



# hello august

- ☀ "Find the deeper meaning for getting your act together, whether it is to set a good example for your children to follow or to quit wasting time looking for lost and misplaced things and spend it on more meaningful pursuits. Or do it because it will make you feel good." -- Lee Silber in *Organizing from the Right Side of the Brain*
- ☀ Try a new way of working. Do you check email first thing in the morning? Do you keep your cubical/office door open at all times? Do you answer every call? Maybe try doing things differently...checking your email after tackling a small task first, closing your door for 1 hour in the morning and afternoon, screening calls when you're in the middle of an important project. Just making minor changes in your workday may lead to greater productivity and/or creativity. Of course, use your best judgment in making these or any changes.
- ☀ Take 15 minutes at least once per year to call your cable provider and ask them if they have any specials going. Nine times out of ten, they do and you can cut the rate you're paying while even adding premium channels.
- ☀ Write down your dreams and goals. There is something about putting it in writing that makes it seem more real and attainable.
- ☀ Have you and your family changed their toothbrush lately? It's important to do this every so often. Especially if you have recently been sick. Put a pack of toothbrushes on your shopping list and get them next time you go; then swap everyone's' old for the new.
- ☀ "Attitude is a little thing that makes a big difference."—Winston Churchill
- ☀ A tip from a client...Coffee can lids are great items to reuse. You can use them as drip pans under plants; they could be placed under a plunger to keep the germs off of the floor, and to catch slow leaks/drips under a drain.
- ☀ Is there something you always wanted to do or somewhere you always wanted to see? Book time with yourself and go do it. You never know what day may be your last or what might change in your circumstances; don't allow yourself to say "Boy, I wish I would've done that!"
- ☀ Are you looking for ways to keep your pet's treats fresh and accessible? Why not keep them in a cookie jar or other tight lidded glass container (Ball) displayed on your kitchen counter? They look cute, stay fresh, and add a little color.
- ☀ Before heading out to the beach or park, be sure to pack snacks and plenty of drinks. The little bit of pre-planning will save you money and aggravation. Also, if you're bringing your pet, don't forget water and pick-up bags for them as well.
- ☀ Prepare for a rainy day during vacation by bringing along board games and cards. It can make a rainy day fun and develop some great family memories.
- ☀ Try to go with the flow once in a while. It's great to have a schedule and to stick with it, but it's just as important to allow yourself to be spontaneous at times.

- ☀ "He who knows that enough is enough will always have enough." -- Lao Tzu
- ☀ "Trust yourself. You know more than you think you do." – Benjamin Spock
- ☀ "Don't let the noise of others' opinions drown out your own inner voice."--Steve Jobs
- ☀ The best thing to spend time making is memories. They don't fill your space, but fill your mind.
- ☀ "Proven fact: You cannot finish something you never start."--Sarah Knight in *get your SH\*T together*
- ☀ Someone once said "The only workout that you regret is the one that never happened." The same can be said for projects around the house or at work. Make a list and get it done and/or hire someone to help.
- ☀ "Since one's imagination is usually greater than one's physical ability, add at least twenty-five percent more time than you estimate it will take you to accomplish your work." -- Lehmkuhl & Cotter-Lamping in *Organizing for the Creative Person*
- ☀ This quote from *Organizing from the Right Side of the Brain* by Lee Silber couldn't be more on point..."How much time do you waste fighting about and fighting through your clutter? I truly believe you have to make space in your life (and your house) so that better things can come in. It's true of all clutter--even (negative) people who are dragging you down."
- ☀ Are your kids ready for school? Be sure to check the school supply list and fill the backpacks. If they haven't started already, they'll need to be prepared any day.
- ☀ When you're surrounded by clutter it blocks your thoughts. Clear the clutter from your life and your thoughts will be clearer too.