

Boost Your Productivity, Not Your Stress.

Why are vacations less stressful? Responsibilities simplify; there's less information to track, there are fewer things to find, and meeting deadlines is a snap.

Organization infuses your business or home with that vacation feeling.

Eliminate the burden of...

- Missed payments, rebates and opportunities.
- Emergency purchases, overdue charges, and overdraft protection fees.
- Unnecessary trips across town, the office, or your home.

Reward yourself with...

- A fresh perspective, fresh ideas, and fresh solutions.
- Accomplishing tasks in less time with more focus.
- Making, meeting and exceeding your goals.

Perfection is not the aim.

That's neither attainable, nor sustainable. You just need to know what you have and how to find it efficiently. Together, we'll develop a personally tailored system suited to you.

Change your perspective.

Think of all the parts of your business as distinct boxes. Each one has limited space. Fill these boxes with the activities, information, relationships, and possessions that serve a healthy purpose. You get to eliminate the rest.

Start here and now.

First, take a step back and breathe deep. Assess all the things, duties, and people you need to track. Once you've got a list on paper, your brain will stop whirling with "I have to remember..." and start prioritizing and strategizing on how to get things done. Then, it's a simple matter of focusing on one item at a time as you work your way down the list!

Take your second step toward that vacation feeling now by contacting:

Anne McCallister

www.InsidetheBoxOrganizing.com

Making Room for What Matters.

503.421.6465 • anne@insidetheboxorganizing.com