



Organize.  
Simplify.  
Get All Squared Away.

*GO (Get Organized) Month!*

### Greetings!

The holiday season has come to a close, and now is the time to get back on track with organization. January is **GO (Get Organized) Month!**

Our newsletter will give you some great GO tips and advice to help you start new and fresh in 2011.

Wishing you health and happiness in the New Year!

Happy Organizing!

~Julie Mills, Owner, All Squared Away™




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### Office Organization

#### File Cart:



Perfect for the employee without a large filing cabinet. Keeps you organized in a small space!

<http://tinyurl.com/35fwlh2>

#### Rotary Desk Organizer:



### GO Month!

This month marks the National Association of Professional Organizers (NAPO) 7th Annual GO (Get Organized) Month!

The idea of GO Month is to *start fresh after the holidays* and spread the word about the benefits of organization.

Courtesy of NAPO's [website](#), here are some **facts** about organization and GO Month:

1) NAPO GO Month Events: Hosted all over the country! From Ask-the-Organizer panels, Organize to Economize in the New Year workshops, to Shred-and-Organize events..there is one near you! Find out more from [NAPO](#).

2) Make a Resolution to **Get Organized**: This gives you some accountability and makes organization a priority!

3) A NAPO Survey: Indicates that 65% of respondents consider their home *at least* moderately disorganized.

Keep supplies neat and organized - eliminate desktop clutter!

<http://tinyurl.com/27nc19l>

For more on GO Month, visit [NAPO's Website](#).

### Time Management Facts



**Time Management** is so crucial to productivity and organizational success! Most people are shocked when they realize how much time and money is wasted by simply not being **organized**.

Here are some *interesting facts* on the importance of *time management skills*!

- *Price Waterhouse Coopers* estimates that workers spend nearly 50% of their time looking for information because it isn't **organized** properly.
- People who work with a cluttered desk spends, on average, *1.5 hours per day looking for things*, which adds up to approximately 7.5 hours per work week.
- Just one hour of **planning** saves 10 hours of doing.

Make time for organization -- it will actually save you lots of work!

## **G.O. -- Great Offer!!**

Buy 5 hours, Get the First Time Consultation **FREE!!**

Expires: February 15, 2011  
Some limitations apply.