



## SIMPLY PLACED

April/May 2012

### Where Will Simply Placed Be?

**What:**

Issaquah Chamber of Commerce  
Monthly Luncheon

**Where:**

Holiday Inn of Issaquah  
1801 12th Avenue Northwest

**When:**

Wednesday April 25th  
11:30 AM – 1:30 PM

Debbie will be the featured speaker on the topic of goal setting and minimizing procrastination. Join us for her What Are You Waiting For presentation at this Issaquah Chamber of Commerce event which is open to the public! Find more details [here](#).

### Featured Product

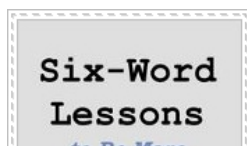
#### Six Word Lessons to be More Productive

Get 100 practical, easy to implement, effective strategies to help you increase focus, organization and productivity at work. Find what you need when you need it, be on time with your appointments and commitments, work free of distraction in your office, reduce stress, improve your follow through, and increase revenue. Work smarter, not harder, with systems and habits that work.

Authored by Debbie Rosemont, founder of Simply Placed in Sammamish WA, *Six-Word Lessons to Be More Productive* gives you 100 simple-to-understand six-word lessons which get you results fast.

Get lots of tips and tricks for transforming your home or business office into the organized and productive space you always wanted it to be. Each six-word lesson gives you a concise explanation of what to do (and not do) to help you increase focus, organization and productivity at work. Years of wisdom in a book you can read in an hour!

[Order yours from our website](#) for only \$12.95.



### Office Organization: An Organized Space is a Productive Space

Your office, whether it's in your home or in a commercial business space (or both, if you occasionally telecommute) is an important space. It's where you plan your day, keep vital records, have important conversations, stash office supplies, crank out critical work, and much more. Keeping this place in your life organized and functional can help you maintain your sanity, find what you need when you need it, and make you feel comfortable, grounded, and more productive.

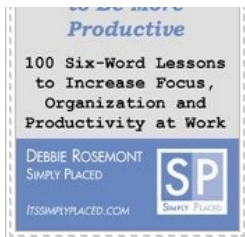
Does your office go from fresh and organized in the morning to disaster zone by 5:00? Our tips in [Get Your Home Office in Better Shape Today](#) will not only set up your office for a successful day, but will also help you keep it in good shape from 9 to 5 every day. Don't know how to start? Clear the clutter first. Get rid of anything that's not adding value to your life or your work in that space. There, doesn't that already feel better? Now think about the items you need to use on a regular basis and organize and store those first in easy-to-reach areas around your workspace. Things you access less frequently should have proper homes as well so that you can easily find what you need when you need it and put things away when you're done with them. Happy organizing!



April was also a time for meeting that tax deadline! How'd you do? If you filed for an extension and still have some work ahead of you, or if you filed on time and want to make sure you have an even easier time for next year, this is a great time to organize your home office filing system. All it takes is a few minutes to scan those filing cabinets for folders that need to be replaced, updated, or relabeled. Try our Tuesday Ten Minute Toss post [Toss Old Files and Folders](#) and make tax prep just that much easier next year. Need some tips for next year? Check out [Get Tax Day Ready with Our Last Minute Tips](#) and block time out on your 2013 calendar in the first quarter to get ahead of the game.

Find some things to donate or recycle in your effort to organize your home office? In honor of Earth Day last weekend, we encourage you to do so responsibly. If you're in the local Puget Sound area, take advantage of the [City of Sammamish Recycle event](#) coming up this weekend.

If you feel like you could use a hand getting your business office or home office in working order, [let us know!](#) We can help get your workspace organized and teach you how to be more productive during your workday. Check out our new video testimonial [Simply Placed at Work](#) to hear from some of our business clients themselves about how Simply Placed



### Organize Your Business

Want to help your company or organization off to a great start this year? We have a host of topics to benefit your employees or members. [Contact Us](#) today to find out how we can customize an offering to best suit your needs. Join the ranks of successful companies like Comcast, Costco, Microsoft, and the Seattle Seahawks/ Sounders FC who have done just that. We look forward to working with you.

### Chat With Us!

Would you like access to regular tips on organization and productivity? Visit our [Facebook Page](#) and subscribe by clicking "like" to receive regular tips! You can also follow us on [Twitter](#), or subscribe to the [RSS Feed](#) for our Blog. Either way, we look forward to sharing information with you and hope you'll engage in the conversation. We love to hear from you!

impacted their work life. You can also visit our [Business Page](#) for more information about how we can be a resource to you.

Did you participate in any of our Tuesday Ten Minute Toss Challenges this past month? If you're short on time, but motivated to check something off your list, we've got some quick and easy ideas for you. You can return to the [blog](#) or our [Facebook page](#) every Tuesday for a new challenge.

We also have our new Tech Talk Thursday feature! We'll keep you informed and give you tips on how to use technology to help you stay organized and productive. If you run across a cool app, product, or technological solution that we should know about, please don't hesitate to let us know. Return to our [blog](#) and [Facebook page](#) every Thursday for the latest and greatest! Check out our latest topics: [Block Time for Play with DrawSomething](#), [Organize Your Contacts with WorldCard Mobile](#), [Organize and Store Your Passwords](#), and [Pack Like a Champion with Packing Pro](#) and get some fresh ideas!

Do you have a topic or organizing question that you would like us to address in this newsletter or on the blog? We love to hear from you, so please [let us know](#) what you would like us to blog about.



Debbie Rosemont, CPO®

Simply Placed | 26510 SE 19th Ct. | Sammamish, WA 98075  
206-579-5743 | [www.itssimplyplaced.com](http://www.itssimplyplaced.com)

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