

YOUR FAVORITE NEWS

...where order prevails over chaos!

JUNE, 2008

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Small Business Week!

The second week of June is **Small Business Week!** This is a great time to focus on your own small business, or lend a hand to a friend who owns one.

The American Dream is inseparable from small businesses. This week take a moment to honor these businesses that help to make the fabric of our lives.

Being a small business owner is an incredibly challenging job. Not only do you have to be great at the service or product your business provides, but you also need to be a pro at the behind-the-scenes business of it all.

You have to handle the marketing, filing, bookkeeping, product development, cleaning, stocking. It doesn't ever seem to end.

The good news is that an organized small business can thrive! That's why we are focusing on getting your matters in order – and now!

The Little Who, When & Where

My first recommendation is to establish a good foundation for your business. I highly recommend getting *The Little Green Office Manager's E-Booklet* (or *The Little Who, When & Where* at OnlineOrganizing.com for \$9.55). This is a printable booklet that allows you to enter all the important information that you and others will need throughout the course of business – insurance information, contact information, etc.

If you want to forego the purchase, get a notebook, or a 3-ring binder, or whatever works for you, and fill it up with all of your important information (I have

numerous checklists available at any time) so you and others know where to file important information and retrieve it later.

The following categories will help to get you started:

- Emergency numbers
- Utility information
- Banking/Finances
- Computer hardware/software
- Licensing/Govt. information
- Association information
- Equipment information
- Service providers
- Supply information
- Legal information
- Postal/Courier information
- Subscriptions
- Vehicle/Travel information
- Renewal dates
- Location of important items
- Inventory
- Product/Service information
- Security/Password information





Do You Really Know *Green*?

Tune up your *Green* vocabulary with the following:

Carbon Labeling/Ratings:

Providing information on a product that shows its overall carbon footprint and helps consumers make green shopping decisions.

Carbon Footprint:

A measure of carbon dioxide emitted during the production and life of an item.

Closed-Loop Recycling:

A recycling program and system where used products are remanufactured to turn them into a similar or the same product (ex. glass bottles into glass bottles).

Compost:

Process where organic wastes (food, paper, and yard materials) decompose naturally, resulting in a rich mineral mix, ideal for use as a soil conditioner, mulch, resurfacing material or landfill cover.

Conscious Consuming:

Consumption decisions made with awareness of the impact of buying decisions on our health, happiness, and environment.

Ecological Footprint:

A measure of how much land and water area a human population needs to produce the resources required to sustain itself and its wastes.

Emissions:

The release of gases, liquids or solids from any process or industry. Liquid emissions are commonly called effluents.

Environmental Footprint:

A company's impact determined by the amount of depletable raw materials and non-renewable resources it consumes to make its products and the quantity of wastes and emissions generated in the process. Traditionally for a company to grow, the footprint had to get larger. Today, finding ways to reduce the environmental footprint is a priority for leading companies.

Green Design:

Conforming to environmentally sound principles of building, material, and energy use. A green building, for example, might make use of solar panels, skylights, and recycled building materials.

Life Cycle Analysis (LCA):

The assessment of a product's full environmental costs, from raw material to final disposal, in terms of consumption of resources, energy, and waste.

Non-Renewable Resource:

A material that can't be replaced in the environment, such as coal, crude oil, or natural gas, because it forms at a rate far slower than its consumption.

Post-Consumer Recycling:

The recycling of materials generated from residential or consumer waste for use in new or similar purposes, such as converting wastepaper from offices into corrugated boxes, or soda bottles into polyester fiber.

