



# SIMPLY PLACED

February 2014

## Where Will Simply Placed Be?

**What:** *The Cost of Disorganization.*

Debbie Rosemont will present to the Eastside Business Association.

**Where:** Issaquah Holiday Inn, 1801 12th Ave NW, Issaquah WA 98027

**When:** Feb. 6, 8:00am-9:30am.

For more information or to register contact the [Eastside Business Association](#).

**What:** [Organize for School Success.](#)

Kelly Foster will work with high school students to help them become more strategic and successful with time, resource and project management.

**Where:** [The Evergreen Chapter](#) of the Nation Charity League.

**When:** Feb. 9, 7:00pm.

Participation is limited to Evergreen NCL members.

**What:** *Digital Organization.*

Debbie Rosement will present practical strategies for managing digital resources and clutter to the Seattle NAPO Chapter.

**Where:** Coast Bellevue Hotel, 625 116th Ave NE, Bellevue WA

**When:** March 4, 6:00pm-8:30pm.

Contact the [Seattle NAPO chapter](#) for registration information.

**What:** *Email Intervention.*

Kelly Foster will present strategies for managing your email so it doesn't manage you and hinder your productivity to the Duvall Chamber of Commerce.

**Where:** Duvall Visitor Center, 15619 Main St, Duvall Wa.

**When:** March 6, 6:00pm-8:00pm.

Contact the [Duvall Chamber of Commerce](#) for registration information.

## Dealing with Digital Disorder

Are you over-whelmed by e-clutter and don't know where to start to become better e-organized? When you turn on your computer, are you hit with a screen full of icons and waste time looking for the document or picture you need? Do you find that as the minutes tick by, your stress level rises because what should have been a simple project can't even begin because you can't find the file you need? Do you imagine there is a better way to manage your electronic stuff? Well, there's good news: There are effective ways for managing and organizing electronic files that will help reduce your e-clutter now and moving forward. With the right tools and know-how you can conquer your digital disorder and take back wasted time and reduce stress.



The costs of digital disorganization are similar to that of all other forms of disorganization. Disorganization results in wasted time, increased stress and missed business opportunities. Read our helpful articles on tools and strategies designed to help you reduce the costs of the digital disorganization in your life.

- [Want a More Organized Way to Store Digital Pictures: 4 Things You Must Do](#)
- [Shift Your Thinking to Better Organize Your Electronic Files](#)
- [Use These Tools to Combat Digital Disorganization](#)
- [Play the Email Game to Achieve Inbox Zero and Increase Productivity](#)

While tools and strategies are helpful, being organized is more about the behaviors and routines you establish around using those tools. Behaviors associated with being digitally organized include:

- Being consistent in the use of file naming conventions and electronic folder structures.
- Consolidating your e-stuff to avoid sifting through duplicates and near-duplicates. This is especially important when you work across multiple platforms and workgroups.
- Making digital decluttering part of your weekly or monthly routine.

We live in a world where digital stuff enters our lives through a variety of devices. You've experienced the over-whelm, stress and wasted time resulting from your e-clutter and now you have some specific and detailed resources for helping you get started organizing your digital clutter. Simply Placed offers group training and workshops as well as one-on-one consultations to help

**What:** *Spring into Organization for your Personal and Professional Life.*

Debbie Rosemont will present to the Issaquah Chamber of Commerce's Women in Business.

**Where:** Tibbetts Creek Manor, 750 17th Ave NW, Issaquah WA

**When:** March 20, 11:30am-1:30pm.

Contact the [Issaquah Chamber of Commerce](#) for registration information.

clients dig out from digital disorder and become more e-organized. [Contact us](#) if you need more ideas or hands-on support. Let us help you realize the peace and efficiency of digital organization.

**Featured Product**

**Email Intervention Workshop or Consultation**

Learn strategies to reduce email processing time by diminishing email interruptions, revealing the power of decision making, reducing email volume and improving email quality.

This practical workshop is tailored to your group. [Click here](#) to learn more about the email intervention or personal consultation.

**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.



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