



## Productivity Tips...

# 10 signs you need professional help

- By Lorena Prime -

Now, I'm not talking about therapy (though we could all use a little bit of that!). I am referring to using a professional if you're having trouble getting and staying organized. People lose 55 minutes every day looking for things they own, but cannot find. If you get organized, you'll save time, money, and be more productive and happy!

Many people think that they should be able to get organized all on their own, but it can be difficult if you've never been taught some techniques that make it easy. Organizing can be a daunting task, but remember that being disorganized is not a character flaw! It's difficult to make progress when you're not sure where or how to begin, and that's why using a professional makes it less frustrating.

We use an accountant for taxes, a mechanic to fix the car, and a contractor to replace the roof, so why not a professional organizer to help you make your home or office an efficient, yet pleasant place to be?

It may be time to allow someone in who can help if you answer, "Yes" to the following questions:

1. **Every year**, do you make a **resolution to get organized**, but it never seems to happen?
2. Do you often complain about **poor work/life balance**?
3. Do you get **stuck on tasks or projects** and cannot seem to make progress?
4. Do you have **more work to do**, than resources available?
5. Does your spouse tell you that you should get organized, but **secretly you're scared** because you just don't know where to begin?
6. Do you spend a whole weekend organizing your office, **but then it gets cluttered again** within a couple of days or weeks?
7. Do you have **late fees** on credit cards, insurance payments, or other bills because you don't pay some bills on time?
8. Do you **work 10-12 hours (or more)** a day because you cannot get it all

done?

9. Do you have friends who entertain, but you **would be mortified if anyone saw parts of your house?**

10. Do you feel that you **used to be organized**, but a life-changing event (marriage, child, health issue, job promotion, etc.) caused chaos in your life?

If you've struggled with these issues for months or years, then it is time to call someone. A professional can see things with objectivity and a nonjudgmental style. We help you make progress, feel



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better about yourself and get things back under control - permanently!

Worried about the cost of hiring someone? On almost every organizing project, people find money - in fact, one person I helped found a lost check for \$11,000! Now I cannot guarantee that, but I can assure you that you will find higher self-esteem, improved focus, fewer distractions, more systems to handle routine tasks, and increased productivity by 30-50 percent. And that you can take to the bank! **Z**

*Lorena Prime, owner of Clearly Organized, coaches individuals and speaks at companies and organizations on time management, productivity, and using Microsoft Outlook more effectively. She uses a methodology that helps people shorten routine office work and save 1-2 hours every day. What could you do with an extra 1-2 hours? For more information, visit [www.ClearlyOrganizedLife.com](http://www.ClearlyOrganizedLife.com) or call 617-633-2199.*