

Self-Help + Time Management

I want to get organized. Where the heck do I start?!

Some days are good. But on most days you feel like your wheels are spinning. You go, go, go all day long, but at the end of the day, you feel like you've gotten nowhere.

You know you want to be more organized. You know what the end result looks like. There's so much to learn and do, but where do you start? From the chronically disorganized to the perfectionists, many do not know which first step to take. Not knowing the answer to this question causes more frustration and overwhelm – which blocks many folks from even getting started. Instinct tells us to rush out to buy a new calendar or a carload full of matching containers. But the first step is actually figuring out why getting organized is such a challenge. You must first reflect and plan, then act.

Organized folks make life look easy. This is their secret!

Productivity expert Helene Segura's clients often wish they could borrow her brain. Ti-da! Her new book, *R.O.A.D. M.A.P. to Get Organized*, is a tour of an organized person's brain. This guidebook is different from other books on organization which don't address the mental and emotional prep work required for success. She guides the reader through the same thought processes that organized people and successful decision-makers follow. Learn what they know – how to develop a plan to get and stay organized. Those who journey with her will learn how to:

- Develop a mission
- Embrace the concept of change
- Determine the source of your challenges
- Discover your thinking, learning and working styles
- Plan your next steps
- Be successful with getting and staying organized



Helene Segura is a straight-talking, no holds barred, driven innovator who wants to make the world a simpler and more relaxing place. She is structured yet free-spirited. She is serious when she gets down to business, but her wicked sense of humor sneaks in to lighten the mood. Her writing reflects who she is.

Since 1993, Helene has worked with clients who were stressed out and overwhelmed. The first 11 of those years were spent using educational psychology as a classroom teacher before transitioning into the organizing business and becoming a Certified Professional Organizer®. As the owner of LivingOrder™ San Antonio, Helene serves as an organizing expert on The Clutter Diet team and has appeared on NBC, Fox and CBS affiliates, as well as in publications such as Women's Day. Learn more at www.RoadMapToGetOrganized.com.



ROAD MAP to Get Organized: Discover Your Thinking, Learning and Working Styles to Get Your Life Back on Track



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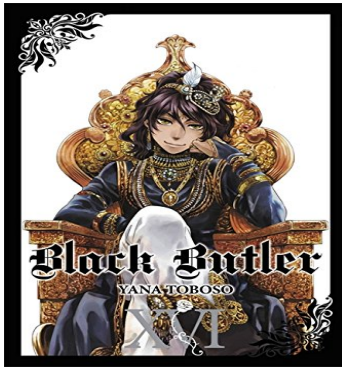
ROAD MAP to Get Organized: Discover Your Thinking, Learning and Working Styles to Get Your Life Back on Track

Organized folks make life look easy. What's inside this book is their secret! Learn how to get organized once and for all! You know you want to be more organized. You know what the end result looks like. There's so much to learn and do, but where do you start? From the chronically disorganized to the perfectionists, many do not know which first step to take. Not knowing the answer to this question causes more frustration and overwhelm – which blocks many folks from even getting started. Instinct tells us to rush out to buy a new calendar or a carload full of matching containers. But the first step is actually figuring out why getting organized



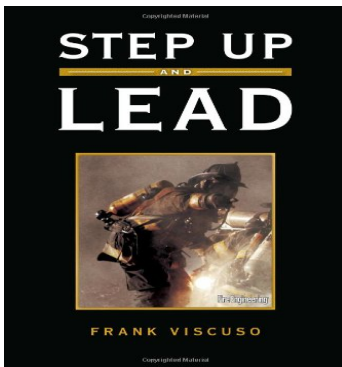
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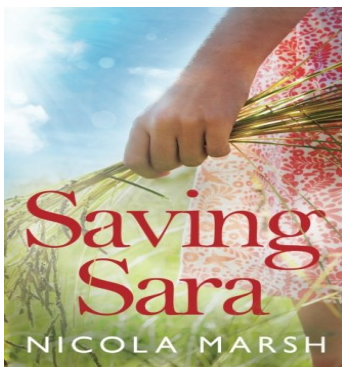
Black Butler, Vol. 16

