

A Timely Solution

News Release

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FOR IMMEDIATE RELEASE

December 28, 2007

A Timely Solution Offers Techniques to Tackle Organizing at Work Five to Survive and Organize

Danville, Calif. – Mary Ann Pate, principal of A Timely Solution of Danville, Calif. offers working people, from corporate executives to home office workers, help in keeping their “get organized” New Year’s resolutions, one day at a time.

“Getting organized is always among the top ten resolutions working people make and is probably the most overwhelming,” says Pate, “but developing five simple habits can make a huge difference. Here are five ideas that can help anyone become more productive.”

Make a “To-Do *Today*” list. Everyone should have a To-Do list, either paper or electronic, where all to-dos are in one place so they all can be seen and then prioritized. Select the items from that list to create a “To-Do *Today*” list. Those are your priorities for the day. List only those items you know you can realistically accomplish.

Work on one task at a time. Keep your desk clear with only the current project on it. Keeping your desk clear of clutter will help you keep your mind clear, too. When you are finished with the first project, put it away and begin the next.

Designate a special place for your “Action Files.” Put your Action Files in folders so you can find them quickly and put them away easily, perhaps a bottom desk drawer. Everything pertaining to a particular project should be in its file.

Manage interruptions. Every time you stop working, you lose concentration and the momentum that you have built up, so don’t allow others to dictate what you get done. Allow non-urgent phone calls to roll to voicemail. If necessary, turn off your computer monitor and speakers to avoid being distracted by every incoming email.

Be flexible. No matter how much you plan, exceptions will arise. Make a conscious decision to change priorities, if necessary, but don't shift gears just because something new comes up. Make sure it is really more important than your current task or project.

“Clients often ask ‘What should I do?’ The real question should be ‘What *will* I do?’” Pate concludes. The New Year is a perfect time to start fresh and with resolve. The peace of mind that comes with a sense of accomplishment is an easily-attainable reward.”

About A Timely Solution

A Timely Solution founder Mary Ann Pate is an organizing and productivity consultant, past president of the San Francisco Bay Chapter of the National Association of Professional Organizers (NAPO), a productivity trainer and authorized consultant and a member of the National Association of Women Business Owners. She provides organizing assistance to individuals and businesses throughout the United States.

In addition to consulting services, Ms. Pate offers customized productivity workshops, based on clients' needs, that include one-on-one follow-up sessions. She has presented to business professionals and community organizations, including John Muir Women's Health Center, Regional Training Institute of the Community College System and Washington Mutual Bank. Detailed information is available at www.atimelysolution.com.

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Note to Editor: Mary Ann Pate is available for interviews at (925) 736-4826.