



The Organizing Authority SM

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TAKE CONTROL OF YOUR TIME BY GETTING ORGANIZED DURING FEBRUARY'S NATIONAL TIME MANAGEMENT MONTH

WAUKESHA, WI—If you want to have more time to spend with loved ones, not feel rushed all day long, or accomplish your business and personal goals this year, the National Association of Professional Organizers (NAPO) can help! During the month of February, National Time Management Month, NAPO is emphasizing the importance of being organized to improve time management.

Organization plays an integral role in time management, whether at home or in the office. When you know where to find what you need when you need it, you will significantly reduce the stress in your life.

“Research indicates that people waste an hour or more each day searching for lost items or working in ways that are not productive,” said NAPO President Standolyn Roberston. “This could translate into the loss of money and valuable time that could be used for other important projects. If individuals examined where their time was going on a daily basis, they could determine better ways to utilize it and reduce wasted time.”

Here are some tips to help you better manage your time at home or in the office:

General Time Management Tips

- Use a planner to track appointments and tasks. It can be a paper-based notebook, a computer software program, or an electronic handheld device.
- Create at least one hour of uninterrupted time per day to tackle projects and action items.
- Allocate twice as much time for a task as you think it will take. This accommodates for interruptions and stopping to get more information.
- Break large projects down into small, sequential steps. Schedule these steps into your day with your planner.
- Group errands together so that you save time (and money) on travel, and the hassle of having to run out again because you didn't plan your trip initially.
- Delegate tasks that you can afford to outsource. Tasks that you do not like or know how to do would likely be easier and more enjoyable for someone else with a different type of expertise.
- Work while you wait. Have “busy work” on hand to do while you wait at the doctor's office, are on hold with the cable company, or are stuck waiting for a late lunch date.

Don't Do It Alone: Consider Hiring A Professional Organizer

If getting organized is something you are serious about, you might want to consider hiring an expert. A professional organizer enhances the lives of clients by designing systems and processes using organizing principles and through transferring organizing skills. Professional organizers help individuals and businesses take control of their surroundings, their time, their paper, and their systems for life.

To locate a professional organizer near you, visit the NAPO-Wisconsin Chapter website at www.napo-wi.com and click on the "Get Organized" tab to search by city or organizing specialty.

About NAPO

The premier national association dedicated to the field of organizing, the National Association of Professional Organizers (NAPO) is The Organizing Authority®. Formed in 1985 as a not-for-profit professional association, NAPO is dedicated to serving its members through education, networking, industry resources, and promoting the profession to the public. NAPO's mission is to develop, lead, and promote professional organizers and the organizing industry. The association is affiliated with the National Study Group on Chronic Disorganization (NSGCD) and Professional Organizers in Canada (POC). For more information, visit www.napo.net.

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