



Magically Organized, LLC

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Getting Email Under Control

Some people prefer to only look at their emails at set times each day, for example from 9am to 10am and reply to/work on all of them during those set hours. If your business allows for this sort of regimen, that's great and it will certainly increase your productivity on other projects and meetings throughout your day.

However, most of us don't have this luxury and need to reply at a quicker speed. So having a system in place will certainly help. Organizing your incoming emails can seem daunting, but once you get the hang of it, it will save you tons of time and effort. Having a method to review, organize and sort your emails will enable you to handle all of the incoming emails, remember what you "said" to whom, and will provide you with a "paper" trail.

When an email comes in, consider taking these steps:

1. Review the subject line and who it's from.
2. Do a quick over view of the email to determine if it requires an immediate response.

Do you have boxes and boxes of loose photographs?

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3. If an immediate response is required, decide on your reply and take care of it in the moment or as soon as possible without interrupting what you are working on at that time.
4. If an immediate reply is not required, leave the message in your "Inbox" and use your "Inbox" as a "Pending/To Do File".
5. After you reply, a copy will be put in your "Sent" folder. If you are now awaiting a reply or next step from the person you sent it to, keep the copy in the "Sent" folder and use that folder as a "Follow-up File" to remind you of what took place.
6. If the email does not require any further follow-up, move the "Sent" copy to a folder that is appropriate. Your folder names may be client names, project names, the months of the year, etc., depending upon your type of work.
7. Each morning and evening, review your "Inbox" for any items that you still need to read or reply to and do so as time allows/requires.
8. Also, each morning and evening, review your "Sent" emails to remind you about what items are still waiting on a reply/action from another individual and follow-up as needed.
9. If you are receiving emails from vendors that you are not interested in, simply unsubscribe. It will take a few seconds to do, but will save you lots of effort in the long run.

Contact Me

www.magicallyorganized.com

magicallyorganized@yahoo.com

(609) 280-6110

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10. Finally, review all of your email folders every 6 months and delete what is no longer needed and/or move items to a "Non-Active" status.

Of course, NEVER check your email or texts while driving. Nothing is more important than your safety.

Your Suggestions & Requests

Magically Organized distributes a helpful article every month and is always eager to hear your feedback. You can make your suggestions, requests and comments by contacting me via email, phone, the Web, or on Facebook. I love hearing your ideas and helping you to achieve your goals. Feel free to contact me and tell me what you'd like to hear about in a future newsletter!

I also offer 1 FREE presentation per month to community groups (MOPS, Senior groups, etc.). If you belong to a group and would like me to come and present, please let me know.

My contact information is in the left border and below.

About the Owner



Kathleen Edelstein, Owner

Williamstown, NJ

(609) 280-6110

magicallyorganized@yahoo.com

www.magicallyorganized.com

Magically Organized is focused on you and your peace of mind. I work alongside you to make your life easier. I pride myself on providing high-quality, confidential service.

I work with you to eliminate the clutter. I can help you to finally get your car in the garage, sort through a closet, empty a basement, or anything in between. Together, we will work at a pace that is good for you. When we are finished, you will have an easier, more peaceful life.

I began Magically Organized to help to bring peace and solace to others. It is my intention and goal to help you get through the clutter so that you will have relaxation and comfort in your home again.

I believe that you can change someone's life by helping them to conquer a task that seems insurmountable. The sense of relief that you will feel when the job is complete is why I do this work. It is very rewarding!

I began this company because I have a natural talent for organizing and I want to pass it on. I love organizing and want to show you how it can make your life easier. I welcome the opportunity to earn your trust and deliver you the best service in the industry.
