



# SIMPLY PLACED

August 2013

## Where Will Simply Placed Be?

**What:** GM Nameplate Wellness Fair

**Where:** GM Nameplate Corporate Office

**When:** August 7<sup>th</sup> 11:00 am – 4:00 pm

Kelly Foster will be meeting with GM Nameplate employees and sharing some work/life balance wisdom from Simply Placed at their Wellness Fair.

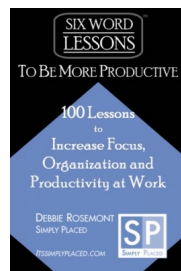
**What:** Email Intervention

**Where:** North Bend Theatre, 125 Bendigo Blvd N, North Bend, WA 98045

**When:** August 21<sup>st</sup> 11:30 am – 2:00 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 the power of decision making, reducing email volume & improving email quality. Experience less stress and greater profitability in your business and life as you put organized systems and productive habits in place to effectively manage your email so that it doesn't manage you. [Register for this event](#) now to reserve your spot!

## 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

## Need Help with Improving Your Productivity?

The distractions of summer can be endless. The beautiful weather, the beach and the water call you away from your desk and away from your priorities and obligations. Summer vacations, friendly barbeques and beautiful hikes conspire to stifle your productivity. Simply Placed is always here with helpful hints and extra hands to keep you engaged so you can work smarter, not harder and enjoy your August without falling behind.

One of the most common metaphors people use to think about, measure and design processes to improve productivity is the machine metaphor. In the machine metaphor we think about our work, effort and output as if we were machines. This metaphor doesn't always make sense because the work we do, our work with customers, family or assimilating new knowledge isn't as straightforward as an assembly line. Measuring work and designing work processes based on this mechanical metaphor limits our ability to understand and improve human work productivity.

Linda Stone explores this idea of finding a richer way of thinking about human productivity in her article for the *Atlantic Monthly* titled [Machines Can't Flow: The Difference Between Mechanical and Human Productivity](#). Stone writes, "It's time to rethink productivity. More output, produced faster may be great for metrics for machines, but for homo sapiens, the most powerful metric is engagement. Engagement is about process, outcomes, and quality. Engagement values the methods and the results versus focusing completely on the output.



Engagement as a new metaphor for thinking about productivity encourages us to focus on the way we work and, for example, the impact distraction has on the way we work. While it's unreasonable for many of us to eliminate all distractions, it may make sense to get rid of some of the games or widgets that compete for our attention when we sit down to work. When work gets hard or boring, what software or websites do you turn to instead of sticking with it and finishing the task at hand? Does your Twitter or sports news feed pull you away from engaging with your work? In [Toss Distractions: Tuesday Ten Minute Toss Challenge](#) we blogged that even the smallest distraction results in several minutes of lost focus and

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! [Shop for Six Word Lessons to be More Productive](#) on our website for only \$12.95.

## Organize Your Business

**Want to help your company or organization have a strong second half of the 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.

distraction results in several minutes of lost focus and productivity and multiple distractions result in lost hours every workday. Consider turning many of these notifications off and becoming more conscious about how you use your computer for work. In [Tech Talk Thursday: How Are You Using Your Computer?](#) we recommend turning off notifications from software like email readers, Facebook, Twitter and news feeds entirely. This results in regaining hours of focused productivity each day. Make the decision to check in with these services in a way that contributes to your productivity!

Taking care of our minds and bodies often requires disengaging from work or the minutia of day-to-day activities in order to exercise, meditate or rest. Try disengaging in order to get better rest. In [Wellness Wednesday: Engagement](#) we shared studies showing that pulling ourselves away from computer, tablet or any illuminated screens for two hours before bedtime increases the body's production of melatonin and contributes to better rest. Better rest will make for a more productive workday to come.

Take your time and engage with the hows and whys of your work. Committing to doing things correctly the first time and saving yourself from doing them a second time to correct errors will save you time in the end. While you may reach the deadline, you may also do so with enough mistakes that result in having to do the procedure again. In [Find Time Friday: Slow Down to Speed Up](#) we encourage you to improve your long-term productivity by slowing down in order to ultimately save time. Engagement speaks to productivity issues related to quality versus quantity. Stay engaged and slowdown your pace of work in and save time that would have been spent otherwise correcting problems.

The world sends us many messages about how much time we should spend with our families and friends. These messages can be the cause of feelings of fatigue and guilt. In [Monday Mom's Moment: Spending Time with Your Kids](#) we encourage you to forgive yourself first and then consider the quality versus the quantity and level of engagement of the time you spend with your loved ones. Can you find some time each day to engage with your family without the distraction of other tasks? The quality of these engaged interactions, even done for a few minutes, can be very fulfilling and productive family time.

Could you use some extra help this summer to keep your productivity efforts on track? Visit the [productivity consultation page](#) on our website to learn more and [let us know](#) if we can help!

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!



Debbie Rosemont, CPO®

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