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Get Ready, Get Set ... **GO!** by Getting **ORGANIZED**

Why Be Organized?

It may be hard to admit, but being organized saves time. When you're organized, you have more time to stamp for fun or focus on other priorities, such as your family.

Being organized also helps your business run more smoothly. Try these tips:

- **ORGANIZE ALL YOUR CUSTOMER INFORMATION** so you can easily communicate with your customers whenever you need to. Communication is a key part of running any successful business.
- **PREPARE, PLAN, AND SCHEDULE IN ADVANCE.** Strategically organize your calendar to break down long-term goals into smaller goals.
- **KEEP IDEAS, FORMS, AND OTHER INFORMATION HANDY.** If you don't have to spend time looking for everything, you'll have more time to focus on growing your business.

How Do I Get Organized?

Organize Your Space

- Have a place to **STORE YOUR BUSINESS SUPPLIES.** This may be as simple as using a filing box or cabinet. Find what works for you.
- Have a place to **STORE YOUR STAMPING SUPPLIES.** This could be anything from a basket to an entire room. Use the space you have available to store your supply of products.

Everything in Its Place

- **ORGANIZE BUSINESS FORMS,** publications, IDAs, business and financial information, mileage and business-related expenses, and activity statements.



- **ORGANIZE PROJECTS FOR YOUR WORKSHOPS** using the Project Planner form. Project Planner simplifies your preparation time by organizing numerous projects that you can demonstrate at your events.
- **ORGANIZE CUSTOMER, HOSTESS, DOWNLINE INFORMATION,** and communication information using Customer Manager.
 - Customer Manager lets you keep track of your customer and hostess information, such as your communication with them, their order totals, their contact information, and other miscellaneous information.
 - Use the Quicklist and E-mail List in Customer Manager when you are calling or e-mailing several customers at once.
 - Export mailing addresses into a template where you can create individual labels that you can print off.
 - Use Mailing Selector to send mini catalogs to your customers.
- **ORGANIZE YOUR TIME.**
 - Plan phone time.

- Plan your event calendar in advance.
- Take advantage of the resources Stampin' Up!® provides like Printing Place, the Pattern and Template Libraries, and Stampers' Showcase.
- Plan preparation time. Preparing for a month's worth of events at once saves you time and effort. Using the same projects for a month also helps hone your presentation.
- Make time for personal stamping fun.

You'll find as you organize your space, your business information, and your time, you'll have more energy to focus on building your business as well as other priorities that matter most to you. ♥

make it happen

- Take some time now to visit the demonstrator website and give Customer Manager a try.

looking ahead: **ISSUE #13**
Inspiration

worksheet: GETTING ORGANIZED

workshops: a recipe for success

1. Log on to the demonstrator website and go to Workshops: A Recipe for Success (under Training > Workshops: A Recipe for Success).
2. Of the options on the right, click on the Real Projects for Real Workshops option.
3. Here's where the fun begins. Take a moment to explore the different resources already available.
4. Click on the current promotions resource. What type of information do you find here?
5. Click on one of the promotions. What information did you find here?
6. Go back to the Real Projects for Real Workshops page and click on the Project Planner Form. What information did you find here?

How can you use the project planner to organize your workshops?

7. As a final exercise, click on the Demonstrator Ideas on Stampin' Connection resource on the Real Projects for Real Workshops page. You'll notice that you can browse through projects or use the search function to search for specific topics, products used, or techniques.