



## Enlightened Newsletter

### "Clearing Out and Lighting Up"

Last month, I spent some time revisiting my 2008 goals to see what I accomplished in my business and personal lives and what I wanted to improve upon in 2009. One of my goals for 2009 was to clear out the clutter in my life.

In my Business, I reduced my overhead by eliminating unneeded procedures as well as removing unused digital files from my computer. I made sure my backup system was working correctly for my new clients. Lastly, I cleared out old paper files from my filing cabinet to make room for updated reference information. Doing all of this, helped me refocus my view about my company. My business has evolved into a service that assists individuals and small business owners to become and stay organized in all areas of their lives.

After acquiring several items from my mother's estate, in my personal life, I realized I needed to go through old, unused, items to clear out my home. I donated several things like, kids and adult clothing, old DVDs, books and Music CDs. This helped me make my home more tranquil and less chaotic.

It was quite refreshing to remove things from my business and personal lives that were not working for me anymore. I love the movement of energy that happens when things are removed. Try it out!

*Sabrina Quairola*, owner of Sabrina's Organizing and Admin Support

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To create a stronger family foundation, spend time with your family.

### Quote of the Month

If the facts don't fit  
the theory, change the facts.

Albert Einstein  
(1879-1955)

Source: [www.quotationspage.com](http://www.quotationspage.com)

## Look at Our Services



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**Administrative Support:** Mail sorting and Reconciling business and personal checkbooks, Setting up and tracking investment accounts, Small organizing projects, Accounts payable, Accounts receivable, Data entry, Creating and maintaining Filing systems, Typing documents (emails & letters) Creating documents in Microsoft Excel or Word, Website updates. **\$35.00/hr (on-site work) and \$25.00/hour (virtual & off-site)! [Contact us](#)**

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