

Organizing solutions for the way you work and live today

**encore**  
professional organizers, llc



pathways to productivity...



**Encore Professional Organizers, LLC**

Lori Firsdon and Barb Warner

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**Learn while you commute.**



Special offer this month,

## Encore Epilogue

Get Organized... Get Noticed!

**Dear Barbara,**

Last month, we presented solutions for filing and categorizing your paperwork into "Action" papers and "Storage" papers. This month we focus on a filing system which assists you in managing your action papers.

### **Free your mind by using a rotating tickler file system**

Many people stack papers on their desks, because some future action is required with that paper. In addition, many are reluctant to put away paper, feeling if it's out of sight, it's out of mind and it will be forgotten.

Using our left tab, center tab filing philosophy, making a tickler system is easy. Label 12 left tab folders with January through December. Label 31 center tab folders with 1-31. Rotate the current day's folder to the rear of the other daily folders so that you continue to keep the most current dated folder in front of you. The months also rotate the same way.

The tickler folders are populated with action papers. Action papers are those requiring some future action by you. For example: Bills to pay, invitation or event flyers, project agendas, deadline intensive paperwork. This filing system allows you to free your desk of the date sensitive papers. When used properly, the paper will surface on the proper date you need the item. In addition, you may write re-occurring events/dates inside your monthly folder.

Many clients we have worked with have indicated that the rotation of the system makes it much easier to implement.

Read other helpful articles by visiting our website

[articles page.](#)

## **News and Upcoming Events**

**October 7 Organizing for Parents - a NEW class offering**

50% off our audio CD.  
**ONLY \$14.**

Regularly \$28.

Call us to order with the discount. VISA and Mastercard are accepted.

937-619-3181



Encore welcomes Julie Zeller to our staff. Julie is a great addition to our team.

#### **GIFT CERTIFICATES AVAILABLE**

Ask for a clutter free gift this holiday season. Encore sells **gift certificates**. Let us help you get in shape for the new year at your home or office.

By popular demand, Encore is now offering an organizing class focused on staying organized with children in a residential setting. This class is being offered at the Washington Twp Rec Center, Oct. 7, 7-9pm. Call 937-433-0130 to register.

#### **October 13, Olive Garden - Dayton Mall, 11:30 - 1pm**

**Ask the Organizer Luncheon** with focus on using the 25th Hour Binder. The 25th Hour binder is a tool for managing your daily tasks. RSVP for table reservations. If you eat, you will be responsible for your own tab. 937-619-3181 or email us at [Info@EncoreOrganizers.com](mailto:Info@EncoreOrganizers.com).

#### **October 30, 7-9am, FREE COFFEE, My Favorite Muffin**

Stop in for a free cup of coffee compliments of Encore, at My Favorite Muffin in the Cross Point Center, at the corner of Alex-Bell and 675. **HAPPY HALLOWEEN!** Don't you just love a clutter free gift?

For the third year, we are offering our **Paper Management** seminar and our **More Life, Less Clutter** seminar at the Kettering Recreation Center and the Washington Township Recreation Center.

Click [here](#) to learn more about registration.

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By implementing a rotation tickler system, you can quickly expand your usable workspace on your desktop. Of course, the papers will quickly surface at the right time, when you need them. Try it, it works!

**Sincerely,**

Barb Warner and Lori Firsdon  
Encore Professional Organizers, LLC

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