

# UNDER CONTROL DIRECT

Organizing News to get you out from under *and* the products and services to move you ahead  
2008

## LETTER FROM THE PUBLISHER

Three years have gone by since I last sent an issue of Under Control Direct to you. Have we progressed? Are we feeling more organized in our homes and in our businesses? Some of you may and some may not. Some got close and some never started. Baby steps count.

Thomas Edison said "Many of life's failures are people who did not realize how close they were to success when they gave up." Now it's time to pick up from where you left off and continue organizing. Whether your organizing projects are current papers or old papers, knick-knacks or technology, old projects or future plans, start with the commitment to get started. The most important goal is to feel confident and aware of the "stuff" that you have. It makes decision making easier.

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

**Marcia Sloman, Publisher**



**Is this your ideal looking playroom?**  
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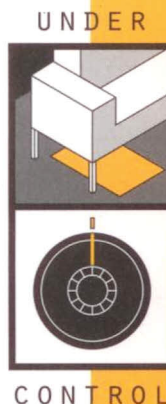
## Tackling the PAPERS around you by Marcia Sloman

Papers, papers everywhere, but not a scrap on which to write. Does that thought occupy your mind daily? Does the clutter of incoming paper confound your life? Are you hyperventilating now, just thinking about it?

Relax, there's hope. The trick in managing your attack on the paper monster is accomplished in 3 steps: 1) **scheduling** the time for it, 2) setting up a **system** to process them, and 3) **process** (categorize, sort, put away).

1) **Scheduling** the time requires **commitment and a knack for estimating** how long you need to process. If you have an accumulation of papers from one day's work, schedule one hour to set up your system and process your papers (see below). Spend 10-15 minutes each day processing your papers. If you have an accumulation of papers from a week or more, place them all in one box. Set a timer for 10 minutes of **uninterrupted** time. What can you accomplish in that time? How much paper did you process? Try 20 minutes. Can you focus on processing papers for an uninterrupted 20 minutes? Use this gauge for your future estimating.

2) **Setting up a system** begins with an examination of where your papers are coming from. Once you determine the **categories of papers** you have, then you can process them systematically. For instance, your incoming mail and assorted papers may contain 16 categories or more: magazines, catalogs, newsletters, bills to pay, paid bills, receipts, tax, events, financial information, medical/health information, home information, things to respond to, pending items, photos, personal correspondence and dated correspondence. If you have hobbies or enjoy clipping articles, you may have additional categories for each topic. If you have a business, there are at least 8 additional (continues on back)



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POCANTICO  
ROAD

OSSINING, NY  
10562

TEL  
914.923.1057

FAX  
914.923.4073

Marcia Sloman  
UNDER CONTROL  
5 Pocantico Road  
Ossining, New York 10562

TO:

Address  
Correction  
Requested

.....DON'T MISS THIS thought provoking ISSUE.....

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## Thank you

Thank you again to all 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.

Can you imagine your life going smoothly, making deadlines with ease, finding those important papers easily and having the storage you need?

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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 and (home) office management.

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### Reprinted from a letter sent by an Under Control Customer:

"Dear Marcia, ... Thank you for the superb job you did organizing my husband. He is noticeably more productive, so he's happy. ....I no longer have to listen to his frequent grumbling about not being able to find things. I never thought this was possible."

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## Inspiration

"I arise in the morning torn between a desire to improve the world and a desire to enjoy it. This makes it hard to plan the day."

— E. B. White

"'You can't invent things like time,' Violet said. 'You can invent things like automatic popcorn poppers. You can invent things like steam-powered window washers. But you can't invent more time.'"

— Lemony Snicket

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(continued from page 1)  
categories: accounting, marketing, vendors, customers, prospects, products, supplies and associations. Your traditional "in-box" can no longer support your active life. Your **new paper management system** should include a storage unit with multiple slots to accommodate each of your categories. Arrange each category in a literature organizer or wall file,

with each section visibly labeled.

A **powerful paper management system** is the result of matching your storage need with **your personality and your space**. It may be exposed or enclosed, in files or boxes, vertical or horizontal. For magazines, catalogs, newsletters and other assorted reading material, arrange a set of magazine boxes so that the

material is standing up vertically. Arranging your reading material horizontally will result in a failure to read. How can you ever get to the bottom? If you must pile them, I suggest selecting your reading from the bottom up. At least, using this method, nothing will be buried.

Set aside the time to sort, categorize, set up your system and process those papers.