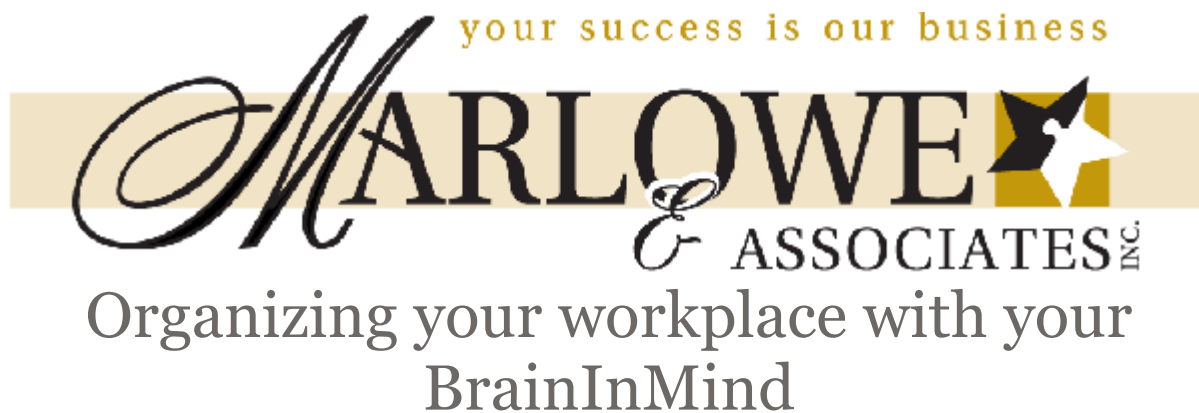


Alita Marlowe Bluford**Subject:** FW: Efficiency tips from Marlowe & Associates, Inc**Business Efficiency Consultants****June 17, 2008****Your To Do List**

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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 &

Summer is here! Extra family responsibilities. Graduations, holidays, vacations, weddings, parties. Feeling overwhelmed with an unending 'to do list'?

Did you know...

- Most people have 'issues' with their to do list because they do not understand how to set priorities according to their goals?
- More than forty three percent of Americans surveyed described themselves as disorganized?
- It is estimated that the average professional wastes thirty to forty percent of their time on "document related" nonvalue added tasks?

Help is here...

- Deciding what NOT to do is more important than deciding what TO Do.
- If your list contains many 'shoulds', 'woulds' and 'coulds' then you are NOT prioritizing according to your needs!
- Keep your prioritizing system simple. Do not put more than three 'must do's' on your to do

Associates, Inc. to schedule your customized, on-site training session to organize your workplace with your *BrainInMind*.

- list each day. If you accomplish them, you are among the 3% of human beings on the face of the earth who did.
- Use math to prioritize your list. Rate each item on your list 1 through 4 (4 is very, 1 is not) in terms of urgency and importance. Multiply across the row. The largest number is your most important priority.

Quick Links...

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- [The Paper Tiger - Home of the 8-Hour Miracle \(TM\)](#)
- [Easy Reach Desktop Search Tool](#)
- [Email Efficiency Tool - coming soon!](#)

Take a free [efficiency quiz](#) . Read a newly posted case study on using the Paper Tiger Software in creating an 8 Hour Miracle TM. [Case Study June 2008](#). Spend 8 hours to create a file indexing system that guarantees you can find papers in your office within 5 seconds. Click on the link to learn more about how to tame the [Paper Tiger](#)

We are forming Clutter Controllers Networking Groups. Please [email us](#) or call for more information 800-852-9050. Put "Clutter Controllers" in the subject line.

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