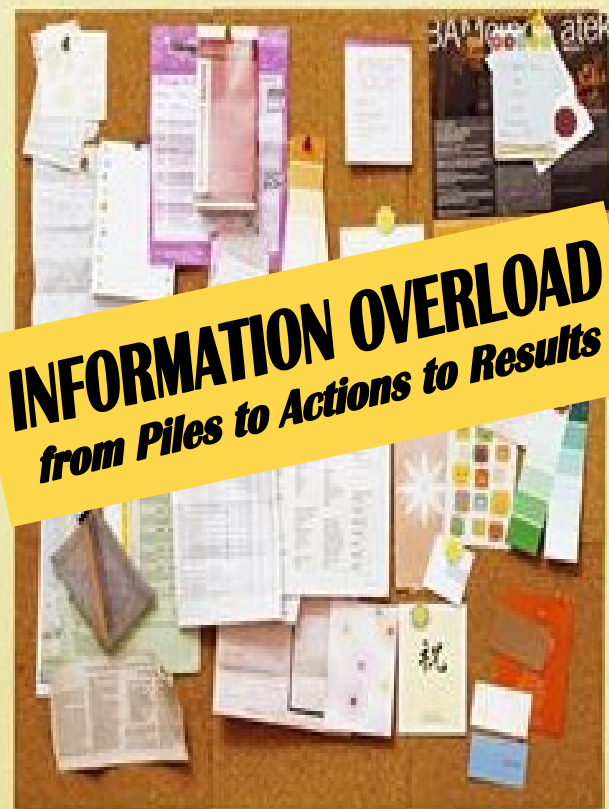


Organize~Categorize~Systematize
For Productivity, Efficiency and Order in Your Office



INFORMATION OVERLOAD
from Piles to Actions to Results



“Hot Action Files” help you to save time, energy & money; control clutter; quickly manage your paperwork, email & vital information

Donna D. McMillan & Karen L. Simon



INTRODUCTION

Our time is too precious to waste looking for information, digging through piles in desperate hope of finding what we need when we need it, trying to get things done. Organizing our information is vital to our sanity. Otherwise, it will bury us alive!

Information comes to us in several ways: paper, electronic and verbal. We need a way to process it so that we can take action on it. Having a system helps us to prioritize and complete tasks in a timely manner.

This power-packed booklet provides a system to process mail, email or other forms of communication quickly and easily. Developed by a duo of professional organizers, these proven techniques have been successful with clients who struggled to get a handle on the information they receive every day.

To gain the full effect of this system, do it daily for 30 days. Stick with it and you will be amazed at what you accomplish. In addition to gaining control of your information, you will have adopted a habit that relieves the stress of YOUR Information Overload!

*Organizing is a process ...
it's not a one-day project.*



What Is Information?

"Information" *definition*. Knowledge that you get about someone or something; facts or details about a subject¹

"Information Overload" *noun*.

1. *Psychology*. An excess of incoming information, as might confront a pedestrian on a crowded city street, that forces one to be selective in the information received and retained.²

2. The difficulty a person can have understanding an issue and making decisions that can be caused by the presence of too much information.³

"I have a theory about the human mind. A brain is a lot like a computer. It will only take so many facts, and then it will go on overload and blow up."-- Erma Bombeck

Sources:

¹ www.learnersdictionary.com/search/information

² <http://dictionary.reference.com/browse/information+overload>

³ http://en.wikipedia.org/wiki/Information_overload

What's YOUR Next Action?

"I couldn't even see my desk anymore, it was piled so high. I called Island Organizers and now my Hot Action box is the only thing that greets me each morning." - Psychologist

"I used to spend all my time wading through email until I was taught to make folders by action. Now, I can work on a project and everything I need is in one place! What a timesaver!" - Commercial Real Estate Agent

"I bought so many gadgets that promised to get me organized. Nothing worked. One session with [Island Organizers] changed my life. It was the best To-Do I've ever done!" - Business Attorney

Get a jump start & get out from under YOUR information overload! Call us today.



Offices in Honolulu and Los Angeles
808-943-2053 or 310-391-7392
IslandOrganizers.com

ABOUT THE AUTHORS

Island Organizers is a partnership of Donna D. McMillan of McMillan & Company Professional Organizing and Karen Simon of PC Tech Associates. They are active in their industry as members of both the local & National Association of Professional Organizers (NAPO).

Their mission is to meet the demand for expert, small business organizing and productivity professionals with the experience to apply successful solutions and training. Their combined expertise goes hand-in-hand to transform chaotic, cluttered workspaces into orderly, functional offices and to help clients gain control of their information.

Island Organizers offers a unique blend of technology and productivity consulting, training and organizing - both virtual and on-site - to help clients efficiently manage time, space and information. They provide tremendous benefits in today's fast-paced, information-hungry business environment.



Offices in Honolulu and Los Angeles

808-943-2053 or 310-391-7392

IslandOrganizers.com

© Copyright 2011 Island Organizers. All rights reserved.
No portion of this document may be reproduced in any
form without the express written permission of the
copyright holder.