose mom and dad passed away recently. “I think I’ve covered all the bases” he said. “I have a house full of furniture and belongings, that I need to divide among beneficiaries, or to find other homes for. I have a deadline that is looming because the home needs to be vacated for sale. I pretty much know what I have to do. So, how can YOU help me?” he asked.

“How long have you known about the tasks you need to do?” I asked in return. “About three months.” was the answer I received.

Daniel was frozen. Although knowing ‘exactly’ what needed to be done, the deadline loomed, and his tasks had not begun. The thoughts of clearing out the house were too emotional to begin.

“A Professional Organizer can help in many ways. First, I can **get you started**. Although you KNOW what needs to be done, you’ve postponed these tasks for many months, and now feel pressure. I can **relieve that pressure** by assembling a plan for you to **realistically accomplish** your tasks, and **keep you on track**. We can create an inventory, with the destination of each item. **I’m your partner. I’m your engine.**

“As a third party, I can help you complete your tasks, and **offer support** so that you **don’t get stuck** in emotional turmoil. I can help you **accurately estimate** the time it will take you to get a task completed, and **offer solutions and resources** so that you can complete your project by your deadline.

“Making **decisions can be more fluid**, because I’m with you along the way.”

Whether your project is organizing a room, papers, or a lifetime of accumulations, a Professional Organizer can help **organizationally-challenged** individuals, as well as **organized individuals who are burdened with Herculean tasks**.

TIME SAVING PRODUCT

If papers and files tend to **cover your desk**, credenza, floor or other work surfaces, you probably spend lots of time searching. **Horizontal piles** tend to hide the most important items you need.

There are 2 possible solutions to combat the pile slather. One solution is **paper cubbies**, better known as **Literature Organizers**. Another solution is a **slanted vertical file**. My favorite is the Steelmaster sold on Amazon http://www.amazon.com/Steelmaster-Lit-Ning-Slant-6-Pocket-Black/dp/B000061CFT/ref=sr_1_2?s=office-products&ie=UTF8&qid=1361808009&sr=1-2&keywords=steelmaster+slant

SAVE TIME, SAVE MONEY

© Copyright 2013 Under Control

CALL UNDER CONTROL at 914-923-1057 TODAY

5

POCANTICO
ROAD

OSSINING, NY
10562

TEL
914.923.1057

FAX

914.923.4073