



Enlightened Organizing

Monthly Newsletter January 2008

www.sabrinasorganizing.com

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A HAPPY
NEW YEAR

This month, we will discuss New Year's Resolutions or Yearly Quality of Life Improvement Goals.

Feel free to pass this newsletter on to your friends and family! Any feedback would be greatly appreciated!

May your New Year be filled with prosperity and joy.

Sabrina Quairolì
Professional Organizer/owner

Quote of the Month

To will is to select a goal, determine a course of action that will bring one to that goal, and then hold to that action till the goal is reached. The key is action.

Michael Hanson

Source: www.quotationspage.com

Have you ever had this happen? You start each year with one or many quality of life improvement goals and find by the middle of the year you can not remember what the goals were. What a horrible feeling — being disappointed and feeling like you failed yourself.

Well, I have some tips on making your goals stick!

Sit down on January 1st and with no distractions, think about what you want to change for the new year. Think of last year situations that may have made you feel upset or sad. Here are some questions to ponder to figure out what your goals would be:

1. I did not organize my _____. (home office, my desk, closet, pantry, kitchen)
2. I did not like my behavior toward _____. (my child, my parents, my spouse)
3. I was not physically active last year.
4. I did not eat well last year. I need to eat more _____.
5. I need to quit _____.
6. I spent too much money in _____ area last year.
7. I did not volunteer with _____ last year.
8. I want to improve my quality of life in _____.
9. I want to spend time with my _____.

Then, write down the resolution(s). Be as specific as possible like, "I will do 3 1-hour sessions a week of exercise, which will include 30 minutes of treadmill, abs on Monday, thighs on Wednesday, and biceps and triceps on Friday". If you have many goals, categorize them in groups, such as, career goals, financial goals, health and wellness, faith, volunteering, house improvements, and behavior.

Mark those activities on your calendar for the entire year! Also, hang a copy of your goal list in a visible place. Read them each day until you memorize them.

Start off the new year by doing your goals, no excuses. Make your goals a priority. The more you do your new task, the more you will remember it. It has been shown that if you do a new task for 15-30 days in a row, it will become a habit. Try it and see if that is true for you.

Whatever your goals are, I hope they last for the entire year and beyond.

Sabrina Quairolì

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Products of the Month



See-through acrylic case organizes

<http://www.solutions.com/jump.jsp?itemID=829&itemType=PRODUCT&path=1%2C2%2C5%2C34%2C214&iProductID=829>

Check Out Our Services

Self-employed? Need help with daily office needs, I offer Part Time Virtual or On-site Office Support. Prior to my experience as a Professional Organizer, I worked as an Office Manager for 7 years and 5+ years as an Admin. Assistant. I have a BA in Business Administration.

I offer the following services: Accounts Payable invoicing, Accounts Receivable, Data Entry, Creating and Maintaining Filing Systems, typing documents (emails, letters, etc), document creation, and website updates services.

The rates are \$35.00 per hour (on-site work) and \$25.00 per hour (virtual work)!

Please remember this newsletter is for information purposes only and is intended to motivate you to get and stay organized. If you feel overwhelmed in any way in this organizing process, please consult a professional. Our address: 614 Stewart Road, Collegeville, PA 19426—484-686-1567.

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