# UNDER CONTROL DIRECT

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

New Year 2005

#### LETTER FROM THE PUBLISHER

2005 has begun. This year I will be celebrating 13 years since I started Under Control. As I reflect back, I'm extremely proud of my accomplishments and the accomplishments of my clients who have made their lives better by getting organized.

Each person has a different project and a different goal for their organizing endeavors. Each year brings new challenges. Thank goodness we can always depend on our old favorite tools such as P-touch label makers. New tools are always being presented to make our lives better.

I'm excited to begin a new year and to help you, your friends and family members.

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

Marcia Sloman, Publisher

## !! Protect Yourself

There are many reasons to be organized. One of the more critical reasons is to protect yourself - from identity theft, from the stress of not finding papers that you need, from lost time spent recovering stolen/lost credit cards or clearing credit, or from loss due to accident, burglary, fire or other natural disaster.

Investing time in getting and staying organized is like getting an insurance policy to protect yourself from dreadful waste of time or loss. Tackling the Papers (or Stuff) Around You by Marcia Sloman

To keep it or to throw it away - that is the question. Can the answer be easy to C 0 determine? Whether you are tackling papers, clothing, memorabilia or just plain ol' "stuff," the decision to keep it, pass it on or to throw it away relies on your ability to examine your old beliefs about it, your investment in it and to determine its personal value. Making these decisions can be difficult.

Let us start with some possible beliefs about your stuff.

#### Belief # 1: It's good to keep.

Truth #1: It may be good, but ... Even if you did nothing but spend your entire life reviewing every paper (or thing) you save on every interesting "good stuff" topic, you still would not have the time to get to it all. And besides, we have other things to do, such as spend time with our families and friends, make a living, and care for our own health and well-being. Solution? Target a date for yourself, as if it were a lunch date with your best friend, to follow-up on each item, one at a time. If you haven't gotten to it, throw it out or pass it on.

#### Belief #2: You can't get rid of it; it's too valuable and it would be like throwing money away.

Truth #2: Some things (paper or stuff) are, in fact, valuable. However, they may be more valuable to someone else than collecting in your storage areas. There is a cost in valuable "real estate" when you save things. Solution? Do you have a favorite charity or do you know of a place for goodwill donations? Donate and get a tax deduction. If you know of a consignment shop, get cash back for your stuff. If it's "historical" in nature, call your local Historical Society. Place valuable family mementos into safe, archival quality storage.

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#### CALL UNDER CONTROL at 914-923-1057 TODAY



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### <u>TO:</u>

Address Correction Requested

### 5 Thank yous

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 and family members.

Imagine <u>your</u> life going smoothly, making deadlines with ease, finding those important papers easily and having the storage you need. 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 time, priority, goal, paper, clutter, balance and (home) office management.

"Dear Marcia, ... I'd like to thank you for getting me on track with my organizing. I feel hopeful for the first time in a long time that I can get some control over the avalanche of papers that has been confronting me......"

### Inspiration

"You gain strength, courage and confidence by every experience in which you really stop to look fear in the face ... You must do the thing you think you cannot do."

- Eleanor Roosevelt

"Personal integrity is the only possession we have that can give us an enduring sense of value." – Ingrid Bacci, Ph. D., author of <u>The Art of</u> <u>Effortless Living and Effortless Pain Relief</u>

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#### Belief #3: You just can't bear to part with certain (not necessarily sentimental) things.

Truth #3: Old calendar/appointment books with nothing written in them, batteries that you're not sure whether they work or not, and old, possibly outdated information, are JUST TAKING UP SPACE. Solution? Whether you are in your home or your office, stop. Reach over and pick something up that you haven't touched in ages. Decide to trash it, recycle it or do something with it. Do this exercise once a day. Practice preventative personal space management.

Belief #4: You don't know <u>WHAT</u> to do with it. Truth #4: Every item we have deserves a home and that home is not necessarily in a pile of assorted things. Solution? Give each thing a name such as: a work-related action, a personal to do, a category of information to file away, a place to visit, a thing to buy, something to research, someone to call, a new project. Find an appropriate place to store it so that you'll find it.

If you find that you procrastinate making decisions, open your mind to the **reason** you are procrastinating. If it's fear or something else, then you'll know where to begin.

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