Earl Ciel Phantomhive and his invincible butler, Sebastian, have thusfar been foiled in their attempts to seek an audience with the headmaster of Weston College. To further their investigation, the sole option that remains is the exclusive "Midnight Tea Party" hosted by the elusive school h



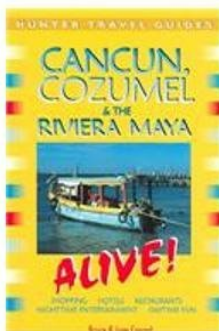
Step Up and Lead

In his new book Step Up and Lead, Frank Viscuso--author, speaker, and career deputy chief--shares the secrets of effective fire service leadership, introduces the traits and skills essential for successful fire service leaders, and discusses the importance of customer service. Designed to help you



Lucretius: The Way Things Are: The Way Things Are: The De Rerum Natura of Titus Lucretius Carus

"... [captures] the relentless urgency of Lucretius' didacticism, his passionate conviction and proselytizing fervour.' ?The Classical Review



Cancun, Cozumel & The Riviera Maya Alive (Alive Guides Series)

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What others say about this ebook:

Review 1:

an excellent read to help you get organized and manage your time wisely. Take control of last minute requests and help prioritize your day from the first minute to the last minute. Helene says it like it is and she is all about helping you get organized. Thank you Helene from a Goodwill Chattanooga Employee.. :)

Review 2:

I liked this book it is a good place to start before you start a project. I found it very helpful.

Review 3:

I have just read R.O.A.D..... and really enjoyed it. In full disclosure, I must admit that I am already an extremely organized person - some near and dear to me would say compulsively so. I have been this way all my life - it's in my DNA.

I bought this book for a gift for a close relative in much need of direction. She wants help and would like to change, but has no idea where to begin. Prior to giving this book to her, I found myself thumbing through it; and before I knew it, I was intrigued and hooked on the author's conversational tone, and her logical points.

I ended up reading the entire book! Though I did not do all the "workbook" exercises, I learned a lot about myself, and have a much better understanding of my relative. I learned why something so easy for me is so hard for her. After she reads R.O.A.D...., I feel certain she will see her way to a sense of organization that has eluded her up until now. I feel certain she will be able to regain control of her life.

Review 4:

Helene's book, ROAD MAP to Get Organized is certainly a journey worth taking! She acknowledges that each person is unique in their own way of thinking, which helps the reader honestly reflect about the challenges they face and obstacles they must overcome to feel organized and content with their way of life. This is an easy-to-read guidebook, containing conversational language that makes you feel like Helene is speaking with you one-on-one, face-to-face, coaching you along your journey. This book contains simple exercises to complete throughout each chapter, which allows the reader to focus on themselves, create steps to follow, then implement their plan of action to be organized, while continuing to reflect on their progress. I highly recommend this book for those serious about getting organized and feeling better about how you tackle all the bumps along the road that life throws at you.

Review 5:

This is an extraordinarily approachable book. Be warned though, it's not a book to stick on the shelf to gather dust. This book demands to be USED.

I was fortunate to attend a book signing of the author during one of my work travels. The book is a pure reflection of Helene. Although our encounter was brief, her humor, insight, warmth and zest to help comes through. I am so glad I bought this book--a spur of the moment decision to try and get myself and my loved ones organized once and for all!

Chapter 3 gave me confidence that one day that might just happen, in spite of my husband's best efforts to defeat me! (Seriously, what woman hasn't thought that at least a zillion times or two?). At work, I am pretty organized (even if Helene mightn't think so...), but I just haven't had the energy to get control at home.

Chapter 6 is the true gem. Helene knows that each of us has our own style and motivation. While I have travelled the globe, my husband is stuck in the county where he was born (ok, I'm being figurative here!). This chapter not only helped me understand ME, it helped me understand HIM. That was a true breakthrough. Now we are able to improve the communication between us so we can accomplish the goals I had set to finally start feeling in control of my life at home.

I'd suggest that anyone trying to get more organized in any facet of their life run out and get this book--then buy a few extra copies for friends and family. It's an investment that, for those motivated to change, can truly change the map of their life.

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