



March 2014

Where Will Simply Placed Be?

What: Digital Organization.

Debbie Rosemont 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.



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!

Ways to Better Organize Paper

Tax Day, April 15th, will be here in just over a month. Are you ready? One of the most common road-blocks people experience to completing their returns or preparing materials for an accountant is being able to find paperwork. Maybe it's in a pile of papers or unopened mail. Maybe it's in a file, but which one? You spend time and energy looking for missing paper. Your stress level goes up and maybe so does the financial cost of preparing your return. There are physical, emotional and economic costs to not being able to find paper when you need it. This is true for homemakers, professionals and students. At Simply Placed we offer practical solutions and support so you can successfully process, manage and retrieve important papers at home, in the office and on the go. The links below offer detailed information for how you can get organized and establish better habits around managing paper.

For processing paper:

- [You've Got \(Snail\) Mail](#)
- [A System for Mail](#)
- [5 Tips for Going Paperless](#)

For managing paper:

- [Easy Filing with the Freedom Filer](#)
- [How to Pile Instead of File, If You Must](#)
- [Elements of a Good Reference Filing System](#)

For students:

- [Is My Student Disorganized?](#)
- [How to Organize School Paperwork](#)

Imagine being able to easily find your important papers right when you need them and with no stress. Use the resources above to improve your paper management. [Contact us](#) for virtual or hands-on support.

Featured Product

Freedom Filer

Turn your piles into files once and for all with this highly customizable, intuitive and virtually maintenance-free filing system. As a certified Freedom Filer consultant, Simply Placed is please to offer personalized consultations on how to get the most out of the system. [Click here](#) to learn more.



Debbie Rosemont, CPO®

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