

Make the most out of a

snow
day



Hello, Friends!

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Topic: Running late?

Are you always running late?

Is there always one thing left for you to accomplish before heading out the door in the morning or heading for bed at night?

Is your New Year's resolution to be "on time" all the time this year?

Here's a simple yet helpful way to start each new day: Why not write a list of things each morning that need to be accomplished before you head out the door? Then, time yourself one morning and see how long these tasks take.

Next, give yourself an extra 15 minutes of buffer time to get everything done in a calm and smooth way. It's even a good idea to set a timer on your phone or microwave to help you figure how long your list of simple tasks takes — because we know how easy it is to get distracted or think we have time for one more thing.

When we're in a hurry, everything seems to take longer than we want. Believe me, I'm notorious for wanting to get one more thing done, too!

If you are in the office, set reminders 15-30 minutes before any meeting or appointment. Ask yourself if there is anything you need to prepare for that event? It's always smart to double-check your meeting notes or outlines, to see what was discussed at the last session.

So, let's begin 2018 with these five habits to start this year right:

1. Check your emails a few times a day instead of constantly. Don't let the email demon interrupt your workflow.
2. Get things ready the night before. Your mornings will run more smoothly if your briefcase or other files are ready to go. Be sure you have your lunch packed and your outfit and purse chosen the night before, too. You never know if there will be a last-minute fire to put out first thing the next morning. Plug in your electronics so they are charged and ready to help you start your day at full power.
3. Set your clocks five minutes fast so it gives you a simple extra buffer.
4. Do you have distant meetings scheduled around rush hour? If traffic fluctuates, try using an app like "Waze" that gives you up-to-date alerts of accidents and road hazards. I also visit MI Drive-Michigan Department of Transportation's website - <https://mdotnetpublic.state.mi.us/drive/default.aspx?source=incidentSearch&lat=42.48657&lon=-83.47266&zoom=6>
5. Lastly make sure you have at least half a tank of gas in the car. Always fill up the night before to mentally check off one more very important "to do" item — so you won't be running late the next morning, or running out of gas needlessly.

Good luck!

Your local professional organizer,
Betty Huotari

PS If you would like to share this email with a friend, please pass it along and if they would like to be added to my newsletter list, have them send me an email.