

SIMPLY PRODUCTIVE'S TOP 10 OFFICE ORGANIZING TIPS

- 1.** "L" and "U" shaped desks are the most efficient workspaces
- 2.** 80 percent of your results come from 20 percent of your efforts
- 3.** Clutter is deferred decisions™ – avoid putting it off for later, later never comes
- 4.** Schedule “high brain” tasks during your peak energy times
- 5.** Schedule a file clean-out day once a year
- 6.** Schedule approximately 2 hours a day for emergencies and interruptions
- 7.** Start your day with 96 minutes with no interruptions and focus on your #1 priority for the day
- 8.** For dramatic visible results, always start with the visible piles first
- 9.** Write things down in a consistent place instead of relying on your memory
- 10.** Get the secret “Tools of the Trade” at www.simplyproductive.com and eliminate your piles today!

Sherry Borsheim, founder and president of Simply Productive (www.simplyproductive.com), organizes your paper, space and time at the office and home. She has the hidden secret to help you find anything in 5 seconds or less and eliminate the piles of emails in your Inbox so you can increase your fun time and decrease your stress.

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