



Enlightened Newsletter

New Newsletter New Year

As the new year begins, I decided to redesign my newsletter. And, in doing so I decided to change my writing as well, I will be informing my members of various situations I have learned and experienced throughout the month.

I have been busy with my Administrative Support and Personal Assistant business lately, helping self-employed owners and individuals in their office and home. I was so busy getting adjusted to the increase in clients that my stress level went through the roof. I realized I needed to take a step back and allocate time to getting my office in order. I purchased new sorting bins and made files for the new client's accounts. I sorting my files, removed documents, and found home for all the new items. I noticed almost instantaneously that my stress level was more manageable.

It goes to show that even an organized person like myself who help others become organized, needed to stop and review the established systems from time to time and make adjustments.

I hope you have a wonderful and prosperous New Year!

Sabrina Quairolì

We would love to hear from you and your ideas/ comments about different organizing or administrative support topics you want us to talk about, feel free to [contact us](#).

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Winter is wonderful because it gives my family and I a relief from our seasonal allergies. I hope you enjoy your January!

Quote of the Month

That is what learning is. You suddenly understand something you've understood all your life, but in a new way.

Doris Lessing

www.quotationspage.com

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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 your life, home or office, please consult a professional. Our address: 614 Stewart Road, Collegeville, PA 19426—484-686-1567. We respect your privacy. We do not sell or share our mailing lists. If you want to be removed from this mailing list or want to schedule an appointment, please feel free to email us at inquiry@sabrinasorganizing.com.