



SIMPLY PLACED

August 2012

Where Will Simply Placed Be?

What: Email Intervention for the Alliance of Women Owned Businesses

Where: The Inn at Gig Harbor, 3211 56th St., Gig Harbor, WA 98335

When: August 8, 2012 5:00pm - 8:00pm

Tabitha will teach participants strategies to reduce email processing time by diminishing email interruptions, revealing power of decision making, reducing email volume & improving email quality.

[Register here.](#)

Featured Product



Getting Organized Magazine

Treat yourself to some sanity! Every few months, the Getting Organized Magazine will serve as a reminder and inspiration to get and stay organized. Each new issue is filled with strategies, new product reviews, motivations and much more. And now, every day until August 23rd a subscriber of Getting Organized Magazine will win a fabulous prize! [Subscribe now](#) to be automatically entered to win the [30 Days of Give-Aways](#) contest each day!

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!

From the Blog

Transform Your Workspace



Do you feel weighed down by the disorganization in your office or workspace? What might that be costing you? Having a functional, clean and organized work area promotes productivity. Read our tips below and transform your work space, whether it is an entire business office or a small kitchen office into a haven for focus and productivity.

Has it become hard to work at (or see the surface of) your desk? If so, it's time to unearth it, pitch what you can and transform it into a functional, distraction-free zone! First, remove the clutter and distractions. Focus on having only the essentials available on your desk. The less you have crowding your workspace the better. Afraid of "out of sight, out of mind?" This shouldn't be a concern if you have organized drawers in which to keep your supplies so that you can find what you need, when you need it. Drawer dividers will help keep small items organized and help you store more items in fewer drawers. A working filing system will help you easily file away papers for action later, or for reference, and feel confident that you can easily find what you need at the right time. Save time, energy and money with office organization. Check out more great tips in our post [5 Tips to Unearth Your Desk](#) to get started on your office transformation.

The kitchen is often the hub of the home so it's no surprise that this is also where a lot of important documents, mail and information end up. If you have a workspace in or near your kitchen, it's a great place to get and stay organized so you can run the business of managing a home. [How to Organize Your Kitchen Office](#) has great ideas for organizing any home workspace or desk.

Taking the first steps toward organization and productivity in an office or workspace can seem overwhelming (especially if there's actual work looming at the same time). Build in some blocks of time dedicated to organization and remember, as we like to say at Simply Placed, "Done is better than perfect." Just because you can't get your office looking perfect in the time you have today doesn't mean you can't get started and make some

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. Recent examples include: [Toss Emails](#), [Toss Camping Equipment](#), [Toss Random Office Supplies](#) and [Toss Barbeque Tools](#). You can return to the [blog](#) or our [Facebook page](#) every Tuesday for a new challenge.

We also have our 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: [Museum of Endangered Sounds](#), [How Can I Help You?](#), [Visit America's National Parks on Your Phone](#) and [Save Time by Buying Groceries Online](#) to get some fresh ideas!

Are health and wellness important to you and your family? We'll keep you motivated with the best organizing tips for keeping healthy and active even when you're short on time. Check out of recent posts: [Best Containers for Picnic Foods](#), [Planning to be Spontaneous](#), [A Natural Remedy for Overindulgence](#) and [Staying Safe in the Heat](#).

noticeable improvements. [The Perils of Perfectionism](#) has more to keep you on the right path to improving your productivity.

Once you've gotten a handle on your workspace, it's time to think about what you'll need to keep it organized in the long run. In [Ask the Organizer - Biggest Organizing Mistake?](#) we recommended using what you have first before going out and purchasing "organizing clutter." Only after you know what you want to keep and you're done purging is it time to think about buying products. For some great products to keep your workspace organized without damaging any walls, check out our recommendations in [Simple Damage-Free Hanging and Organizing](#). If you're looking for recurring inspiration, organizing strategies and new products reviews, subscribe to Getting Organized Magazine this month and be entered to win great organizational products every day. Check out the details in [Getting Organized Magazine's 30 Days of Give-Aways](#).

Improving your productivity at work through organization is a great way to make more time for what you love. By getting your office or other workspace organized, you can be more focused at work and accomplish more in less time. [Let us know](#) if we can help you get your office organized or if you're interested in improving your productivity. We'd love to be a resource for you.

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.



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