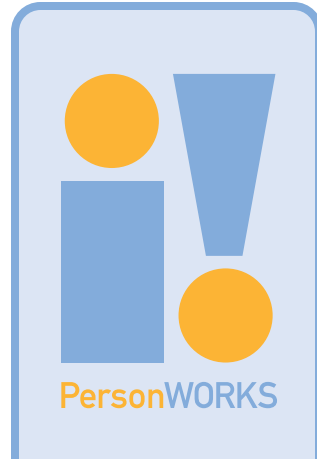


February, the month of love!

How to spend more time with your loved ones than at the office



IN THIS ISSUE, WE WILL DISCUSS:

- 14 ways to spend more time with loved ones
- How to store holiday decorations year-round
- 10 special gifts for the person you love (under \$100.00!)
- The easy secret to getting more back from Uncle Sam
- Did you know February is "Clean Out Your Computer" month? I will give you 10 Tips to do it like a pro!
- There's a new Personworks "Get Organized" class in March! It's a great, inexpensive way to find out how you can improve your life—with or without a professional organizer.

Fourteen ways to make more time to spend with your loved ones

This is a great time to think about how you can spend more time with the people close to you. Most people spend hours each day on things that just eat up their time bit by bit. Try picking out just three of these suggestions and following them for a month. I guarantee you'll find that you have more time to spend with your special someone!

- 1. Time for a thorough cleaning of your filing system.** Take one day to clean out the old, to make room for the new. For example, toss your 1997 tax records to make room for 2004. Go through all your old files and get rid of those you no longer need.
- 2. Get a Palm, PocketPC, or paper daily planner.** Keep track of your business and pleasure in the same calendar. One of the most common reasons my clients miss appointments is because their work appointments aren't on their social calendar and vice versa.
- 3. Decide on your "hours".** Even if your work provides flexible hours, set your own fixed system of hours. Your family and friends will know when they can spend time with you, your co-workers will know when they can find you, and you will be able to budget your time better. Sleep experts have shown that people sleep better when they have the same bedtime and alarm time every day.
- 4. Treat social dates like business dates.** Don't brush one off for the other. Your family won't be resentful of your work commitments when they know you always keep your family commitments. Set up a recurring date with your significant other—season tickets to a concert or sporting event make a great incentive.
- 5. Cook food that lasts.** Roast an extra chicken, cook food that reheats well (like stews and soups), and put post-it notes on particularly quick and easy recipes in your cookbooks so you can spend less time cooking. Make sure to label post-it notes with the name of the recipe.
- 6. Do laundry once a week.** Make sure you have enough linens and clothes to make it through to the weekly cleaning so you're not waiting for the washer to finish before you go to bed.
- 7. Don't give out your cell phone number to work colleagues.** They know your hours (see #3!) and it can wait till tomorrow. If you must have an evening work session, do it every night at the same time, and let your co-workers know that, for example, you'll be on email every night at 10:00.
- 8. If you work from home, treat it like an office.** Set aside a space to work. Don't take personal calls, run errands, chat with neighbors, or do anything else during your working hours that you wouldn't do in an office.
- 9. Do your grocery shopping late at night.** Stores are open late, but there's no lines! Also consider ordering produce online from Pioneer Organics, <http://www.pioneerorganics.com> a great timesaver that I can heartily recommend.
- 10. Prioritize your errands.** Do them all at once, in an order that makes sense. A trip to the doctor, the post office, and the pharmacy can take three times as long if you do them in separate trips or in the wrong order. Plan to do errands when you're nearby, and run a bunch of errands all at once.
- 11. Say no to excess projects.** Just because you are highly regarded doesn't mean you need to be a "yes" person all of the time. Honor yourself and your needs first. Besides, it's easier to appreciate someone who says "no" every once in a while. Let them know what they're missing!
- 12. Make personal time for yourself every day.** Schedule 45 min. to a hour appointment for yourself every day. Use it for what you need to keep relaxed: a bath, a walk, reading a book, or whatever makes you happy.
- 13. Schedule your TV watching.** Plan the shows you will watch at the beginning of the week, and make a rule for yourself: don't touch the television unless you're watching something you planned for! This alone can save you hours each week.
- 14. Turn off your computer when you're done with it.** This saves energy and helps you resist the temptation to quickly check your email.

