UNDER CONTROL DIRECT

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

New Year 2003

LETTER FROM THE PUBLISHER

As 2003 gets underway, I am reminded regularly that "organization" has become a priority for many people and for many different reasons. Therefore, this issue is dedicated to the first step toward organization: to unclutter. The tools you may need to unclutter include a trash can, recycle bag(s), bag for donations, label maker and shredder.

Additional tools become more varied as the space you unclutter varies. To unclutter your mind or to start planning requires a writing instrument and a notebook or binder, preferably one with tabs or dividers. If you are working with papers, you need some file folders and a receptacle (box, file drawer, paper organizer, zip lock bags).

Memories may get stirred up as you unclutter, therefore, I recommend some tissues, scotch tape, staplers, possibly aspirin and a good dose of patience. Expect to find things you forgot about. And remember to get **Under Control** when it all seems out of control.

Marcia Sloman, Publisher

TIME SAVING PRODUCT

This may not be a new discovery for you, but there are many who have not yet used Ziploc bags for organizing stuff. Besides using them for leftover food, they can be labeled and serve as "clear" file folders, too. Store photographs (temporarily), tax papers, projects, kids art. You can see inside without opening them up.

Is there a product that you use which frees up precious minutes from your day? Call me at **914-923-1057** and let me know. I'll dedicate the next issue to the subject of time savings.

Beginning Your Journey to an Uncluttered Life by Marcia Sloman

Congratulations! You have begun a journey to unclutter. Your journey may feel like Sisyphus' or may be more like Gulliver's. Whatever the level of difficulty or variety, you have begun, and that is a triumph. If beginnings are the hardest, then you have just tackled the hardest part. You may need a friend or professional guidance to help.

An uncluttered life leads to better organization, whereby you can meet deadlines, find things faster and find the time to generate more income, peace and laughter. My dear friend gave me a magnet that says "People who are organized are just too lazy to look for things." I agree, so I stay organized. Rather than spending time looking for things, I can do other things I enjoy.

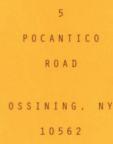
To start our journey, we first prepare our tools: 1) a definition and 2) a rule. Webster defines organize: to arrange or form into a complete and functioning whole. Our rule is that everyone's definition of "functioning whole" is different. Some people can function quite well surrounded by "stuff" and others must have a clear desk to function with a clear mind. Each person has their own tolerance level for clutter in order to operate sanely. In Feng Shui, in order to have good "chi" (energy), you should have no clutter. However, I know some people who can create extraordinary results while surrounded by clutter. What is your level of tolerance?

Your "unclutter journey" may differ from that of your neighbor's. Therefore, there is no achievement in comparing your results with another's. Whatever length of time your journey will take, remember that it is work. Fun work, maybe grueling work, maybe boring or reminiscing, it's work. Be prepared to work, and to play various roles, that of the judge, the detective, the librarian, the archivist and the archeologist. (continues on back)

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TO:

Address Correction Requested

......DON'T MISS THIS inspiring ISSUE.....

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. Do you belong to a community or professional **association**? Call me at **914-923-1057** to schedule a **presentation** on time, priority, goal, paper, clutter, balance and (home) office management for your group.

Do you want to send someone UNDER CONTROL DIRECT? Call 1-800-227-5638 ext. 252 for a free copy on Return Fax in 20 seconds. There is no obligation.

Inspiration

"Failure is not always a mistake, it may simply be the best one can do under the circumstances. The real mistake is to stop trying."

-- B.F. Skinner --

" 'Hope' is the thing with feathers That perches in the soul And sings the tune without the words And never stops at all"

- Emily Dickinson-

Journey (continued from page 1)

Whatever you choose to unclutter, your mind, your mail, your desk, a file, closet, room or entire house, pick a location to start. **IT DOESN'T MATTER WHERE YOU START.** What matters is the time you have allotted. Start with the timer set at 15-20 minutes. The amount of time you can afford is based on how long you can work before you run out of steam. Don't be over ambitious in the beginning. Later on, you may be able to motivate yourself to work longer. Don't bite off more than you can chew.

Armed with tools, a timer and uninterrupted time, get inspired with sound. Whether your inspiration is the 1812 Overture or you'd rather have silence, hit it. Set the timer, leaving extra time at the end to clean up. Throw out, shred, recycle or designate donations for the things you don't want or need anymore. If you don't know whether or not you need or want them anymore, pass and go on to the next thing. Don't waste precious time in indecision. We'll get back to that another time. Label the items that you kept (if necessary). At the very least, note the date that you reviewed this stuff, like a bookmark, so that it's one less thing to remember and clutter your mind.

Good beginning!

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