



## SIMPLY PLACED

June 2013

### Where Will Simply Placed Be?

**What:** What Are You Waiting For?

**Where:** South Puget Sound Business and Professional Women's Group

**When:** June 5th 6:00 pm – 8:30 pm

Debbie will be presenting "What Are You Waiting For?" to the South Puget Sound Business and Professional Women's Group. She'll be discussing why procrastination happens. And she'll be sharing specific, smart strategies that will allow them to conquer procrastination now, instead of later. For more event details, visit the [BPW South Sound website](#).

**What:** Maple Valley Days Festival

**Where:** Lake Wilderness Park, 23601 224th Ave SE, Maple Valley, WA 98038

**When:** Saturday June 8<sup>th</sup> 12:00 pm – 3:00 pm

Visit Simply Placed Organizer Laurie Cardoza at the Greater Maple Valley Network Association Booth at this year's Maple Valley Days festival! For more information about Maple Valley Days, visit their [website](#) we hope to see you there!

**What:** Email Intervention

**Where:** TBD

**When:** August 21<sup>st</sup> 11:30 am – 1:30 pm

Debbie will be presenting Email Intervention to the Snoqualmie Valley Chamber of Commerce and the Snoqualmie Valley Women in Business. Learn strategies to reduce email processing time by diminishing email interruptions, revealing power of decision making, reducing email volume & improving email quality. Watch for July's newsletter for more information!

### Featured Organizer



### Ready for a Vacation?

It's June and summer is almost officially here. The time to plan summer vacation is something that tends to sneak up on us. Are you looking forward to getting away, or dreading it because of all that's involved? Between getting your family ready and getting things organized at work, vacations and vacation planning can quickly go from relaxing to stressful. This month, we have great productivity and planning tips for getting the most out of your summer vacation.

Worried about all of the projects and tasks that need doing at work before you can take off for your summer oasis? Make your workdays count by eliminating your attempts to multitask and focus yourself on one task or project at a time instead. Multitasking is not an effective productivity strategy, instead it's important to learn how to focus, working free of distraction, so you can consistently get more of the important things done in less time. You'll be able to work smarter, not harder and get results you need before you can vacation. Want to learn more about this? It's something we consult and train on frequently, visit our [Targeted Workshops page](#) for more about our Multitasking Makes Your Stupid presentation.

In [Find Time Friday: Lessen Distraction](#) we explained that constant switching between tasks costs you time during your workday. Follow some of our productivity tips to save yourself time: Block out times during your workday to focus on important projects and separate times to process your email. Try limiting your distractions by reducing the amount of interruptions. Turn off your email notifications, silence your cell phone, mark yourself as "unavailable" or "busy" on messenger and close your social networking windows.

Maybe you have the perfect vacation all lined up but you're dreading all the work and emails you're bound to return to. We highlighted a few strategies to help you to have a smooth "reentry" into your everyday life and business routine after your summer vacation in [Find Time Friday: Finding Your Routine after Vacation](#). Catch up on email during the flight home. A long flight is a great opportunity to start processing your inbox and catch up on what you've missed. And don't forget to ease back in. Don't schedule anything too challenging for your first few days back, give yourself time to adjust and catch up.

Getting your kids ready and organized for a vacation can be just as challenging as getting organized at work. In [Monday Mom's Moment: Encouraging Kids to be Organized](#) Professional Organizer Laurie offered several suggestions from her personal experience that help her kids stay motivated to organize, like keeping a chart. A chart is a great way to keep kids on track. Consider giving a small reward when they complete their charts to motivate ongoing behavior. Some studies show it takes 21 days to create a new



Kelly Foster has passion and expertise for helping people set and reach their goals. She has a history of working with professionals in a variety of industries to help them realize more effective ways of working and living.

As a professional organizer and productivity consultant Kelly values working without judgment to understand each client's unique needs and then working collaboratively to come up with creative, achievable and sustainable solutions. It is her primary desire to help clients define and achieve a level and means of organization that makes sense to them so that they can have the time, energy and focus to live, work and play in the best way possible.

Kelly has a Masters of Science in Organizational Development and Knowledge Management from George Mason University. She lives in Kirkland with her husband, two children and their dog Otis. In her spare time, Kelly enjoys reading, hiking, snowshoeing and playing word games.

**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!**

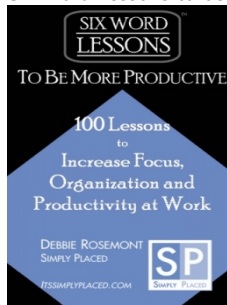
Would you like access to regular tips on organization and productivity? Visit our [Simply Placed Facebook Page](#) and subscribe by clicking "like" to receive regular tips! You can also follow us on [Pinterest](#) and [Twitter](#), or subscribe to the [RSS Feed](#) for our Blog. Wanna schedule with us? [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.

habit. It's never too early to start establishing good, productive habits. Summer is a great time for kids to pick up new routines.

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!

**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!

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Debbie Rosemont, CPO®

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