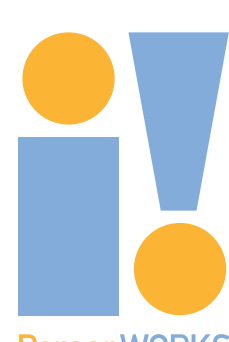


Ten inexpensive gifts to give the person you love

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1. Levenson's tool shuttle will be with them every day to remind them of your thoughtfulness. Personalize it by putting pictures inside before you give it to your loved one!
<http://www.levenson.com/PAGETEMPLATES/PRODUCT/PRODDPG.ASP?Level=2-3-3&PageID=289-1508-1339&Category=293-294-12&special=search&C=12&L=3&ID=SearchClicked&i=0>
2. For the magazine lover, purchase Scanalog. This software helps them organize all their favorite articles.
<http://www.scanalog.com>
3. For the person you want to spend more time with, a Franklin Covey time management planner is a helpful gift and a subtle clue!
<http://shopping.franklincovey.com/shopping/catalog/category.jsp?id=cat133>
4. For the wife that is the kid's personal chauffer, Simplificiti home organizer is a delight.
<http://www.simplificiti.com>
5. The practical way to say "take me to Paris!"
<http://www.levenson.com/PAGETEMPLATES/PRODUCT/PRODDPG.ASP?Level=2-3-3&PageID=289-1508-1416&Category=293-294-12&special=search&C=12&L=3&ID=SearchClicked&i=2>
6. For the one who is on the go, the Kenneth Cole business travel bag on wheels
<http://www.kennethcole.com/scripts/shop/product.asp?pw=productsearch&pid=2701>
7. For the clutter magnet who needs help finding place to put all their things, look at
<http://www.exposuresonline.com>
8. Ikea's magnetic bars for the tool lover
http://www.ikea-usa.com/webapp/wcs/stores/servlet/ProductDisplay?catalogId=10101&storeId=12&productId=10407&langId=-1&parentCats=10121*10297
9. Change their lives with a gift certificate to a professional organizer near them:
http://www.onlineorganizing.com/Services_Organizer_Referrals.htm
10. It's like Martha Stewart for real people. Give them one of my favorite magazines, *Real Simple*
<http://www.realsimple.com>





PersonWORKS

Get more back from your taxes: ItsDeductible

Today I am going to review a software product called ItsDeductible. I found this product to be great for people who are getting themselves organized. That's because the three key steps to organizing are:

1. sort
2. toss
3. donate

When you have finished sorting out that closet or garage, you are going to have a great deal to donate. (At least you should if you are being honest with yourself when you sort the items!) The quandary is always, should I sell it or donate it. You begin to think of all of the money you spent, and you want to make it back. While this is sensible with some of the items, it isn't always with others. For example: A good idea is a desk – this is a great item to re-sell. People are always looking for better deals than stores can offer.

A bad idea is a toy—they lose their value fast, and there are always needy children out there longing for toys. Think of all the precious time you will save not attempting to sell it for a quarter at a garage sale or eBay.

The best part is, you can get rid of the things immediately, instead of leaving them around while you wait to sell them. And depending on your tax bracket, you may get a sizable portion of your donation value back! ItsDeductible helps make sure of that.

The good:
 You will get money back on your taxes! It is easy to use and very affordable.

The bad:
 You need to be organized to use the program wisely.

The bottom line:
 This is a great product that can help be an incentive to getting organized!

Here is what an opinion customer had to say of this product:
http://www.epinions.com/content_94530866820



February 12th is clean out your computer month: 10 Tips to get rid of the clutter on your computer

1. Make a rule: files on your Desktop are files that you plan to use this week. When you haven't used it for a week, move it in to My Documents.
2. Every year, create a folder called "My Documents 2003", and move all last year's files from My Documents to it.
3. If you use a calendar program, set a recurring appointment once a month to back up your files.
4. When you copy photos from your digital camera to your computer, create a new folder in My Pictures titled "2003-12-31, New Years". If you name them like this, they'll automatically show up in the order that you took them.
5. If you have a printout of a document and a copy of the document, throw away the printout! If you're worried about losing the document, see #3: make backups.
6. Some things you keep working on and improving or updating, like your resume or family letters. Make folders for these and never clean them out. When in doubt, though, leave it in My Documents.
7. You can see much more of what's in a folder by clicking View and selecting Details. To group all of your documents together, click on top where it says "Type". Try all the View types to see which you like best.
8. LCD screens free up tons of space on your real desktop. They're also easier on the eyes, and they're getting much more inexpensive. Amazon's store has a great selection, while Pricewatch's listings have the absolute lowest prices.

 Amazon
http://www.amazon.com/exec/obidos/tg/browse/-/1071650/xs-tag=_x23_tLCD/qid

 Pricewatch
<http://www.pricewatch.com/menus/m34.htm>
9. Uninstall any programs that you don't use, and never install programs unless you plan to use them regularly. Every program installed on your computer slows it down, even the ones that came with it.
10. Get a wireless keyboard and mouse like this one,
<http://www.amazon.com/exec/obidos/tg/detail/-/B0000AOWVP/qid%3D1074585644/ref/002-2464712-0408862>
 They're inexpensive, they work well, and you'll love the reduced clutter. And how many times has something gone wrong because you accidentally yanked on a cable?

Note: some of these tips are intermediate and advanced. If you have any questions or problems, drop us a line! <http://computerinfo@personworks.com>



Where to put valentine decorations and other holiday decorations for the next year

Fortunately for you, getting organized is the new fad. This makes finding fun organizing tools a lot easier than a few years back. Places like Target and Fred Meyer are a great example. They have created storage bins for Christmas with the colors red and green. For Valentine's Day find a red lidded storage container or add hearts to one that you have already! It's easy to organize decorations by the color of the boxes. If that's a little too bright for you, instead, tape a holiday card to the front of the box. You'll be able to tell which holiday decorations it holds at a glance.

Go to <http://www.storables.com> for more holiday organizing solutions
 OR
http://www.stacksandstacks.com/html/product77_0.htm



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