

Maximize Your Most Precious Resource- TIME!



Do you want to get more done in less time with less stress? Set priorities, stay focused? Be on top of incoming items - paper, e-mail, voice mail? Cut through clutter so you never again have to apologize for missed deadlines? Maximize your most precious resource - time?

I know what you're thinking: "Yeah, I can hear you telling me to get organized. Sure, I know I should, **but how do I do it?**" Solution = SOS!

Use the **SOS** (distress signal) when you need help from being overwhelmed and overloaded. SOS can be your new life-saving process: just think Simple Organizing Systems!

S - Simple
Keep things simple - the first step toward simplifying your life is to make a small investment of time, review your job; habits and environment, and discover what is working and what is not. Keep in mind that maintaining a complicated life is a great way to avoid changing it.

Simplifying your life is really about gaining control of it.

O - Organizing
Take the time to get organized, and create new habits and systems that allow you to accomplish more in less time. Being organized improves your ability to focus, concentrate, and produce the results you want.

S - Systems
Implement simple systems and processes will help you to set priorities and stay focused. You will stay on top of your incoming items and projects so you never again miss deadlines. Getting organized will maximize your most precious resource - time.

As an office organizer and productivity trainer, I work with many different people with different jobs and different needs. I have found various systems that are very effective for the majority of my clients.

The most used systems are:

The GO System: A proven

step-by-step process will help you become more focused, organized and productive. You will find things when you need them and, and stay focused on high-priority activities. The system is easy to understand, implement and maintain.

The Paper Tiger Software: allows you to find paper filing in 5 seconds! It's simple and easy to use, saves you time and energy.

Easy Reach: allows you to find and view all your electronic files instantly.

Finding a simple and effective organizing system that works for you will un-complicate your daily routine and eliminate stress. You will have more time for the things you love. These are real-world solutions guaranteed to end clutter, complexity, and chaos in your life. It Really Is That Simple!



Cathy Sexton provides productivity training courses, presentations, and one-to-one consultation service. While using simple and easy techniques and systems, she brings productivity improvements to anyone wanting to accomplish more, work smarter and reduce their stress so they can enjoy their life.

To design, or help implement, your personal SOS process, contact Cathy at (636)717-6588 or cathy@cs-bs.com.

Mention this article to receive your free productivity scorecard and 10% off your first service.

By:
Cathy Sexton,
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"When was that project due?" - "I am buried in paper work."

Staying on top of things was hard enough before cell phones, the internet and PDA's. Now, many of us spend our days in a sea of conflicting demands, missed deadlines and lost details.

Passionately Pursue Your Purpose

Rick Warren begins his book **The Purpose-Driven Life** with a powerful statement, "It's not about you". Many of us have a hard time believing this life is not all about us or our dreams, goals, and desire to accomplish great things. But Rick was right. Our lives are about a unique and powerful calling to fulfill a purpose that only we can bring to completion, contributions to society that only we can make. Unfortunately, too many people leave this earth never having fully lived to their highest potential, taking their talent with them to the grave.

Begin exploring your purpose by discovering your passions or strengths. Let's imagine for a moment that your purpose is like a jigsaw puzzle. The big picture may not be clear immediately but when you plan a strategy and diligently work to solve the puzzle, piece by piece the big picture takes shape. When putting a puzzle together, most people start with what they already know - the border pieces - because they are easiest to solve.

What are your strengths? Once you complete the border of your own life puzzle, your eyes will be drawn to points of interest that reflect those strengths; and your efforts will gravitate toward these areas. This process of discovering your strengths is a journey to be enjoyed and you will find there are many wonderful discoveries to explore along the way. As each puzzle piece is placed, you'll find that the overall picture becomes clearer. There is one thing to remember: when you solve a jigsaw puzzle, the task is over; when the picture of your true purpose and strengths emerges, the journey is just beginning. The emergence of your purpose will open up intriguing, exciting, and boundless opportunities for you to constantly reinvent yourself and move closer to fulfilling your Purpose-Driven Life.

ESPW - St. Louis

Aug 24: It's Just as Good to Receive as to Give - A Revised Perspective for Women

Sept 28: Creativity: The Key to Opening New Doors

ESPW - St. Louis meets on the Fourth Thursday from 6:00 P.M. - 8:30 P.M. at Orlando Gardens, 8352 Watson Rd.

ESPW - St. Charles

Aug 15: When to Stop and Start Over...Is it Time to Try Something Else?

Sept 19: Making It Happen by Leading the Way...Women's Leadership Expo

ESPW-St. Charles meets on the Third Tuesday from 6:00 P.M. - 8:30 P.M. at Stegton Regency Banquet Center, 1450 Wall St.

ESPW - Southwest Illinois

Aug 17 - "Higher" Networking Tea

Sept 21 - "Higher" Networking Tea

ESPW - Southwest Illinois has a networking tea on the third Thursday from 3:00 P.M. - 4:30 P.M. Locations vary, check the website for details. Mark your calendars for the Workshop Kick-off: October 3!

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