Source Reduction:

The design, manufacture, purchase, or use of materials to reduce the amount of toxic waste to reduce pollution and conserve resources, such as reusing items, minimizing products containing hazardous compounds, extending the life of a product and reducing unneeded packaging. ★



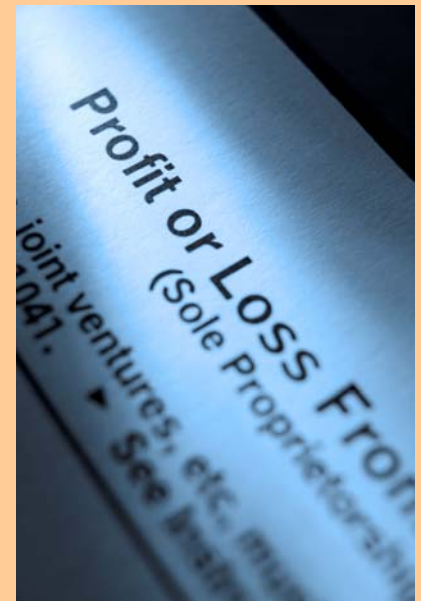
June's Events

2nd Week of June

Small Business Week

June 15, 2008

Father's Day



My Favorite Staging Secrets

- **Remove all personal items.** Buyers need to visualize themselves in the home.
- **Declutter.** Buyers need to know there is ample storage. If you need to buy bins in move them into mom's place, do it.
- **Organize all "secret" places.** If it can be opened, they'll open it. Sort the items in the medicine cabinets, closets, and any other hidden space.
- **Spend some time on the exterior.** Many people forget about this, but this is where the first and last impressions are set. Make sure it's sending the message you want sent.



My Favorite Greenery

Here are a few Green ideas:

- Keep files on computers and disks instead of placing printed copies in file cabinets.
- Review documents onscreen and use "track changes" type tools when editing your work.
- Send an email instead of paper letter when possible.
- Buy recycled paper with a high percentage of post-consumer content and minimum bleaching.
- Print on both sides of each page when possible.
- Shred misprinted material for notepaper or shred it to use as packing material.
- If you have the option to send or receive a brochure in digital format, take it.
- Use a personal sized dry erase board instead of using paper notepads.
- Consolidate shipments.
- Telecommute: Studies show that telecommuters are 40% more productive than office-based workers, plus the benefits of an average of 10 fewer commutes per telecommuter per week.
- If you have to rent a car, ask if a hybrid is available.

My Favorite Small Business Sites

US Small Business Administration
www.sba.gov

Yahoo Small Business
www.smallbusiness.yahoo.com

Small Business Resources
www.smallbusiness.com

OSHA
www.osha.gov/dcsp/smallbusiness/index.html

Internal Revenue Service
<http://www.irs.gov/businesses/small/index.html>

- **Consume Less.** Use things until they wear out, buy second-hand, repurpose old items, give away, rather than throw away items you no longer need.
- Save and reuse shopping bags.
- Do your research and support Green companies. Stay informed – sign up for newsletters to hear about the latest in Green Living. ✨



Small Business

Drive thy business or it will drive thee.

- Benjamin Franklin

In the business world, the rearview mirror is always clearer than the windshield.

- Warren Buffet

Your most unhappy customers are your greatest source of learning.

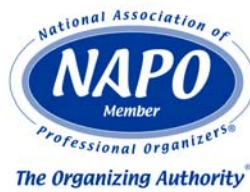
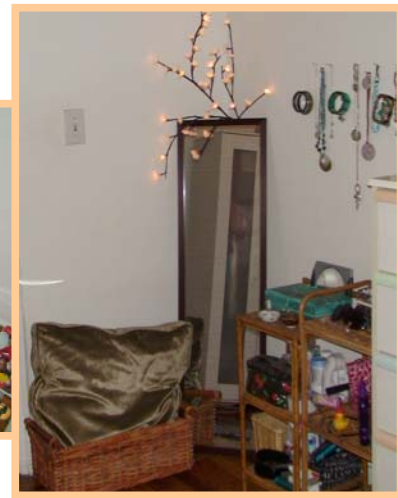
- Bill Gates

The best executive is one who has sense enough to pick good people to do what he wants them to do, and self-restraint enough to keep from meddling with them while they do it.

- Theodore Roosevelt

Clutter Cam

Before & After – Dressing Area



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