



FOR IMMEDIATE RELEASE

Contact: Anna Lieber  
t 212-874-0548  
e [Public\\_Relations@napo-ny.net](mailto:Public_Relations@napo-ny.net)

## NAPO-NY's Time Tips for New Yorkers on the Go

New York, NY (February 28, 2011) During the first quarter of the year, we scramble to get our resolutions and goals into play. Professional Organizers are called upon to help clients create a workable calendar system, manage action items and multiple projects. It's a great time to get organized about time.

Time is a nonrenewable resource. We have all there is and we can't get any more. Spend your day being proactive, not reactive. Prioritize high-value activities that move your professional and personal life forward. Defer, delegate or dump low-value activities.

Sharon Lowenheim, President of NAPO-NY, says, "We are all expected to be available 24/7, thanks to e-mail, smart phones, Facebook and Twitter, and other 21st century 'improvements'. What gets lost is good old-fashioned productivity. A simple time management system enables us to focus on the most important things we should be doing, and frees our minds so that we have spare time to do the things we enjoy."

Below are tips to help you use your 24 hours well.

**Manage stress.** A clear mind is prerequisite for focus and high-level work. Yoga, exercise, calm music, long walks, massages and media time-outs are a few ways to manage stress.

**Nix multitasking.** It doesn't save time. According to the Stanford Report in 2009, "people who regularly juggle several streams of electronic information do not pay attention, control their memories, or switch from one task to another as well as those who prefer to focus on one thing at a time."

**One calendar.** Whether paper or electronic, use one calendar for both personal and professional appointments so you can see your daily and weekly landscape holistically. A large family calendar posted at home helps parents and kids see scheduled activities and avoid conflicts.

**Eliminate brain drain.** With all those projects and tasks floating around your head, you quickly become exhausted. A Master List cures all that. Just writing everything down has proven to be an effective tool for clearing the mind of clutter. Your Master List does not need to be prioritized. Capture it all in one notebook including voice mails, notes and reminders. Select your daily priority action items from this list. Park the rest.

**Prioritize activities.** Create an action list each day with only three or four major projects and events. Block time for action items in your calendar. Be realistic. Most of us underestimate the time it takes for a task. Too many tasks and you'll end up frustrated. Crossing off finished items is a great reward at the end of the day. Transfer outstanding items to the next day's list.

**Batch tasks.** If you set aside three hours for project work, an hour for administrative calls and two hours for errands in a particular neighborhood, the day is filled. Add lunch and breaks for maximum productivity. Parents also need to schedule in quality time with children.

**Chunk large projects.** A little planning will reduce your workload as you strategize the best approach and prioritize manageable steps with deadlines.

**Do not disturb.** Set aside quiet time when you are unavailable to co-workers, kids and phone calls to tackle important work that requires complete focus. Figure out your best time. Most people are more creative in the morning.

**Online activities.** Don't let email derail the day. Limit checking and responding to email. Web surfing, blogging and social media are great marketing and research tools but can easily take over. Smart professionals set limits and do the important stuff first.

**Delegate.** There are better uses for your time than chores and tasks you dislike or where you lack the skills. Look for tasks and projects that can be outsourced economically to free your time for high-value activities.

**Get organized.** A simple file system saves time. A little filing time each day prevents spending a lot of time looking for misplaced documents.

**About NAPO-NY:** NAPO-NY is the New York chapter of the National Association of Professional Organizers, the world's premier professional community dedicated to serving the interests and development of professional organizers. Founded in 1987, NAPO-NY is over 100 members strong and boasts a diverse array of organizing consultants, speakers, trainers, authors and manufacturers of organizing products who provide organizing services to individuals, families and businesses throughout the New York metropolitan area.

###