UNDER CONTROL DIRECT

Organizing News to get you out from under and the products and services to move you ahead 2009

LETTER FROM THE PUBLISHER

Thomas Edison said "Results, why man, I have gotten a lot of results. I know several thousand things that won't work."

We have all spent time spinning our wheels, only to discover tools and techniques that don't work. It is, therefore, important to learn from these trials, and try new methods until something clicks.

During my 17 years of professional organizing, I have found that each person's organizing needs are unique. There are no textbook answers that help everyone get organized. This issue of Under Control Direct gives you some custom solutions to help. Custom solutions may include "systems", routines, accessories and/or furniture.

And remember to get **Under Control** when it all seems out of control.

Marcia Sloman, Publisher

Custom Organizing Solutions by Marcia Sloman/ Under Control

Information is power, but there is no power in information that we can't find. Everyone has papers and stuff to manage. Each category of information has a priority and a place. Whether that category of information is the day-to-day, the history/memories/archives, or the future/ possibilities, it is necessary to determine a system and routine to deal with our papers and stuff. To succeed at finding the information that we need, when we need it, we have to create a system and routine that works for us.

Because each individual is different, there is no single cookie-cutter solution that works for everyone. Your personality and needs define the style of organizing solutions that will work for you. Some introspection will help define your style. For instance, do you prefer to see all of your "stuff" in front of you to remind you what needs to be done? Or, do you prefer to work with a list and keep the surfaces clear? There are so many options from which to choose. It is important to avoid getting fooled by advertisements of products that work for others, but not for you.

Files and accessories can be put away or displayed. You may need a work surface to lay things out or a (continues on back)

Does <u>this piece</u> look good to you on paper? You should see one in your home. Call Tom at Black Sheep Woodworking 914-747-6110



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This multi-use Vanity/ Desk/ Dressing Table was custom designed with the homeowner to match existing furnishings. It is made with solid cherry from a managed Pennsylvania forest. The top is stone inlay, removable for easy transportation. This classic style fits in with any decor. It features dovetail and intricate joinery, no nails or screws, tapered legs, friction fit drawers, and a rear vanity panel. The finish is hand-rubbed oil that provides protection and luster. The matching stool has a custom upholstered seat.

CALL UNDER CONTROL at 914–923–1057 TODAY



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TO:

Address Correction Requested

......DON'T MISS THIS <u>illustrative</u> ISSUE......

F <u>Thank you</u>

Thank you **again** to <u>all</u> of you who have referred the continuous flow of new clients to Under Control. I sincerely appreciate that you thought of me and trusted me to help your friends, family members and yourselves.

Do you know someone who would benefit from this newsletter? Pass it on or let me know and I will send them a fresh copy. Are you a member of a community organization or professional association **in need of a speaker**? Call Marcia at **914-923-1057** to schedule a **presentation** on managing paper, time, priorities, goals, clutter, your home or office.

"I just wanted to tell you how much I appreciated the afternoon you spent with us helping organize our files. You empowered us with a sense of control and gave us helpful tips to make our office more file friendly and, well, under control." – reprinted from a letter sent by a customer of Under Control

Inspiration

"Fear is universal... It is important to recognize that fear is without question also the most destructive force in our lives, more destructive than any objective situation. Every time we listen to the voice of fear, we damage our lives in the present and limit our potential for the future..... Fear tends to create what we are afraid of. That is most certainly one reason to work on detaching yourself from fear."

-Ingrid Bacci, Ph.D., author of Effortless Living and Effortless Pain Relief

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clear surface to keep a clear mind. The old Sesame Street song "One of these things is not like the other" may help you decide where to store supplies, projects and to-dos.

The demands of day-to-day life prevent us from pursuing other interests like fun, connecting with old friends, relaxing, reading a new book, diving into an old box of stuff, developing a new product. If we schedule the time we need to accomplish these goals, we have a better chance. Including these longer term activities in our routines is a good start to a plan.

We have a "goldmine" of information in stuff/clutter to uncover. Don't let the burdens of clutter (in your mind or in your space) destroy the enjoyment of your life. Because life is precious, we have to live life to its fullest everyday. Take time to get to know your possessions. Eliminate the unnecessary and learn from the necessary. It may seem daunting sometimes because we don't know what we'll uncover or where to put things. Begin with a small snip of time. Set a timer. You will be amazed at what you can do in 15 minutes of uninterrupted time. Start with a plan.

R. Buckminster Fuller once said "Most of my advances were by mistake. You uncover what <u>is</u> when you get rid of what <u>isn't</u>." I look forward to finding out 'Who is the real you?' when you call me with your story of success. Or let me know how I can help.

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