



SIMPLY PLACED

March 2013

Where Will Simply Placed Be?



What: Email Intervention Class

Where: Sammamish Commons

When: 10:30 am – 12:00 pm

Is email running your life? Are you overwhelmed by the volume you receive? Are things slipping through the cracks? Save more time each day and learn strategies to reduce email processing time by diminishing email interruptions, making strong decisions, reducing email volume & improving email quality. [Sign up](#) today!

Featured Product

Email Intervention Class Registration Learn strategies to reduce email processing time by diminishing email interruptions, revealing the power of decision making, reducing email volume & improving email quality. [Sign up](#) today and bring your laptop along! This open-enrollment class is just \$50 to attend.

Organize Your Business

Want to help your company or organization off to a great start for the New 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 Microsoft, Comcast, Costco 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 [Simply Placed Facebook Page](#) and subscribe by clicking "like" to receive regular tips! You can also follow us on [Pinterest](#) and [Twitter](#), or subscribe to the [RSS Feed](#) for our Blog. Wanna schedule with us? [Sign up](#) for a free 15 minute phone consultation today! Either way, we look forward to sharing information with you and hope you'll engage in the conversation. We love to hear from you.

Take a Spring Break to Spring Clean

It's almost time for some sunny weather and beautiful blooming flowers. Spring brings with it a natural time to cleanse your home, your life and yourself for many cultures. This month, why not take a spring break to spring clean? Your office, home, lifestyle or schedule may appreciate it.

With springtime on the horizon, we are motivated to de-clutter and deep clean our homes and offices. As the days get longer and lighter, the sunlight reminds us that soon the fast-pace and excitement of summer will be here once again. This year, set yourself up for success: make a plan and hold yourself accountable to your new spring goals. Establish a "do it now" habit by taking "later" out of your vocabulary and taking action instead. Having a "do it now habit" will help you to avoid the temptations to procrastinate.

Cleansing your home or office can feel like a daunting task. In our post, [Managing Household Chores](#) we outlined some solutions for getting started quickly and easily. If you're short on time but not on enthusiasm, try tackling something small. Our Tuesday Ten Minute Tosses are perfect for small doses of spring organization! Try some of our latest "tosses:" [Toss Cosmetics](#), [Toss Items from the Laundry Room](#), [Toss Scarves and Ties](#) and get started today. Could you use some additional short, simple inspiration to get you going on cleansing? Check out our post [Find Time Friday: Six Word Lessons](#) and get 100 practical, easy to implement, effective strategies to help you increase focus, organization and productivity!

Are your routines making you more productive or are they slowing your day down? Set small goals to complete every day until they become productive, healthy habits. Soon these small tasks or goals will be second nature for you. Does your schedule have you feeling overwhelmed? [9 Antidotes to Overwhelm](#) has all the tips you need to stay motivated this spring with all your personal and professional goals. Setting smart goals is another way you can streamline your spring changes, check out our post [Make Routines Productive](#) for more suggestions!

Do you have a topic or organizing question that you would like us to blog about? We love to hear from you, so please [tell us](#) what you'd like to read about!



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