

Alita Marlowe Bluford

Subject: Aug 18 have you seen the top of your desk



Organizing your workplace with your BrainInMind

Business Efficiency Consultants

August 18, 2008

**Have you seen the top
of your desk lately?**



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Marlowe & Associates specializes in the design and development of programs and processes to enhance time management, staffing, information flow, space efficiency, inventory control and reduce procrastination.

**Call the experts at Marlowe &
Associates, Inc. 1-800-852-**

Do you wonder why your paper piles reaccumulate? Wonder what might be hiding in the piles? Unpaid bills? Invitations that you thought you had sent an RSVP? Client invoices waiting to be mailed? Projects with looming deadlines? I don't suppose the pile on your desk is costing you any money?

Did you know...

- According to Franklin Covey, 42% of adults report that too often they feel that life is a treadmill and they can't get off?
- Americans as a whole waste more than 9 million hours each day looking for lost and misplaced items --amounting to a national loss of nearly \$150 million per day according to the Center for Growth & Productivity?
- Organizing must be easy for you or it won't happen?



Help is here...

9050 We teach you skills to decide what to toss, what to keep and how to quickly find what you have kept. Developing systems in your workplace with your *BrainInMind.*

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- You need to determine the retention value of the documents that you are keeping. Often, we keep stuff as a default decision because we don't know what to do with it.
- Ask yourself:
 1. When will I use this again?
 2. How will I use this next?
 3. How frequently? Will I need to access it quickly?
 4. What is the worst possible thing that could happen if I have discarded it erroneously?

Do you have a specific question about organizing your papers? Click here to visit my new blog [Paper Organizing](#). To develop a filing system that is EASY for you to maintain call us today.

Click here to order your copy of the [Paper Tiger Paper Management Software](#) TO RECEIVE FREE TRAINING, BE SURE TO ENTER **COUPON CODE: 25129**

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